CITY OF MASON

201 West Ash Street
Mason MI 48854-0370

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

CITY COUNCIL MEETING – COUNCIL CHAMBER
April 18, 2016
7:30 p.m.

Agenda

1. Call to Order
2. Roll Call
3. Pledge of Allegiance and Invocation
4. Announcements
5. People from the Floor
6. Consent Agenda
   A. Approval of Minutes
      - Regular Council Meeting: March 21, 2016
      - Approval of Bills in the Amount of $152,077.93
   B. Motion – Reschedule May 2nd City Council Meeting to May 4th Due to Special Election
   C. Motion – Street Closure Spring Fling – Mason Area Chamber of Commerce (MACC)
   D. Motion – Street Closure – Memorial Day Parade
   E. Motion – Street Closures Request – Annual Camino of Saint James 8K/5K and Fun Runs
   F. Motion – Mason Lions Club – Use of Right-of-Way for White Cane Drive
7. Regular Business
   A. Motion – Second Reading and Adoption – An Ordinance to Repeal Medical Marihuana Regulations
   B. Ordinance – Introduce and First Reading – Mobile Food Vending Regulation Ordinance
8. Unfinished Business
9. New Business
10. Correspondence
    A. Monthly Revenue and Expenditure Report
    B. Quarterly Investment Report for Period Ending March 31, 2016
    C. City Attorney's Report
    D. Arbor Day Foundation Recognition as 2015 Tree City USA
11. Liaison Reports
12. Councilmember Reports
13. Administrator's Report
14. Adjournment

CITY OF MASON
REGULAR CITY COUNCIL MEETING
MINUTES OF MARCH 21, 2016

Mayor Pro Tem Brown called the meeting to order at 7:32 p.m. in the Council Chambers at 201 W. Ash Street, Mason, Michigan. Mulvany led the Pledge of Allegiance and offered the invocation.

Present: Councilmembers: Brown, Clark, Droscha, Ferris, Mulvany, *Waltz
Absent: Councilmember: Bruno (excused)
Also present: Deborah S. Stuart, City Administrator
Deborah J. Cwiertniewicz, City Clerk
Eric Smith, Finance Director/Treasurer
Ken Baker, DPW Director

ANNOUNCEMENTS
Good Friday Community Service – First United Methodist Church – Friday, March 25, 2016

PEOPLE FROM THE FLOOR
None.

PRESENTATION
Ron Drzewicki, Mason Public Schools Superintendent – Bond and Building/Site Sinking Fund Proposal
Ron Drzewicki, Mason Public Schools Superintendent gave a presentation regarding the bond proposal and the building and site sinking fund proposal.

*Waltz arrived at 8:03 p.m.

PUBLIC HEARING
Apportionment for Special Assessment Project 2016-1
Brown opened the public hearing at 8:04 p.m.

Patrick Hesch of 232 East Cherry Street asked that his property be removed from the 2016 Sidewalk Improvement project. There is a tree in the area designated for replacement. The construction would cause the tree to deteriorate and result in it falling on his house. He would use the technique to pump up the sidewalk and said he had discussed the option with Mr. Baker.

Baker agreed that the sidewalk repair would result in the death of the tree. He stated that he was in favor of pumping up the sidewalk.

Deborah Smith of 323 East Ash Street stated support of sidewalk replacements.

Being there were no further comments from the public, Brown closed the public hearing at 8:11 p.m.

2016 Sidewalk Improvements, Special Assessment Resolution No. 5, Project 2016-1
Discussion ensued regarding lowering the interest rate by not charging the 1% administrative fee.

MOTION by Clark, second by Droscha,
to change the interest rate from 3.5% to 2.5% in 2016 Sidewalk Improvements – Special Assessment Resolution 5, Project 2016-1, under the now therefore paragraph, number three (3).
Yes (2) Clark, Droscha
No (4) Brown, Ferris, Mulvany, Waltz
Absent (1) Bruno
MOTION FAILED

MOTION by Droscha, second by Ferris,

to consider 2016 Sidewalk Improvements – Special Assessment Resolution 5, Project 2016-1 read.
MOTION APPROVED

2016 Sidewalk Improvements – Special Assessment Resolution 5, Project 2016-1 was introduced by Mulvany and seconded by Droscha.

