

CITY OF MASON

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CITY COUNCIL MEETING - COUNCIL CHAMBER Monday, June 15, 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. Presentations
 - A. 2014 Annual Report – Mason Library – Cheryl Lyons
7. Consent Agenda
 - A. Approval of Minutes
 - Special Council Meeting: June 2, 2015
 - Regular Council Meeting: June 2, 2015
 - B. Approval of Bills
 - C. Resolution 2015-33 – Designate Authorizing Signatories
 - D. Resolution 2015-34 – Amend the 2014-2015 Fiscal Year Budget
 - E. Resolution 2015-35 – Return Delinquent Water and Sewer Bills to July Tax Roll
 - F. Resolution 2015-36 – Levy 1% Tax Administration Fee
 - G. Resolution 2015-37 – Return Miscellaneous Bills to July 2015 Tax Roll
 - H. Motion – Accept 2014 Annual Report – Mason Library – Cheryl Lyons
 - I. Motion – Street Closure Request – Annual Car Show
 - J. Motion – Street Closure Request – 2015 Relay for Life
 - K. Motion – Street Closure – Mason Farmers Market Association, Inc.
 - L. Motion – Directory of Charges
8. Regular Business
 - A. Resolution 2015-31 – Authorizing Mayor Waltz and City Administrator Colburn to Sign MDOT Contract Number 15-5317, Job Number 127074A
 - B. Resolution 2015-32 – Changing MERS Benefits
 - C. Resolution 2015-38 – Amend FY 2014-2015 Budget and Waive the Formal Bid Process to Award the Sewer Inspection Camera Equipment Rebuild Project to Telespector Corporation
 - D. Resolution 2015-39 – Establishing Freedom of Information Act (FOIA) Policies, Procedures and Guidelines for the City of Mason
9. Unfinished Business
10. New Business
11. Correspondence
 - Monthly Revenue and Expenditure Report
 - Email from Tim Morgan
12. Liaison Reports
13. Councilmember Reports
14. Administrator's Report
15. Adjournment



Shaping **Success**

ANNUAL REPORT 2014



Capital Area District
LIBRARIES



A NOTE FROM THE EXECUTIVE DIRECTOR

Maureen Hirten

In a year filled with exciting changes to our services, staff and buildings, one important thing did not change—the support we receive from our communities. On August 5, voters in Ingham County overwhelmingly passed our millage renewal proposal, with 77% agreeing to fund Capital Area District Libraries for the next four years. Part of that awe-inspiring approval is due to our ongoing commitment to collaboration.

Our staff, Administration and Board of Trustees work hard day in and day out to provide top-quality services, collections and events through partnerships. So it's very gratifying to know that our efforts are appreciated. We consider it a privilege to work in a community where people recognize and value the benefits that a thriving library system provides.

Among the improvements we made in 2014:

- Renovations to our Dansville and Mason branches, plus a grand re-opening of the Okemos branch, which had closed for renovations at the end of 2013.
- New technologies that make it easier than ever to connect with the information you need.
- A new delivery van that connects patrons in our 13 branches to our large collection of books, movies and more.

I encourage you to review the accomplishments and collaborations featured in this report, and to join us as we look toward the future.

Maureen Hirten

It's very gratifying to know
that our efforts are appreciated.



Capital Area District LIBRARIES

Your branch, our family tree.

Board OF TRUSTEES



Front Row (l to r) — Chairperson: Margaret Bossenbery,
Secretary: Alma J. Staton,
Vice-Chairperson: Debora Bloomquist

Back Row (l to r) — Member: Quenda Story, Member: Ifield P. Joseph,
Treasurer: Sally Trout, Member: Vern Johnson

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Management TEAM



Marketing &
Communications
Director
Trenton
Smiley

Human
Resources
Director
Julie Laxton

Senior
Associate
Director
Scott
Duimstra

Associate Director
of Public Service
Jolee
Hamlin

Executive
Director
Maureen
Hirten

Downtown Lansing
Library Head
Kathy
Johnson

Finance
Director
Patrick
Taylor

Technology
Director
Sheryl
Knox

CADL

ACCOMPLISHMENTS



CADL's strength as a library system comes from a collaboration between 225 dedicated people, all working together to accomplish our goals. Here are some highlights of our accomplishments in 2014.

CADL MASCOTS

Our family added a new member this year—a little sister for our library-loving mascot, Linc. Along with Linc, Lexi serves as an ambassador for CADL, helping spread the message to families about how much fun they can have visiting their library. We also introduced a colorful train called Linc's Little Reading Railroad. It made appearances in Downtown Lansing, Leslie, Mason and Williamston, and included families from each community who won the chance to ride along.



MARCH IS READING MONTH

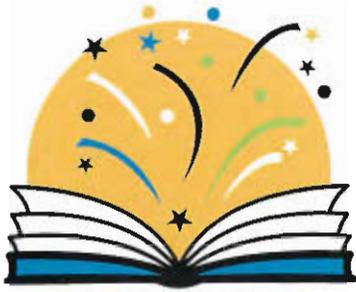
Wherever reading is being celebrated, it's a safe bet that CADL is there! To encourage children to become lifelong readers, we partnered with the Early Childhood Literacy Coalition in March to host storybook characters at our branches. The kids loved meeting favorites like Curious George, Splat the Cat, Labybug Girl and Cookie Mouse.



EARLY LITERACY SUPPORT

Through a generous donation from Target, we added a fun new item to our collection—Raising Readers Backpacks. Filled with themed books, movies, music and toys, the backpacks are ready to be checked out and taken home for our youngest readers to enjoy. Popular themes include Weather, Music, Colors and Pets.





Summer Reading

FIZZ, BOOM, READ!

With a science theme of Fizz, Boom, Read!, our annual Summer Reading program blasted off in June with cool experiments, exciting performers and lots of great prizes. By the time we cleaned out the test tubes in August, more than 7,400 kids and teens had participated, a nearly nine percent increase over 2013.



STEM RESOURCES

To actively promote our STEM (Science, Technology, Engineering and Math) resources, we offered hands-on science events at our branches. We also partnered with Impression 5 Science Center to present science storytimes, and with WKAR-TV on their locally-produced science show called Curious Crew. The show's cast appeared live at our Haslett branch, and DVDs of each episode were added to our collection.

KROGER COMMUNITY REWARDS

This year CADL helped local residents turn their trips to the grocery store into funding for our Summer Reading program. We enrolled in the Kroger Community Rewards program, a tool that allows people to make a donation just by swiping their Kroger Plus card. The amount raised in 2014 was over \$3,000.



MOVIE PARTNERSHIPS

Our outreach efforts in 2014 yielded exciting partnerships with NCG Eastwood and Celebration Cinemas. We kicked off the year with a special screening of The LEGO® Movie at NCG. Over 800 people attended, enjoying free refreshments and prize drawings along with the show. Celebration helped underwrite the cost of a new activity book that features CADL mascot Linc and Celebration mascot Flick. CADL also partnered with both theaters for their Free Family Film Festivals.

CADL

ACCOMPLISHMENTS



LIBRARY CARDS

To help spread the word about the amazing value a CADL card offers, we kicked off a Refer a Friend campaign, encouraging people to get a friend or family member to sign up for a card. Then both people were eligible to win prizes like tickets to see the Blue Man Group at the Wharton Center, passes to the Mid-Michigan Women's Expo, and Dinner & A Movie packages from NCG Cinemas. Thanks go to MSUFCU for their generous donation.



LOCAL HISTORY

In the fall we reopened the Forest Parke Library & Archives, housed at the Downtown Lansing branch. These special collections include photographs, books, real estate and property records, maps, family and business histories, and much more. The book collection has been fully cataloged for the first time, and digitization of all print materials has begun.

HOLIDAY CELEBRATIONS

In December, Ingham County glowed with lights and holiday spirit. Families flocked to CADL branches for events like gingerbread house-making, open houses, Christmas crafts, and special visitors from Rooftop Landing Tree Farm.



Among the projects we tackled in 2014 were those that added to or improved the technologies we provide. Some were behind-the-scenes while others were front and center, but they all added up to better customer service.

ONLINE CARD REGISTRATION

This year we debuted a new kind of library card that gives users temporary access to our growing digital collection. Now people can try out items like eBooks and digital magazines for 21 days. After that the card expires, and they are encouraged to visit a CADL branch to sign up for a full-privilege card.



COLLECTION HQ

This behind-the-scenes service lets us look at all areas of our collection and do system-wide analyses. It allows us to identify trends and place items in the branches where the demand is highest, keeping our collection fresh and relevant.



PRONUNCIATOR

We continue to add resources to our online Research & Learn collection, and one of our newest is Pronunciator. Using downloadable audio lessons, conversation practice, quizzes and more, it allows users to learn up to 80 different languages, all at their own pace.

DIGITAL DISPLAYS

In an effort to better inform patrons of events and services, we installed a digital signage system in 10 of our locations. The screens display colorful information slides that are constantly refreshed.

PATRON ACCESS

This year we deployed 84 enhanced patron computers to support 21st century digital literacy. A new five-year network services contract was negotiated that increased bandwidth and lowered yearly costs by more than \$27,000 a year.



Transitions



LOCAL HISTORY LIBRARIAN

CADL welcomed Heidi Butler to our staff in February. Originally from Portage, MI, Heidi brought a wealth of experience to this position. She has worked as a College Archivist at Kalamazoo College, Local History Librarian at Wichita Public Library, and as the University Archivist at Zayed University in Dubai.



Heidi Butler

MARKETING & COMMUNICATIONS DIRECTOR

Trenton Smiley took over the Marketing and Communications Department, replacing outgoing director Elizabeth Breed. Trenton previously served in this position from 2004-2009, part of his 15 years of experience marketing library services in mid-Michigan. He holds a graduate degree in Marketing from Baker College.

ASSOCIATE DIRECTOR OF PUBLIC SERVICE

When Veronica Beecroft retired as Associate Director in October, the position was changed to target public service. Jolee Hamlin, serving as Library Head of the Holt-Delhi branch at the time, was hired to fill it. In addition to her experience at CADL, she has worked at the Library of Michigan, the Midwest Cooperative for Library Services, and at academic libraries in Texas and Michigan.



Jolee Hamlin

SENIOR ASSOCIATE DIRECTOR

Scott Duimstra, serving as CADL's Associate Director of Collection Services, received a new job title and some additional duties. As Senior Associate Director he is now second-in-line to the Executive Director.



Paulina Poplawska

HOLT-DELHI BRANCH HEAD

In December, Paulina Poplawska was hired to replace Jolee Hamlin at Holt-Delhi. Her prior experience includes working as Assistant Director at both Central Skagit Library District in Washington State, and at the Liberal Memorial Library in Kansas. She is a graduate of Michigan State University and received her MLIS from Wayne State University.



Aaron Smith

AWARDING EXCELLENCE

Named for a founding member of the Board of Trustees, our annual McConnell Award honors a staff member who provides exceptional customer service and/or innovations. The Board was pleased to select Technical Services Supervisor Aaron Smith to receive the 2014 award.

Aaron was recognized for implementing a number of changes in the way library items are acquired, processed and distributed to branches, resulting in both better patron service and cost savings.

Friends of THE LIBRARIES

Friendship is the only cement that will ever hold the world together.

— Woodrow T. Wilson

Each of our 13 branches is supported by a Friends of the Library group, made up of volunteers who work tirelessly to raise funds and advocate for their libraries. They maintain used book collections, run used book sales and other fundraising efforts, contribute refreshments for special events, and support library endeavors in dozens of other ways.

Friends group members also serve as advocates and ambassadors in their communities. They share the message with fellow citizens that libraries play a vital role, and that access to information and lifelong learning are at the heart of a successful community.

Anyone willing to donate time, energy and talent is welcome to join; information is available at any CADL branch or cadl.org/friends.



Aurelius Friends



Haslett Friends

Leslie Friends



Holt-Delhi Friends



In 2014, our Friends groups collectively donated over \$32,211 to Capital Area District Libraries, enhancing our buildings, services and events.

AURELIUS



HEAD LIBRARIAN

Jennifer DeGroat

COMMUNITY INVOLVEMENT

The Aurelius Library is a valuable and vibrant member of the communities we serve. In 2014, library staff:

- Shared events and information with Robbins United Methodist and Aurelius Baptist churches
- Staffed information tables at North Aurelius Elementary parent-teacher conferences
- Visited classrooms and hosted Summer Reading assemblies at North Aurelius Elementary
- Partnered with the Basket Weavers Guild to provide an introduction to basket weaving
- Partnered with the Michigan Organ Donor Registry to sign up new donors

THE TOP 5

These events and achievements were among the most notable in 2014:

1. We hosted 31 Summer Reading events, with a total attendance of nearly 1,000.
2. A weekly teen and tween "Summer Science Sparks" series was launched, focusing on a different science concept each week.
3. The number of attendees at our adult book discussion group greatly increased, with popular titles such as *Unbroken* and *Annie's Ghosts*.
4. We presented two author visits for our Reminiscers group: Shipwreck Survivor Dennis Hale, and Great La'ces Walker Loreen Niewenhuis.
5. In partnership with our Friends group, we held a Holiday Open House featuring Santa and his reindeer, attended by 500 people.



OUR THANKS

Thank you so much to our wonderful patrons, friendly Township staff, and supportive Friends group for helping make our library a growing, vibrant gathering place and a center of learning in our community. We appreciate you!

DANSVILLE



HEAD LIBRARIAN
Melissa Cole

COMMUNITY INVOLVEMENT

The Dansville Library is a valuable and vibrant member of our community. In 2014, library staff:

- Partnered with Ingham Township and Friends of the Dansville Library for building renovations
- Attended staff meetings for Dansville's elementary, middle and high schools, and the elementary PTO meeting to promote library services and community partnerships
- Organized and presented our annual 5th grade Battle of the Books at Dansville Elementary
- Promoted Summer Reading through class visits, and presented at the Literacy Breakfast at Dansville Elementary
- Worked with the Dansville Business Alliance to plan and present both their annual Halloween Party and Dansville's first community tree lighting
- Staffed information tables at the Ingham County Fair and the Dansville Elementary Back to School Bash

THE TOP 5

These events and achievements were among the most notable in 2014:

1. The Dansville Library celebrated a grand re-opening after undergoing a renovation.
2. We enjoyed a 12% increase over 2013 in the completion rate for Summer Reading.
3. We had 863 attendees to our Summer Reading events, which is an increase of 64% over 2013. Total annual event attendance increased by 49%.
4. We received a \$500 grant from the Williamston Sunrise Rotary to enhance our Sensory Storytime and Family Storytime series.
5. Staff created special Saturday events including Cupcake Wars, Polar Express Party, Charlie Brown Thanksgiving Party, Build a Fort in the Library, and Make a Pet Rock.



OUR THANKS

We would like to thank our patrons, Ingham Township, Dansville Village, the Friends of the Dansville Library, and Dansville Public Schools for their continuous support and enduring loyalty. We would not be able to provide high-quality programming and service to our community without you.

DOWNTOWN LANSING



HEAD LIBRARIAN
Kathy Johnson

COMMUNITY INVOLVEMENT

The Downtown Lansing Library is a valuable and vibrant member of the community we serve. In 2014, library staff:

- Provided information tables at local Head Start Family Nights, Kids Connect, Community Connect, and several Health Fairs
- Hosted English Classes taught by staff from MSU and St. Vincent Catholic Charities
- Welcomed several thousand visitors during the Be a Tourist in Your Own Town Day and Silver Bells in the City events
- Partnered with MSU and the Capital Area Literacy Coalition to provide free tutoring services for kids and adults
- Offered a free Family Symphony Series in conjunction with the Lansing Symphony Orchestra
- Joined with WKAR-TV to sponsor PBS Kids Day, with character visits, crafts and activities

THE TOP 5

These events and achievements were among the most notable in 2014:

1. We organized a 50th Building Anniversary event, attended by more than 100 people.
2. Our staff helped plan and host three very popular after-hours Minecraft tournaments.
3. We staffed an information table at Lansing's Shuto Con event, held at the Lansing Center.
4. In addition to appearing regularly on WLNZ and WILX, staff was interviewed on WKAR and the Lansing TV Cable station.
5. We added to our ongoing roster of movie screenings to include films pertaining to Hispanic Heritage Month and Black History Month.



OUR THANKS

The success of the Downtown Lansing Library is due to the great service provided by our staff, the financial support of the Friends of Lansing Libraries, and the numerous organizations who partner with us to meet the needs of our patrons. Thank you!

FOSTER

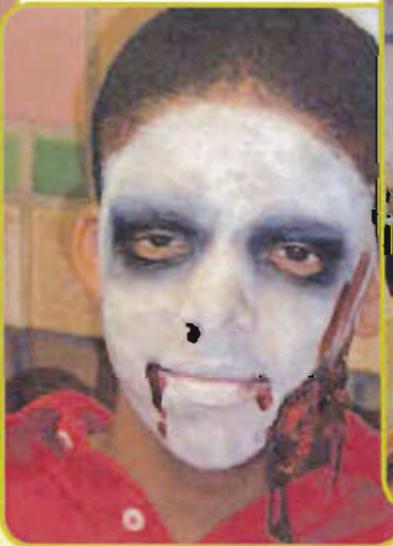


HEAD LIBRARIAN
Jean Bolley

COMMUNITY INVOLVEMENT

The Foster Library is a valuable and vibrant member of the community we serve. In 2014, library staff:

- Attended the Foster Community Center Family Fun Night, Lansing School District Community Resource Center Walk-Through, Kids Day at Allen Farmers' Market, Gier Elementary Literacy Night, and Post Oak Elementary Discovery Day
- Provided storytelling at Lewton, Forest View, Gier and St. Martha schools, as well as the Early Childhood Literacy Coalition Family Event and Prime Time Grandparents Camp
- Read monthly to kids in the Foster Afterschool Program
- Introduced a den of Cub Scouts to the library



THE TOP 5

These events and achievements were among the most notable in 2014:

1. We hosted author Loreen Niewenhuis, who talked about her experience hiking around the Great Lakes.
2. Our staff chaperoned and entertained 15 stuffed friends at a Teddy Bear Sleepover. One staff member brought his own stuffed friend, while another brought her sleeping bag, flashlight and diary.
3. We hosted a Halloween Make-up Workshop, where artists from Astute Artistry turned volunteers into scary-looking zombies.
4. We planned and executed a *Mockingjay* Scavenger Hunt, with participants visiting Panem districts throughout the Community Center.
5. Our annual Holiday Open House featured a visit from Rooftop Landing Reindeer.

OUR THANKS

We would like to thank Friends of Lansing Libraries for their generous support of our programs and facility, Lansing Parks and Recreation and Foster Community staff, our faithful volunteers, our loyal patrons, and our dedicated staff for making 2014 another great year for the library.

HASLETT



HEAD LIBRARIAN
Ann Chapman

COMMUNITY INVOLVEMENT

The Haslett Library is a valuable and vibrant member of the community we serve. In 2014, our library staff:

- Hosted Summer Reading Kick-off events for 960 Haslett Elementary School students
- Provided Teen Read Week book talks for 150 freshman at Haslett High School
- Reached out to senior citizens with a monthly book talk at Wynwood Assisted Living and a book discussion group at the Meridian Senior Center
- Collaborated with MSU Service Learning & Civic Engagement to offer free homework help from MSU student tutors
- Supported the Haslett Food Pantry with year round food collection

THE TOP 5

These events and achievements were among the most notable in 2014:

1. Our branch hosted Michigan Notable Book author Linda Hundt, who drew a standing room only crowd for a presentation and pie samples.
2. Our maker programs such as Table Top Art, Crafternoons and LEGO® Club drew a large, loyal and fun-loving crowd.
3. Library readers of all ages enjoyed literary themed events like Bilbo's Birthday Party, Day of the Doctor and a visit by the storybook character Library Mouse.
4. We hosted lifestyle programs for adults by floral designer J Schwanke and master gardener Laryssa Kaufman that were well received.
5. Special events for the whole family included our annual Holiday Open House, Make a Gingerbread House and Halloween Magic Party.



OUR THANKS

It is our privilege to serve a community that recognizes the value of public libraries. The millage support in 2014 was overwhelming and so appreciated. Thank you for letting us know we are meeting your needs! Thanks also to the Friends, Meridian Township and Haslett Public Schools Facilities for enhancing library resources for all.

HOLT-DELHI



HEAD LIBRARIAN

Paulina Poplawska

COMMUNITY INVOLVEMENT

The Holt-Delhi Library is a valuable and vibrant member of the community we serve. In 2014, our library staff:

- Collaborated with a range of community resources, including Sam Corey Senior Center, Early Childhood Literacy Coalition, Kiwanis, Lions, the Holt Business Alliance, Building 21, Oak Park YMCA, Holt Farmers' Market, the Downtown Delhi Development Authority and Heartwood Schools
- Participated in the Holt Hometown Parade, Kiwanis Halloween in the Park, Holt Community Kids Day, Libraries for Life, Ingham County Fair and more
- Hosted kindergarten school visits, Delta Dental storytime, and Girl Scout groups
- Appeared on the WLMI Tim Barron's Morning Show to highlight library services and value
- Provided an ongoing collection bin for patrons to donate goods to the Holt Community Food Bank, served as a collection site for Socks for Lansing, and participated in the Give a Kid a Christmas program

THE TOP 5

These events and achievements were among the most notable in 2014:

1. With a great deal of collaboration, we secured a fiber network connection for the Holt-Delhi community in June.
2. We developed key sponsorships that resulted in financial support from the Holt Kiwanis Club and Dart Bank.
3. Our staff hosted two new wildly successful Summer Reading series. They were so popular that we offered two to four sessions for each.
4. Our Summer Reading program attendance rose to more than 2,700, an increase of 20% over 2013.
5. We launched two new ongoing programs this year: Anime and Manga Club, and Minecraft Tournaments, which have been well received and well attended.



OUR THANKS

We are abundantly thankful for the continued and wonderful support of Delhi Township for assisting the library to be its finest, our Friends for being amazing advocates and caretakers, our patrons who are the best, many organizations who provided financial support, and the staff of Holt-Delhi library who offer nothing but excellence.

LESLIE



HEAD LIBRARIAN
Barb Keeler



COMMUNITY INVOLVEMENT

The Leslie Library is a valuable and vibrant member of the community we serve. In 2014, our library staff:

- Partnered with White Pine Academy and Leslie Public School to provide assemblies, a presence at Kindergarten Roundup, and classroom instructional support
- Hosted classes from Woodworth Elementary and White Pine Academy for library orientation, Constitution Day, Summer Reading, 4th grade non-fiction lessons, and "Second Grade, First Card" programs
- Joined Linc on the Little Reading Railroad for the Leslie Lighted Christmas Parade
- Hosted the Hugs for Hospice group weekly

THE TOP 5

These events and achievements were among the most notable in 2014:

1. Our Summer Reading program increased by nearly 100 readers.
2. We greatly increased attendance at our Pizza & Pages series for kids. We responded by adding a second group for teens and tweens.
3. We hosted the Lansing Lugnuts for a special Baseball Clinic.
4. In partnership with our Friends group, we held a Holiday Open House featuring Santa, Rooftop Reindeer, and harpist Vienna Bordeaux.
5. We arranged successful family nights throughout the year, including a Super Bowl party, Spring Fling Family Jingo, Minute to Win it, and Scary Stories Night.



OUR THANKS

Special thanks to the Leslie Area United Fund, Leslie Public Schools and White Pine Academy, Friends of the Library, our volunteers, City of Leslie, Leslie Township, and our loyal patrons for their continued support of the Leslie Library. Thanks to all of you, our library is the heart of our community.

MASON



HEAD LIBRARIAN
Cheryl Lyons



COMMUNITY INVOLVEMENT

The Mason Library is a valuable and vibrant member of the community we serve. In 2014, library staff:

- Collaborated with the Mason Public Schools to promote the Summer Reading program, issued library cards to all 8th grade students, and supported early literacy support to students of the Early Learning preschool program
- Participated in the annual Holiday Electric Light Parade, featuring Linc's Little Reading Railroad
- Promoted library services to approximately 900 students at the Ingham County Farm Bureau's Project Red Event
- Kicked off our Summer Reading program with fun and prizes in collaboration with the Mason Optimist's Club at their annual Youth Sports Day
- Hosted student volunteers with special needs throughout the year from Mason High School's CBI work experience program

THE TOP 5

These events and achievements were among the most notable in 2014:

1. We moved patron holds out for public use and installed a self-checkout unit to increase privacy, ease of access and efficiency.
2. Our adult collection was rearranged for improved ease of access and organization of materials.
3. Staff provided early literacy support at well-attended weekly storytimes and playgroups, and made a big push to register babies and toddlers for the Pre-reader track of our Summer Reading program.
4. Mason Library served as a tour site and shared our history with the community during the Mason Area Historical Society's Fall Home Tour.
5. In celebration of Teen Read Week we presented book talks and offered free book vouchers to all Mason Public School students in grades 8-10.



OUR THANKS

CADL Mason is a community library that provides service to its members through the collaborative efforts of branch and administrative staff, the City of Mason, the Friends of the Mason Library, volunteers, community groups and businesses, and most importantly, the support and patronage of our users. Thank you!



HEAD LIBRARIAN
Betsy Hull

COMMUNITY INVOLVEMENT

The Okemos Library is a valuable and vibrant member of the community we serve. In 2014, library staff:

- Visited the Meridian Senior Center to facilitate monthly documentary film discussions and to provide ongoing technology instruction
- Provided weekly literacy story times to five classes at Edgewood Community Childcare Center
- Made 275 outreach visits to Okemos Schools, private and charter schools, Meridian Senior Center, Meridian Township Parks and Recreation, and the Meridian Township Farmers' Market
- Provided free meeting space for 168 community groups

THE TOP 5

These events and achievements were among the most notable in 2014:

1. On January 2, we re-opened following a three-month long renovation project, with support from Meridian Township, CADL, and a fundraising drive spearheaded by the Okemos Friends group. Changes include a new entrance, new reading room, and expanded technology services.
2. Our library provided 847 programs for children, teens and adults.
3. We facilitated tech tutoring for adults, literacy programs to young children, and activities to students through our Teen Advisory Board.
4. Our English as a Second Language Programs were offered weekly for both students and adults.
5. Staff facilitated our first-ever Minecraft tournament, which developed as a simultaneous, multi-branch, after-hours event.



OUR THANKS

Much appreciation is due to Meridian Township Facilities staff for their attention to the building, and to the Friends of the Okemos Library for their continued support of library activities. Thanks also to the residents who continue to fund the 13-branch Capital Area District Libraries system with their tax dollars.