Clark stated that there are other properties on the roll that also have tree roots in the area of sidewalk replacement that should receive the same exemption. Discussion ensued noting that a hearing was held to receive comment and concerns. Mr. Hesch is present and has conferred with Mr. Baker regarding his request.

MOTION by Droscha, second by Ferris,
to amend 2016 Sidewalk Improvements – Special Assessment Resolution 5, Project 2016-1, by removing the property known as 232 East Cherry Street.
Yes (5) Brown, Clark, Ferris, Droscha, Waltz
No (1) Mulvany
Absent (1) Bruno
MOTION FAILED

CITY OF MASON
2016 SIDEWALK IMPROVEMENTS
SPECIAL ASSESSMENT RESOLUTION NO. 5
PROJECT 2016-1
March 21, 2016

WHEREAS, pursuant to due notice to all interested parties, this City Council met on Monday, March 21, 2016, in the City Hall, 201 West Ash Street, Mason, Michigan, for the purpose of reviewing the special assessment roll and hearing any objections thereto for the 2016 Sidewalk Improvements Special Assessment District - 2016-1; and

WHEREAS, at the time and place designated for said meeting, the meeting was duly called to order and the opening of the hearing for objections to the special assessment roll, prepared by the City Assessor and on file with the City Clerk, was announced, said roll assessing the cost of certain sidewalk improvements against the benefiting properties; and

WHEREAS, any objections were heard or filed in writing with the City Clerk and the following adjustment or corrections, if any, were made; and

WHEREAS, the City Council now desires to confirm the special assessment roll attached hereto as **Exhibit A**.

NOW, THEREFORE, BE IT RESOLVED THAT:

1. The City Council hereby designates the special assessment district as the "Sidewalk Special Assessment District - 2016-1."

2. The special assessment roll as prepared and reported to the City Council by the City Assessor shall be designated as the "Special Assessment Roll, Sidewalk Special Assessment District 2016-1" in the final amount of $24,706.83, and is hereby adopted and confirmed, and the City Clerk is hereby directed to endorse thereon this date of confirmation.

3. The special assessment roll shall be divided into three (3) equal annual installments. The first installment shall be due on July 1, 2016, and the two (2) subsequent installments shall be due on July 1 of the succeeding years thereafter. Special assessments may be paid in full on or before August 31, 2016, without interest. Thereafter, installments of the special assessment roll shall bear interest at the rate of three and a half percent (3.5%) per annum, commencing on September 1, 2016, payable annually on the due date of each installment after the first installment. If any installment is not paid when due then the same shall be deemed to be delinquent and there shall be collected thereon in addition to the interest above provided, a penalty at the rate of one percent (1%) for each month or fraction thereof that the same remains unpaid before being reported for reassessment upon the City tax roll. In the event the City Council determines that it is in the best interest of the district and the City at large to issue bonds pledging the receipts of said special assessment roll and the full faith and credit of the City; then and in that event, the interest on the unpaid installments shall be adjusted to not more than one percent (1%) greater

than the average interest rate at which the bonds were sold. Said interest shall be payable annually on each installment due date.

4. Any of the unpaid balance due on the special assessment roll may be paid in full on any installment date, together with interest due to said payment date.

5. The assessments made in said special assessment roll are hereby ordered and directed to be collected. The City Clerk shall deliver the special assessment roll to the City Finance Director/Treasurer with the proper warrant attached, commanding the City Finance Director/Treasurer to collect the assessments therein in accordance with the directions of the City Council with respect thereto, and the City Finance Director/Treasurer is authorized and directed to collect the amounts assessed as they become due pursuant to the terms of this resolution and the provisions of the applicable statutes of the State of Michigan.

6. All resolutions and parts of resolutions insofar as they conflict with the provisions of this resolution be, and the same are, hereby rescinded.

Yes (5) Brown, Ferris, Droscha, Mulvany, Waltz
No (1) Clark
Absent (1) Bruno

RESOLUTION APPROVED

CONSENT AGENDA

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

A. Approval of Minutes - Regular Council Meeting: March 9, 2016
B. Resolution – Approval to Award Lease Agreement for City's 124.5 Acre Farm Property on Temple Street and Kipp Road/Dexter Trail to Steve Lott Farms and Services

CITY OF MASON
CITY COUNCIL RESOLUTION NO. 2016-09
APPROVAL TO AWARD LEASE AGREEMENT FOR CITY'S 124.5 ACRE FARM PROPERTY ON TEMPLE STREET AND KIPP ROAD/DEXTER TRAIL TO STEVE LOTT FARMS AND SERVICES
MARCH 21, 2016

WHEREAS, the City of Mason went out for public bids for a lease agreement for the City's 124.5 acre farm property on Temple Street and Kipp Road/Dexter Trail; and

WHEREAS, bids were received and publicly opened on March 16, 2016; and

WHEREAS, the high bidder is Steve Lott Farms and Services at $59,892.00.

BE IT HEREBY RESOLVED that the Mason City Council awards the lease agreement of $59,892.00 to Steve Lott Farms and Services and authorizes the City Administrator to negotiate and execute the final terms of the agreement consistent with this resolution.

MOTION APPROVED

REGULAR BUSINESS

Approval of Bills

Administrator Stuart was asked to comment on the city attorney costs. She stated that the attorney continues to work on tax tribunal issues, additional code enforcement issues, FOIA requests, and court cases.

MOTION by Droscha, second by Ferris,
to approve the bills in the amount of $41,752.78.
MOTION APPROVED

At this time, Mayor Waltz received the gavel. Waltz stated that he attended the Mason Optimist Youth Day Ceremony where he presented proclamations to each optimist. He announced that March 21, 2016 is Mason Optimist Youth Day in and for the City of Mason.

Resolution – Approval to Award the Equipping of Wells No. 9 and No. 10 to Ed Birkmeier Well Drilling Ltd.

This resolution was deferred from March 9, 2016 to obtain information as to why certain contractors did not bid on the project. Baker stated that not all companies would want to contract this type of project, and that they do not have the personnel to contract the entire project, but rather, sub-contract to perform the work within their capability. The construction of a new well involves a varied range of expertises.

CITY OF MASON
CITY COUNCIL RESOLUTION NO. 2016-10
APPROVAL TO AWARD THE EQUIPPING OF WELLS NO. 9 AND NO. 10
TO ED BIRKMEIER WELL DRILLING LTD.
MARCH 21, 2016

WHEREAS, the City of Mason went out for public bids for the equipping of wells No. 9 & No. 10; and

WHEREAS, bids were received and publicly opened on February 23, 2016; and

WHEREAS, the low bidder is Ed Birkmeier Well Drilling Ltd. with a bid of $248,348.00.

BE IT HEREBY RESOLVED that the Mason City Council awards the contract of $248,348.00 to Ed Birkmeier Well Drilling Ltd. for the equipping of wells 9 and 10 and authorize the City Administrator to execute any documents related to this award consistent with this resolution.

RESOLUTION APPROVED

Resolution – Approval to Award the 2016 Wastewater Treatment Plant Improvements to Grand River Construction Company

MOTION by Droscha, second by Brown,
to consider City Council Resolution – Approval to Award the 2016 Wastewater Treatment Plant Improvements to Grand River Construction Company read.
MOTION APPROVED

City Council Resolution – Approval to Award the 2016 Wastewater Treatment Plant Improvements to Grand River Construction Company was introduced by Droscha and seconded by Mulvany.

CITY OF MASON
CITY COUNCIL RESOLUTION
APPROVAL TO AWARD THE 2016 WASTEWATER TREATMENT PLANT
IMPROVEMENTS TO GRAND RIVER CONSTRUCTION COMPANY
MARCH 21, 2016

WHEREAS, the City of Mason went out for public bids for the 2016 Wastewater Treatment Plant Improvements; and

WHEREAS, bids were received and publicly opened on February 9, 2016; and

WHEREAS, the low bidder is Grand River Construction Company with a bid of $2,170,000.00.

BE IT HEREBY RESOLVED, that the Mason City Council awards the contract of $2,170,000.00 to Grand River Construction Company for the 2016 Wastewater Treatment Plant Improvements and authorize the City Administrator to execute any documents related to this award consistent with this resolution.