SOUTH LANSING



HEAD LIBRARIAN
Michele Brussow



COMMUNITY INVOLVEMENT

The South Lansing Library is a valuable and vibrant member of the communities we serve. In 2014, library staff:

- Attended school fairs and open houses, including Lansing School District Special Needs, Forrest View Elementary, Gardner and Maple Hill Head Start
- Facilitated monthly book discussions for Community Mental Health-Transitions
- Hosted biweekly visits from Immaculate Heart of Mary students as well as visits from daycare centers, Head Start classes, Cub Scouts and other community groups
- Provided March is Reading Month activity calendars to elementary age children and special storytimes for preschool age children
- Collaborated with Early On of Michigan to make early intervention services and activities for infants and toddlers available at the library



THE TOP 5

These events and achievements were among the most notable in 2014:

1. We hosted a Libraries for Life organ donation sign up, served as a Toys for Tots drop off location, and coordinated with MSU Service Learning to offer K-12 homework help at the library.
2. Our library welcomed over 1,700 kids, teens and adults to our roster of summer events.
3. Our staff registered 753 Summer Reading participants, who logged 8,830 hours of literacy activities.
4. The number of STEM events and programs offered at our branch was tripled.
5. We invested in on-site messaging, such as digital signage, shelfies and book spine poetry, making information easier and more entertaining to access.

OUR THANKS

We could not offer all of these rich and diverse services without support from our friends at the City of Lansing, ITEC of Lansing, South Lansing educators, and our loyal patrons who renewed our millage in 2014.



HEAD LIBRARIAN
Paul Crandall

COMMUNITY INVOLVEMENT

The Stockbridge Library is a valuable and vibrant member of the communities we serve. In 2014, library staff:

- Worked with dozens of community partners, including the Chelsea Area Wellness Foundation and the Stockbridge Area Wellness Coalition, in a Community Read effort that involved several events and the distribution of over 300 free books
- Coordinated efforts with other community groups to bring 16 weeks of live music to the open air market every Friday throughout the summer
- Partnered with the elementary schools to bring all-school assemblies to Heritage, and worked with elementary and early childhood education classes by providing stories and library tours
- Partnered with Stockbridge Community Outreach on projects including their annual Bumbershoot fundraiser, a food drive and a holiday book drive
- Partnered with the Friends of the Library and Stockbridge High School to sponsor and judge the *This I Believe* essay contests



THE TOP 5

These events and achievements were among the most notable in 2014:

1. We hosted Welcome Week visits that brought in over 325 visitors from elementary school classes.
2. Our library presented scores of special events for children, including visits from live reindeer and picture book character Ladybug Girl, summer activities in the park, and special storytimes.
3. Our business and career programs for adults included getting your business on the web, resume review, small business beginner's tips and how to start an Etsy business.
4. We held a multi-day "Artist in Action" event, in which patrons could watch as local artist Colleen Redfield created a painting of children reading.
5. In partnership with Stockbridge Community Education and Backstreet Steakhouse and Seafood Grill, we presented a Great Artists & Ale Series featuring local musician Gary Allen.

OUR THANKS

Many thanks to our patrons, our township, our village, our Friends group, the Stockbridge Area Community Fund, the Stockbridge Area Wellness Coalition, the Chelsea Area Wellness Foundation, Stockbridge Community Education, Stockbridge Community Schools, and all our community partners for helping to make 2014 so successful!

WEBBERVILLE



HEAD LIBRARIAN
Peg Mawby

COMMUNITY INVOLVEMENT

The Webberville Library is a valuable and vibrant member of the communities we serve. In 2014, library staff:

- Joined the annual Webberville Community Picnic, bringing the musical group Gemini to the event and opening the library for Summer Reading registration
- Partnered with Webberville Village, allowing the annual Ladies' Night Out event to expand into our building
- Read stories at Webberville Elementary School's Family Reading Night
- Presented library information to parents and teachers at Webberville Elementary Family Literacy Night
- Hosted the Acting Up Theatre Company at Webberville Elementary School to promote Summer Reading



THE TOP 4

These events and achievements were among the most notable in 2014:

1. Attendance at our drop-in LEGO® Club skyrocketed during the fall, with between 30-40 people participating each month.
2. We increased our programming for adults by offering 10 special topics throughout the year, including Facebook for Business, Digitizing Family Photos, and the History of the American Gas Station.
3. More than 200 people attended our Holiday Open House, which included a visit from live reindeer, crafts, and home-baked treats provided by our Friends.
4. Patrons enjoyed a variety of children's programs throughout the year, including the annual Dr. Seuss Celebration, drop-in holiday crafts, paper punch party, a puppet making workshop, rubber band bracelet making, and Wednesday afternoon movies.

OUR THANKS

Many thanks to our patrons, Leroy Township, The Village of Webberville, and the Friends of the Webberville Library for a very successful year.

WILLIAMSTON



HEAD LIBRARIAN
Julie Chrisinske

COMMUNITY INVOLVEMENT

The Williamston Library is a valuable and vibrant member of the communities we serve. In 2014, library staff:

- Hosted booths at the Williamston Elementary PTSA Ice Cream Social and Williamston Farmers' Market
- Led monthly book chats and Senior Reminisce programs at the Williamston Senior Center
- Participated in the Red Cedar Jubilee Parade and provided a decorated entry called Linc's Little Reading Railroad for the Holiday Light Parade
- Coordinated and led the Battle of the Books program for Williamston 6th graders
- Provided Information Literacy instruction and free books to 175 Williamston High School freshman English students



THE TOP 5

These events and achievements were among the most notable in 2014:

1. Our library welcomed 1,140 kids, teens and adults to 29 different summer events.
2. We hosted 126 kids and teens from Ingham County for STEM Monday events throughout the summer.
3. Williamston welcomed author Teresa Irish with her inspirational program "A Thousand Letters Home," based on the 1,000 letters her father wrote during World War II.
4. We accepted the gift of a new bookshelf for juvenile series books from Williamston 3rd Grade students.
5. Williamston Library staff coordinated a successful Battle of the Books for Williamston 6th graders, including a visit from author Mark Crilley for a prize winners' lunch.



OUR THANKS

Thanks go to all our loyal patrons and library advocates, including our student "Volunteens," the Friends of the Williamston Library, the Williamston Community Library Foundation, and the City of Williamston. Your support is greatly appreciated.

Financials

2014

Overall revenues fell at a much slower pace in 2014 compared to the prior three years. Total revenue was \$10,549,000 and only \$77,000 lower than 2013. Taxable value on real and personal property fell by only 1.25% for the year and is expected to be back in positive territory in 2015. On the expense side of the equation, salaries and benefit costs increased by \$34,000 or less than half of 1%. Spending on library materials was increased by \$142,000, and was offset to some degree by lower spending on all other categories of \$72,000. In total, 2014 expenses were \$9,920,000 and only about 1% higher than the previous year.

GRANTS

- Universal Service Fund - \$73,017 was approved for 2014 Internet Connections. \$13,538 was approved and received for 2014 regular telephone services.
- Michigan Humanities Council - \$250 was received to fund Summer Reading programs
- Target Corporation - \$2,000 was received to fund the purchase of Raising Readers backpacks.
- MSUFCU - \$2,500 was received to help fund our Library Card Challenge in local schools.

OTHER MONETARY DONATIONS

In 2014, CADL received total donations of \$58,871 in 2014 from individuals, Library Friends groups, and other organizations.

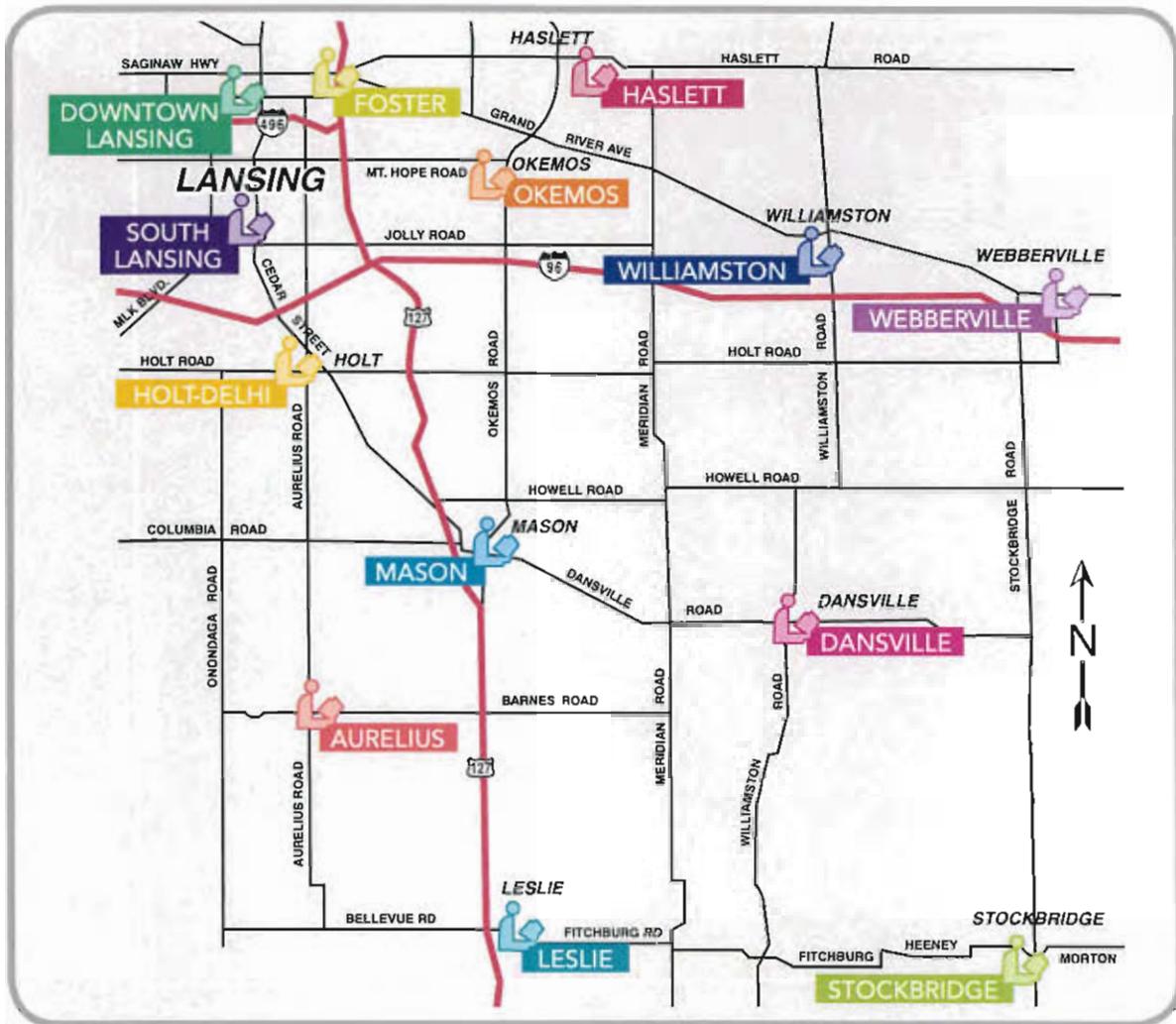


Salary & Benefits	\$6,652
Materials	\$1,228
Professional Services	\$669
Maintenance/Utilities	\$665
Tech/Capital Projects	\$426
Supplies/Other	\$280



Tax Revenue	\$9,275
Library Fees	\$325
Penal Fines	\$577
State Aid	\$141
All Other	\$231

Library Locations



AURELIUS

1939 S. Aurelius Road
Mason, MI 48854
517-628-3743

DANSVILLE

1379 E. Mason Street
PO Box 249
Dansville, MI 48819
517-623-6511

DOWNTOWN LANSING

401 S. Capitol Avenue
Lansing, MI 48933
517-367-6363

FOSTER

200 N. Foster Avenue
Lansing, MI 48912
517-485-5185

HASLETT

1590 Franklin Street
Haslett, MI 48840
517-339-2324

HOLT-DELHI

2078 Aurelius Road
Holt, MI 48842
517-694-9351

LESLIE

201 Pennsylvania St.
Leslie, MI 49251
517-589-9400

MASON

145 W. Ash Street
Mason, MI 48854
517-676-9088

OKEMOS

4321 Okemos Road
Okemos, MI 48864
517-347-2021

SOUTH LANSING

3500 S. Cedar Street
Lansing, MI 48910
517-272-9840

STOCKBRIDGE

200 Wood Street
PO Box 245
Stockbridge, MI 49285
517-851-7810

WEBBERVILLE

115 S. Main Street
Webberville, MI 48892
517-521-3643

WILLIAMSTON

201 School Street
Williamston, MI 48895
517-655-1191

OUTREACH SERVICES

Bookmobile
Books-by-Mail
517-367-6308



Capital Area District

LIBRARIES

Your branch, our family tree.

**CITY OF MASON
SPECIAL CITY COUNCIL MEETING
MINUTES OF JUNE 1, 2015**

Mayor Waltz called the special meeting to order at 6:35 p.m. in the Council Chambers at 201 W. Ash Street, Mason, Michigan, 48854.

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
Tom Hitch, City Attorney

PEOPLE FROM THE FLOOR

None.

REGULAR BUSINESS

Letter of Resignation from City Administrator Martin Colburn

Waltz gave a brief chronological update of events regarding the resignation of City Administrator Martin Colburn. Traverse City set a special meeting to ratify the contract for Mr. Colburn last week. The Traverse City Mayor has requested that Mr. Colburn be allowed to terminate his contract with the City of Mason because Traverse City has been without a city administrator for a long time.

MOTION by Brown, second by Droscha,
to receive the letter of resignation dated May 29, 2015 from City Administrator Martin Colburn and place it on file.

MOTION APPROVED

Resolution 2015-28 – City Administrator Contract Amendment #14

MOTION by Droscha, second by Ferris,
to consider Resolution No. 2015-28 read.

MOTION APPROVED

Resolution No. 2015-28 was introduced by Droscha and seconded by Mulvany.

**CITY OF MASON
CITY COUNCIL RESOLUTION NO. 2015-28
CITY ADMINISTRATOR EMPLOYMENT CONTRACT AMENDMENT #14
June 1, 2015**

WHEREAS, City Administrator Martin Colburn has accepted a position as City Manager for Traverse City, Michigan; and

WHEREAS, City Council has received a letter of resignation from Marty Colburn as City Administrator for the City of Mason.

NOW THEREFORE BE IT RESOLVED, that Mayor Mike Waltz and Mayor Pro Tem Marlon Brown do hereby recommend that the Employment Contract between Martin A. Colburn and the City Council of the City of Mason be discontinued effective June 21, 2015.

RESOLUTION APPROVED

Resolution 2015-29 – A Resolution to Establish an Ad Hoc Committee of the City Council to Review and Make Recommendations Regarding the City Administrator Transition

Discussion was held to choose the members of the ad hoc committee of the city council to review and make recommendations regarding the city administrator transition. Waltz stated that he was first contacted by Councilmembers Bruno and Mulvany. Discussion ensued that it was stated in the informational email sent by the Mayor that it would be handled as first come/first serve.

MOTION by Brown, second by Droscha,
to consider Resolution No. 2015-29 read.
MOTION APPROVED

Resolution No. 2015-29 was introduced by Droscha and seconded by Mulvany.

Discussion ensued whether the appearance of an ad hoc committee runs against transparency or that the effort of an ad hoc committee would expedite the process by functioning as a body to gather information without being required to meet Open Meetings Act (OMA) criteria. It was stated that the entire Council would be privy to emails and communications. Also, it was stated that the committee may not take formal action. A City Council work session was scheduled to be held Monday, June 15, 2015 at 6:30 p.m. in the Council Chambers.

MOTION by Brown, second by Droscha,
to amend Resolution No. 2015-29 by inserting Mayor Waltz, Councilmembers
Bruno and Mulvany in paragraph noted as #2.
Yes (6) Brown, Bruno, Droscha, Ferris, Mulvany, Waltz
No (1) Clark
MOTION APPROVED

**CITY OF MASON
CITY COUNCIL RESOLUTION NO. 2015-29
A RESOLUTION TO ESTABLISH AN AD HOC COMMITTEE OF THE CITY COUNCIL TO REVIEW
AND MAKE RECOMMENDATIONS REGARDING THE CITY ADMINISTRATOR TRANSITION
June 1, 2015**

WHEREAS, due to the resignation of Martin A. Colburn, effective June 21, 2015, a vacancy exists in the Office of City Administrator; and

WHEREAS, in accordance with Ordinance No. 32-A-95, Section 10, any vacancy in the Office of City Administrator shall be filled within 60 days after the effective date of such ordinance; and

WHEREAS, in accordance with Ordinance No. 32-A-95, Section 11, the Council may appoint an acting City Administrator; and

WHEREAS, the City Council desires to appoint an acting City Administrator while the City is in the process of recruiting and appointing a permanent City Administrator; and

WHEREAS, the City Council determines that it is in the best interest of the City of Mason that an ad hoc committee be established in order to review and make recommendations to the City Council regarding an appointment for acting City Administrator, the selection of professional consultation services for the executive search, and the selection of an appropriate pool of candidates to receive interviews.

NOW THEREFORE BE IT RESOLVED that:

1. An ad hoc City Council Review Committee is hereby established to be comprised of three (3) Council members.

2. These individuals shall be: Mayor Waltz, Council Members Bruno and Mulvany.

3. The subcommittee is formed solely for the purpose of making recommendations to the City Council regarding the appointment of an acting City Administrator, making recommendations regarding the selection of professional consultation services for the executive search, making recommendations as to whether the applicants meet the City Administrator profile, as previously established by Council, and as may be revised from time to time, and making recommendations regarding which candidates should be contacted in order to be interviewed for the position of City Administrator.

4. The committee is not empowered to make any decisions, but only to make recommendations to the City Council. Notwithstanding the formation of this committee, each councilmember, in his or her sole discretion, may review the applications at any time prior to the meeting during which the subcommittee makes its recommendations to the City Council.

5. This committee shall be purely advisory and shall establish no policies or criteria that purports in any way to be binding upon the Council.

6. The committee shall dissolve at such time that the Council makes a final determination regarding the appointment of a permanent City Administrator or at another time that the Council deems appropriate.

Yes (6) Brown, Bruno, Droscha, Ferris, Mulvany, Waltz

No (1) Clark

RESOLUTION APPROVED

ADJOURNMENT

The meeting adjourned at 7:11 p.m.

Deborah J. Cwierniewicz, City Clerk

Mike Waltz, Mayor

**CITY OF MASON
REGULAR CITY COUNCIL MEETING
MINUTES OF JUNE 1, 2015**

Mayor Waltz called the meeting to order at 7:30 p.m. in the Council Chambers at 201 W. Ash Street, Mason, Michigan, 48854. Councilmember Droscha 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. Cwierniewicz, City Clerk
Eric Smith, Finance Director/Treasurer
David Haywood, Zoning & Development Director
John Stressman, Chief of Police
Tom Hitch, City Attorney

ANNOUNCEMENTS

- Bad Brewing Outdoor Festival – June 6, 2015
- Thursday Night Live – Mason Orchestral Society – June 4, 2015
- Sesquicentennial Trees are available
- Farmers Market – July 11, 2015

PEOPLE FROM THE FLOOR

Seth Waxman of 424 ½ South Jefferson Street, Apartment No. 3 congratulated Mr. Colburn on his new position. He urged Council to use the cognitive interviewing technique in the future, both with Mr. Colburn as he leaves as well as with prospective applicants for the City Administrator position.

CONSENT AGENDA

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

- A. Approval of Minutes - Regular Council Meeting: May 18, 2015
- B. Approval of Bills: \$83,001.05

MOTION APPROVED

REGULAR BUSINESS

Resolution No. 2015-23 – Authorization to Award a Contract to Rieth-Riley Construction Company for the Construction of the Maple Grove Park Riverwalk Pedestrian Bridge and Trailhead Sign

Haywood elaborated on his submitted report.

MOTION by Brown, second by Droscha,
to consider Resolution No. 2015-23 read.

MOTION APPROVED

Resolution No. 2015-23 was introduced by Droscha and seconded by Mulvany.

Discussion was held on the extreme bid for a trash container; it appeared that line item amount was transposed with the line item for soil erosion. It was stated that staff would attempt to attain the answer to that before the meeting adjourned tonight.

MOTION by Bruno, second by Clark,
to table Resolution No. 2015-23 until the bid amount is clarified for the trash container.
MOTION APPROVED

Resolution No. 2015-24 – Amend FY 2014-2015 Budget and Waive the Formal Bid Process to Award the Well No. 8 Repair Project to Layne-Christensen Co.

Baker elaborated on his submitted report regarding replacing the broken motor in Well No. 8.

MOTION by Droscha, second by Ferris,
to consider Resolution No. 2015-24 read.
MOTION APPROVED

Resolution No. 2015-24 was introduced by Droscha and seconded by Mulvany.

**CITY OF MASON
CITY COUNCIL RESOLUTION NO. 2015-24
AMEND FY 2014-2015 BUDGET AND WAIVE THE FORMAL BID PROCESS TO
AWARD WELL NO. 8 REPAIR PROJECT TO LAYNE-CHRISTENSEN CO.
June 1, 2015**

WHEREAS, it is in the best interest of the City of Mason to maintain its well field; and

WHEREAS, it is necessary to replace the broken motor in Well No. 8; and

WHEREAS, this project is recognized as an emergency expenditure, and it is necessary to amend the FY 2014-2015 budget to repair Well No. 8; and

WHEREAS, it is requested by staff to waive the formal bid process.

NOW THEREFORE BE IT RESOLVED, that the Mason City Council does hereby approve amending the FY 2014-2015 budget to appropriate funds for the repair project on Well No. 8; and

FINALLY BE IT RESOLVED, that the Mason City Council does hereby approve waiving the formal bid process and does hereby award Well No. 8 Repair Project to Layne-Christensen Co. in the amount of \$11,401.95.

RESOLUTION APPROVED

Resolution No. 2015-25 – Approval to Award the Drilling of Well No. 9A to Birkmeier Well Drilling

Baker elaborated on his submitted report regarding drilling Well No. 9A.

MOTION by Droscha, second by Ferris,
to consider Resolution No. 2015-25 read.
MOTION APPROVED

Resolution No. 2015-25 was introduced by Droscha and seconded by Mulvany.

**CITY OF MASON
CITY COUNCIL RESOLUTION NO. 2015-25
AWARD THE DRILLING OF WELL NO. 9A TO BIRKMEIER WELL DRILLING
June 1, 2015**

WHEREAS, it is in the best interest of the City of Mason to expand its well field; and

WHEREAS, it is necessary to drill Well No. 9A to maintain our firm capacity; and

WHEREAS, Well No. 9 is budgeted in the FY 2014-2015 Budget.

NOW THEREFORE BE IT RESOLVED, that the Mason City Council does hereby approve the drilling of Well No. 9A to Birkmeier Well Drilling in the amount of \$42,650.00.

Yes (6) Brown, Clark, Droscha, Ferris, Mulvany, Waltz

No (1) Bruno

RESOLUTION APPROVED

Resolution No. 2015-26 – Approving an Increase to the City of Mason Utility Rates

Council discussed whether the utility rate increase recommended by the Utility Rate Study Commission should be accepted or perhaps the current rate should be maintained, with a revisit of the item the following year.

MOTION by Brown, second by Droscha,
to consider Resolution No. 2015-26 read.

MOTION APPROVED

Resolution No. 2015-26 was introduced by Droscha and seconded by Mulvany.

**CITY OF MASON
CITY COUNCIL RESOLUTION NO. 2015-26
APPROVING AN INCREASE TO THE CITY OF MASON UTILITY RATES
June 1, 2015**

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

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

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

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

WHEREAS, the Utility Rate Study Commission has met and reviewed the financial statements and the FY 2015/2016 City of Mason Budget submitted by the Finance Department, and recommends the following;

- Water Base Charge will be \$6.22.
- Water Charge will be \$3.62 per 1,000 gallons after the first 2,000 gallons.
- Water Capital Improvement Charge will be \$2.55 per 1,000 gallons of water sold.
- Water Meter Charge will be \$2.56.
- Sewer Base Charge will be \$10.12.
- Sewer Charge will be \$5.10 per 1,000 gallons after the first 2,000 gallons.
- Sewer Capital Improvement Charge will be \$.69 per 1,000 gallons of water sold.

NOW THEREFORE BE IT RESOLVED, that the Mason City Council establishes the above listed rates for the Water and Sewer Fund effective for the first billing period commencing on or after July 1, 2015.

Yes (5) Bruno, Droscha, Ferris, Mulvany, Waltz

No (2) Brown, Clark

RESOLUTION APPROVED

Resolution No. 2015-27 – Authorizing Mayor Waltz and City Administrator Colburn to Sign MDOT Contract Number 15-5241, Job Number 117414A

MOTION by Droscha, second by Brown,
to consider Resolution No. 2015-27 read.
MOTION APPROVED

Resolution No. 2015-27 was introduced by Droscha and seconded by Mulvany.

**CITY OF MASON
CITY COUNCIL RESOLUTION NO. 2015-27
AUTHORIZING MAYOR WALTZ AND CITY ADMINISTRATOR COLBURN
TO SIGN MDOT CONTRACT NUMBER 15-5241, JOB NUMBER 117414A
June 1, 2015**

WHEREAS, the City of Mason has been awarded Contract Number 15-5241, Job Number 117414A through the Michigan Department of Transportation (MDOT); and

WHEREAS, the contract includes box span signal installation work at the intersections of West Kipp Road with South Jefferson Street and Cedar Street; including signalized and non-signalized crosswalk, concrete sidewalk and sidewalk ramp work; together with necessary related work; and

WHEREAS, the Mason City Council is charged with naming the officials who are authorized to sign said contract.

NOW THEREFORE BE IT RESOLVED, that the Mason City Council authorizes Mayor Waltz and City Administrator Colburn to sign the MDOT Contract Number 15-5241, Job Number 117414A.

RESOLUTION APPROVED

Motion – 1020 East Ash Street – Quote for Demolition Services

Haywood elaborated on his submitted report regarding staff's recommendation to award the quote for demolition services for the structure located at 1020 East Ash Street. Discussion ensued regarding asbestos removal that was done on the house, but not the chimney and roof. Haywood stated that the roofing and flashing was not removed due to the condition of the structure. This will be removed as part of the demolition. It was questioned whether Anderson-Fischer Associates, Inc. were an approved and licensed demolition contractor. Haywood stated that the asbestos abatement contractor said that the roof could come down as part of the demolition. Anderson-Fischer has included asbestos remediation training in their quote.

It was also questioned whether soil restoration would be done.

Discussion was held regarding the issue of whether or not the other bids included groundcover.

MOTION by Clark, second by Bruno,
to table the demolition quote for 1020 East Ash Street until Council has an
opportunity to review the other bids to see if restoration was included.
Yes (5) Brown, Bruno, Clark, Droscha, Ferris
No (2) Mulvany, Waltz
MOTION APPROVED

Discussion – Legal Opinion of Enforceability of Chapter 38, Article II, Regulating Oil and Gas Wells

Mr. Hitch summarized his legal opinion of enforceability of Chapter 38 of Mason Code, Article II, Regulation Oil and Gas Wells. The city's regulation would give the city authority to require a permit and to deny a permit based upon determination of safety, health and welfare concerns.

Based upon statute and case law the city would be prevented from attempting to regulate horizontal drilling when the well head is outside the city and the drilling is some several thousand feet below the surface.

UNFINISHED BUSINESS

Haywood addressed Council to inform them that efforts to reach the employee who prepared the demolition quote spreadsheet were unsuccessful. However, he spoke with City Engineer Don Heck who felt that the trash container and the soil erosion figures were transposed.

MOTION by Brown, second by Droscha,
to take from the table Resolution No. 2015-23.
Yes (5) Brown, Droscha, Ferris, Mulvany, Waltz
No (2) Bruno, Clark
MOTION APPROVED

Council discussed having staff handle clarification of the spreadsheet administratively, and report on how it was handled at the next Council meeting.

**CITY OF MASON
CITY COUNCIL RESOLUTION NO. 2015-23
AUTHORIZATION TO AWARD A CONTRACT TO RIETH-RILEY CONSTRUCTION
COMPANY FOR THE CONSTRUCTION OF THE MAPLE GROVE PARK
RIVERWALK PEDESTRIAN BRIDGE AND TRAILHEAD SIGN
June 1, 2015**

WHEREAS, the City of Mason wishes to replace the existing vehicular bridge in the Maple Grove Park that crosses the Sycamore Creek near the Maple Grove Cemetery offices with a pedestrian bridge, including trailhead sign and improved parking, to serve the Hayhoe Riverwalk trail; and

WHEREAS, the existing bridge is in disrepair and is need of replacement; and

WHEREAS, the City has secured grant funding from a variety of sources to pay for the bridge, including the Michigan Department of Natural Resources, City of Mason Iva Bond Trust, George and Lisa Hayhoe, Tri-County Bicycle Association, Dart Foundation, Elaine Ferris, and Jim Mulvany; and

WHEREAS, bids were received and publicly opened on May 12, 2015; and

WHEREAS, the low bid was from Rieth-Riley Construction Company at \$69,944.95.

NOW THEREFORE BE IT RESOLVED, that the Mason City Council approve the expenditures as part of the Fiscal Year 2015-2016 budget at \$69,944.95 for the construction of a pedestrian bridge, trailhead sign and parking improvements and authorizes the City Administrator signatory authority.

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

RESOLUTION APPROVED

NEW BUSINESS

It was the consensus of Council to have a memorandum compiled of current city projects that would require the attention of an interim city administrator and Council, as well as a report of the decisions that were determined from the second goals and objectives for the year meeting. Lastly, a work session was set for June 15, 2015 at 6:30 p.m. in Chambers to further define the City Council ad hoc committee duties, operational processes and to evaluate how to move forward with current city projects.

CORRESPONDENCE

All correspondence was distributed.

LIAISON REPORTS

Mulvany informed Council regarding Historic District Commission business.

COUNCILMEMBER REPORTS

None.

ADMINISTRATOR'S REPORT

Colburn informed Council regarding City business.

ADJOURNMENT

The meeting adjourned at 8:50 p.m.

Deborah J. Cwiertniewicz, City Clerk

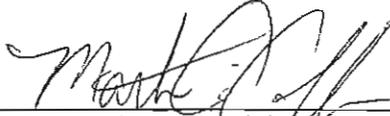
Mike F. Waltz, Mayor

06/12/2015 08:43 AM
User: TF
DB: Mason City

INVOICE APPROVAL BY INVOICE REPORT FOR CITY OF MASON
EXP CHECK RUN DATES 06/08/2015 - 06/17/2015
BOTH JOURNALIZED AND UNJOURNALIZED
BOTH OPEN AND PAID
COUNCIL REPORT
MONDAY, JUNE 15, 2015

Vendor Code Invoice GL Number	Vendor Name Invoice Description GL Description	Invoice Date	Amount
06474	CONSUMERS ENERGY		
JUNE 2015 592-555.00-920.000	ELECTRICITY 4/23 - 5/21 ELECTRICITY 4/23 - 5/21	06/08/2015	7,767.94
JUNE 2015 101-448.00-926.000	ELECTRICITY 5/1 - 5/31 STREET LIGHTING ELECTRICITY 5/1 - 5/31	06/08/2015	6,989.74
VENDOR TOTAL:			14,757.68
06155	INGHAM COUNTY		
2015-1 250-691.00-818.000	2015 ECONOMIC DEVELOPMENT SERVICES 2015 ECONOMIC DEVELOPMENT SERVICES	06/15/2015	9,219.56
VENDOR TOTAL:			9,219.56
05221	MCGINTY, HITCH, HOUSEFIELD, PERSON,		
JUNE 2015 101-266.00-826.000	MAY ATTORNEY CHARGES MAY LEGAL FEES	06/15/2015	13,676.79
VENDOR TOTAL:			13,676.79
TOTAL - ALL VENDORS:			37,654.03

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: June 15, 2015

Agenda Item: 7C through 7G

AGENDA ITEM

- Resolution 2015-33 – Designate Authorizing Signatories
- Resolution 2015-34 – Amend the 2014-2015 Fiscal Year Budget
- Resolution 2015-35 – Return Delinquent Water and Sewer Bills to the July 2015 Tax Roll
- Resolution 2015-36 – Levy 1% Tax Administration Fee
- Resolution 2015-37 – Return Miscellaneous Bills to the July 2015 Tax Roll

EXHIBITS

- Amended Budget
- "A" Delinquent Water and Sewer Bills
- "A" Delinquent Miscellaneous Bills

STAFF REVIEW

Finance Department

SUMMARY STATEMENT

Attached are the five standard fiscal year-end resolutions which must be adopted by the Council annually.

Resolution 2015-33 authorizes Dart Bank and Mason State Bank to recognize the facsimile signatures of Eric E. Smith and Deborah Cwierniewicz.

Resolution 2015-34 amends the 2014-2015 Fiscal Budget. By State Law we must ensure that expenditures do not exceed the allocated budget. All accounts have been reviewed by the Finance Department and the department heads. Corrections and adjustments may be made by the auditors if necessary.

Resolution 2015-35 authorizes the City Treasurer to return delinquent water and sewer bills to the July 2015 tax roll.

Resolution 2015-36 authorizes the City Treasurer to levy a 1% administration fee on all non-city tax collections. It further authorizes 4% interest on delinquent July tax and a 3% penalty on delinquent December tax.

Resolution 2015-37 authorizes the City Treasurer to return delinquent invoices to the July 2015 tax roll.

RECOMMENDED ACTION

Move to approve Resolution Nos. 2015-33 through 2015-37.

**BUDGET REPORT FOR CITY OF MASON
FOR FISCAL YEAR 2014-2015**

ACCOUNT DESCRIPTION	2014-15 ORIGINAL BUDGET	2014-15 AMENDED BUDGET	YTD BALANCE 06/30/2015	AVAILABLE BALANCE	% BDGT USED
Fund 101 - GENERAL FUND					
REVENUES					
Dept 000.00					
OTHER FINANCING SOURCES	0.00	3,908,660.00	3,908,662.35	(2.35)	100.00
SURPLUS FROM FUND BALANCE	86,110.00	0.00	0.00	0.00	0.00
Dept 000.00	86,110.00	3,908,660.00	3,908,662.35	(2.35)	100.00
Dept 215.00 - Clerk					
CHARGES FOR SERVICES	50.00	375.00	364.57	10.43	97.22
215.00-CLERK	50.00	375.00	364.57	10.43	97.22
Dept 254.00-TREASURER/FINANCE					
CHARGES FOR SERVICES	92,275.00	89,585.00	89,568.17	16.83	99.98
TAX REVENUE	2,846,680.00	2,890,855.00	2,486,542.82	404,312.18	86.01
LICENSE AND PERMITS	78,000.00	101,700.00	100,466.67	1,233.33	98.79
STATE REVENUE SHARING	675,000.00	690,000.00	579,479.00	110,521.00	83.98
FRINGE BENEFITS	6,600.00	6,600.00	6,600.00	0.00	100.00
CHARGES FOR SERVICES - FEES	750.00	1,100.00	1,095.00	5.00	99.55
INTEREST INCOME	8,500.00	6,500.00	6,076.16	423.84	93.48
RENTALS	39,235.00	39,235.00	39,333.70	(98.70)	100.25
ADMIN CONTR FR OTHER FUNDS	1,124,980.00	554,930.00	554,930.00	0.00	100.00
CONTRIBUTIONS FROM OTHER FUNDS	138,960.00	138,960.00	138,961.45	(1.45)	100.00
254.00-TREASURER/FINANCE	5,010,980.00	4,519,465.00	4,003,052.97	516,412.03	88.57
Dept 271.00-FORESTRY					
CHARGES FOR SERVICES	29,770.00	29,770.00	29,770.00	0.00	100.00
GRANT REVENUE	0.00	3,020.00	3,018.96	1.04	99.97
DONATIONS FROM PRIVATE SOURCES	0.00	5,100.00	5,102.00	(2.00)	100.04
271.00-FORESTRY	29,770.00	37,890.00	37,890.96	(0.96)	100.00
Dept 276.00-CEMETERY					
CHARGES FOR SERVICES	16,500.00	16,500.00	16,554.00	(54.00)	100.33
CHARGES FOR SERVICES - FEES	15,000.00	14,045.00	12,128.00	1,917.00	86.35
CONTRIBUTIONS FROM OTHER FUNDS	700.00	545.00	0.00	545.00	0.00
CHARGES FOR SERVICES-SALES	5,000.00	5,000.00	4,267.00	733.00	85.34
276.00-CEMETERY	37,200.00	36,090.00	32,949.00	3,141.00	91.30
Dept 301.00-POLICE DEPARTMENT					
CHARGES FOR SERVICES	21,950.00	21,755.00	21,419.04	335.96	98.46
LICENSE AND PERMITS	4,000.00	4,750.00	4,752.00	(2.00)	100.04
CHARGES FOR SERVICES - FEES	4,100.00	3,780.00	3,781.72	(1.72)	100.05
GRANT REVENUE	4,240.00	4,870.00	5,122.47	(252.47)	105.18
DONATIONS FROM PRIVATE SOURCES	3,635.00	2,865.00	2,865.00	0.00	100.00
FINES AND FORFEITURES	30,500.00	35,845.00	35,859.85	(14.85)	100.04
SUNDRY	0.00	2,305.00	2,308.07	(3.07)	100.13
301.00-POLICE DEPARTMENT	68,425.00	76,170.00	76,108.15	61.85	99.92

**BUDGET REPORT FOR CITY OF MASON
FOR FISCAL YEAR 2014-2015**

ACCOUNT DESCRIPTION	2014-15 ORIGINAL BUDGET	2014-15 AMENDED BUDGET	YTD BALANCE 06/30/2015	AVAILABLE BALANCE	% BDGT USED
Dept 336.00-FIRE DEPARTMENT					
CHARGES FOR SERVICES	30.00	50.00	51.00	(1.00)	102.00
LICENSE AND PERMITS	2,000.00	3,970.00	3,995.00	(25.00)	100.63
CHARGES FOR SERVICES - FEES	164,305.00	174,475.00	173,975.46	499.54	99.71
FINES AND FORFEITURES	1,200.00	900.00	900.00	0.00	100.00
SUNDRY	0.00	675.00	675.90	(0.90)	100.13
336.00-FIRE DEPARTMENT	<u>167,535.00</u>	<u>180,070.00</u>	<u>179,597.36</u>	<u>472.64</u>	<u>99.74</u>
Dept 528.00-REFUSE COLLECTION					
CHARGES FOR SERVICES - FEES	339,350.00	342,000.00	342,001.31	(1.31)	100.00
CONTRIBUTIONS FROM OTHER FUNDS	8,055.00	7,755.00	7,754.04	0.96	99.99
528.00-REFUSE COLLECTION	<u>347,405.00</u>	<u>349,755.00</u>	<u>349,755.35</u>	<u>(0.35)</u>	<u>100.00</u>
Dept 747.00-COMMUNITY GARDEN					
CHARGES FOR SERVICES-SALES	375.00	530.00	530.00	0.00	100.00
747.00-COMMUNITY GARDEN	<u>375.00</u>	<u>530.00</u>	<u>530.00</u>	<u>0.00</u>	<u>100.00</u>
Dept 751.00-RECREATION					
RENTALS	4,250.00	5,000.00	4,780.00	220.00	95.60
DONATIONS FROM PRIVATE SOURCES	0.00	520.00	520.00	0.00	100.00
751.00-RECREATION	<u>4,250.00</u>	<u>5,520.00</u>	<u>5,300.00</u>	<u>220.00</u>	<u>96.01</u>
Dept 850.00-WORKERS COMPENSATION					
WK COMP INS CONTRIBUTION	47,860.00	51,585.00	51,587.00	(2.00)	100.00
850.00-WORKERS COMPENSATION	<u>47,860.00</u>	<u>51,585.00</u>	<u>51,587.00</u>	<u>(2.00)</u>	<u>100.00</u>
Fund 101 - GENERAL FUND					
TOTAL REVENUES	5,799,960.00	9,166,110.00	8,645,797.71	520,312.29	94.32
Fund 101 - GENERAL FUND					
EXPENDITURES					
101.00-COUNCIL	41,555.00	44,370.00	29,505.42	14,864.58	66.50
172.00-ADMINISTRATOR	293,425.00	277,245.00	199,226.89	78,018.11	71.86
209.00-ASSESSING	48,705.00	53,205.00	50,732.23	2,472.77	95.35
215.00-CLERK	138,165.00	139,790.00	130,251.21	9,538.79	93.18
247.00-BOARD OF REVIEW	650.00	650.00	510.00	140.00	78.46
254.00-TREASURER/FINANCE	592,735.00	407,500.00	374,101.66	33,398.34	91.80
260.00-TECHNOLOGY	70,445.00	70,445.00	54,984.60	15,460.40	78.05
265.00-BUILDING OFFICIAL/CITY HALL	162,685.00	160,985.00	134,345.44	26,639.56	83.45
266.00-LEGAL/ATTORNEY	90,000.00	104,000.00	88,446.09	15,553.91	85.04
268.00-PARK STREET PROPERTY	41,985.00	41,985.00	10,866.09	31,118.91	25.88
269.00-PROPERTY	479,420.00	480,430.00	478,071.81	2,358.19	99.51

**BUDGET REPORT FOR CITY OF MASON
FOR FISCAL YEAR 2014-2015**

ACCOUNT DESCRIPTION	2014-15 ORIGINAL BUDGET	2014-15 AMENDED BUDGET	YTD BALANCE 06/30/2015	AVAILABLE BALANCE	% BDGT USED
271.00-FORESTRY	72,135.00	75,300.00	70,809.20	4,490.80	94.04
272.00-ADMINISTRATIVE SERVICES	276,435.00	199,750.00	186,766.53	12,983.47	93.50
276.00-CEMETERY	185,040.00	125,845.00	105,597.65	20,247.35	83.91
305.00-POLICE ADMINISTRATION	313,190.00	272,715.00	238,781.16	33,933.84	87.56
315.00-CROSSING GUARDS	24,080.00	20,310.00	19,290.30	1,019.70	94.98
316.00-POLICE PATROLLING	997,765.00	823,555.00	788,661.48	34,893.52	95.76
336.00-FIRE DEPARTMENT	465,095.00	477,510.00	457,997.25	19,512.75	95.91
380.00-PLANNING/ZONING OFFICIAL	126,435.00	115,050.00	108,197.54	6,852.46	94.04
426.00-CIVIL DEFENSE	5,455.00	5,140.00	3,723.89	1,416.11	72.45
428.00-DISASTER ACCOUNT	100.00	100.00	0.00	100.00	0.00
441.00-PUBLIC SERVICES	5,655.00	4,010.00	3,224.84	785.16	80.42
447.00-ENGINEERING	295.00	0.00	0.00	0.00	0.00
448.00-STREET LIGHTING	115,465.00	97,275.00	89,496.33	7,778.67	92.00
458.00-SIDEWALK CONSTRUCTION-REPAIR	5,050.00	3,000.00	0.00	3,000.00	0.00
528.00-REFUSE COLLECTION	346,750.00	332,660.00	332,562.89	97.11	99.97
747.00-COMMUNITY GARDEN	550.00	250.00	55.06	194.94	22.02
756.00-PARKS AND BALL DIAMONDS	157,520.00	131,450.00	105,405.55	26,044.45	80.19
775.00-SENIOR CITIZENS	8,060.00	6,700.00	6,700.00	0.00	100.00
790.00-LIBRARY	27,120.00	26,850.00	24,151.19	2,698.81	89.95
806.00-CHRISTMAS DECORATIONS	5,355.00	2,755.00	2,584.10	170.90	93.80
807.00-CABLE COMMISSION	4,560.00	2,500.00	900.00	1,600.00	36.00
808.00-PLANNING COMMISSION	720.00	650.00	345.06	304.94	53.09
850.00-WORKERS COMPENSATION	47,860.00	51,590.00	51,587.00	3.00	99.99
855.00-RETIREE BENEFITS	99,210.00	110,325.00	110,321.95	3.05	100.00
890.00-CONTINGENCIES	61,980.00	50,350.00	0.00	50,350.00	0.00
999.00-SURPLUS	488,310.00	4,449,865.00	4,072,841.20	377,023.80	91.53
TOTAL EXPENDITURES	5,799,960.00	9,166,110.00	8,331,041.61	835,068.39	90.89

BUDGET REPORT FOR CITY OF MASON
FOR FISCAL YEAR 2014-2015

ACCOUNT DESCRIPTION	2014-15 ORIGINAL BUDGET	2014-15 AMENDED BUDGET	YTD BALANCE 06/30/2015	AVAILABLE BALANCE	% BDGT USED
Fund 202 - MAJOR STREETS FUND					
REVENUES					
Dept 000.00					
INTEREST INCOME	1,250.00	1,750.00	1,671.66	78.34	95.52
GRANT REVENUE	737,000.00	407,785.00	351,890.50	55,894.50	86.29
CHARGES FOR SERVICES-SALES	750.00	750.00	694.10	55.90	92.55
TRANSFERS IN	218,780.00	100,000.00	61,208.34	38,791.66	61.21
000.00	<u>957,780.00</u>	<u>510,285.00</u>	<u>415,464.60</u>	<u>94,820.40</u>	<u>81.42</u>
TOTAL REVENUES	957,780.00	510,285.00	415,464.60	94,820.40	81.42
Fund 202 - MAJOR STREETS FUND					
EXPENDITURES					
000.00	101,330.00	75,415.00	0.00	75,415.00	0.00
451.00-STREET/ROAD CONSTRUCTION	585,780.00	100,000.00	61,208.34	38,791.66	61.21
463.00-STREET MAINTENANCE	135,335.00	129,980.00	107,902.47	22,077.53	83.01
474.00-TRAFFIC SERVICES	23,725.00	31,450.00	25,572.51	5,877.49	81.31
478.00-WINTER MAINTENANCE	39,205.00	44,535.00	44,096.02	438.98	99.01
482.00-STREET ADMIN/GEN EXP	72,405.00	128,905.00	66,040.00	62,865.00	51.23
TOTAL EXPENDITURES	957,780.00	510,285.00	304,819.34	205,465.66	59.74

BUDGET REPORT FOR CITY OF MASON
FOR FISCAL YEAR 2014-2015

ACCOUNT DESCRIPTION	2014-15 ORIGINAL BUDGET	2014-15 AMENDED BUDGET	YTD BALANCE 06/30/2015	AVAILABLE BALANCE	% BDGT USED
Fund 203 - LOCAL STREETS FUND					
REVENUES					
Dept 000.00					
CHARGES FOR SERVICES	21,000.00	21,000.00	500.00	20,500.00	2.38
INTEREST INCOME	250.00	250.00	229.56	20.44	91.82
GRANT REVENUE	127,500.00	142,280.00	124,562.63	17,717.37	87.55
CHARGES FOR SERVICES-SALES	750.00	875.00	1,466.07	(591.07)	167.55
TRANSFERS IN	370,860.00	475,415.00	102,970.51	372,444.49	21.66
000.00	<u>520,360.00</u>	<u>639,820.00</u>	<u>229,728.77</u>	<u>410,091.23</u>	<u>35.91</u>
TOTAL REVENUES	520,360.00	639,820.00	229,728.77	410,091.23	35.91
Fund 203 - LOCAL STREETS FUND					
EXPENDITURES					
451.00-STREET/ROAD CONSTRUCTION	269,530.00	400,000.00	102,970.51	297,029.49	25.74
463.00-STREET MAINTENANCE	145,520.00	137,845.00	117,750.95	20,094.05	85.42
474.00-TRAFFIC SERVICES	7,870.00	9,895.00	7,047.66	2,847.34	71.22
478.00-WINTER MAINTENANCE	32,880.00	27,520.00	26,251.36	1,268.64	95.39
482.00-STREET ADMIN/GEN EXP	64,560.00	64,560.00	64,560.00	0.00	100.00
TOTAL EXPENDITURES	520,360.00	639,820.00	318,580.48	321,239.52	49.79

BUDGET REPORT FOR CITY OF MASON
FOR FISCAL YEAR 2014-2015

ACCOUNT DESCRIPTION	2014-15 ORIGINAL BUDGET	2014-15 AMENDED BUDGET	YTD BALANCE 06/30/2015	AVAILABLE BALANCE	% BDGT USED
Fund 248 - DOWNTOWN DEVELOPMENT AUTHORITY					
REVENUES					
Dept 000.00					
SURPLUS FROM FUND BALANCE	78,605.00	79,845.00	0.00	79,845.00	0.00
TAX REVENUE	54,995.00	60,690.00	60,692.82	(2.82)	100.00
INTEREST INCOME	400.00	470.00	436.67	33.33	92.91
000.00	<u>134,000.00</u>	<u>141,005.00</u>	<u>61,129.49</u>	<u>79,875.51</u>	<u>43.35</u>
TOTAL REVENUES	134,000.00	141,005.00	61,129.49	79,875.51	43.35
Fund 248 - DOWNTOWN DEVELOPMENT AUTHORITY					
EXPENDITURES					
000.00	134,000.00	141,005.00	94,703.40	46,301.60	67.16
TOTAL EXPENDITURES	134,000.00	141,005.00	94,703.40	46,301.60	67.16

BUDGET REPORT FOR CITY OF MASON
FOR FISCAL YEAR 2014-2015

ACCOUNT DESCRIPTION	2014-15 ORIGINAL BUDGET	2014-15 AMENDED BUDGET	YTD BALANCE 06/30/2015	AVAILABLE BALANCE	% BDGT USED
Fund 250 - LOCAL DEV. FINANCE AUTHORITY					
REVENUES					
Dept 000.00					
SURPLUS FROM FUND BALANCE	65,530.00	0.00	0.00	0.00	0.00
TAX REVENUE	317,285.00	298,345.00	297,238.19	1,106.81	99.63
INTEREST INCOME	5,000.00	5,200.00	4,948.91	251.09	95.17
000.00	387,815.00	303,545.00	302,187.10	1,357.90	99.55
TOTAL REVENUES	387,815.00	303,545.00	302,187.10	1,357.90	99.55
Fund 250 - LOCAL DEV. FINANCE AUTHORITY					
EXPENDITURES					
691.00-L.D.F.A.	387,815.00	303,545.00	28,321.70	275,223.30	9.33
TOTAL EXPENDITURES	387,815.00	303,545.00	28,321.70	275,223.30	9.33

BUDGET REPORT FOR CITY OF MASON
FOR FISCAL YEAR 2014-2015

ACCOUNT DESCRIPTION	2014-15 ORIGINAL BUDGET	2014-15 AMENDED BUDGET	YTD BALANCE 06/30/2015	AVAILABLE BALANCE	% BDGT USED
Fund 297 - ECONOMIC DEVELOPMENT COMM.					
REVENUES					
Dept 000.00					
INTEREST INCOME	70.00	40.00	37.87	2.13	94.68
000.00	70.00	40.00	37.87	2.13	94.68
TOTAL REVENUES	70.00	40.00	37.87	2.13	94.68
Fund 297 - ECONOMIC DEVELOPMENT COMM.					
EXPENDITURES					
000.00	70.00	40.00	0.00	40.00	0.00
TOTAL EXPENDITURES	70.00	40.00	0.00	40.00	0.00

BUDGET REPORT FOR CITY OF MASON
FOR FISCAL YEAR 2014-2015

ACCOUNT DESCRIPTION	2014-15 ORIGINAL BUDGET	2014-15 AMENDED BUDGET	YTD BALANCE 06/30/2015	AVAILABLE BALANCE	% BDGT USED
Fund 401 - CAPITAL IMPROVEMENT FUND					
REVENUES					
Dept 000.00					
CONTRIBUTIONS FROM OTHER FUNDS	60,000.00	4,260.00	4,257.50	2.50	99.94
DONATIONS FROM PRIVATE SOURCES	0.00	21,000.00	21,000.00	0.00	100.00
000.00	<u>60,000.00</u>	<u>25,260.00</u>	<u>25,257.50</u>	<u>2.50</u>	<u>99.99</u>
TOTAL REVENUES	60,000.00	25,260.00	25,257.50	2.50	99.99
Fund 401 - CAPITAL IMPROVEMENT FUND					
EXPENDITURES					
000.00	60,000.00	25,260.00	8,716.73	16,543.27	34.51
TOTAL EXPENDITURES	60,000.00	25,260.00	8,716.73	16,543.27	34.51

**BUDGET REPORT FOR CITY OF MASON
FOR FISCAL YEAR 2014-2015**

ACCOUNT DESCRIPTION	2014-15 ORIGINAL BUDGET	2014-15 AMENDED BUDGET	YTD BALANCE 06/30/2015	AVAILABLE BALANCE	% BDGT USED
Fund 592 - WATER/SEWER FUND					
REVENUES					
Dept 000.00					
SURPLUS FROM FUND BALANCE	596,500.00	1,055,555.00	0.00	1,055,555.00	0.00
CHARGES FOR SERVICES	15,750.00	15,550.00	14,455.00	1,095.00	92.96
LICENSE AND PERMITS	42,900.00	89,925.00	82,850.00	7,075.00	92.13
CHARGES FOR SERVICES - FEES	0.00	2,885.00	2,884.92	0.08	100.00
INTEREST INCOME	10,000.00	9,000.00	8,330.79	669.21	92.56
RENTALS	500.00	500.00	500.00	0.00	100.00
CONTRIBUTIONS FROM OTHER FUNDS	306,670.00	40,700.00	15,699.70	25,000.30	38.57
GRANT REVENUE	500,000.00	50,000.00	0.00	50,000.00	0.00
CHARGES FOR SERVICES-SALES	2,780,320.00	2,610,855.00	2,404,032.30	206,822.70	92.08
FINES AND FORFEITURES	45,710.00	41,500.00	38,596.54	2,903.46	93.00
BOND REVENUE	1,100,000.00	0.00	0.00	0.00	0.00
000.00	5,398,350.00	3,916,470.00	2,567,349.25	1,349,120.75	65.55
TOTAL REVENUES	5,398,350.00	3,916,470.00	2,567,349.25	1,349,120.75	65.55
Fund 592 - WATER/SEWER FUND					
EXPENDITURES					
545.00-WATER & SEWER ADMINISTRATION	77,600.00	77,215.00	71,831.42	5,383.58	93.03
546.00-SEWER IMPROVEMENT	42,660.00	42,660.00	42,660.11	(0.11)	100.00
548.00-SEWER MAINTENANCE	170,210.00	300,815.00	167,148.21	133,666.79	55.57
555.00-WASTEWATER TREATMENT PLANT	2,475,305.00	888,950.00	800,497.33	88,452.67	90.05
556.00-WATER MAINTENANCE	429,355.00	457,565.00	431,335.40	26,229.60	94.27
557.00-STORM SEWER PROGRAM	9,425.00	16,385.00	15,712.63	672.37	95.90
558.00-WATER IMPROVEMENT	689,060.00	642,620.00	309,171.11	333,448.89	48.11
559.00-WATER TREATMENT PLANT	839,735.00	825,260.00	804,173.23	21,086.77	97.44
566.00-ALLOWANCE FOR DEPRECIATION	665,000.00	665,000.00	0.00	665,000.00	0.00
TOTAL EXPENDITURES	5,398,350.00	3,916,470.00	2,642,529.44	1,273,940.56	67.47