RESOLUTION APPROVED

First Reading – An Ordinance to Repeal Medical Marihuana Regulations

Brown gave a brief update of the Planning Commission's determination regarding a proposed ordinance to regulate medical marihuana. The Commission is recommending that Council repeal the existing Medical Marihuana Ordinance. The City is not in the position to take additional lawful action, and determined that it is reasonable that the City could be governed by the State statute at this time.

MOTION by Droscha, second by Ferris,
to consider City of Mason Ordinance to Repeal Medical Marihuana Regulations read.
MOTION APPROVED

UNFINISHED BUSINESS

MOTION by Clark, second by Droscha,
to direct staff to solicit bids for the city attorney.
Yes (2) Clark, Droscha
No (4) Brown, Ferris, Mulvany, Waltz
Absent (1) Bruno

It was the consensus of Council to direct staff to provide a detail of charges and services that have been provided over the past several months by the city attorney.

NEW BUSINESS

None.

CORRESPONDENCE

All correspondence was distributed.

LIAISON REPORTS

- Brown informed Council regarding Planning Commission business.

COUNCILMEMBER REPORTS

None.

ADMINISTRATOR'S REPORT

Stuart informed Council regarding city business.

ADJOURNMENT

The meeting adjourned at 9:09 p.m.

Deborah J. Cwiertniewicz, City Clerk

Mike Waltz, Mayor

04/15/2016 11:08 AM
User: TF
DB: Mason City

INVOICE APPROVAL BY INVOICE REPORT FOR CITY OF MASON
EXP CHECK RUN DATES 04/04/2016 - 04/20/2016
BOTH JOURNALIZED AND UNJOURNALIZED
BOTH OPEN AND PAID
COUNCIL REPORT

MONDAY, APRIL 18, 2016

Vendor Code / Invoice / GL Number	Vendor Name / Invoice Description / GL Description		Amount
07800	BLUE CROSS BLUE SHIELD OF MICHIGAN		
GRP#7029499710DIV#00	MAY HEALTH INS ~ CITY EXPENSE		
750-000.00-231.015	MAY HEALTH INS ~ CITY EXPENSE	17,791.07	
GRP#7029499DIV#001	MAY RETIREES INS ~ CITY EXPENSE		
101-855.00-874.001	MAY RETIREES INS ~ CITY EXPENSE	6,327.66	
		VENDOR TOTAL:	24,118.73
06474	CONSUMERS ENERGY		
APRIL 2016	GAS & ELECTRICITY 2/20 - 3/21		
101-265.00-920.000	GAS & ELECTRICITY 2/20 - 3/19	5,020.80	
592-559.00-920.000	ELECTRICITY 2/20 - 3/21	7,689.30	
		12,710.10	
APRIL 2016	ELECTRICITY 2/25 - 3/31		
101-448.00-926.000	STREET LIGHTING 3/1 - 3/31	6,348.56	
592-555.00-920.000	ELECTRICITY 2/25 - 3/23	7,261.61	
		13,610.17	
		VENDOR TOTAL:	26,320.27
05016	GRANGER		
MARCH 2016	MARCH REFUSE FOR #2319 CUSTOMERS		
101-528.00-818.000	MARCH REFUSE FOR #2319 CUSTOMERS	28,430.94	
		VENDOR TOTAL:	28,430.94
05221	MCGINTY, HITCH, HOUSEFIELD, PERSON,		
APRIL 2016	MARCH 2016 LEGAL FEES		
101-266.00-826.000	MARCH ATTORNEY SERVICES	7,297.55	
		VENDOR TOTAL:	7,297.55
07722	NORTHERN PUMP & WELL, INC		
16-J735	NEW PUMP & PARTS ASH ST WELL #5 CLEAN & TEST		
592-558.00-970.908	NEW PUMP & PARTS ASH ST WELL #5	24,726.00	
		VENDOR TOTAL:	24,726.00
07410	SPARTAN MOTORS USA, INC		
PIC00179	REPAIR, PARTS & LABOR ON T-806		
101-336.00-939.000	SERVICE LABOR #809	3,865.00	
101-336.00-939.000	PARTS	4,168.94	
101-336.00-939.000	SHOP SUPPLIES	311.65	
101-336.00-939.000	HAZ MAT ~ HAZARDOUS MATERIAL	7.50	
101-336.00-939.000	SUBLET LABOR	312.50	
		8,665.59	
		VENDOR TOTAL:	8,665.59
05363	WOLVERINE ENGINEERS INC		
20160144	WELL #9 ENGINEERING & DESIGN PROJ#12-0055		
592-558.00-970.017	WELL #9 ENGINEERING & DESIGN PROJ12-0055	12,474.96	
20160162	2016 STREETS ENGINEERING CONSTRUCTION DESIGN PROJ#15-0080		
203-451.00-970.211	2016 STREETS ENGINEERING	6,814.92	
592-548.00-965.211	2016 STREETS ENGINEERING	2,405.27	
592-558.00-970.919	2016 STREETS ENGINEERING	10,823.70	
		20,043.89	
		VENDOR TOTAL:	32,518.85
		TOTAL - ALL VENDORS:	152,077.93