BUDGET REPORT FOR CITY OF MASON
FOR FISCAL YEAR 2014-2015

ACCOUNT DESCRIPTION	2014-15 ORIGINAL BUDGET	2014-15 AMENDED BUDGET	YTD BALANCE 06/30/2015	AVAILABLE BALANCE	% BDGT USED
Fund 612 - MASON BUILDING AUTHORITY					
REVENUES					
Dept 000.00					
INTEREST INCOME	0.00	0.00	7.58	(7.58)	100.00
CONTRIBUTIONS FROM OTHER FUNDS	286,685.00	284,810.00	284,810.47	(0.47)	100.00
TRANSFERS IN	0.00	3,826,670.00	3,826,666.28	3.72	100.00
000.00	<u>286,685.00</u>	<u>4,111,480.00</u>	<u>4,111,484.33</u>	<u>(4.33)</u>	<u>100.00</u>
TOTAL REVENUES	286,685.00	4,111,480.00	4,111,484.33	(4.33)	100.00
Fund 612 - MASON BUILDING AUTHORITY					
EXPENDITURES					
000.00	286,685.00	4,111,480.00	4,111,476.75	3.25	100.00
TOTAL EXPENDITURES	286,685.00	4,111,480.00	4,111,476.75	3.25	100.00

BUDGET REPORT FOR CITY OF MASON
FOR FISCAL YEAR 2014-2015

ACCOUNT DESCRIPTION	2014-15 ORIGINAL BUDGET	2014-15 AMENDED BUDGET	YTD BALANCE 06/30/2015	AVAILABLE BALANCE	% BDGT USED
Fund 661 - MOTOR VEHICLE POOL					
REVENUES					
Dept 000.00					
SURPLUS FROM FUND BALANCE	135,840.00	117,995.00	0.00	117,995.00	0.00
INTEREST INCOME	750.00	885.00	835.26	49.74	94.38
CHARGES FOR SERVICES-SALES	0.00	15,855.00	15,856.76	(1.76)	100.01
EQUIPMENT RENTAL	263,280.00	272,480.00	235,899.05	36,580.95	86.57
000.00	<u>399,870.00</u>	<u>407,215.00</u>	<u>252,591.07</u>	<u>154,623.93</u>	<u>62.03</u>
TOTAL REVENUES	399,870.00	407,215.00	252,591.07	154,623.93	62.03
Fund 661 - MOTOR VEHICLE POOL					
EXPENDITURES					
567.00-SHOP & BLDG. MAINTENANCE	47,840.00	45,640.00	41,702.73	3,937.27	91.37
568.00-EQUIPMENT MAINTENANCE	176,285.00	184,340.00	171,774.83	12,565.17	93.18
901.00-EQUIPMENT-CAPITAL OUTLAY	175,745.00	177,235.00	111,307.61	65,927.39	62.80
TOTAL EXPENDITURES	399,870.00	407,215.00	324,785.17	82,429.83	79.76

BUDGET REPORT FOR CITY OF MASON
FOR FISCAL YEAR 2014-2015

ACCOUNT DESCRIPTION	2014-15 ORIGINAL BUDGET	2014-15 AMENDED BUDGET	YTD BALANCE 06/30/2015	AVAILABLE BALANCE	% BDGT USED
Fund 702 - RAYNER BOND FUND					
REVENUES					
Dept 000.00					
INTEREST INCOME	1,000.00	950.00	869.61	80.39	91.54
ROYALTIES	150,000.00	65,000.00	52,724.04	12,275.96	81.11
000.00	<u>151,000.00</u>	<u>65,950.00</u>	<u>53,593.65</u>	<u>12,356.35</u>	<u>81.26</u>
TOTAL REVENUES	151,000.00	65,950.00	53,593.65	12,356.35	81.26
Fund 702 - RAYNER BOND FUND					
EXPENDITURES					
000.00	151,000.00	65,950.00	12,011.54	53,938.46	18.21
TOTAL EXPENDITURES	151,000.00	65,950.00	12,011.54	53,938.46	18.21

BUDGET REPORT FOR CITY OF MASON
FOR FISCAL YEAR 2014-2015

ACCOUNT DESCRIPTION	2014-15 ORIGINAL BUDGET	2014-15 AMENDED BUDGET	YTD BALANCE 06/30/2015	AVAILABLE BALANCE	% BDGT USED
Fund 711 - CEMETERY TRUST FUND					
REVENUES					
Dept 000.00					
CHARGES FOR SERVICES	3,500.00	3,040.00	3,040.00	0.00	100.00
INTEREST INCOME	700.00	550.00	504.96	45.04	91.81
000.00	4,200.00	3,590.00	3,544.96	45.04	98.75
TOTAL REVENUES	4,200.00	3,590.00	3,544.96	45.04	98.75
Fund 711 - CEMETERY TRUST FUND					
EXPENDITURES					
000.00	4,200.00	3,590.00	0.00	3,590.00	0.00
TOTAL EXPENDITURES	4,200.00	3,590.00	0.00	3,590.00	0.00

BUDGET REPORT FOR CITY OF MASON
FOR FISCAL YEAR 2014-2015

ACCOUNT DESCRIPTION	2014-15 ORIGINAL BUDGET	2014-15 AMENDED BUDGET	YTD BALANCE 06/30/2015	AVAILABLE BALANCE	% BDGT USED
Fund 812 - SPECIAL ASSESSMENT FUND					
REVENUES					
Dept. 000.00					
SURPLUS FROM FUND BALANCE	23,675.00	19,970.00	0.00	19,970.00	0.00
TAX REVENUE	111,960.00	115,745.00	0.00	115,745.00	0.00
INTEREST INCOME	41,165.00	41,085.00	40,988.79	96.21	99.77
000.00	176,800.00	176,800.00	40,988.79	135,811.21	23.18
TOTAL REVENUES	176,800.00	176,800.00	40,988.79	135,811.21	23.18
Fund 812 - SPECIAL ASSESSMENT FUND					
EXPENDITURES					
000.00	176,800.00	176,800.00	176,795.09	4.91	100.00
TOTAL EXPENDITURES	176,800.00	176,800.00	176,795.09	4.91	100.00

Introduced:
Second:

**CITY OF MASON
CITY COUNCIL RESOLUTION 2015-33
DESIGNATE AUTHORIZING SIGNATORIES**

June 15, 2015

BE IT HEREBY RESOLVED, that Mason State Bank and Dart National Bank, as designated depositories of the City of Mason, be, and it is hereby requested, authorized and directed to honor checks, drafts, or other orders for the payment of money drawn in the City's name, including those payable to the individual order of any persons whose names appear thereon as signers thereof, when bearing or purporting to bear the facsimile signatures of the two following names: Eric E. Smith, Finance Director/Treasurer, and Deborah Cwiertniewicz, City Clerk, and the above banks shall be entitled to honor and charge the City of Mason for such checks, drafts, or other orders, regardless of by whom or by what means the actual or purported facsimile signatures thereon may have been affixed thereto, if such signature resembles the facsimile specimens duly certified to or filed with the above banks by the Clerk of the City of Mason.

Yes ()

No ()

CLERK'S CERTIFICATION: I hereby certify that the foregoing is a true and accurate copy of a resolution adopted by the City Council at its regular meeting held Monday, June, 15, 2015, the original of which is part of the Council's minutes.

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

Introduced:
Second:

**CITY OF MASON
CITY COUNCIL RESOLUTION 2015-34
AMEND THE 2014-2015 FISCAL YEAR BUDGET
June 15, 2015**

BE IT HEREBY RESOLVED by the City Council of the City of Mason that the 2014-2015 Fiscal Year Budget is hereby amended as per the attached Exhibit "A."

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, June 15, 2015, the original of which is part of the Council's minutes.

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

Introduced:
Second:

**CITY OF MASON
CITY COUNCIL RESOLUTION 2015-35**

RETURN DELINQUENT WATER AND SEWER BILLS TO THE JULY 2015 TAX ROLL

June 15, 2015

BE IT HEREBY RESOLVED by the City Council of the City of Mason that the City Treasurer is hereby authorized to return the attached Exhibit "A" entitled Delinquent Water & Sewer Bills to the July 2015 Tax Roll, pursuant to Mason City Code Section 82-246 (a).

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, June 15, 2015, the original of which is part of the Council's minutes.

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

ATTACHMENT TO RESOLUTION NO. 2015 - 35
EXHIBIT "A" - DELINQUENT WATER & SEWER BILLS

<u>Parcel No.</u>	<u>Address</u>	<u>Amount</u>	<u>Water Account</u>	<u>Property Owner</u>
33-19-10-04-353-017	411 E RANDOLPH	48.03	0200-04500-03-1	ANDREW HULL
33-19-10-04-355-004	322 E RANDOLPH	18.93	0200-04461-05-1	ALYSSA DENT
33-19-10-08-206-001	551 W MAPLE	800.32	0300-01881-02-1	DAN BAYER
33-19-10-08-327-021	949 S EUGENIA	314.86	0300-05660-07-1	ASHLEY SHERWOOD
33-19-10-09-101-006	128 E COLUMBIA	68.50	0100-00464-02-1	JOSHUA & HOLLY WILKES
33-19-10-09-103-003	308 E COLUMBIA	280.57	0100-00462-09-1	CHARLENE GIERMAN
33-19-10-09-109-025	427 E ASH	3,312.94	0100-00174-17-1	HAMRICK HOLDINGS
33-19-10-09-326-001	334 E SOUTH	31.61	0100-01969-13-1	SEIGLE HOLDINGS
	TOTAL	4,875.76		
	TOTAL PROPERTIES	8		

*Per Directory of Charges approved December 7, 2009, an additional \$50 will
be added to each account placed on the tax roll

Introduced:
Second:

**CITY OF MASON
CITY COUNCIL RESOLUTION NO. 2015-36**

LEVY 1% TAX ADMINISTRATION FEE

June 15, 2015

BE IT HEREBY RESOLVED by the City Council of the City of Mason that the City Treasurer is to levy a 1% tax administration fee on all Ingham County, Mason Public School, Ingham Intermediate School, State Education, Capital Area District Library and Lansing Community College taxes levied on the July and December 2015 tax rolls of the City of Mason.

NOW THEREFOR BE IT FURTHER RESOLVED, that the City Treasurer is hereby authorized to collect 4% interest on any taxes that remain unpaid from the July tax roll after August 31, 2015, and 3% penalty from the December tax roll after February 16, 2016.

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, June 15, 2015, the original of which is part of the Council's minutes.

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

Introduced:
Second:

**CITY OF MASON
CITY COUNCIL RESOLUTION 2015-37**

RETURN MISCELLANEOUS BILLS TO THE JULY 2015 TAX ROLL

June 15, 2015

BE IT HEREBY RESOLVED by the City Council of the City of Mason that the City Treasurer is hereby authorized to return the attached Exhibit "A" entitled Miscellaneous Bills to the July 2015 Tax Roll.

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, June 15, 2015, the original of which is part of the Council's minutes.

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

ATTACHMENT TO RESOLUTION NO. 2015-37
EXHIBIT "A" - DELINQUENT MISCELLANEOUS UNPAID BILLS
June 15, 2015

<u>Parcel No.</u>	<u>Address</u>	<u>Invoice No.</u>	<u>Amount</u>	<u>Description</u>
33-19-10-05-478-004	206 N Mason Street	3124	55.00	Water Meter Frost Plate Labor
33-19-10-05-478-005	202 N Mason Street	3240	55.00	Water Meter Frost Plate Labor
33-19-10-08-104-001	955 W Ash Street	3180	55.00	Water Meter Frost Plate Labor
33-19-10-08-231-004	210 State Street	3081	50.00	False Alarm ~ MPD
33-19-10-08-231-004	210 State Street	3219	100.00	False Alarm ~ MPD
33-19-10-08-231-004	210 State Street	3259	350.00	False Alarm ~ MPD
33-19-10-08-231-004	210 State Street	3332	100.00	False Alarm ~ MPD
33-19-10-08-231-004	210 State Street	3349	250.00	False Alarm ~ MPD
33-19-10-09-159-005	416 E Cherry Street	3167	246.00	In-City Fire Run
33-19-10-09-176-001	404 E Oak Street	3190	414.37	Mow & Clean Yard
33-19-10-09-176-001	404 E Oak Street	3244	305.16	Mow & Clean Yard

TOTAL **\$ 1,980.53**

CITY OF MASON
STAFF AGENDA REPORT TO CITY COUNCIL

Meeting Date: June 15, 2015

Agenda Item: 7H

AGENDA ITEM

Motion — 2014 Annual Report — Mason Library — Cheryl Lyons

EXHIBITS

- 2014 Annual Report

STAFF REVIEW

Mason Library

SUMMARY STATEMENT

The members of the Mason Library are justifiably proud of the outstanding service we provide to the community and appreciate this opportunity to share the success we have had over the past year. We are pleased to present the Department's 2014 Annual Report.

RECOMMENDED ACTION

Move to accept the 2014 Annual Report for the Mason Library and place it on file.

CITY OF MASON
STAFF AGENDA REPORT TO CITY COUNCIL

Meeting Date: June 15, 2015

Agenda Item: 71

AGENDA ITEM

Motion – Street Closure Request – Annual Car Show

EXHIBITS

Special Events Application - dated June 10, 2015 from Jeff Ryan, County Seat Old Car Club President

STAFF REVIEW

Office of the City Clerk

SUMMARY STATEMENT

The County Seat Old Car Club is requesting street closures to hold the annual car show on Saturday, July 4, 2015 in conjunction with the Independence Day Celebration. In addition, they are requesting the use of electricity around the Court House and in front of the Hilliard building, as well as a waiver for all fees.

RECOMMENDED ACTION

Move to approve street closures, Jefferson Street from Ash Street to Sycamore Street; Maple Street from Barnes Street to the Mason State Bank parking lot entrance; and the parking lane behind the Court House from Maple Street to Ash Street between the hours of 8:00 a.m. – 5:00 p.m.

**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: July 4 th CAR Show		
Event Purpose: CAR Show		
Sponsoring Organization Information		
Legal Business Name: County Seat Old Car Club		
Address: 715 Fred St	City: LANSING MI	State/Zip: 48911
Mailing Address: SAME	City:	State/Zip:
Telephone: 517 348 8184	Email Address:	
Contact Name: JEFF RYAN	Title: Pres	
Telephone:	Email Address:	
Contact Person on Day of Event		
Name: JEFF RYAN	Title: President	
Address: 715 Fred St	City: LANSING	State/Zip: MI 48911
Telephone:	Cell Phone: 517 348 8184	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 checked="" type="checkbox"/> Other (describe) CAR Show
<input type="checkbox"/> Non-Profit Event	<input type="checkbox"/> Block Party	
<input type="checkbox"/> For Profit Event	<input type="checkbox"/> Video or Film Production	
Event Information		
Event Location(s): courthouse Square		
Event Date(s): July 4th 2015		
Event Hours: 9-4		
Date/time for set up: 7-9		
Date/time for clean up: 4-5		
Describe set up and clean up procedures: POPU Canopies, TABLES Bar Trash Bags		

Estimated DAILY attendance: 200 show car 1000 - 2000 people

Describe crowd control plans for this event:

club members

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:

Will street closures be necessary? YES NO

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

Describe street closures:

See Attachment Road closures

* Streets closed: Date/Time:

* Streets re-open: Date/Time:

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?

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.

MUSIC BUS

Will the event require municipal services:

Sponsoring organization should expect to be charged for municipal services provided.

- Police Department
 Fire Department
 DPW Department
 Other (describe):

If yes, please specify activity, location, and duration of request:

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: 6-8
 Barricades Quantity: 10-12
 Traffic Cones Quantity: 24
 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 type="checkbox"/> Tables:	_____
<input type="checkbox"/> Tents:	_____	<input type="checkbox"/> Rides:	_____
<input type="checkbox"/> Awnings:	_____	<input checked="" type="checkbox"/> Portable Toilets:	<u>2</u>
<input checked="" type="checkbox"/> Canopies:	<u>2</u>	<small>(may be required depending on event)</small>	
<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.

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: A+W food trailer

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.

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

* 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.

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 County Seat
(Name of Company)
on the 4 day of July, 2014⁵, to the fullest extent permitted by law, the

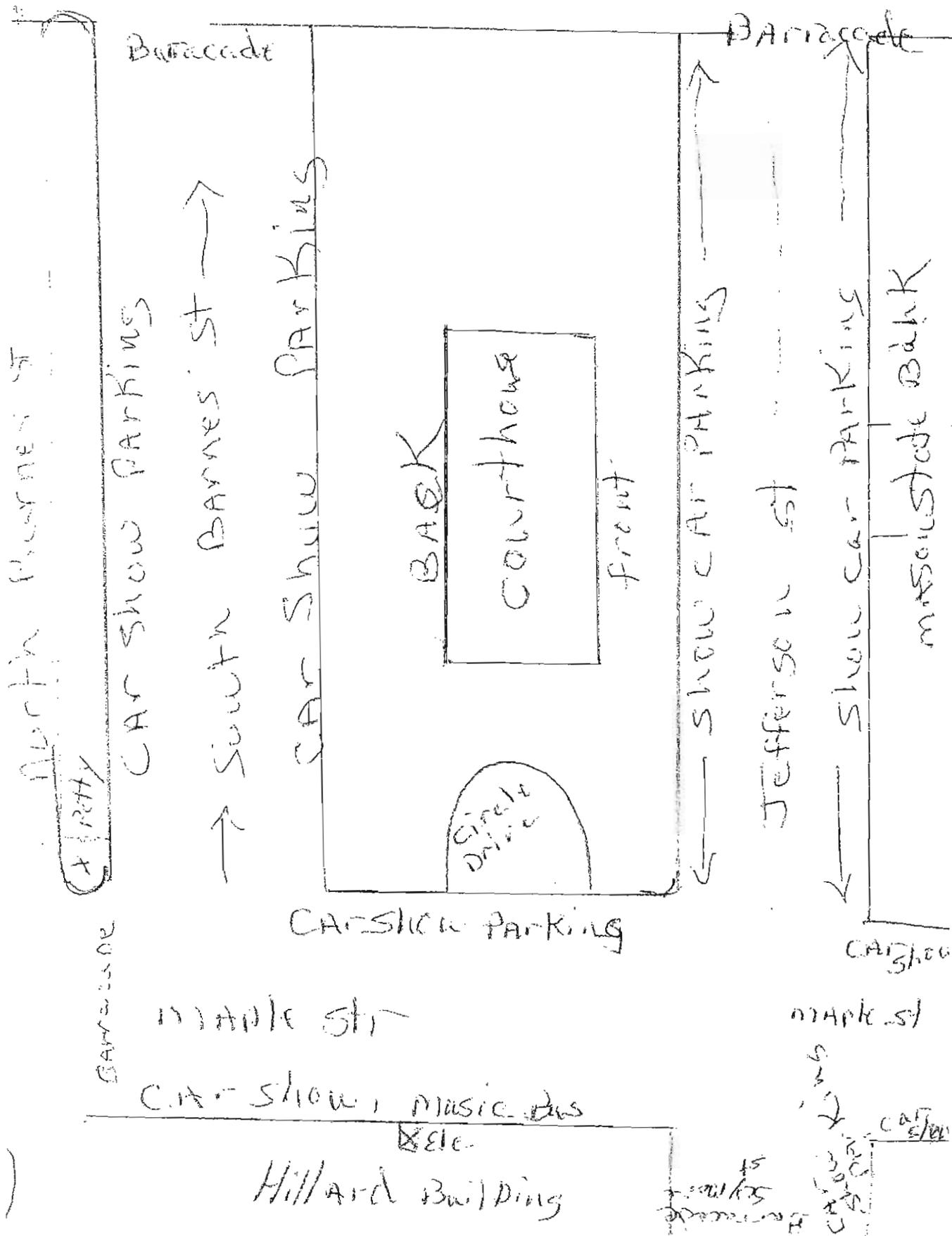
County Seat
(Name of Company) agrees to defend, pay on behalf of, indemnify, and hold harmless the

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).

County Seat
(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.

Applicant Signature <u>Jeffrey M Ryan</u>	Date <u>6-10-15</u>
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.	OFFICE USE: Application Receipt Date May 2014

Ash St



CITY OF MASON
STAFF AGENDA REPORT TO CITY COUNCIL

Meeting Date: June 15, 2015

Agenda Item: 7J

AGENDA ITEM

Motion – Street Closure Request – 2015 Relay for Life

EXHIBITS

- Special Events Application - dated May 29, 2015 from Janet Leslie, Community Manager

STAFF REVIEW

Office of the City Clerk

SUMMARY STATEMENT

The annual Relay for Life event will be held Saturday, June 12, 12:00 noon – Sunday, June 21, 2:00 a.m. Janet Leslie, Community Manager for Relay for Life of Mason, has submitted a Special Events Application requesting a street closure for Maple Street between Jefferson and Barnes Streets to provide space for amplification equipment, an ambulance sitting point, and a dining area. A waiver of the noise ordinance has been requested allow music to be played until 12:00 midnight.

RECOMMENDED ACTION

Move to approve the request of Relay for Life, to close Maple Street between Jefferson and Barnes Streets, Saturday, June 20, at 12:00 noon – Sunday, June 21, at 2:00 a.m., as well as granting an extension of the Mason Code Section 22-36(2), from 10:00 p.m., Saturday, June 20 – 12:00 midnight., Sunday, June 21.

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 Information

Event Name: Relay for Life of Mason
 Event Purpose: Cancer education, survivor celebration, ACS fundraising

Sponsoring Organization Information

Legal Business Name: American Cancer Society
 Address: 1755 Abbey Road City: East Lansing State/Zip: 48823
 Mailing Address: 1755 Abbey Road City: East Lansing State/Zip: 48823
 Telephone: 517-664-1413 Email Address: janel.leslie@cancer.org
 Contact Name: Janet Leslie Title: Community Manager
 Telephone: 517-664-1413 Email Address: janel.leslie@cancer.org

Contact Person on Day of Event

Name: Janet Leslie Title: Community Manager
 Address: 1755 Abbey Road City: East Lansing State/Zip: 48823
 Telephone: 517-664-1413 Cell Phone: 248-872-8336 Email Address: janel.leslie@cancer.org

What Event Category?

- | | | |
|--|--|---|
| <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 checked="" type="checkbox"/> Non-Profit Event | <input type="checkbox"/> Block Party | |
| <input type="checkbox"/> For Profit Event | <input type="checkbox"/> Video or Film Production | |

Event Information

Event Location(s):
Ingham County Courthouse lawn

Event Date(s):
June 20, 2015

Event Hours:
12:00 noon - 12:00 midnight

Date/time for set up: June 20 / 8:00 am - 12:00 pm

Date/time for clean up: June 21 / 12:00 am - 2:00 am (tent removal 9:00 am)

Describe set up and clean up procedures: 20'x40' tent without stakes will be set up between 8am and 11am, along with 17 10'x10' canopies, a DJ table and speakers, and yard signs on wire stands. All except the large tent will be removed by 2am. Garbage will be prepared for pick-up. Large tent removed morning of 6/21.

Event Information (continued) Page 2

Estimated DAILY attendance: 200

Describe crowd control plans for this event:

All activity areas will be attended by volunteers and supervised by them. Volunteers are apprised of event and site rules, and have emergency procedures posted.

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

A Signature Form must be attached.

none

Will sidewalks be used? YES NO

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

Describe sidewalk use:

The sidewalk around the courthouse will serve as our walking track.

Will street closures be necessary? YES NO

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

Describe street closures: E. Maple Street only,

From west edge of courthouse circle drive to east edge of diagonal crosswalk at corner of E. Maple & S. Barnes.

* Streets closed: Date/Time:

Sat. June 20 9 am

* Streets re-open: Date/Time:

Sun. June 21 2 am or after

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?

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

Describe type of music proposed: Live Amplification
 Recorded Loudspeakers

Sound Amplification Equipment Registration 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: 4
- Traffic Cones Quantity: _____
- 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>15</u>
<input checked="" type="checkbox"/> Tents:	<u>1</u>	<input type="checkbox"/> Rides:	_____
<input type="checkbox"/> Awnings:	_____	<input checked="" type="checkbox"/> Portable Toilets:	<u>3</u>
<input checked="" type="checkbox"/> Canopies:	<u>17</u>	<small>(may be required depending on event)</small>	
<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.

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:

Not for sale - survivor dinner and root beer floats provided by AAW only.

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.

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

** 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.

for DJ, on E. Maple.

Do you plan to have special event signs? Yes No

Signs must conform to City ordinances

Describe signs, proposed locations, etc.

signs will be small (18" x 24") yard signs on metal wire stands. These have been approved by the Ingham County Courthouse facilities manager.

Do you plan to have banners?

Yes No

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

We will have vinyl banners attached to the outside of tents.

Application Check List (All items must be provided to the City Clerk's Office with the application for event 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)
Has been requested. Will forward when available.
- 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 American Cancer Society (Name of Company) on the 20 day of 2015, 2014, to the fullest extent permitted by law, the

American Cancer Society (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).

American Cancer Society (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 <u>[Signature]</u>	Date <u>06/12/15</u>
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.	
OFFICE USE Date April 20 1	

S. Barnes

baricades

10'x10' canopies

DJ
need electrical

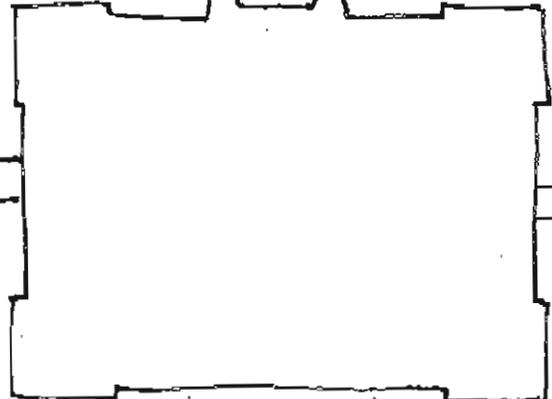
baricades

E. Maple

10'x10' canopies

10'x10' canopies

port-a-johns on pavement



20' x 40' TENT

10'x10' canopies

10'x10' canopies

Jefferson

Relay for Life of Mason

CITY OF MASON

STAFF AGENDA REPORT TO CITY COUNCIL

Meeting Date: June 11, 2015

Agenda Item: 7K

AGENDA ITEM

Motion – Street Closure – Mason Farmers Market Association, Inc.

EXHIBITS

- Letter from Mason Farmers Market Association, Inc., dated June 10, 2015
- Special Events Application - dated June 10, 2015 from Elaine Ferris, President Mason Farmers Market Association

STAFF REVIEW

Office of the City Clerk

SUMMARY STATEMENT

The Mason Farmers Market Association will be holding its annual farmers market and is requesting to close the center portion of the 100 block of East Maple Street between South Barnes Street and the west edge of the Ingham County Hilliard Building on Saturdays between the hours of 6:00 a.m. and 2:00 p.m. from July 11, 2015 through October 24, 2015. They are also requesting the loan of four (4) sawhorse barriers and 8 cones for the season from DPW, as in previous years.

During the "Sun Dried Music Festival," the Mason Farmers Market will move to the Austin Park Pavilion. On September 19, during Mason "Down Home Days," the market will be extended until 4:00 p.m. As in previous years a free space for Community Organizations to publicize events will be available.

Also, the market is requesting to close Ingham Court Thursday, July 30 and Thursday, August 13 from 5:30 p.m. – 8:30 p.m. in conjunction with Thursday Night Live concerts.

RECOMMENDED ACTION

Move to approve the request of the Mason Farmers Market Association to use the public right-of-way by allowing the closure of East Maple Street from South Barnes Street to the west edge of the Ingham County Hilliard Building, Saturday mornings, July 11, 2015 through October 24, 2014, between the hours of 6:00 a.m. and 2:00 p.m., also, the closure of Ingham Court Thursday, July 30 and Thursday, August 13 from 5:30 p.m. – 8:30 p.m., along with the loan of four (4) sawhorse barriers and 8 cones from DPW for the season.

**MASON
FARMERS
MARKET**



Mason Farmers Market Association
Elaine Ferris, President
417 W. Sycamore St.
Mason, MI 48854
ejferris@toast.net
676-4175

June 10, 2015

FROM: Mason Farmer's Market

TO: Mason City Council

RE: Summer Farmer's Market Street Closures

The Farm Market this year in Mason is requesting closure of the center portion of the 100 block of East Maple from 6 am to 2 pm on Saturdays from July 11 through October 24. The market will be from 9am-1pm as we have in the past. The market was developed to sell *fresh, local* food.

In addition, we would like to borrow 4 sawhorse barricades and 8 cones from the DPW for the season to block the street. Please accept my grateful thanks for their use in past years.

In addition, we will be doing two trial markets this year on Thursday evenings from 5:30-8:30. Initial plans are to do this on the west side of Ingham Court across from the concert. This is envisioned as another draw to the downtown area businesses. Those two will be on July 30 and August 13. If that location is not approved, we can use a portion of the courthouse square on the Maple Street side.

We will not have a portajohn but have made arrangements with local stores for facilities as usual. I look forward to seeing you at the market!

Sincerely,

A handwritten signature in black ink that reads "Elaine Ferris". The signature is written in a cursive, flowing style.

Elaine Ferris
President, MFMA

Enclosure

Estimated DAILY attendance: 500

Describe crowd control plans for this event:

Street closure

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

A Signature Form must be attached.

Some foot & vehicle traffic increase

Will sidewalks be used? YES NO

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

Describe sidewalk use:

Will street closures be necessary? YES NO

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

Describe street closures:

center portion 100 block East Maple - one sensitive to commercial parking needs

(new) On July 30 & August 13 only close Ingham Court from Jefferson to bank drive - turn. 5:30-8:45 pm.

* Streets closed: Date/Time:

100 block E. Maple 6 AM - ~~2 PM~~ Saturdays 7-11 to 10-24 (except Aug 29)

* Streets re-open: Date/Time:

Saturdays 2pm "

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?

on street parking is sufficient.

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

Describe type of music proposed:

- Live Amplification ^{NO}
- 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: 4
- Traffic Cones Quantity: 8
- Other (describe): _____

Thank you

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 type="checkbox"/> Tables:	_____
<input type="checkbox"/> Tents:	_____	<input type="checkbox"/> Rides:	_____
<input checked="" type="checkbox"/> Awnings:	<u>10</u>	<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.

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:

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.

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

** 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.

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 Mason Farmers Market Clean Saturdays July 11 - Oct. 24, 2015 plus July 30 & Aug 13 (Name of Company) on the 11th day of July, 2014, to the fullest extent permitted by law, the

Mason Farmers Market Clean (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).

Mason Farmers Market Clean (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: Gavin J. Ferris

Applicant Signature <u>Gavin J. Ferris</u>	Date <u>6-10-15</u>
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.	OFFICE USE: Application Receipt Date April 2014

CITY OF MASON
STAFF AGENDA REPORT TO CITY COUNCIL

Meeting Date: June 15, 2015

Agenda Item: 7L

AGENDA ITEM

Motion – Directory of Charges

EXHIBITS

- Directory of Charges (with edits)

STAFF REVIEW

Finance Department

SUMMARY STATEMENT

These charges are reviewed periodically by staff. The last update was October 6, 2014. The proposed changes for this update would be effective July 1, 2015 unless otherwise stated.

RECOMMENDED ACTION

Move to approve the Directory of Charges dated June 15, 2015.

CITY OF MASON
DIRECTORY OF CHARGES

June 15, 2015

Amended June 15, 2015
Amended October 6, 2014
Amended June 16, 2014
Amended July 15, 2013
Amended January 21, 2013
Amended June 18, 2012
Amended January 16, 2012
Amended July 1, 2011
Amended January 17, 2011
Amended December 7, 2009
Amended April 7, 2008

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GENERAL CHARGES

Copies	\$.25 per copy
City Charter	\$.25 per page
City Audit	\$15.00 each
City Budget	\$20.00 each, black and white copy only
Water, Storm, & Sanitary Sewer Maps	\$6.00 large \$4.00 small
City Map-Zoning-Colored	\$6.00 each
Computer Runs	In house: \$35.00 per hour + \$5 for disk Out of house: Cost + 10%
Loudspeaker Set-up & Take-down Charge Based on actual time & equipment rental charges	\$255.00 Approximate
Search of Cemetery Records for Genealogy Purposes	\$23.00 per hour (minimum of ½ hour)
Quit Claim Deed	\$14.50
Tax Search for Records or any part thereof	\$23.00 per hour
Master Plan Book	\$25.00
Master Plan Map Only	\$6.00
Recreational League Fees	\$15.00 per game
These fees are collected seasonally from the league.	
Softball Tournament Fees: Field and Lighting availability Staff maintenance time, equipment rental, materials	\$200 Actual Cost + 10% Admin Fee
Rental of Gazebo at Griffin Park - Resident	\$25.00
Rental of Gazebo at Griffin Park – Non-Resident	\$50.00
Hayes Park or Laylin Park Pavilion per day - Resident	\$50.00
Hayes Park or Laylin Park Pavillon per day – Non-Resident	\$75.00
Rayner Park Pavilion per day – Resident (Full Pavilion)	\$100.00
Rayner Park Pavilion per day – Non-Resident (Full Pavilion)	\$150.00
Rayner Park Pavilion per day - Resident (½ Pavilion)	\$65.00
Rayner Park Pavilion per day – Non-Resident (1/2 Pavilion)	\$90.00

GENERAL CHARGES (Continued)

Community Room Rental - Residents	\$100.00	
Community Room Rental – Non-Residents	\$200.00	
		plus \$50.00 deposit
Training Room Rental – Residents	\$50.00	
Training Room Rental – Non-Residents	\$100.00	
		plus \$50.00 deposit
Rental of City Property – Residents	\$50.00	
Rental of City Property – Non-Residents	\$100.00	
Zoning Ordinances	\$50.00	
Mowing after Hours		
Flat rate \$150.00 per hour with 2 hour minimum		NEW
Check or ACH Return	\$25.00	
Notary Public Service	\$5.00 per document	
<u>License to Perform Construction in City Right of Way</u>		
A request for license must begin by contacting the Director of the Department of Public Works. Requirements: present proof of workers compensation insurance, obtain a bond in the amount of \$10,000, obtain a certificate of insurance in the amount of \$1,000,000 with the City of Mason named as additional insured and pay a license fee in the amount of \$75.00 before work begins.		
Penalty for performing work in Right of Way without approval	\$200.00	

CITY CLERK

MARRIAGE CEREMONY	\$15.00
 <u>ELECTIONS</u>	
Candidate Filing Fee – School Board Candidates Only	\$100.00
Precinct Map	\$1.50
Voter's CD	\$30.00
Voter's Labels	\$30.00 <i>(plus cost of labels)</i>
Voter's List	\$30.00
Daily Absentee Voter List Update	\$5.00
 <u>FREEDOM OF INFORMATION ACT (FOIA)</u>	
Clerical	\$22.93 per hour
<i>(subject to increase depending on the requested information and employee wages)</i>	
Copy Rate	\$.10 per page
Postage	Current Rate
Good Faith Deposit	Half of the Estimated Total Fee <i>(if it is estimated to exceed \$50.00)</i>
 Industrial Facilities Exemption Certificate Application Fee	 \$200.00
 <u>PERMITS & LICENSES</u>	
Going out of Business License	\$50.00
 Outdoor Seating, Sales & Service License (one-time fee only)	 \$25.00
 <u>PEDDLER PERMIT</u>	
Application Fee	\$11.00
On Foot	
Per Day	\$ 7.50
Per Month	\$ 30.00
Per Year	\$100.00
With Vehicle	
Annual Fee	\$100.00
Plus Per Person, Annual Fee	\$7.50
Minimum Bond	
Indemnity Bond	\$750.00
Rug Merchant Indemnity Bond	\$1250.00
Concessionaire Indemnity Bond	\$750.00

ASSESSOR

Computer Generated Assessment Record (Lookup) - per parcel	
Picked up at office	\$1.00
Faxed record	\$3.00 per parcel

Financial Information &/or Listing Card	
Picked up at office	\$1.00
Faxed record	\$3.00 per parcel

All requests are filled within 24 working hours. If a "RUSH" is requested, the listed charge is doubled.

Land Division (not platted)	
Application fee plus;	\$100.00
per parcel	\$25.00

Application fee for Industrial Facility Certificate	\$200.00
--	----------

BUILDING AND ZONING

The following charges are for the Building and Zoning Department.

SCHEDULE OF FEES

Permits and Schedule of Fees - All applications for permits under this Ordinance shall be filed in duplicate with the Building Inspector or his/her duly-authorized representative. No applications shall be accepted for filing unless accompanied by a receipt from the City Treasurer showing payment of the appropriate fee as set forth in this Article.

BUILDING PERMITS

Permit to move a building < 500 sq ft	\$125.00
Permit to move a building > 500 sq ft	\$1,000.00
Permit for excavation for, the erection of, addition to, or alteration of a building or structure. (Includes Certificate of Occupancy when requested)	
Minimum	\$50.00 (for \$1.00 to \$5,000, plus \$6.00 for each addl. \$1,000 cost)
Commercial Review	\$100.00
Mfg Housing/Mobile Home Placement	\$125.00
Special Inspection or Reinspection	\$50.00
Residential Razing Permit	\$150.00
Fee for Construction without permit	1.5 times permit charge
Roofing (roof-over only)	\$50.00
Re-roofing (tear off and new roof)	\$100.00
Siding Permit	\$50.00

CERTIFICATES OF OCCUPANCY PERMITS

Change in use of building and/or land	\$30.00
Nonconforming Use	None

APPLICATION FOR SPECIAL USE PERMIT

Planned Unit Development (PUD)	\$300.00
Sketch Plan Stage	
Complete Proceedings	
Other Applications	
Administrative Site Plan Review	\$70.00
Special Use Permit	\$275.00
Preliminary Site Plan Review	\$200.00
Final Site Plan Review	\$100.00

All construction under a Special Use Permit shall require a Building Permit.

Parking Plan Review	\$125.00
Petition for Rezoning	\$300.00

BUILDING AND ZONING (continued)

Zoning Board of Appeals, Appeals and Variances	\$250.00 (standard fee)
Bldg. Code Board of Appeals, Appeals and Variances	\$250.00
Sign Permit	\$ 4.00 per \$1,000 of construction and erection cost with \$25.00 minimum permit fee.
Sign Board of Appeals, Appeals and Variances	\$250.00
Swimming Pool	\$75.00
<u>DEVELOPMENT OF SUBDIVISIONS</u>	
Tentative Preliminary Plat	\$800.00 + \$10/lot
Final Preliminary Plat	\$250.00 + \$10/lot
Final Plat	\$300.00 + \$10/lot
Other Applications	\$50.00
Sound Equipment Registration Fee (per section 22-61 of the Mason Code)	\$50.00
Commercial Fire Suppression Upgrade	\$150.00

BUILDING AND ZONING (continued)

City of Mason

Soil Erosion & Sedimentation Control Program

FEE SCHEDULE

*****All fees must be paid prior to the issuance of a permit*****

RESIDENTIAL PROJECTS

Application Fees – (Application/plan review, site inspection, issuance of permit and close out site review)	
Minor disturbance	\$40.00
6 months	\$150.00
9 months	\$180.00
12 months	\$210.00
Renewal	½ times base fee

COMMERCIAL PROJECTS

Application Fee:	
First Acre	\$350.00
Each Additional Acre	\$35.00
Renewal	½ times base fee

Inspection Fees – If the property the earth disturbance is located on is:

Less than ½ acre	\$250.00
½ to 1 acre	\$750.00
1 to 5 acres	\$1,500.00
5 to 10 acres	\$2,500.00
Each additional 10 acres or fraction thereof	\$1,250.00

OTHER FEES

Waiver	No Fee
Violation and Cease and Desist Follow-up Inspections	\$270.00
Tax Lien Processing Fee	\$100.00
Permit Transfer	
Residential	\$25.00
Commercial	\$75.00
Working without a permit	1 ½ times permit fee

FINANCIAL GUARANTEE REQUIREMENT

A bond, irrevocable letter of credit or cash deposit in the amount of the **estimated total cost of all temporary and permanent soil erosion and sedimentation control measures**, and an amount sufficient to assure installation and completion of corrective measures must be submitted before a SESC permit will be issued.

The total cost shall be estimated by the Applicant and reviewed by the Zoning and Development Department. The bond shall include penalty provisions for failure to complete the work on schedule as specified on the Permit.

MAPLE GROVE CEMETERY

Mason, Michigan

Price List Effective October 6, 2014

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

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

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

Disinterment: 250% of Grave Opening Charge.

GRAVE OPENING CHARGES

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

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

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

EMPLOYEE'S CHARGES

Employee Cost for Copies maximum 20 without approval	.10 per copy
Long Distance Phone Calls - Cost of Call	

FIRE

The following charges are for the Fire Department:

Reports - Copies	\$3.00 per report Each additional page .50
Standby Fees for Townships	
Aurelius (2014-2015)	\$61,624.55
Vevay (2014-2015)	\$74,800.05
Alaiedon (2014)	\$ 4,379.53
Fire Runs - City (See Ordinance #113)	\$250.00 per hour plus personnel cost
Aurelius and Vevay Townships (non-structure)	\$250.00 per hour plus personnel cost
Aurelius and Vevay Township (structure)	\$400.00 per hour plus personnel cost
Alaiedon Township response area (all calls)	\$600.00 for the first hour \$400 each additional hour
False Alarms (Code 26, Division 3)	\$250.00 per incident plus personnel costs
Annual Recreational Fire (calendar year) <u>Application Fee</u>	
City	\$25.00
Aurelius Township – Columbia Lakes	\$25.00

REFUSE COLLECTION

Refuse Collection Per Dwelling Unit

\$152.04 for 2014
NEW \$154.44 for 2015

These charges are assessed on the City tax rolls each July. Eligible senior citizens may be exempt if they meet the following qualifications; 65 years of age, resident home owner in Mason, household income for the previous year did not exceed the stated amount on the exemption application, and the application must be filled out and turned in by September 15 of each year.

TAXES

Tax Interest & Penalties

Interest Applied September 1
Penalty Applied February 15

4% of unpaid total on Tax Bill
3% of unpaid total on Tax Bill

Tax Penalty Exemption

Certain property owners who qualify may receive a tax deferment for the July tax period and have these taxes included with the December taxes with no penalties added. Senior citizens; paraplegics; quadriplegic; eligible servicemen; eligible veterans or eligible widows; blind persons; and totally and permanently disabled persons; also certain agricultural real estate may be exempt. All exemption forms must be submitted on or before September 15 of each year.

Delinquent Unpaid Water Bills Placed on Tax Roll

\$50.00 per account

POLICE CHARGES

The following charges are collected by our Police Violation Bureau:

Bike Licenses	
Lifetime of Bike	\$10.00
Copies	
Incident Reports – first two (2) pages	\$5.00
Each page thereafter	\$2.00
Accident Reports	\$5.00
Parking Lot Permits	
3-Month Permit	\$35.00
6-Month Permit	\$65.00
9-Month Permit	\$90.00
Annual Permits – City parking lots	\$100.00
Gun Notarization Fee	\$20.00
Request for Police Services	
Overtime assignment	Average hourly salary
Cars and Motorcycles	Average hourly salary + 1 1/2
Court Ordered Alcohol Test	\$10.00
Finger Printing – All	\$15.00
FOIA Requests	Hourly Employee Rate
FOIA Copy Rate	\$.10 per page
Local Records Checks	\$10.00
Notary Fee	\$5.00 per document
Salvage Vehicle Inspection	\$100.00
Impounded or Abandoned Vehicle Storage Fee	
First Day	\$25.00
Each Additional Day	\$10.00
Traffic Count Request (Volume only)	\$250.00
Traffic Count Request (Volume & Speed)	\$500.00
DVD Reproduction (per event) (PREPAY ONLY)	\$45.00

POLICE CHARGES (continued)

<u>FALSE ALARM FEES</u>	\$50.00 – 2 nd alarm within 120 days
	\$100.00 – 3 rd alarm within 120 days
	\$200.00 – 4 th alarm within 120 days
	\$400.00 – 5 th alarm within 120 days
<u>OFFENSES - PARKING</u>	
Parking too far from curb	\$20.00
Angle Parking violation	\$20.00
Obstructing traffic	\$25.00
Prohibited parking - signs unnecessary	
On sidewalk	\$20.00
Blocking driveway	\$20.00
Within intersection	\$25.00
Within 15 feet of hydrant	\$25.00
On crosswalk	\$25.00
Within 20 feet of crosswalk or 15 feet of corner lot lines	\$20.00
Within 30 feet of street side traffic signal or sign	\$20.00
Between safety zone & adjacent curb	\$20.00
Within 50 feet of railroad crossing rail	\$50.00
Within 20 feet of fire station driveway	\$50.00
Beside street excavation with traffic obstructed	\$30.00
Double parking	\$20.00
On any bridge or viaduct	\$30.00
Within 200 feet of accident scene attended by police	\$50.00
Blocking emergency exit	\$50.00
Blocking fire exit	\$50.00
Within 500 feet of fire scene attended by fire apparatus	\$100.00
In prohibited zone - signs required	
Prohibited parking	\$20.00
Handicap parking space	\$100.00
In alley	\$20.00
Overtime parking - sign violation	\$30.00
Loading Zone	\$20.00
Tow away zone or fire lane plus towing and storage	\$25.00
Parking for prohibited purposes	
Displaying vehicle for sale	\$10.00
Working on or repairing vehicle	\$10.00
Displaying advertising	\$10.00
Selling merchandise	\$10.00
Storage more than 48 hours	\$10.00
Not parking within space	\$20.00

POLICE CHARGES (continued)

Parked facing traffic	\$20.00
Failure to set brakes	\$20.00
Parked on grade, wheels not turned to curb	\$20.00
All night parking 2AM-6PM	\$20.00
Between sidewalk and curb	\$20.00
Abandoned vehicle- plus towing and storage	\$30.00
Bus or taxicab, parking other than bus stop or cab stand	\$20.00
Bus or taxicab stand violations	\$20.00
Keys in vehicle	\$50.00
Residential Permit Parking	\$20.00

FINES INCREASE BY \$20.00 if not paid within 72 hours, except Saturdays, Sundays and Legal Holidays. If not paid after 72 hours, A Citation will be filed with the 55th District Court.

Liquor License Investigation/Processing	
New and Transfers	\$100.00

WATER AND SEWER RATES
Effective July 1, 2015

Water

1.	<u>Regular Meters</u>		
	First 2,000 gallons, or any part thereof: a minimum charge of	\$6.13	NEW \$6.22
	Each 1,000 gallons thereafter, or any part thereof Per 1,000 gallons of water	\$3.57	NEW \$3.62
	Capital Improvement per 1,000 gallons	\$2.51	NEW \$2.55
	Meter charger per quarter	\$2.52	NEW \$2.56
2.	<u>Sprinkler Meters</u>		
	Water only per 1,000 gallons	\$3.57	NEW \$3.62
	Meter charge per quarter	\$1.67	
3.	<u>Calibration of Large Water Meters</u>		
	The AWWA recommends that 3" or larger meters be calibrated every 3 years. The cost of calibration includes materials plus labor.		
4.	<u>Additional Charges</u>		
	Delinquent Unpaid Water Bills Placed on Tax Roll	\$50.00 per account	
	Water Meter Installation	\$100.00	
	Testing Water Meters Including: Shipping, Labor, Testing, and Re-Installation	\$100.00	
	Data Logging Costs		NEW
	5/8 or 3/4 Encoder Register Head	\$ 73.00	NEW
	5/8 or 3/4" Pit Meter Encoder Register Head	\$ 86.00	NEW
	Meter Install Fee for Data Logging	\$100.00	NEW
	Data Logging Report Fee		NEW
	2 hour minimum at \$47.00 per hour		NEW
	Hydrant Fees	\$100.00	
	Water Turn-On Charge/New Account Fee	\$40.00	
	Water Shutoff when Meter is Pulled Calculated 2 laborers for 1 hour	\$55.00	
	Water Shutoff when Meter is Plugged	\$75.00	
	Water Deposit (Landlord's responsibility)	\$100.00	

WATER AND SEWER RATES (continued)

Water Deposit (City's responsibility) Three times the average quarterly billing of \$150.00	\$450.00
Labor to Change Frost Plate	\$55.00
Replace Antenna for Pit Radio	\$197.36
Base Water Capital Charge (Connection Fee for 3/4" line) plus \$1,200 for each additional 1/4 inch increase thereafter	\$1,200.00
Service Charge (second call backs for the same thing - i.e., thawing water lines in the winter)	\$27.00
Water meter/radio repair cost if the homeowner or representative is responsible for the damage	\$36.05/hr
Water Turn-On After 3:30 P.M.-Monday-Friday, Saturdays, Sundays, or holidays will be charged at contractual rates and hours.	
Water Turn-On Wrench (refundable deposit)	\$25.00
Check or ACH Return	\$25.00
Back Flow Inspection Fee	NEW
.5 Hour Minimum at \$24.00.	
Additional charge of \$12.00 for each additional 15 minutes	
Per Ordinance Section 82-89	
Water Meter Use Fee - 5/8" Meter	\$328.15 NEW \$388.00
5/8" Meter with radio	\$189.00 NEW \$215.00
Setter	\$ 87.40 NEW \$118.00
Materials	\$ 11.75 NEW \$ 15.00
New Account Fee	\$ 40.00
Water Meter Use Fee - 3/4" Irrigation Meter	\$370.15 NEW \$431.00
3/4" Meter with radio	\$231.00 NEW \$258.00
Setter	\$ 87.40 NEW \$118.00
Materials	\$ 11.75 NEW \$ 15.00
New Account Fee	\$ 40.00
Water Meter Use Fee - No radio option 3/4" Irrigation Meter	\$284.15
3/4" Meter	\$145.00 REMOVE THIS SECTION.
Setter	\$ 87.40 EACH METER MUST HAVE OWN RADIO
Materials	\$ 11.75
New Account Fee	\$ 40.00

Water Meter Installation Fee of \$100.00 charged for each new meter install. Only one \$100.00 charge if a regular and sprinkler meter are installed at the same time. NEW LANGUAGE

WATER AND SEWER RATES (continued)

Water Meter Use Fee - Pit Meter & Radio (pit meter applications)

5/8" Pit Meter & Radio	\$221.00	NEW \$241.00
Meter setter has to be ordered (Call Tom for price)		
Materials	\$ 11.75	NEW \$ 15.00
New Account Fee	\$ 40.00	
3/4" Pit Meter & Radio	\$263.00	NEW \$283.00
Antenna needed	\$ 20.00	NEW \$ 23.00
Meter setter has to be ordered (Call Tom for price)		
Materials	\$ 11.75	NEW \$ 15.00
New Account Fee	\$ 40.00	

All meters and setters over 3/4" need to be ordered through Tom

SEWER

1. Regular Charges

First 2,000 gallons or any part thereof a minimum charge of	\$9.97	NEW \$10.12
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Each 1,000 gallons thereafter, or any part thereof Per 1,000 gallons	\$5.02	NEW \$5.10
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Capital Improvement per 1,000 gallons	\$0.68	NEW \$.69
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2. Other Charges

Base Sewer Connection Fee	\$2,300.00
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\$.34 per pound BOD for wastewater BOD in excess of that for normal domestic wastewater.

\$.24 per pound suspended solids in excess of that for normal domestic wastewater.

\$1.69 per pound phosphorous (as P) for wastewater with phosphorus in excess of that for normal domestic wastewater.

Commercial Waste Disposal	\$50.00 per 1,000 gallons
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Check or ACH Return

\$25.00 shall be charged to the user for any check or ach that is returned from the bank marked, "non-sufficient-funds."

Base-Sewer Connection Fee

Where connection is made to a building or structure, a Base Sewer Connection charge of \$2,300.00 per residential equivalent shall be made. The minimum equivalent factor for any premises shall be 1.0. Residential equivalent units assigned for each premises connected to the system shall be determined according to the table of residential equivalent units in Section 82 of the Mason Code.

License to Perform Construction in City Right of Way

A request for license must begin by contacting the Director of the Department of Public Works. Requirements: present proof of workers compensation insurance, obtain a bond in the amount of \$10,000, obtain a certificate of insurance in the amount of \$1,000,000 with the City of Mason named as additional insured and pay a license fee in the amount of \$75.00 before work begins.

Penalty for performing work in Right of Way without approval	\$200.00
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WATER & SEWER (continued)

Other Charges

These charges are based on actual costs repair, replacement, or services rendered for such items as accidents damaging City property, repairs of water and sewer lines, sidewalk, street, restoration of lawns from accidents done by contractors, Consumers Energy, or Ameritech. An additional 10% will be added to the actual cost.

The contractor or owner shall pay the base connection fees for both water and sewer at the same time as the building permit fees are paid. This is done before the building permit is issued and before any construction begins. Any sewer suspense assessments should also be paid at this time.