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

Deborah Stuart, City Administrator: _____

CITY OF MASON

STAFF AGENDA REPORT TO THE CITY COUNCIL

Meeting Date: April 18, 2016 **Agenda Item:** 6C

AGENDA ITEM
Motion – Reschedule May 2nd City Council Meeting to May 4th Due to Special Election

EXHIBITS
None.

STAFF REVIEW
Office of the City Clerk

SUMMARY STATEMENT
Since moving into the new City Hall building in 2010, it has been necessary to reschedule City Council meetings due to repurposing the Council Chambers and Community Room as polling locations when an election is called.

A Special Election will be held in the Mason Public School District on Tuesday, May 3, 2016. The first regular City Council meeting in May is scheduled to be held May 2. It is the recommendation of staff to reschedule the regular meeting to Wednesday, May 4, 2016 at 7:30 p.m. which would include holding the public hearing and considering adoption of the 2016-2017 Budget.

RECOMMENDED ACTION
Move to reschedule the Monday, May 2, 2015, regular meeting to Wednesday, May 4, 2016 at 7:30 p.m. due to the Mason Public School District holding a Special Election on Tuesday, May 3, 2016.

CITY OF MASON
STAFF AGENDA REPORT TO CITY COUNCIL

Meeting Date: April 18, 2016 **Agenda Item:** 6D

AGENDA ITEM
Motion – Street Closure Spring Fling – Mason Area Chamber of Commerce (MACC)

EXHIBITS
Special Event Application

STAFF REVIEW
Office of the City Clerk

SUMMARY STATEMENT
Doug Klein, MACC Executive Director, submitted a special event application for the Chamber's Spring Fling Courthouse Show on May 7th. He is requesting street closing Maple Street between Jefferson and Barnes Streets, as well as a request for equipment and electrical power.

All affected City of Mason departments reviewed this request and had no concerns. Estimated cost to the City for this event is approximately $ 137.

RECOMMENDED ACTION
Move to approve closing Maple Street between Jefferson and Barnes Streets for the Spring Fling Courthouse Show event as well as the use of specified equipment and electrical power for the event and to waive all fees for the event.

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: Spring Fling Courthouse Show

Event Purpose:

Sponsoring Organization Information

Legal Business Name: Mason Area Chamber of Commerce

Address: 148 E. Ash St. | City: Mason | State/Zip: MI 48854

Mailing Address: same | City: " | State/Zip: "

Telephone: 517-676-1046 | Email Address: masonchamber@masonchamber.org

Contact Name: Doug Klein | Title: Executive director

Telephone: 517-676-1046 | Email Address: above

Contact Person on Day of Event

Name: Aleasha Wood | Title: Program Assistant

Address: 148 E. Ash St. | City Mason | State/Zip: MI 48854

Telephone: 676-1046 | Cell Phone: 517-528-2596 | Email Address: aleashaw@masonchamber.org

Type of Event (Check one)

- ☐ City Operated/Sponsored Event
- ☐ Co-sponsored Event
- ☒ Non-Profit Event
- ☐ For Profit Event
- ☐ Political or Ballot Issue Event
- ☐ Wedding
- ☐ Block Party
- ☐ Video or Film Production
- ☐ Run Event
- ☐ Other (describe)

Event Information

Event Location(s): Courthouse square

Event Date(s): Saturday, May 7 (Always first Saturday in May)

Event Hours:

Date/time for set up: 6:00 AM 5/7

Date/time for clean up: 4:00 PM 5/7

Describe set up and clean up procedures:

Event Information (continued)

Estimated DAILY attendance: 2500

Describe crowd control plans for this event:

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

A Signature Form must be attached.