When the water and sewer connections are complete the Director of the Department of Public Works shall calculate the actual charges and the contractor or owner shall be billed for additional charges.

Further information concerning water or sewer transmission lines may be obtained from the Director of Public Works at 676-1166.

Further information concerning wastewater and discharging of wastewater may be obtained from the Director of Publicly Owned Treatment Work Plant at 676-1166.

CITY OF MASON
STAFF AGENDA REPORT TO CITY COUNCIL

Meeting Date: June 15, 2015

Agenda Item: 8A

AGENDA ITEM

Resolution 2015-31 – Authorizing Mayor Waltz and City Administrator Colburn to Sign MDOT Contract Number 15-5317, Job Number 127074A

EXHIBITS

June 20, 2015 letter from Kathy J. Fulton, Contract Monitoring/Reporting Technician, Development Services Division, Department of Transportation, Lansing MI

STAFF REVIEW

Administration

SUMMARY STATEMENT

The City of Mason has been awarded a contract by the Michigan Department of Transportation (MDOT) for hot mix asphalt cold milling and resurfacing work along Cedar Street from West Oak Street southerly to the Willow Creek Bridge, including crushing and shaping, concrete sidewalks and sidewalk ADA ramp work, and all together with necessary related work. The Mason City Council is required to authorize two city officials to sign this contract.

RECOMMENDED ACTION

Move to approve Resolution 2015-31.



STATE OF MICHIGAN
DEPARTMENT OF TRANSPORTATION
LANSING

RICK SNYDER
GOVERNOR

KIRK T. STEUDLE
DIRECTOR

June 2, 2015

Mr. Martin Colburn, City Administrator
City of Mason
Mason City Hall
201 West Ash Street
Mason, Michigan 48854

Dear Mr. Colburn:

RE: MDOT Contract Number: 15-5317
Control Section: STU 33403
Job Number: 127074A

Enclosed are the original and one copy of the above described contract between your organization and the Michigan Department of Transportation (MDOT). Please take time to read and understand this contract. If this contract meets with your approval, please complete the following checklist:

_____ **Do not date the contracts.** MDOT will date the contracts when they are executed. A contract is not executed unless it has been signed by both parties.

_____ **Secure the necessary signatures on the enclosed contracts.**

_____ **Include two (2) certified resolutions.** The resolution should specifically name the officials who are authorized to sign the contract and include the contract number.

_____ **Return the original and copy of the contract to:**

Attention: Kathy J. Fulton
MDOT -- Development Services Division, 2nd Floor
425 West Ottawa Street, P.O. Box 30050
Lansing, MI 48909

In order to ensure that the work and payment for this project is not delayed, the contracts need to be returned within 35 days from the date of this letter. A copy of the executed contract will be forwarded to you.

If you have any questions, please feel free to contact me at fultonk@michigan.gov or (517) 373-4161.

Sincerely,

Kathy J. Fulton
Contract Monitoring/Reporting Technician
Development Services Division

Enclosure

Introduced:
Second:

**CITY OF MASON
CITY COUNCIL RESOLUTION NO. 2015-31**

**AUTHORIZING MAYOR WALTZ AND CITY
ADMINISTRATOR COLBURN TO SIGN MDOT CONTRACT
NUMBER 15-5317, JOB NUMBER 127074A**

June 15, 2015

WHEREAS, the City of Mason has been awarded Contract Number 15-5317, Job Number 127074A through the Michigan Department of Transportation (MDOT); and

WHEREAS, the contract includes hot mix asphalt cold milling and resurfacing work along Cedar Street from West Oak Street southerly to the Willow Creek Bridge, including crushing and shaping, concrete sidewalks and sidewalk ADA ramp work, and all together with necessary related work; and

WHEREAS, the Mason City Council is charged with naming the officials who are authorized to sign said contract.

NOW THEREFORE BE IT RESOLVED, that the Mason City Council authorizes Mayor Waltz and City Administrator Colburn to sign the MDOT Contract Number 15-5317, Job Number 127074A.

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, June 1, 2015, the original of which is part of the City Council minutes.

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

CITY OF MASON
STAFF AGENDA REPORT TO CITY COUNCIL

Meeting Date: June 15, 2015

Agenda Item: 8B

AGENDA ITEM

Resolution No. 2015-32 - Changing MERS Benefits

EXHIBITS

Staff Agenda Report for Resolution 2014-56

STAFF REVIEW

Administration

SUMMARY STATEMENT

Effective October 1, 1997, AFSCME Local #1390 (General Union group in MERS) was approved by Resolution of the Mason City Council to move from the Defined Benefit Retirement Plan B-2 to the Defined Benefit Retirement Plan B-3. The B-2 plan has a 2.0% benefit multiplier, and the B-3 plan has a 2.25% benefit multiplier. At the time of the change, the employer contribution was 0.00%.

The Mason City Council agreed the City would pay 6.13% for the lifespan of the current contract, which terminates September 2016, with the approval of Resolution No. 2014-56 on December 1, 2014. It was further stated that the AFSCME Union members are responsible for any increased adjustments for the lifespan of the current contract. The July 1, 2015 contribution is 20.89% of payroll. The new employee contribution would be 14.76%.

RECOMMENDED ACTION

Approve Resolution No. 2015-32.

CITY OF MASON
STAFF AGENDA REPORT TO CITY COUNCIL

Meeting Date: December 1, 2014

Agenda Item: 7 (B)

AGENDA ITEM

- Resolution No. 2014-56—Resolution For Changing MERS Benefits

EXHIBITS

STAFF REVIEW

Administration

SUMMARY STATEMENT

Effective October 1, 1997 AFSCME Local #1390 (General Union group in MERS) was approved by Resolution of the Mason City Council to move from the Defined Benefit Retirement Plan B-2 to the Defined Benefit Retirement Plan B-3. The B-2 plan has a 2.0% benefit multiplier, and the B-3 plan has a 2.25% benefit multiplier. At the time of the change, the employer contribution was 0.00%.

A special conference was called between the City and AFSCME Union to discuss consideration of adjusting the MERS contributions. City Council has agreed that the City pay the remainder of 6.13% for the lifespan of the current contract, which terminates September 2016. The new employee contribution would be 11.89% and the AFSCME Union members are responsible for any increased adjustments for the lifespan of the current contract.

RECOMMENDED ACTION

Approve Resolution No. 2014-56.

Defined Benefit Plan Adoption Agreement



1134 Municipal Way Lansing, MI 48917 | 800.767.MERS (6377) | Fax 517.703.9711

www.mersmi.org

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: July through June.
Month 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 _____, 20__.

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 _____ 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 01), the effective date shall be the first day of July, 2015. *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 ___/___/___ for Defined Benefit division number _____.
Last day of month
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) _____) into a new division, the effective date shall be the first day of _____, 20__.

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

Defined Benefit Plan Adoption Agreement

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:

01 General Union

(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 _____ 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

Administration/Finance on 06/09/2015
(Board, Finance Cmte, etc.) (mm/dd/yyyy)

As an authorized representative of this municipality, I _____
(Name)

_____ waive the right for a presentation of the results.
(Title)

Defined Benefit Plan Adoption Agreement

- 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%) _____ % (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) _____ years
- 6. Vesting (5 -10 yrs, increments of 1 yr) _____ years
- 7. Required employee contribution (Max 10%, increments of 0.01%) 14.76 %
- 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: _____

Defined Benefit Plan Adoption Agreement

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)
- Deferred Retirement Option Program (DROP)
- Annuity Withdrawal Program (AWP)
 - Calculation of the actuarial equivalent of the lump sum distribution made under AWP will be done using:
 - Interest rate for employee contributions as determined by the Retirement Board, or
 - MERS' assumed rate of return as of the date of the distribution.

11. Cost-of-Living Adjustment

<input type="checkbox"/> All current retirees as of effective date <input type="checkbox"/> Retirees who retire between ____/01/____ and ____/01/____ <i>(one time increase only)</i>	<input type="checkbox"/> Future retirees who retire after effective date
Increase of ____% or \$____ per month	Increase of ____% or \$____ per month
Select one: <input type="checkbox"/> Annual automatic increase <input type="checkbox"/> One-time increase	<input type="checkbox"/> Annual automatic increase
Select one: <input type="checkbox"/> Compounding <input type="checkbox"/> Non-compounding	Select one: <input type="checkbox"/> Compounding <input type="checkbox"/> 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.

Defined Benefit Plan Adoption Agreement

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 79, 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.

Defined Benefit Plan Adoption Agreement

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 on
the ____ day of _____, 20____. (Name of Approving Employer)

Authorized signature: _____

Title: _____

Witness signature: _____

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

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

CITY OF MASON
STAFF AGENDA REPORT TO CITY COUNCIL

Meeting Date: June 15, 2015

Agenda Item: 8C

AGENDA ITEM

Resolution No. 2015-38 – Amend FY 2014-2015 Budget and Waive the Formal Bid Process to Award the Sewer Inspection Camera Equipment Rebuild Project to Telespector Corporation

EXHIBITS

Letter of grant award

STAFF REVIEW

Public Works Department

SUMMARY STATEMENT

The sewer inspection camera system is in need of rebuilding. The budgeted amount is \$20,000.00. The quote from the vender is \$33,116.52. City staff applied for a grant to cover the remaining \$13,116.52. The City was awarded a grant for \$7,000.00. Staff is asking Council to amend the current budget by \$6,116.52 to allow for the rebuilding of the sewer inspection system. Remaining funds from the sewer inspection program will cover the remaining balance.

Staff is asking to waive the bid process because Telespector Corporation is a single source provider for this system.

RECOMMENDED ACTION

Move to approve Resolution No. 2015-38.



MICHIGAN MUNICIPAL
RISK MANAGEMENT
A U T H O R I T Y

June 11, 2015

Tom Silsby
City of Mason
201 W Ash St
Mason, MI 48854

RE: RAP

Dear Mr. Silsby,

I am pleased to inform you that the RAP application for your Sewer Push Camera project was approved. The Committee authorized 50% funding up to a maximum of \$7,000 for your project.

RAP funds are issued on a reimbursement basis. Payment will be based upon confirmation from the City of Mason of their payment of the project in full. **Please send proof of payment along with invoice copies or other documentation of the expenditure.** Such documentation is needed in order to verify that the grant allotted is being used for the project described in your application.

Payment of RAP funds is contingent upon the City of Mason remaining a Member of MMRMA and in compliance with the Joint Powers Agreement. Your reimbursement is valid for six months from the date of this letter.

Sincerely,

A handwritten signature in black ink that reads "Cara Kowal sp".

Cara Kowal, ARM, CPCU
Manager of Risk Management Services

CK/sp

cc: Kathy Revels, City of Mason
Ibex Insurance Agency

Introduced:
Second:

**CITY OF MASON
CITY COUNCIL RESOLUTION NO. 2015-38**

**AMEND FY 2014-2015 BUDGET AND WAIVE THE FORMAL BID PROCESS TO AWARD THE
REBUILDING OF THE SEWER INSPECTION CAMERA EQUIPMENT TO
TELESPECTOR CORPORATION**

June 15, 2015

WHEREAS, it is in the best interest of the City of Mason to maintain its sewer equipment; and

WHEREAS, it is necessary to rebuild the sewer inspection camera equipment; and

WHEREAS, it is necessary to amend the FY 2014-2015 budget to rebuild the sewer inspection camera equipment; and

WHEREAS, it is requested by Staff to waive the formal bid process due to it being a single source provider.

NOW THEREFORE BE IT RESOLVED, that the Mason City Council does hereby approve waiving the formal bid process and does hereby award the rebuilding of the City of Mason sewer inspection camera equipment to Telespector Corporation, in the amount of \$33,116.52.

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, June 15, 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: June 15, 2015

Agenda Item: 8D

AGENDA ITEM

Resolution No. 2015-39 – Resolution Establishing Freedom of Information Act (FOIA) Policies, Procedures and Guidelines for the City of Mason

EXHIBITS

- Attachment A – Determination of Fees for Requests Made Under the FOIA Statute
- Attachment B – City of Mason Freedom of Information Act Itemized Fees and Costs

STAFF REVIEW

Office of the City Clerk

SUMMARY STATEMENT

On January 11, 2015, the Governor signed PA 563 of 2014 which made significant changes to the Freedom of Information Act. The changes become effective on July 1, 2015. The current FOIA policy was adopted by Resolution 2000-06. This resolution would be in conflict with the requirements of the new FOIA laws when they take effect. For Council's consideration, Resolution No. 2015-39 (including two attachments) have been drafted and approved to form by City Attorney Tom Hitch. A partner of Mr. Hitch drafted an updated Policy Resolution for a client. Those documents were adjusted for the City of Mason and I am using his memorandum liberally.

There are some decisions that Council can make regarding the new FOIA policy. The City Clerk is the designated FOIA Coordinator and the City Administrator is designated for purposes of appeals. On the recommendation of our attorney's office, we want to allow separate "fee appeals" to the City Administrator since it gives the City added protections before an appeal can be taken to circuit court.

With regard to the costs charged for labor, Council needs to determine whether it wants to include fringe benefits (up to 50% of the base rate¹). If so, we must clearly denote that multiplier on Attachment B. The City may only charge for labor for searching for and locating the records or for deleting exempt information in 15 minute increments with all increments rounded down. As such, if it is done in less than 15 minutes, no charges can be made for that labor. If it will take 25 minutes, only one 15 minute increment can be charged. Council has the discretion to set its own incremental limit for labor for copying the documents. Whatever increment Council sets for labor for copying documents, for instance 1/10th of an hour or six minutes, follows the same rules and any time less than a full increment cannot be charged. All partial increments must be rounded down. Finally, the same as before, the City can only charge for searching for the documents and deleting materials if the failure to charge those labor costs would "result in unreasonably high costs to the public body because of the nature of the request in the particular instance," and the City identifies the nature of these unreasonably high costs. I would recommend Council make a policy determination of the specific level at which costs become unreasonably high. For instance, if it will take more than 15 minutes or if it will take more than ½ hour to perform these tasks.

¹ There is a provision that allows greater than a 50% fringe benefit multiplier when someone asks for paper copies of materials that they have been informed are on the City's website, but this just adds to the confusion.

Some of the more significant changes are the detailed nature in which the City must charge for requested materials. There are six categories of costs that the City can charge a requester for, the charges must be itemized, and each category has very specific restrictions. The categories are (1) labor associated with searching for and examining the public records, (2) the labor costs associated with separating and deleting exempt from nonexempt information, (3) the actual and most reasonably economical cost for computer disks tapes or other digital media, (4) the cost for paper copies not to exceed \$.10 per copy, (5) the cost of labor directly associated with duplication and publication of the copies, and (6) the actual cost of mailing.

With regard to the restrictions on these categories, the first two labor categories can only be charged in 15 minute increments as detailed above. As was previously the case, labor charges can only be charged at the rate of the hourly wage of the lowest-paid employee capable of the work regardless of whether that person is available or who is the personal actually performs the labor.

For computer disks and other types of digital media, The City can only charge its actual costs for those items, and it has to be the "most reasonably economical cost" of the item. The person making the request may require that we provide him with electronic copies in lieu of paper copies unless the City doesn't have the technological capability of doing so.

With regard to the costs for paper copies, the City cannot charge more than the actual cost of the paper and not more than \$.10 per sheet of paper for records made on 8-1/2 by 11 inch paper or 8-1/2 x 14 inch paper. We are also required to utilize the most economical means available for making copies, including using double-sided printing, if cost saving and available.

There are specific rules for waiving fees for persons who assert that they are indigent. Those have been incorporated into the Resolution.

There is a requirement that the public body create a written summary of the specific policies, procedures, and guidelines relevant to the general public regarding how to submit written requests to the public body and explaining how to understand public bodies' written responses, deposit requirements, the calculations, and avenues for challenge and appeal. This requirement has also been incorporated into the Resolution with direction to the City Clerk to prepare the same.

There is a requirement that the City post and maintain its guidelines and the summary on the City's website. The Policies, Procedures, and Guidelines must require the use of a standard form for detailed itemization of any fee amount in its response to written requests. That is attached as Attachment B to the Resolution. The form provided contains all the required information. It would be acceptable to make adjustments to the format to improve or make it more user-friendly .

There is a requirement that if a verbal request for information is for information that the City believes is available on the City's website, an employee must, to the best of his or her abilities, inform the requester about the City's pertinent website address.

If the City does not respond in a timely manner to a FOIA request the City must reduce the charge for labor costs otherwise permitted under the Act by 5% for each day the city exceeds the time permitted under the Act for response with a maximum of a 50% reduction if either the late response was willful and intentional or the written request is clearly a FOIA request within the first 250 words of the request.

City staff will work with Attorney Hitch to confirm the form responses comply with the requirements of this Resolution and FOIA. The Resolution and attachments are Council's part of this transition.

RECOMMENDED ACTION

Move to approve Resolution No. 2015-39.

ATTACHMENT A

DETERMINATION OF FEES FOR REQUESTS MADE UNDER THE FOIA STATUTE

1. As a public body, the City of Mason may and shall, except as otherwise prohibited or as otherwise specified in Resolution No. 2015-39, charge a fee for a public record search, for the necessary copying of a public record for inspection, or for providing a copy of a public record which shall be limited to actual mailing costs, and to the actual incremental cost of duplication or publication including labor, the cost of search, examination, review, and the deletion and separation of exempt from nonexempt information as provided in Section 14 of the Freedom of Information Act, being MCL 15.231, *et seq* (the "Act").

2. The total fee shall not exceed the sum of the following components and shall be itemized on the form attached hereto as Attachment B or a similar form containing at least all of the information contained in Attachment B:

(a) That portion of labor costs directly associated with the necessary searching for, locating, and examining of public records in conjunction with receiving and fulfilling a granted written request. The City shall not charge more than the hourly wage of its lowest-paid employee capable of searching for, locating, and examining the public records in the particular instance regardless of whether that person is available or actually performs the labor. Labor costs under this subdivision shall be estimated and charged in increments of 15 minutes or more, with all partial time increments rounded down.

(b) That portion of labor costs, including necessary review, if any, directly associated with the separating and deleting of exempt information from nonexempt information as provided in Section 14 of the Act. For services performed by an employee of the City, the City shall not charge more than the hourly wage of its lowest-paid employee capable of separating and deleting exempt information from nonexempt information in the particular instance as provided in Section 14 of the Act, regardless of whether that person is available or actually performs the labor. If the City does not have an employee capable of separating and deleting exempt information from nonexempt information in the particular instance as provided in Section 14 of the Act as determined by the City's FOIA coordinator on a case-by-case basis, the FOIA coordinator may contract to have the task completed and treat necessary contracted labor costs used for the separating and deleting of exempt information from nonexempt information in the same manner as employee labor costs when calculating charges under this subdivision if the FOIA Coordinator clearly notes the name of the contracted person or firm on the detailed itemization described under subsection (4). Total labor costs calculated under this subdivision for contracted labor costs shall not exceed an amount equal to 6 times the state

minimum hourly wage rate determined under Section 4 of the Workforce Opportunity Wage Act, 2014 PA 138, being MCL 408.411 to 408.424. Labor costs under this subdivision shall be estimated and charged in increments of 15 minutes or more, with all partial time increments rounded down. The City shall not charge for labor directly associated with redaction under Section 14 if it knows or has reason to know that it previously redacted the public record in question and the redacted version is still in the public body's possession.

(c) For public records provided to the requestor on nonpaper physical media, the actual and most reasonably economical cost of the computer discs, computer tapes, or other digital or similar media. The requestor may stipulate that the public records be provided on nonpaper physical media, electronically mailed, or otherwise electronically provided to him or her in lieu of paper copies. This subdivision does not apply if the City lacks the technological capability necessary to provide records on the particular nonpaper physical media stipulated in the particular instance.

(d) For paper copies of public records provided to the requestor, the actual total incremental cost of necessary duplication or publication, not including labor, shall be included in the costs charged to the requestor. The cost of paper copies shall be calculated as a total cost per sheet of paper and shall be itemized and noted in a manner that expresses both the cost per sheet and the number of sheets provided. The fee shall be 10 cents per sheet of paper for copies of public records made on 8-1/2 by 11-inch paper or 8-1/2 by 14-inch paper. The FOIA coordinator shall utilize the most economical means available for making copies of public records, including using double-sided printing, if cost saving and available.

(e) The cost of labor directly associated with duplication or publication, including making paper copies, making digital copies, or transferring digital public records to be given to the requestor on nonpaper physical media or through the internet or other electronic means as stipulated by the requestor. The FOIA Coordinator shall not charge more than the hourly wage of the lowest-paid employee capable of necessary duplication or publication in the particular instance, regardless of whether that person is available or actually performs the labor. Labor costs under this subdivision may be estimated and charged in time increments of 6 minutes (1/10 of an hour) however, all partial time increments shall be rounded down.

(f) The actual cost of mailing, if any, for sending the public records in a reasonably economical and justifiable manner. The FOIA Coordinator shall not charge more for expedited shipping or insurance unless specifically stipulated by the requestor, but may otherwise charge for the least expensive form of postal delivery confirmation when mailing public records.

3. The department head responsible for providing the information shall determine the lowest paid employee capable of furnishing the information. The employee performing the actual service will be responsible for estimating and determining the number of minutes spent responding to each request. When calculating labor costs under this policy, fee components shall be itemized in a manner that expresses both the hourly wage and the number of hours charged. The department head shall also add up to 50% to the applicable labor charge amount to cover or partially cover the cost of fringe benefits. Attachment B shall clearly note the percentage multiplier used to account for benefits in the detailed itemization described in subsection (4). Subject to the 50% limitation, the FOIA Coordinator shall not charge more than the actual cost of fringe benefits, and overtime wages shall not be used in calculating the cost of fringe benefits. Overtime wages shall not be included in the calculation of labor costs unless overtime is specifically stipulated by the requestor and clearly noted on the detailed itemization provided to the requestor.

4. This attachment and Attachment B (or similar forms containing at least all of the information in Attachment B) are hereby adopted for use by all City departments in calculating costs associated with responding to FOIA requests.

ATTACHMENT B

City of Mason Freedom of Information Act Itemized Fees and Costs

The total amount due for the requested materials is estimated to be (total of 1-6 below) \$_____.

Note, if this box is checked, the total amount due reflects a deduction for labor (paragraphs 1, 2, and 5 below) of 5% per day for each day the response was late: ___ days @ 5% per day = _____%. (Maximum of 50 %.)

A deposit of \$_____ is required to process your request.

These fees and costs are itemized as follows:

1. Labor costs directly associated with necessary searching for, locating and examining the records:

Hourly wage of lowest paid employee capable \$_____ ÷ 4 = 15 minute rate of \$_____ x number of 15 minute increments necessary to search (all partial increments rounded down) _____ = Total labor for search:(costs for this labor are charged because it will take longer than 30 minutes to accomplish this task) \$_____

2. Labor Costs for review and separation and deletion of exempt and nonexempt material:

Hourly wage of lowest paid employee capable \$_____ ÷ 4 = 15 minute rate of \$_____ x number of 15 minute increments necessary to search (all partial increments rounded down) _____ = Total labor for separation:(costs for this labor are charged because it will take longer than 30 minutes to accomplish this task) \$_____

3. Cost of nonpapermedia:

Actual (& most reasonably economical) costs of each disc, tape or other media \$_____ x # provided _____ = \$_____

4. Cost of Paper copies:

Number of copies _____ x price per copy \$0.____ = \$_____

5. Cost of Labor directly associated with duplication or publication:

Hourly wage of lowest paid employee capable \$_____ ÷ 10 = 6 minute rate of \$_____ x number of 6 minute increments necessary to search (all partial increments rounded down) _____ = Total copy labor of \$_____

6. Cost of Mailing:

Actual cost of mailing = \$_____

Note: All labor charges in paragraph 1, 2 and 5 above include a multiplier of ___% for fringe benefits.

FEE APPEALS:

You may appeal these fees by submitting to the City Administrator a written appeal for a fee reduction by specifically stating the word "appeal" and identifying how the fee exceeds those permitted under the City's policies or the Freedom of Information Act. Unless extended by up to 10 days with a written notice detailing the reasons for the extension, the City Administrator must respond within 10 business days after receiving the appeal and either: (1) waive the fee, (2) reduce the fee (and explain why), or (3) uphold the fee (and explain why).

If you believe the amount still exceeds the amount permitted by the City's policies or the Freedom of Information Act, you may file an action in circuit court within 45 days from the date of the City Administrator's response. If you prevail in the action and the court reduces the total fee by 50% or more, the court may, in its discretion, award all or a portion of your reasonable attorney fees, costs and disbursements. If the court determines the City acted arbitrarily and capriciously, it may award in addition to any other damages, punitive damages of \$500.00 and a civil fine of \$500.00. (Any civil fine would go to the State Treasury.)

Introduced:

Second:

CITY OF MASON

CITY COUNCIL RESOLUTION NO. 2015-39

**RESOLUTION ESTABLISHING FREEDOM OF INFORMATION ACT (FOIA)
POLICIES, PROCEDURES AND GUIDELINES FOR THE CITY OF MASON**

June 15, 2015

WHEREAS, from time to time, various departments of the City of Mason will receive Freedom of Information Act ("FOIA") requests; and

WHEREAS, these FOIA requests must be responded to in adherence with the Freedom of Information Act, being MCL 15.231, *et seq* (the "Act"); and

WHEREAS, due to the necessity of having a policy to ensure that FOIA requests are addressed in an efficient and consistent manner and pursuant to established published procedures and guidelines to implement charges for responding to FOIA requests, Council adopted Resolution No. 2000-06; and

WHEREAS, there were significant changes in the FOIA procedures and requirements adopted pursuant to 2014 PA 563, to be effective July 1, 2015.

NOW, THEREFORE, BE IT RESOLVED, that the City Council of the City of Mason hereby adopts the following Freedom of Information Act Policies, Procedures, and Guidelines:

1. The City Clerk is hereby designated the FOIA Coordinator for the City of Mason and is responsible for accepting and processing all FOIA requests in accordance with these Policies, Procedures, and Guidelines, with the exception of those submitted to the Police Department.
2. The Chief of Police or his or her designee, upon the designation of the City Clerk, is responsible for accepting and processing all FOIA requests submitted to the Police Department and all requests concerning Police Department documents in accordance with these Policies, Procedures, and Guidelines.
3. Each department other than the Police department receiving a FOIA request shall promptly forward the request to the FOIA Coordinator. Each department shall provide the requested information unless a determination is made that it is exempt from disclosure. If the record contains both exempt and nonexempt material, the nonexempt material shall, if possible, be separated and made available. The FOIA Coordinator shall sign and provide the final response to the requestor.

4. Unless otherwise agreed to in writing by the person making the request, the FOIA Coordinator shall respond to the request not more than five (5) business days after the request has been received, unless a 10 business day extension has been issued, in which case the FOIA Coordinator shall respond within 15 business days after the request has been received.

5. The response shall either grant the request, deny the request, or grant the request in part and deny the request in part.