Increased traffic on roads and in local businesses.

Will sidewalks be used? ☒ **YES** ☐ **NO**

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

Describe sidewalk use: Walking from vendor to vendor.

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: Maple Street between Jefferson & Barnes.

*** Streets closed: Date/Time:** 9AM 5/?...

*** Streets re-open: Date/Time:** 4-5pm 5/?...

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.

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: 8

☒ Barricades Quantity: 2

☐ Traffic Cones Quantity: _____

☒ Other (describe): Power Boxes on Maple & Barnes Streets

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

No stakes of any kind allowed in asphalt.

Item	Quantity	Item	Quantity
☒ Booths:	_____	☒ Tables:	_____
☐ Tents:	_____	☐ Rides:	_____
☒ Awnings:	_____	☒ Portable Toilets: (may be required depending on event)	_____
☒ Canopies	_____		
☐ Rides:	_____	☐ 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:

- Children's games
- Bounce house
Provided by Mason Railtime Adventures

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

(Health department approvals and temporary food license requirements)

Describe:

Individual food venders, each holding their own food license.

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

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

If yes, Liquor Liability Insurance is required

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

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.

Electricity needed:
- along Barnes for food venders &
- Maple Street for entertainment & food venders.

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, eletrical 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

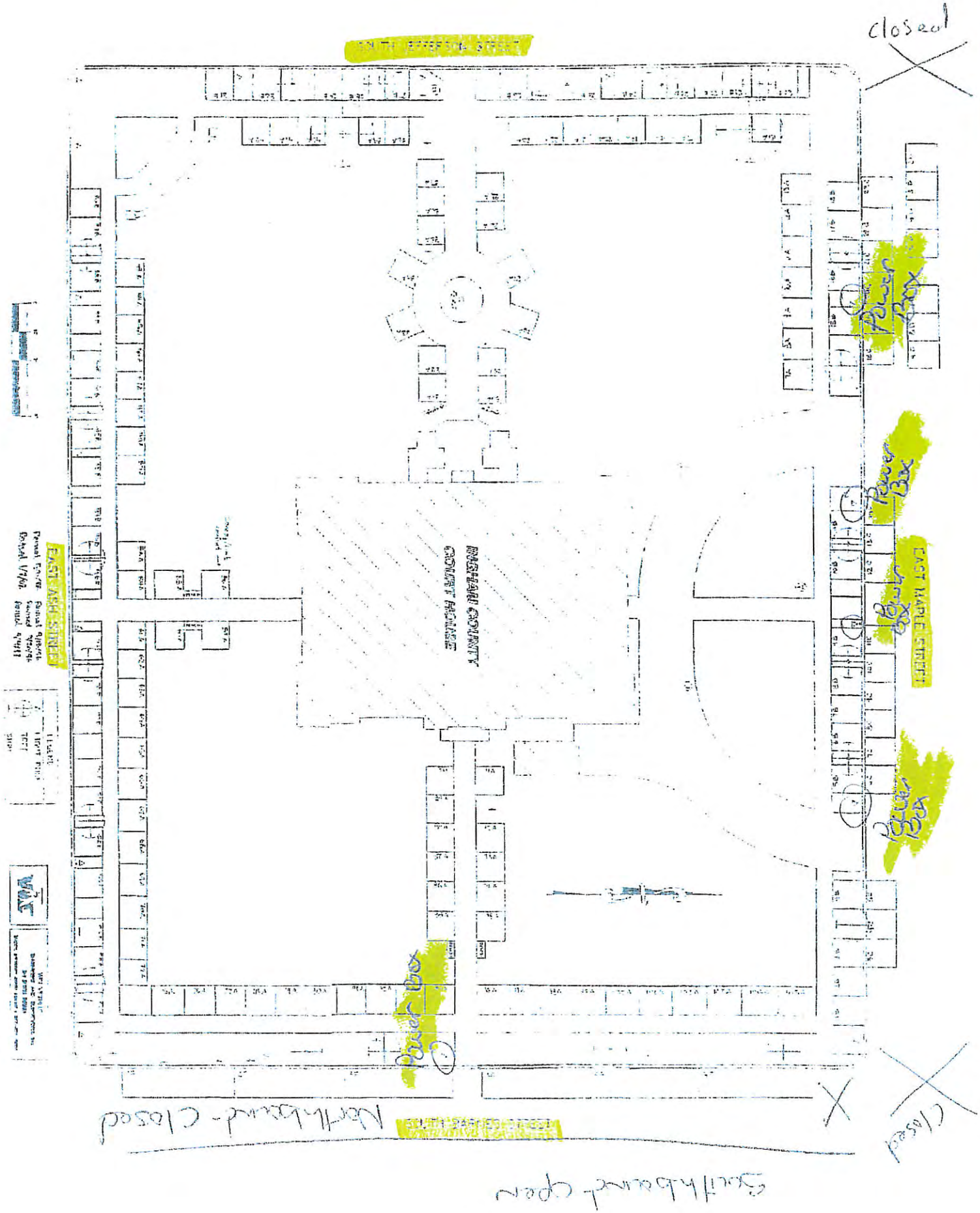
In consideration of the closing of the public street and permitting its use by _____
(Name of Company)
on the _____ *day of* _____, *2014, to the fullest extent permitted by law, the*