6. If the request is granted in whole or in part, the response shall:

(1) State the fees, if any, for the public record search, for the necessary copying of a public record for inspection, or for providing a copy of the public record. The fees shall be charged in accordance with the Act and only those set forth in Attachment A, which is incorporated herein. The fees charged shall be itemized on a form in accordance with Attachment B. If the FOIA Coordinator has failed to respond within the time frames set forth in Paragraph 6 and either the delay was willful and intentional or the request was properly identified as a FOIA request pursuant to Section 4(9)(a)(ii) of the Act, the charges for labor costs set forth in this resolution and the attachments shall be reduced by 5% for each day the City exceeded the time for a response, with a maximum of a 50% reduction.

(2) State the amount of any deposit required pursuant to the terms of this resolution and the Act.

(3) Contain a best efforts estimate setting forth the time frame it will take the FOIA Coordinator to comply with the request.

(4) Explain which, if any, of the requested documents or information is available on the City's website, including the City's web page address and location on the website where the information can be located. The FOIA Coordinator shall identify separately in Attachment B the charges to receive copies of those documents that are available on the City's website.

(5) Fully explain the right to file a "fee appeal" to the City Administrator or commence an action in circuit court if fees are charged in excess of the amount permitted by the Act or these policies and procedures, including the possibility of being awarded all or a portion of the requesting person's attorney fees if the court reduces the fees by 50% or more of the total fee.

(6) Include a website link to these policies, procedures and guidelines on the City's website.

(7) Include a signature of the FOIA coordinator.

7. If the request is denied in whole or in part, the response shall:

(1) Explain the statutory basis for the determination that the public record, or a part thereof, is exempt, if that is the reason for denying all or part of the request.

(2) Certify that the public record does not exist under the name given by the requestor or any other name reasonably known to the City, if that is the reason for denying all or part of the request.

(3) Describe any material that has been separated or deleted as required by the Act.

(4) Fully explain the requesting person's right to appeal to the City Manager or seek judicial review of the denial in circuit court, including the right to receive attorney fees if the court determines that the City has not complied with the Act and orders disclosure of all or a portion of the public record.

(5) Include a website link to these policies, procedures and guidelines on the City's website.

(6) Include a signature of the FOIA coordinator.

8. A search for a public record may be conducted or copies of public records may be furnished without charge or at a reduced charge if the FOIA Coordinator determines that a waiver or reduction of the fee is in the public interest because searching for or furnishing copies of the public record can be considered as primarily benefiting the general public. In addition, a public record search shall be made and a copy of a public record shall be furnished without charge for the first \$20.00 of the fee for each request by either of the following:

(a) An individual who is entitled to information under this Act and who submits an affidavit stating that the individual is indigent and receiving specific public assistance or, if not receiving public assistance, stating facts showing inability to pay the cost because of indigency. If the requestor is eligible for a requested discount, the public body shall fully note the discount on the detailed itemization described under subsection (4). If a requestor is ineligible for the discount, the FOIA Coordinator shall inform the requestor specifically of the reason for ineligibility in the written response. An individual is ineligible for this fee reduction if any of the following apply:

(i) The individual has previously received discounted copies of public records under this subsection from the same public body twice during that calendar year.

(ii) The individual requests the information in conjunction with outside parties who are offering or providing payment or other remuneration to the individual to make the request. The FOIA Coordinator may require a statement by the requestor in the affidavit

that the request is not being made in conjunction with outside parties in exchange for payment or other remuneration.

(b) A nonprofit organization formally designated by the State to carry out activities under subtitle C of the Developmental Disabilities Assistance and Bill of Rights Act of 2000, Public Law 106-402, and the Protection and Advocacy for Individuals with Mental Illness Act, Public Law 99-319, or their successors, if the request meets all of the following requirements:

- (i) Is made directly on behalf of the organization or its clients.
- (ii) Is made for a reason wholly consistent with the mission and provisions of those laws under section 931 of the Mental Health Code, 1974 PA 258, being MCL 330.1931.
- (iii) Is accompanied by documentation of its designation by the State, if requested by the public body.

9. Fees for the cost of search, examination, review, and the deletion and separation of exempt from nonexempt information shall not be charged unless failure to charge a fee would result in unreasonably high costs to the City because of the nature of the request in the particular instance and the City specifically identifies the nature of these unreasonably high costs. The costs to the City shall be deemed unreasonably high if, because of the nature of the request in the particular instance, the amount of time needed to complete the search, examination, and review, or the deletion and separation of exempt from nonexempt information, will exceed 30 minutes.

10. If a City employee receives a verbal request for information that the employee believes is available on the City's website, the employee shall, where practicable, to the best of the employee's knowledge, inform the requestor about the City's website address. The City employee shall otherwise inform the requestor of the ability to file a written FOIA request with the City.

11. The FOIA Coordinator shall require a good-faith deposit from the requestor of ½ of the total estimated fee before providing public records if the entire fee estimate or charge, as detailed on the form attached hereto as Attachment B, exceeds \$50.00. The FOIA Coordinator shall require a deposit of 100% of the estimated fee if the requestor is more than 90 days and less than 365 days delinquent in paying the fees for and receiving records from a prior request and if all of the following apply:

- (1) The final fee for the prior written request was not more than 105% of the estimated fee.
- (2) The public records made available contained the information being sought in the prior request and are still in the City's possession.
- (3) The public records were made available to the individual, subject to payment, within the time frame estimate provided to the individual.

(4) Ninety days have passed since the FOIA Coordinator notified the individual in writing that the public records were available for pickup or mailing.

(5) The individual is unable to show proof of payment.

(6) The fees for the current request are itemized pursuant to Attachment B.

(7) The individual does not subsequently pay in full the applicable fees for the prior request.

12. The City Administrator, being executive officer and head of the administrative branch of the City pursuant to City Charter, is designated the head of the City for purposes of all appeals made pursuant to the Act. The following appeals, together or independently, may be made to the City Administrator.

(a) Fee appeals. A person may appeal the fee by submitting to the City Manager a written appeal for a fee reduction by specifically stating the word "appeal" and identifying how the required fee exceeds the amount permitted under these policies and procedures or the Act.

(b) Denial appeals. A person may appeal the denial of FOIA request, whether said denial was in whole or in part, by submitting to the City Manager a written appeal that specifically states the word "appeal" and identifies the reason or reasons for reversal of the disclosure denial.

13. The City Clerk shall create a written public summary, in a manner so as to be easily understood by the general public, of the policies, procedures, and guidelines contained herein that are relevant to the general public regarding how to submit written requests to the City and explaining how to understand the City's responses, deposit requirements, fee calculations, and avenues for challenge and appeal.

14. These policies, procedures, and guidelines, along with the written summary described above, shall be posted on the City's website and be provided free of charge to any person who visits the City Clerk's office and requests a copy.

15. The FOIA Coordinators designated herein, the City Manager and all City employees shall, at all times, comply with the Act. To the extent there is a conflict between the Act and the policies, procedures, and guidelines specified herein, the Act controls and shall be followed. To the extent there is an omission of any requirement of the Act and the policies, procedures, and guidelines specified herein, the requirements of the Act control and must be complied with. The City Attorney's office is available for assistance as to compliance with the Act and these policies, procedures and guidelines, the legality of any denial, or other questions relative to FOIA requests.

BE IT FURTHER RESOLVED, that the City Council of the City of Mason hereby authorizes the adoption of this Freedom of Information Act Policies, Procedures, and Guidelines to be effective July 1, 2015.

BE IT FURTHER RESOLVED, that this Resolution replaces Resolution No. 2000-06 on its effective date.

BE IT FURTHER RESOLVED, that the City Clerk shall forward a copy of this Resolution to all offices and departments of the City of Mason.

Yes ()

No ()

CLERK'S CERTIFICATION: I hereby certify that the foregoing is a true and accurate copy of a resolution adopted by the City Council at its regular meeting held Monday, June 15, 2015, the original of which is part of the City Council minutes.

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

Drafted by and approved as to form:

Thomas M. Hitch (P25558)
Mason City Attorney
601 Abbot Road, PO Box 2502
East Lansing, MI 48826-2502

REVENUE AND EXPENDITURE REPORT FOR CITY OF MASON
 PERIOD ENDING 05/31/2015

GL NUMBER	DESCRIPTION	2014-15	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BGD USED
		AMENDED BUDGET	05/31/2015 NORMAL (ABNORMAL)	MONTH 05/31/2015 INCREASE (DECREASE)	BALANCE NORMAL (ABNORMAL)	
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	4,550,232.97	134,316.50	460,747.03	90.81
271.00	FORESTRY	29,770.00	37,890.96	150.00	(8,120.96)	127.28
276.00	CEMETERY	37,200.00	32,749.00	6,124.00	4,451.00	88.03
301.00	POLICE DEPARTMENT	68,425.00	63,353.95	3,598.70	5,071.05	92.59
336.00	FIRE DEPARTMENT	167,535.00	178,410.51	39,939.50	(10,875.51)	106.49
528.00	REFUSE COLLECTION	347,405.00	349,692.00	88.69	(2,287.00)	100.66
747.00	COMMUNITY GARDEN	375.00	530.00	40.00	(155.00)	141.33
751.00	RECREATION	4,250.00	4,945.00	1,025.00	(695.00)	116.35
850.00	WORKERS COMPENSATION	47,860.00	51,587.00	12,250.00	(3,727.00)	107.79
TOTAL Revenues		5,799,960.00	5,269,755.96	197,532.39	530,204.04	90.86
Expenditures						
101.00	COUNCIL	41,555.00	27,338.79	58.64	14,216.21	65.79
172.00	ADMINISTRATOR	293,425.00	243,870.32	16,762.44	49,554.68	83.11
209.00	ASSESSING	48,705.00	46,699.02	5,731.33	2,005.98	95.88
215.00	CLERK	138,165.00	126,577.50	12,529.94	11,587.50	91.61
247.00	BOARD OF REVIEW	650.00	510.00	0.00	140.00	78.46
254.00	TREASURER/FINANCE	592,735.00	461,906.53	30,092.05	130,828.47	77.93
260.00	TECHNOLOGY	70,445.00	41,643.73	8,588.76	28,801.27	59.12
265.00	BUILDING OFFICIAL/CITY HALL	162,685.00	133,961.65	13,118.50	28,723.35	82.34
266.00	LEGAL/ATTORNEY	90,000.00	88,446.09	10,366.25	1,553.91	98.27
268.00	PARK STREET PROPERTY	41,985.00	10,866.09	0.00	31,118.91	25.88
269.00	PROPERTY	479,420.00	472,740.81	1,746.00	6,679.19	98.61
271.00	FORESTRY	72,135.00	75,773.17	16,364.45	(3,638.17)	105.04
272.00	ADMINISTRATIVE SERVICES	276,435.00	228,954.13	10,298.46	47,480.87	82.82
276.00	CEMETERY	185,040.00	138,898.52	6,380.03	46,141.48	75.06
305.00	POLICE ADMINISTRATION	313,190.00	272,270.01	18,474.12	40,919.99	86.93
315.00	CROSSING GUARDS	24,080.00	22,171.45	2,328.66	1,908.55	92.07
316.00	POLICE PATROLLING	997,765.00	906,575.00	61,745.89	91,190.00	90.86
336.00	FIRE DEPARTMENT	505,095.00	481,980.89	12,584.99	23,114.11	95.42
380.00	PLANNING/ZONING OFFICIAL	126,435.00	110,153.46	8,828.32	16,281.54	87.12
426.00	CIVIL DEFENSE	5,455.00	3,778.89	1,230.48	1,676.11	69.27
428.00	DISASTER ACCOUNT	100.00	0.00	0.00	100.00	0.00
441.00	PUBLIC SERVICES	5,655.00	5,018.76	288.56	636.24	88.75
447.00	ENGINEERING	295.00	295.00	0.00	0.00	100.00
448.00	STREET LIGHTING	115,465.00	85,350.34	6,597.84	30,114.66	73.92
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	320,507.40	27,797.21	26,242.60	92.43
747.00	COMMUNITY GARDEN	550.00	55.06	0.00	494.94	10.01
756.00	PARKS AND BALL DIAMONDS	157,520.00	126,020.41	7,668.50	31,499.59	80.00
775.00	SENIOR CITIZENS	8,060.00	5,935.00	425.00	2,125.00	73.64
790.00	LIBRARY	27,120.00	25,626.19	1,442.23	1,493.81	94.49
806.00	CHRISTMAS DECORATIONS	5,355.00	3,509.10	0.00	1,845.90	65.53
807.00	CABLE COMMISSION	4,560.00	1,210.00	0.00	3,350.00	26.54
808.00	PLANNING COMMISSION	720.00	531.17	1.59	188.83	73.77
850.00	WORKERS COMPENSATION	47,860.00	51,587.00	0.00	(3,727.00)	107.79
855.00	RETIREE BENEFITS	99,210.00	110,321.95	9,654.90	(11,111.95)	111.20
890.00	CONTINGENCIES	61,980.00	515.00	0.00	61,465.00	0.83
999.00	SURPLUS	488,310.00	164,178.85	60,775.20	324,131.15	33.62
TOTAL Expenditures		5,839,960.00	4,797,827.28	351,880.34	1,042,132.72	82.16

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REVENUE AND EXPENDITURE REPORT FOR CITY OF MASON
 PERIOD ENDING 05/31/2015

GL NUMBER	DESCRIPTION	2014-15 AMENDED BUDGET	YTD BALANCE 05/31/2015 NORMAL (ABNORMAL)	ACTIVITY FOR MONTH 05/31/2015 INCREASE (DECREASE)	AVAILABLE BALANCE NORMAL (ABNORMAL)	% BDGT USED
Fund 101 - GENERAL FUND						
Fund 101 - GENERAL FUND:						
	TOTAL REVENUES	5,799,960.00	5,269,755.96	197,532.39	530,204.04	90.86
	TOTAL EXPENDITURES	5,839,960.00	4,797,827.28	351,880.34	1,042,132.72	82.16
	NET OF REVENUES & EXPENDITURES	(40,000.00)	471,928.68	(154,347.95)	(511,928.68)	1,179.82

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PERIOD ENDING 05/31/2015

GL NUMBER	DESCRIPTION	2014-15	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT USED
		AMENDED BUDGET	05/31/2015 (ABNORMAL)	MONTH 05/31/2015 INCREASE (DECREASE)	BALANCE NORMAL (ABNORMAL)	
Fund 202 - MAJOR STREETS FUND						
Revenues						
000.00		957,780.00	382,032.99	82,700.42	575,747.01	39.89
TOTAL Revenues		957,780.00	382,032.99	82,700.42	575,747.01	39.89
Expenditures						
000.00		101,330.00	0.00	0.00	101,330.00	0.00
451.00	STREET/ROAD CONSTRUCTION	585,780.00	61,208.34	42,543.34	524,571.66	10.45
463.00	STREET MAINTENANCE	135,335.00	101,414.95	4,464.57	33,920.05	74.94
474.00	TRAFFIC SERVICES	23,725.00	25,228.05	0.00	(1,503.05)	106.34
478.00	WINTER MAINTENANCE	39,205.00	35,206.83	93.87	3,998.17	89.80
482.00	STREET ADMIN/GEN EXP	72,405.00	66,040.00	0.00	6,365.00	91.21
TOTAL Expenditures		957,780.00	289,098.17	47,101.78	668,681.83	30.18
Fund 202 - MAJOR STREETS FUND:						
TOTAL REVENUES		957,780.00	382,032.99	82,700.42	575,747.01	39.89
TOTAL EXPENDITURES		957,780.00	289,098.17	47,101.78	668,681.83	30.18
NET OF REVENUES & EXPENDITURES		0.00	92,934.82	35,598.64	(92,934.82)	100.00

REVENUE AND EXPENDITURE REPORT FOR CITY OF MASON
 PERIOD ENDING 05/31/2015

GL NUMBER	DESCRIPTION	2014-15 AMENDED BUDGET	YTD BALANCE 05/31/2015 NCRMAL (ABNORMAL)	ACTIVITY FOR MONTH 05/31/2015 INCREASE (DECREASE)	AVAILABLE BALANCE NORMAL (ABNORMAL)	% BDGT USED
Fund 203 - LOCAL STREETS FUND						
Revenues						
000.00		520,360.00	217,430.32	32,251.36	302,929.68	41.78
TOTAL Revenues		520,360.00	217,430.32	32,251.36	302,929.68	41.78
Expenditures						
451.00	STREET/ROAD CONSTRUCTION	269,530.00	102,970.51	18,231.86	166,559.49	38.20
463.00	STREET MAINTENANCE	145,520.00	113,283.89	5,693.25	32,236.11	77.85
474.00	TRAFFIC SERVICES	7,870.00	6,710.24	0.00	1,159.76	85.26
478.00	WINTER MAINTENANCE	32,880.00	23,416.44	119.99	9,463.56	71.22
482.00	STREET ADMIN/GEN EXP	64,560.00	64,560.00	0.00	0.00	100.00
TOTAL Expenditures		520,360.00	310,941.08	24,045.10	209,418.92	59.75
Fund 203 - LOCAL STREETS FUND:						
TOTAL REVENUES		520,360.00	217,430.32	32,251.36	302,929.68	41.78
TOTAL EXPENDITURES		520,360.00	310,941.08	24,045.10	209,418.92	59.75
NET OF REVENUES & EXPENDITURES		0.00	(93,510.76)	8,206.26	93,510.76	100.00

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REVENUE AND EXPENDITURE REPORT FOR CITY OF MASON
 PERIOD ENDING 05/31/2015

GL NUMBER	DESCRIPTION	2014-15	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDC
		AMENDED BUDGET	05/31/2015 NORMAL (ABNORMAL)	MONTH 05/31/2015 INCREASE (DECREASE)	BALANCE NORMAL (ABNORMAL)	
Fund 248 - DOWNTOWN DEVELOPMENT AUTHORITY						
Revenues						
000.00		134,000.00	61,129.49	38.02	72,870.51	45.62
TOTAL Revenues		134,000.00	61,129.49	38.02	72,870.51	45.62
Expenditures						
000.00		134,000.00	94,589.18	1,226.01	39,410.82	70.59
TOTAL Expenditures		134,000.00	94,589.18	1,226.01	39,410.82	70.59
Fund 248 - DOWNTOWN DEVELOPMENT AUTHORITY:						
TOTAL REVENUES		134,000.00	61,129.49	38.02	72,870.51	45.62
TOTAL EXPENDITURES		134,000.00	94,589.18	1,226.01	39,410.82	70.59
NET OF REVENUES & EXPENDITURES		0.00	(33,459.69)	(1,187.99)	33,459.69	100.00

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REVENUE AND EXPENDITURE REPORT FOR CITY OF MASON
 PERIOD ENDING 05/31/2015

GL NUMBER	DESCRIPTION	2014-15 AMENDED BUDGET	YTD BALANCE 05/31/2015 NORMAL (ABNORMAL)	ACTIVITY FOR MONTH 05/31/2015 INCREASE (DECREASE)	AVAILABLE BALANCE NORMAL (ABNORMAL)	% BDGT USED
Fund 250 - LOCAL DEV. FINANCE AUTHORITY						
Revenues						
000.00		387,815.00	1,613,834.51	583.43	(1,226,019.51)	416.14
TOTAL Revenues		387,815.00	1,613,834.51	583.43	(1,226,019.51)	416.14
Expenditures						
691.00	L.D.F.A.	387,815.00	28,321.70	0.00	359,493.30	7.30
TOTAL Expenditures		387,815.00	28,321.70	0.00	359,493.30	7.30
Fund 250 - LOCAL DEV. FINANCE AUTHORITY:						
TOTAL REVENUES		387,815.00	1,613,834.51	583.43	(1,226,019.51)	416.14
TOTAL EXPENDITURES		387,815.00	28,321.70	0.00	359,493.30	7.30
NET OF REVENUES & EXPENDITURES		0.00	1,585,512.81	583.43	(1,585,512.81)	100.00

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REVENUE AND EXPENDITURE REPORT FOR CITY OF MASON
 PERIOD ENDING 05/31/2015

GL NUMBER	DESCRIPTION	2014-15 AMENDED BUDGET	YTD BALANCE 05/31/2015 NCRMAL (ABNORMAL)	ACTIVITY FOR MONTH 05/31/2015 INCREASE (DECREASE)	AVAILABLE BALANCE NORMAL (ABNORMAL)	% BDGT USED
Fund 297 - ECONOMIC DEVELOPMENT COMM.						
Revenues						
000.00		70.00	37.87	3.63	32.13	54.10
TOTAL Revenues		70.00	37.87	3.63	32.13	54.10
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	37.87	3.63	32.13	54.10
TOTAL EXPENDITURES		70.00	0.00	0.00	70.00	0.00
NET OF REVENUES & EXPENDITURES		0.00	37.87	3.63	(37.87)	100.00

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REVENUE AND EXPENDITURE REPORT FOR CITY OF MASON
 PERIOD ENDING 05/31/2015

GL NUMBER	DESCRIPTION	2014-15 AMENDED BUDGET	YTD BALANCE 05/31/2015 NCRMAL (ABNORMAL)	ACTIVITY FOR MONTH 05/31/2015 INCREASE (DECREASE)	AVAILABLE BALANCE NORMAL (ABNORMAL)	% BDT USED
Fund 351 - PARK STREET PROPERTY						
Revenues						
000.00		0.00	10,866.09	0.00	(10,866.09)	100.00
TOTAL Revenues		0.00	10,866.09	0.00	(10,866.09)	100.00
Expenditures						
000.00		0.00	10,866.09	0.00	(10,866.09)	100.00
TOTAL Expenditures		0.00	10,866.09	0.00	(10,866.09)	100.00
Fund 351 - PARK STREET PROPERTY:						
TOTAL REVENUES		0.00	10,866.09	0.00	(10,866.09)	100.00
TOTAL EXPENDITURES		0.00	10,866.09	0.00	(10,866.09)	100.00
NET OF REVENUES & EXPENDITURES		0.00	0.00	0.00	0.00	0.00

REVENUE AND EXPENDITURE REPORT FOR CITY OF MASON
 PERIOD ENDING 05/31/2015

GL NUMBER	DESCRIPTION	2014-15 AMENDED BUDGET	YTD BALANCE 05/31/2015 NORMAL (ABNORMAL)	ACTIVITY FOR MONTH 05/31/2015 INCREASE (DECREASE)	AVAILABLE BALANCE NORMAL (ABNORMAL)	% BODGT USED
Fund 401 - CAPITAL IMPROVEMENT FUND						
Revenues						
000.00		60,000.00	25,257.50	0.00	34,742.50	42.10
TOTAL Revenues		60,000.00	25,257.50	0.00	34,742.50	42.10
Expenditures						
000.00		60,000.00	8,716.73	2,694.23	51,283.27	14.53
TOTAL Expenditures		60,000.00	8,716.73	2,694.23	51,283.27	14.53
Fund 401 - CAPITAL IMPROVEMENT FUND:						
TOTAL REVENUES		60,000.00	25,257.50	0.00	34,742.50	42.10
TOTAL EXPENDITURES		60,000.00	8,716.73	2,694.23	51,283.27	14.53
NET OF REVENUES & EXPENDITURES		0.00	16,540.77	(2,694.23)	(16,540.77)	100.00

REVENUE AND EXPENDITURE REPORT FOR CITY OF MASON
 PERIOD ENDING 05/31/2015

GL NUMBER	DESCRIPTION	2014-15 AMENDED BUDGET	YTD BALANCE 05/31/2015 NORMAL (ABNORMAL)	ACTIVITY FOR MONTH 05/31/2015 INCREASE (DECREASE)	AVAILABLE BALANCE NORMAL (ABNORMAL)	% BDGT USED
Fund 592 - WATER/SEWER FUND						
Revenues						
000.00		5,398,350.00	2,565,002.33	221,358.53	2,833,347.67	47.51
TOTAL Revenues		5,398,350.00	2,565,002.33	221,358.53	2,833,347.67	47.51
Expenditures						
545.00	WATER & SEWER ADMINISTRATION	79,030.00	64,873.02	9,313.73	14,156.98	82.09
546.00	SEWER IMPROVEMENT	42,660.00	42,660.11	0.00	(0.11)	100.00
548.00	SEWER MAINTENANCE	213,090.00	164,347.85	11,529.29	48,742.15	77.13
555.00	WASTEWATER TREATMENT PLANT	2,475,305.00	752,537.14	55,024.57	1,722,767.86	30.40
556.00	WATER MAINTENANCE	426,950.00	405,544.92	33,221.30	21,405.08	94.99
557.00	STORM SEWER PROGRAM	9,425.00	15,712.63	0.00	(6,287.63)	166.71
558.00	WATER IMPROVEMENT	689,060.00	309,171.11	98,450.86	379,888.89	44.87
559.00	WATER TREATMENT PLANT	840,710.00	779,812.23	18,984.81	60,897.77	92.76
566.00	ALLOWANCE FOR DEPRECIATION	665,000.00	0.00	0.00	665,000.00	0.00
TOTAL Expenditures		5,441,230.00	2,534,659.01	226,524.56	2,906,570.99	46.58
Fund 592 - WATER/SEWER FUND:						
TOTAL REVENUES		5,398,350.00	2,565,002.33	221,358.53	2,833,347.67	47.51
TOTAL EXPENDITURES		5,441,230.00	2,534,659.01	226,524.56	2,906,570.99	46.58
NET OF REVENUES & EXPENDITURES		(42,880.00)	30,343.32	(5,166.03)	(73,223.32)	70.76

REVENUE AND EXPENDITURE REPORT FOR CITY OF MASON
 PERIOD ENDING 05/31/2015

GL NUMBER	DESCRIPTION	2014-15 AMENDED BUDGET	YTD BALANCE 05/31/2015 NORMAL (ABNORMAL)	ACTIVITY FOR MONTH 05/31/2015 INCREASE (DECREASE)	AVAILABLE BALANCE NORMAL (ABNORMAL)	% BDGT USED
Fund 612 - MASON BUILDING AUTHORITY						
Revenues						
000.00		286,685.00	284,818.05	0.02	1,866.95	99.35
TOTAL Revenues		286,685.00	284,818.05	0.02	1,866.95	99.35
Expenditures						
000.00		286,685.00	284,810.47	0.00	1,874.53	99.35
TOTAL Expenditures		286,685.00	284,810.47	0.00	1,874.53	99.35
Fund 612 - MASON BUILDING AUTHORITY:						
TOTAL REVENUES		286,685.00	284,818.05	0.02	1,866.95	99.35
TOTAL EXPENDITURES		286,685.00	284,810.47	0.00	1,874.53	99.35
NET OF REVENUES & EXPENDITURES		0.00	7.58	0.02	(7.58)	100.00