_____ *agrees to defend, pay on behalf of, indemnify, and hold harmless the*
(Name of Company)
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).

_____ *further agrees to procure and maintain during the life of this*
(Name of Company)
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: _____

Applicant Signature	Date 3-21-16
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



closed
SOUTH JEFFERSON STREET
EAST ASH STREET
EAST MAPLE STREET
INGHAM COUNTY
COURT HOUSE
Power Box
Power Box
Power Box
Power Box
Power Box
Northbound - closed
Southbound open
closed

ACORD

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY) 03/23/2016

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER
Fiedler Insurance Agency
117 E Maple
Mason MI 48854

CONTACT NAME:
PHONE (A/C, No, Ext): 517-676-2449 FAX (A/C, No): 517-676-3171
E-MAIL ADDRESS:

INSURER(S) AFFORDING COVERAGE	NAIC #
INSURER A: State Auto Insurance	
INSURER B:	
INSURER C:	
INSURER D:	
INSURER E:	
INSURER F:	

INSURED
MASON AREA CHAMBER OF COMMERCE
148 E ASH ST
MASON MI 48854

COVERAGES CERTIFICATE NUMBER: REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	X COMMERCIAL GENERAL LIABILITY CLAIMS-MADE / OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: POLICY / PRO-JECT / LOC OTHER:	Y	N	PBP2053801	05/23/2015	05/23/2016	EACH OCCURRENCE	$ 1,000,000
							DAMAGE TO RENTED PREMISES (Ea occurrence)	$ 100,000
							MED EXP (Any one person)	$ 5,000
							PERSONAL & ADV INJURY	$ 1,000,000
							GENERAL AGGREGATE	$ 2,000,000
							PRODUCTS - COMP/OP AGG	$ 2,000,000
							Fire Damage	$
	AUTOMOBILE LIABILITY ANY AUTO ALL OWNED AUTOS / SCHEDULED AUTOS HIRED AUTOS / NON-OWNED AUTOS						COMBINED SINGLE LIMIT (Ea accident)	$
							BODILY INJURY (Per person)	$
							BODILY INJURY (Per accident)	$
							PROPERTY DAMAGE (Per accident)	$
								$
	UMBRELLA LIAB / OCCUR EXCESS LIAB / CLAIMS-MADE DED / RETENTION $						EACH OCCURRENCE	$
							AGGREGATE	$
								$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? Y / N (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	N / A					PER STATUTE / OTH-ER	
							E.L. EACH ACCIDENT	$
							E.L. DISEASE - EA EMPLOYEE	$
							E.L. DISEASE - POLICY LIMIT	$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

City of Mason, and including all elected and appointed officials all employees and volunteers, all boards, commissions, and/or authorities and their board members, employees, and volunteers.