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PERIOD ENDING 05/31/2015

GL NUMBER	DESCRIPTION	2014-15	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT USED
		AMENDED BUDGET	05/31/2015 (NORMAL (ABNORMAL))	MONTH 05/31/2015 INCREASE (DECREASE)	BALANCE NORMAL (ABNORMAL)	
Fund 661 - MOTOR VEHICLE POOL						
Revenues						
000.00		399,870.00	238,581.38	1,118.71	161,288.62	59.66
TOTAL Revenues		399,870.00	238,581.38	1,118.71	161,288.62	59.66
Expenditures						
567.00	SHOP & BLDG. MAINTENANCE	47,840.00	41,349.86	561.56	6,490.14	86.43
568.00	EQUIPMENT MAINTENANCE	187,415.00	163,106.78	11,905.50	24,308.22	87.03
901.00	EQUIPMENT-CAPITAL OUTLAY	207,745.00	111,307.61	1,114.60	96,437.39	53.58
TOTAL Expenditures		443,000.00	315,764.25	13,581.66	127,235.75	71.28
Fund 661 - MOTOR VEHICLE POOL:						
TOTAL REVENUES		399,870.00	238,581.38	1,118.71	161,288.62	59.66
TOTAL EXPENDITURES		443,000.00	315,764.25	13,581.66	127,235.75	71.28
NET OF REVENUES & EXPENDITURES		(43,130.00)	(77,182.87)	(12,462.95)	34,052.87	178.95

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REVENUE AND EXPENDITURE REPORT FOR CITY OF MASON

PERIOD ENDING 05/31/2015

GL NUMBER	DESCRIPTION	2014-15	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BGD USED
		AMENDED BUDGET	05/31/2015 NORMAL (ABNORMAL)	MONTH 05/31/2015 INCREASE (DECREASE)	BALANCE NORMAL (ABNORMAL)	
Fund 702 - RAYNER BOND FUND						
Revenues						
000.00		151,000.00	53,593.65	2,350.27	97,406.35	35.49
TOTAL Revenues		151,000.00	53,593.65	2,350.27	97,406.35	35.49
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	53,593.65	2,350.27	97,406.35	35.49
TOTAL EXPENDITURES		151,000.00	12,011.54	0.00	138,988.46	7.95
NET OF REVENUES & EXPENDITURES		0.00	41,582.11	2,350.27	(41,582.11)	100.00

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REVENUE AND EXPENDITURE REPORT FOR CITY OF MASON

PERIOD ENDING 05/31/2015

GL NUMBER	DESCRIPTION	2014-15 AMENDED BUDGET	YTD BALANCE 05/31/2015 NORMAL (ABNORMAL)	ACTIVITY FOR MONTH 05/31/2015 INCREASE (DECREASE)	AVAILABLE BALANCE NORMAL (ABNORMAL)	% BDGT USED
Fund 711 - CEMETERY TRUST FUND						
Revenues						
000.00		4,200.00	3,544.96	1,113.67	655.04	84.40
TOTAL Revenues		4,200.00	3,544.96	1,113.67	655.04	84.40
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	3,544.96	1,113.67	655.04	84.40
TOTAL EXPENDITURES		4,200.00	0.00	0.00	4,200.00	0.00
NET OF REVENUES & EXPENDITURES		0.00	3,544.96	1,113.67	(3,544.96)	100.00

REVENUE AND EXPENDITURE REPORT FOR CITY OF MASON

PERIOD ENDING 05/31/2015

GL NUMBER	DESCRIPTION	2014-15 AMENDED BUDGET	YTD BALANCE 05/31/2015 NCRMAL (ABNORMAL)	ACTIVITY FOR MONTH 05/31/2015 INCREASE (DECREASE)	AVAILABLE BALANCE NORMAL (ABNORMAL)	% BODGT USED
Fund 812 - SPECIAL ASSESSMENT FUND						
Revenues						
000.00		176,800.00	40,988.79	92.06	135,811.21	23.18
TOTAL Revenues		176,800.00	40,988.79	92.06	135,811.21	23.18
Expenditures						
000.00		176,800.00	176,795.09	6,968.75	4.91	100.00
TOTAL Expenditures		176,800.00	176,795.09	6,968.75	4.91	100.00
Fund 812 - SPECIAL ASSESSMENT FUND:						
TOTAL REVENUES		176,800.00	40,988.79	92.06	135,811.21	23.18
TOTAL EXPENDITURES		176,800.00	176,795.09	6,968.75	4.91	100.00
NET OF REVENUES & EXPENDITURES		0.00	(135,806.30)	(6,876.69)	135,806.30	100.00
TOTAL REVENUES - ALL FUNDS						
		14,276,890.00	10,766,873.89	539,142.51	3,510,016.11	75.41
TOTAL EXPENDITURES - ALL FUNDS						
		14,402,900.00	8,864,400.59	674,022.43	5,538,499.41	61.55
NET OF REVENUES & EXPENDITURES		(126,010.00)	1,902,473.30	(134,879.92)	(2,028,483.30)	1,509.78

From: Morgan, Timothy [<mailto:TMorgan@ingham.org>]
Sent: Thursday, June 11, 2015 11:43 AM
To: Martin Colburn
Cc: Ken Baker; Cypher, Jared
Subject: RE: Rayner Park Inspection

Marty,

Just following up that we met this morning, June 11th at Rayner Park with you, Sam Bibler- Mason Plant Superintendent, Elaine Ferris-Mason City Council, Jeff Gehl-Burchfield Park Manager, and I to inspect Rayner Park. The park looked well maintained. There was discussion about improvements that had happened in the last year and were pointed out.

Thank you for taking the time to provide us with an update and onsite visit.

Good luck in your future endeavors,

Sincerely,

Tim
Tim Morgan, CPRP (Certified Parks & Recreation Professional), and
CTA (Certified Tourism Ambassador™)
Director, Ingham County Parks
121 E. Maple St., Suite 102
Mason, Michigan 48854
517-676-2233
tmorgan@ingham.org
www.inghamcountyparks.org





MEMORANDUM

TO: Honorable Mayor and Council Members
FROM: Martin Colburn, City Administrator
DATE: June 15, 2015
RE: Report and Activities Update

The intent of this communication is to provide an update and status of numerous different projects, activities and issues as an out-briefing as I am leaving the service of the City June 21, 2015.

Street Projects

- Lansing Street is nearly complete. The water line has been placed and the first layer (leveling course) of asphalt has been installed. Small curb repairs and minor parkway reseeding are completed. The wear course of asphalt is to come.
- Washington Street water lines and hydrants are installed. The leveling course of asphalt is in place.
- Maple Street is being done in two phases. The first phase is currently under construction (Temple Street to Lawton Street). The base is in place, curb, gutter and sidewalk are being poured. Phase two of Maple Street (Lawton to Rogers Street) will have the old asphalt removed starting on June 10. Use of Laylin Park has been affected by the debris and dust of construction, so some allowances are being made. Users are being asked to park on East Columbia Street and come in from the north end of the park to avoid construction.

South Cedar Street

This project is being completed in two phases, and is being funded by a federal grant with local matching funds. The two phases are 1) from Oak Street to South Street – this will be a “mill and fill” construction. Phase 2 is from South Street to Willow Creek Bridge. This is a total reconstruct of the road. This project will begin in July. Michigan Department of Transportation (MDOT) will administer this project.

Kipp Road

The City assisted the Ingham County Road Commission with receiving a federally funded grant for \$400,000. These funds may be used from US-127 to the front drive of Gestamp. This is a state Economic Development grant. In addition, the county is funding \$600,000 toward the improvements to Dexter Trail. This will make improvements to that road which has heavy damage due to the truck traffic from local industries.

Safety Grant

This is an MDOT-funded grant to replace the traffic signals at Kipp Road and Jefferson Street and Kipp Road and South Cedar Street and the entrance to Meijers. Also included is sidewalk along the north side of Kipp Road from Jefferson Street to US-127. We will complete the sidewalk along the southeast corner of Kipp and Jefferson/Hull Blvd. in front of Gestamp. Gestamp has provided a cash bond to the city to cover costs as the sidewalk is required by the Planning Commission.

West Columbia Street sidewalk

As part of the Goals and Objectives for FY 2015-2016, the City Council requested extending the sidewalks across US-127 to the City limits to extend connectivity. The Michigan Department of Transportation was originally unwilling to discuss this project but on our assurance that we were not requesting funding, they are willing to discuss the proposed project. This project includes sidewalk on one side of the road (south) plus a crossing from the north side with appropriate signage.

100 block Alley between South Jefferson and Barnes streets South of Ash Street

Mauldon Construction is replacing the collapsed storm water and damaged sewer lines in this alley. Consumers Energy was contacted in March 2015 to request the possibility of burying the electric lines underground. To date they have not responded. Consumers did communicate their intent to upgrade their natural gas services in the alley during this construction project which may delay the asphaltting of the alley and the parking spaces for the 124-140 East Ash building project.

124-140 East Ash Street Renovation

This development is a collaboration between a group of agencies including MEDC (Michigan Economic Development Council), MSHDA (Michigan State Housing and Development Authority), the Ingham County Land Bank, the City of Mason, Mason DDA (Downtown Development Authority) and Oracle Financial Solutions, the ultimate building owners. Bruce Johnston of Revitalize LLC serves as the third party administrator representing the City. Small cities are required by state policy to have a third-party administrator. Oracle Financial will utilize the main floor and a conference room on the 3rd floor. The remainder of the two buildings will contain 10 one-bedroom apartments which, under MSHDA agreement, require 51% be let to low/moderate income renters for a period of five years. The building will also contain an elevator available to tenants which will make it accessible to persons with

disabilities and senior citizens. The project is expected to be substantially complete by July 4. It brings to a total of 36 units rehabbed since the program began in 2001.

Additional Rehab Projects

368 South Jefferson Street Loft Apartment rehab

Four additional units are proceeding forward this year in the 368 South Jefferson street building above the Vault Deli, owned by Jamie and Scott Robinson. The project includes two one-bedroom and two two-bedroom units, one each on each floor.

154 West Maple Street, Mason Shoe Store

Staff is working with Mike Reid and Brian English, the owners of this building, known as the "Mason Shoe Store," who are working through the process to rehab the building to include commercial space on the first floor for two businesses, and six to seven apartments on the second floor.

Dart Insurance Building, 100 East Ash Street

Gary Worman, owner of this building, has contacted the City regarding future investments into his building, and we have conducted a walkthrough with MEDC and SHPO. He would like to rehabilitate the building, keeping commercial space on the ground floor and three loft apartments on the second floor.

Root Building, 160 East Ash Street

Staff is working through the processes with John and Mary Kelsey, local residents, who desire to demolish the Root Building and, using the additional 22' on the east side of that property, to provide a three-story building. This structure would provide commercial space on the first floor and up to four apartments on the second and third floors. This project has already gone in front of the Historical District Commission and garnered their support. This property is not a historically significant building but the architect will be sensitive to the historical district facade. This project is within the Downtown Development Authority.

Current MEDC Funding status

At the time of this writing, although we are proceeding as though the projects will be accepted by the State, the current political climate has changed in regard to funding sources through MEDC. Current legislation being actively worked on as the House and Senate seek to transfer \$153 million from MEDC to be part of the road repair package. This may have significant negative impacts to the local community development programs.

Hall Memorial Library

This gem of a building is architecturally and historically significant. Built in 1938, it was a gift to the City. It houses not only the library, but public access computers, educational programming,

small group meeting space, and public art. The library is invested in both home schooling and preschool programming and also houses the Genealogical Society files as well as housing the Friends of the Library bookstore, their major fundraiser since 1963. Friends contribute to program support and renovation aspects and have, through grants and donations, repaired some of the windows and doors, replaced basement carpets and floor tiles upstairs and provided furniture. More windows need repairs. The Library has suffered from water entering the basement. Through the years, most areas have been remedied, with additional sealing paint and caulk, and water diversion. Much of the roof is slate, which repels water well, but some of the roof is asphalt tile, which has required additional flashing and repairs. Some water still enters in exceptional wet events but to date it is fairly controlled. In the last year, the cast iron boiler suffered significant problems, but it has been maintained. It is approximately 55 years old and may need to be repaired or replaced on short notice. Approximate cost is estimated at \$40,000.

Hayhoe Riverwalk

Trailhead - 848 South Jefferson, the south end

A grant has been received through MDOT. This was a last-minute opportunity and the City was able to obtain a \$40,000 grant with a 20% match to supply the Trailhead with parking, signage, bench and other amenities.

200 block Jefferson – Cemetery Trailhead

A new pedestrian bridge is scheduled to be built by Rieth Riley to access the Riverwalk by the cemetery on the Jefferson Street side. The bid covers removal of the old bridge and replacement with a pedestrian bridge, signage, parking and other amenities. This is also the site chosen by Arts Initiative Mason (AIM) for the installation of the Doug Delind bronze. City staff is responsible for upkeep of the trail in city limits. The current trail is 2.5 miles.

Riverwalk - the north endpoint, Howell Road

City staff has negotiated parking in the west end of the Ingham Intermediate School District (ISD) south parking lot, with access from that lot westward through the woods across from the current end point to the northern Riverwalk entrance on Howell Road. This trailhead has not been activated. The easement is in place with an agreement between the ISD and City of Mason. The Ingham County Road Department (ICRD) has not allowed a crossing at that point on Howell Road due to traffic speed concerns. Although the posted speed limit is adequate for the sight distance clearance, actual speeds are in excess of that posted, and create a real hazard. Use of blinking lights, solar panels and other methods were discussed extensively. The only acceptable term was a box light which would require Consumers Energy to provide service to that point, which made the project not financially feasible.

Hayhoe Riverwalk Extension to Delhi and funding (proposed)

There is currently a county-wide millage of 0.5 mills which will provide approximately \$20 million over a 6-year period. This amount will be used for creation and capital improvements to trails, parks adjacent to trails, repair of trails, and additional signage to community services and attractions. Ingham County Parks has hired a consultant to assess what is currently available in trails in the county and propose new trail locations and signage and improvements to

adjacent parks. The City of Mason, working with Delhi and non profits, have identified the means of crossing US-127 through a study. An additional study is in process to initiate preliminary engineering for the connecting trail from Delhi Township south to the City of Mason. This concept is inclusive of the Hayhoe Riverwalk being extended from the Howell Street trailhead west to US-127.

Rayner Park – Lease and Purchase from Ingham County

The County advised in 2009 that they would be permanently closing Rayner Park, due to the recession and lack of funding to upkeep current properties. This drew considerable response. The City negotiated to keep the park open, supplying upkeep and an annual \$1.00 lease payment. At the end of six years, the City would purchase the approximately 60-acre park for \$1.00. This is the final year of the lease. We have notified the County of our intent to purchase to allow them to complete the required boundary survey. The park is approximately half woods and half open land.

Friends of Rayner Park - The park has a very active Friends of Rayner Park group, which has provided three bridge replacements, repairs to the ridealong mower, bubblers for the ponds as well as organizing many volunteers for spring opening and fall clean up of the park. In addition they have installed and maintain the native wildflower area. Their current project is repair of the wooden community-built playground. This playground has been seal coated every year by volunteers from the Mason High School.

Rayner Park Stage - The local Rotary Club spearheaded funding and built the 32' x 36' stage adjacent to the pavilion, and provided a transformer to run electrical services and provide for future electrical needs at the park.

Little League Field - The Little League fenced and maintains the ball field area north of the pavilion. They have shown interest in building a second ball field in Rayner Park in the future.

Rayner Park – settling ponds

The ponds are used as settling ponds for the Ingham County Drain Commission. The water runs from south to north and the ponds control turbidity. This leads to problems of silting up. The Commission estimates that correcting the current level by removing the sediment within the ponds would cost approximately \$300,000. The means of paying for this is typically by assessment from the parcels served by the drain area. This is approximately 1280 parcels. This amount could prove a hardship on residents. It is currently the Drain Commissioner's area of responsibility.

Ingham County Fairgrounds

In recent years, the City of Mason has supported the Ingham County Fairgrounds with sanitary sewer issues. We've identified that much of the problems are generated from campers who inadvertently clog the sanitary lines with hoses that they drop and then cannot retrieve. The City has charged for these services and has identified this problem to be rectified by the County. The County is currently suggesting the development of a 50,000 square foot exposition center. They will be discussing the concepts this August in regard to means of

funding. This is to provide services predominately targeting the horse show industry. It would also be a positive addition to the current aging facilities within the grounds.

Parking Lot #3

This is the large lot behind the Hilliard (County) building north of the courthouse square. The project was awarded by the Mason DDA to Reith-Reily. It will be completed in two phases. The first phase is rebuilding the retaining wall adjacent to a house on the north side. The second phase is to replace the asphalt of parking lot #3 (City portion). Completion is anticipated in July.

Dart Bank – 368 Park Street

Dart Bank is building a new three-story signature office building. It will be replacing their current three structures. This project has just started and is expected to be completed in December of 2016. Their complex will include green space, improved parking, and a service drive-through. Upon completion, the current three structures will be demolished.

In 2014, Mason City Council supported Dart Bank and Ingham County Brownfield Redevelopment Authority in developing and approving a brownfield plan. The plan allows the authority to use tax increment financing (TIF) to reimburse Dart Bank for eligible activities required to develop this site. The total anticipated investment into the redevelopment project is approximately \$6.5 million. The end product will house approximately 130 employees. The estimated reimbursable eligible activities are \$1.358 million. On June 9, the brownfield plan went before the Michigan Strategic Fund Commission and was approved.

Well #9 and #9A

The City of Mason conducts a water reliability study which provides an analysis of water capacities and future needs. The City LDFA (Local Development Finance Authority) plan authorized the funding source for an additional well to ensure that the city met firm capacity, meaning if we were to lose our largest producer of wells, we can still meet the highest demand of water within the year. Well #9's estimated cost is \$625,000 and is currently still within budget.

Due to problems underground with the rock strata at approximately 270-300 feet, we have experienced collapses. Working with a hydrologist, city engineer, MDEQ and staff, our best alternative was to drill a second well that will allow us to draw from the 400' level while the original well will draw from the more shallow well, stopping at the 270' level. This well is due west of the water treatment plant on Avery Street, along South Temple Street. This project should be completed and the well in production by the end of FY 2015-2016.

Sheriff's Office and Jail – 630 North Cedar Street

The County has indicated need for a new jail and administrative building and offices. City staff has spoken to Sheriff Wigglesworth to dialogue about keeping the jail in the City of Mason. The Sheriff has positively responded to that concept and recognizes that minimally the sheriff's

offices are required by state law to remain in the county seat (Mason). Lansing desires the jail there since prisoners may be transported to Lansing for trial. Currently, there are holding cells in Lansing to service the Lansing court appointments. Sheriff Wrigglesworth estimated costs are \$60-70 million. County administration's estimates are \$75 million. This would construct the sheriff's offices and jail in Mason as well as upgraded holding cells in Lansing.

There are a number of reasons to keep the County Jail in Mason:

- 1) Mason is the County seat.
- 2) Lansing has a city income tax and Mason does not, which would adversely affect county staff salaries.
- 3) Mason is centrally located within the county.
- 4) The 55th District court is next door and the Circuit Court in downtown Mason.
- 5) County administration is in downtown Mason.
- 6) The County has available land at the current location.
- 7) Mason has free parking, Lansing does not, which may prove detrimental to staffing.

With the construction of a new Sheriff's Office and Jail, it would be expected that a new 55th District Court would also be built. Let me remind Council that if necessary, the City of Mason owns the land adjacent to these county properties where Well #2 was placed. It has been properly abandoned and currently we use the old wellhouse for storage.

Ingham County Animal Control Shelter (adjacent to Ingham County Jail)

The Animal Control Shelter has advised they need improved and increased space. Staff has talked to them about available space. At one time they were considering demolishing and rebuilding on the corner lot at Center Street and Cedar Street (old county building) but seem to have discarded that site. The city has suggested additional land is available adjacent to the current site. In addition, there is land available at the Temple Street development, although that may not be as conveniently located. The City of Lansing again wants this service located in their community. Most of the previously listed advantages for the Sheriff's Office and Jail are pertinent.

Food Truck Ordinance

Staff has met several times in conference to build a food truck ordinance. This growing industry has now evolved in Mason as a request from Jonathan Fraser of Good Bites. He has requested parking in the city right-of-way at 440 South Jefferson, in front of Bad Brewing Company. Per Council request, staff is introducing the draft documents to the Planning Commission, Historic District Commission, DDA, and Mason Area Chamber of Commerce. Once input is taken from these agencies, it will be forwarded for public review by the Mason City Council. I expect that to arrive in front of Council in August.

Sesquicentennial Celebration Committee

The Sesquicentennial Committee has been meeting for over two years. The committee has been led by Mayor ProTem Marlon Brown. To date activities both celebratory and

entertainment-wise have been conducted. Future Fourth of July activities are planned as well as a Grand Ball planned in the fall.

Legacy Tree Program

The Legacy Tree program developed out of the Sesquicentennial. In this program, a tree can be purchased and placed in a public location in honor of anyone. To date we have planted 42 trees and have five more ordered. We've also had a gift of eight additional trees from MSUFCU which were planted by them in the new Section U of the cemetery.

Planning Commission – Sub-area planning

Within the new Master Plan update, the City identified areas that need specific additional planning for future development. A committee has been formed within the Planning Commission to address these sub-areas.

- 1) North Cedar Street along the commercial corridor. There are more than 50 acres currently under-utilized between Cedar Street and US-127. Concepts being developed are inclusive of types of uses as well as specific needs.
- 2) Fairgrounds East Buffer and Airport Area (Kipp Road/Temple Street). This area has a number of vacant properties. With the growth of the LDFA, which now has over 1,000 people employed within the immediate vicinity, we have identified the area as underserved by support businesses. The City has been recruiting restaurants and there has been demonstrated interest. Andrews Chevrolet, due to their loss of GM dealership contracts, is substantially changing the level of services they provide, so they are downsizing and looking at this area for a future location. With the growth of the community, as well as the Lansing Community College Aviation Maintenance School now located at Jewett Airport, we have a growing interest in housing in this area. Staff has been having discussions with developers.

The City owns 67 acres along South Temple Street, and 56 acres along Kipp and Dexter Trail. The most southern components are conceptually for industrial projects. Along the northern half of Temple Street we expect a lighter use/mixed use inclusive of office/commercial and higher density residential.

Mason Public Schools Stormwater – Barnes Road

A legal claim was initially made against Mason Public Schools and was inclusive of the City of Mason. In the 90s, storm water was inadvertently moved onto the wrong properties when the school district expanded the high school. Storm drains were placed in an easement which was inadvertently placed in the wrong location by their contractor. The City has been released within this claim and has been facilitating a resolution in the public interest. By assisting on identifying a route for the storm drainage, both the school district and property owners are working together to place a storm drain to resolve the issue. Ultimately the City should accept the public infrastructure which solves the problem and allows the property for development.

Medical Marihuana

The Planning Commission has a subcommittee working on the drafting of an ordinance and is currently scheduling public input. Currently we have a moratorium in place because the Michigan Supreme Court found ordinances like our prior ordinances to be inconsistent with the Michigan Medical Marihuana Act. The state law permits patients and primarily caregiver units so our ordinance has to accommodate those activities while maintaining community standards.

Community Medical Facilities – Urgent Care

Sparrow currently has an urgent care facility located on East Columbia Street. Through the years they have progressively lessened their services and operational hours. They had committed to building modern facilities to accommodate future urgent care needs as well as service providers (doctor's offices, etc). The City requested that these facilities stay within the city limits of Mason as we maintain an urban density, provide services, and are the commercial hub of the central and southeastern region of Ingham County. These discussions and Sparrow's search for properties have been ongoing for several years. To date they have not made a dedicated commitment. This project should continue to be high on the list of community priorities. The current facilities/properties were provided to Sparrow at no cost.

Capital Region Airport Authority

Chris Holman, current Chairman of the Airport Authority, and Robert Selig, Executive Director of the Airport, have approached the City and Vevay Township in regard to taking ownership and/or management control of the Jewett Airport. Their specific concern is that it is a financial drain and they are not close enough to provide appropriate management of the facilities. After reviewing their financial statements, the Airport annually goes into the red only after they add their administrative costs into the formula. Although appropriate in accounting standards, it does not appear that this is a significant financial drain on the Airport Authority. Jewett Airport is primarily a general aviation airport. Two years ago, Lansing Community College (LCC) moved the General Aviation Maintenance Training Program to the main hanger and classrooms located at the airport. Although the student population is currently around forty, they are estimating the growth to go to approximately 200 in several years. This demonstrates potential growth, particularly if flight school is added to their curriculum. The Community College can assist in being an economic driver and we have communicated with them to start building a relationship. It is not realistic to expect a private investor/owner to take over these facilities due to liability costs as well as potential reimbursement of federal grants which would be required due to the Authority not maintaining governmental ownership. At this time I recommend continuing to build a relationship with LCC and the Capital Region Airport Authority.

Fire Truck Replacement

The City will be replacing Tanker 807 which is the oldest apparatus within the Mason Fire Department fleet. This replacement is within the FY 2015-16 budget. Chief Minshall has had several demo fire apparatuses at Station One to investigate. He is also inquiring into a buying consortium for government agencies that would help keep competitive pricing. The

replacement should be a pumper-tanker to best service our contracts with Aurelius, Delhi and Vevay Townships. Chief Minshall estimates the manufacturing of the replacement apparatus to take from 6-10 months for construction. He has been given the green light and is proceeding forward with his research.

Police Department Staffing

Sergeant Hude will be retiring in September 2014 after 40 years of service to the City. Officer Girard has left the service of the City. The City Council has authorized the 13th officer for the City for FY 2015-16. We have been conducting interviews for future openings and have provided conditional job offers to two individuals to date. Once the background checks are completed and other due diligence, these officers will be brought into service.

Police Reserve Program

Chief Stressman has initiated advertising for the Reserve Officer program. The City of Jackson will be providing training support at no cost to the City. That program will be initiated this fall.

Dump Truck

The new dump truck is being built in two stages, the first is the chassis and once that was completed, it was forwarded to the next company which adds the bed and all the accoutrements. The truck has been slow in delivery due to the company having a much stronger workload than previously. We are expecting delivery no later than July.

Wastewater Treatment Plan Headworks Project – North Jefferson Street

The City is proceeding with improvements at the headworks of the Wastewater Treatment Plant as well as improvements of a bottleneck between the primary and secondary clarifiers. The consulting firm of Prien and Newhoff were selected to provide professional engineering services. To date they have studied the issues and are designing the improvements for the corrective actions. The project is proceeding forward. Improvements should assist in moving the water through the wastewater treatment plant quicker and more efficiently. This in turn should assist in addressing some of the issues of the sanitary sewer overflow problem. Our estimates for cost are approximately \$1.6 million. This project should be completed by winter 2015.

224 South Jefferson

The property was donated to the City by Barb Depue, a private individual. The City made a three-year commitment to honor the tax values for the donor, as well as placing a sign in respect to Bruce Depue, her deceased husband. That time period will end at the end of this calendar year. We have developers who are interested in putting that property to a higher use, meaning commercial and/or housing. Currently it acts as a green space/pocket park. I am recommending that that property be placed at a higher use. This would place a higher density within our urban downtown core, potentially allowing more commercial space and housing. It would also continue to build on property values and accent the placemaking component of

downtown living for citizens. The property is within the Mason Downtown Development Authority.

The content of this report is not intended to be all inclusive, but an overview of items of significant interest to the City. I will be available to answer questions.