Description of Operation: Spring Fling 5-7-16

CERTIFICATE HOLDER

City of Mason
PO Box 370
201 W Ash St
MASON MI 48854

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

© 1988-2014 ACORD CORPORATION. All rights reserved.

The ACORD name and logo are registered marks of ACORD

CITY OF MASON

STAFF AGENDA REPORT TO CITY COUNCIL

Meeting Date: April 19, 2016 **Agenda Item:** 6E

AGENDA ITEM
Motion - Street Closure - Memorial Day Parade

EXHIBITS
Special Event Application

STAFF REVIEW
Office of the City Clerk

SUMMARY STATEMENT
The annual Memorial Day Parade event is being held by VFW Post #7309 and the Mason American Legion Post #148 to remember the lives sacrificed for our freedoms. This event will be held on Monday, May 30, 2016. The parade will assemble at Bond Park at 7:00 a.m. At 8:00 a.m. the parade will proceed south on Barnes Street, east on Ash Street, north on Jefferson Street, east on Maple Street into Maple Grove Cemetery.

All affected City of Mason departments reviewed this request and had no concerns. Estimated cost to the City for this event is approximately $ 1,260.

RECOMMENDED ACTION
Move to approve the requested Memorial Day Parade street closures as submitted.

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. SUBMITTAL MUST INCLUDE (1) ORIGINAL AND (3) COPIES.

Event

Event Name: Memorial Day Parade

Event Purpose: Parade

Sponsoring Organization Information

Legal Business Name: VFW 7304 + Mason am. Legion Post 148

Address: 840 E Columbia st	City: Mason	State/Zip: 48854
Mailing Address: 1243 Hull Rd	City: Mason	State/Zip: 48854

Telephone: 517-604-0256 | Email Address:

Contact Name: Gary Underwood 517-604-6104 | Title: Chairman

Telephone: 517-1270-676-5087 | Email Address:

Contact Person on Day of Event

Name: Gary Underwood | Title: Chairman

Address: 542 Beaver Lake #3	City Mason	State/Zip: 48854

Telephone: 604-6104 | Cell Phone: 517-1270 | Email Address:

Type of Event (Check one)

- ☐ City Operated/Sponsored Event
- ☒ Co-sponsored Event
- ☐ Non-Profit Event
- ☐ For Profit Event
- ☐ Political or Ballot Issue Event
- ☐ Wedding
- ☐ Block Party
- ☐ Video or Film Production
- ☐ Run Event
- ☐ Other (describe)

Event Information

Event Location(s):
Mason

Event Date(s): May 30

Event Hours:
8:00 AM

Date/time for set up: May 30 - 7:00 AM

Date/time for clean up: " After Parade.

Describe set up and clean up procedures:

Estimated DAILY attendance: ??

Describe crowd control plans for this event:

??

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

A Signature Form must be attached.

N/A

Will sidewalks be used? ☐ YES ☑ NO

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

Describe sidewalk use: NO

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: BANKS FOR CROSS COLUMBIA TO ASH ST. ASH TO JEFFERSON JEFFERSON TO STATE ST. ENTER CEMTARY

* Streets closed: Date/Time: 8:00 AM

* Streets re-open: Date/Time: 11:00 AM

Will parking lot closures be necessary? ☐YES ☒NO

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

Describe parking lot closures:

N/A

*** 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 High School Band

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

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:

Down Town

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 See map Quantity: _____
- ☒ Traffic Cones Quantity: _____
- ☐ Other (describe):

Will the following be constructed or located in the event area? No

No stakes of any kind allowed in asphalt.

Item	Quantity	Item	Quantity
☐ Booths:	_____	☐ Tables:	_____
☐ Tents:	_____	☐ Rides:	_____
☐ Awnings:	_____	☐ Portable Toilets: (may be required depending on event)	_____
☐ Canopies	_____		
☐ Rides:	_____	☐ Other (describe):	_____

N/A

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.

ON WAGONS

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, eletrical 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

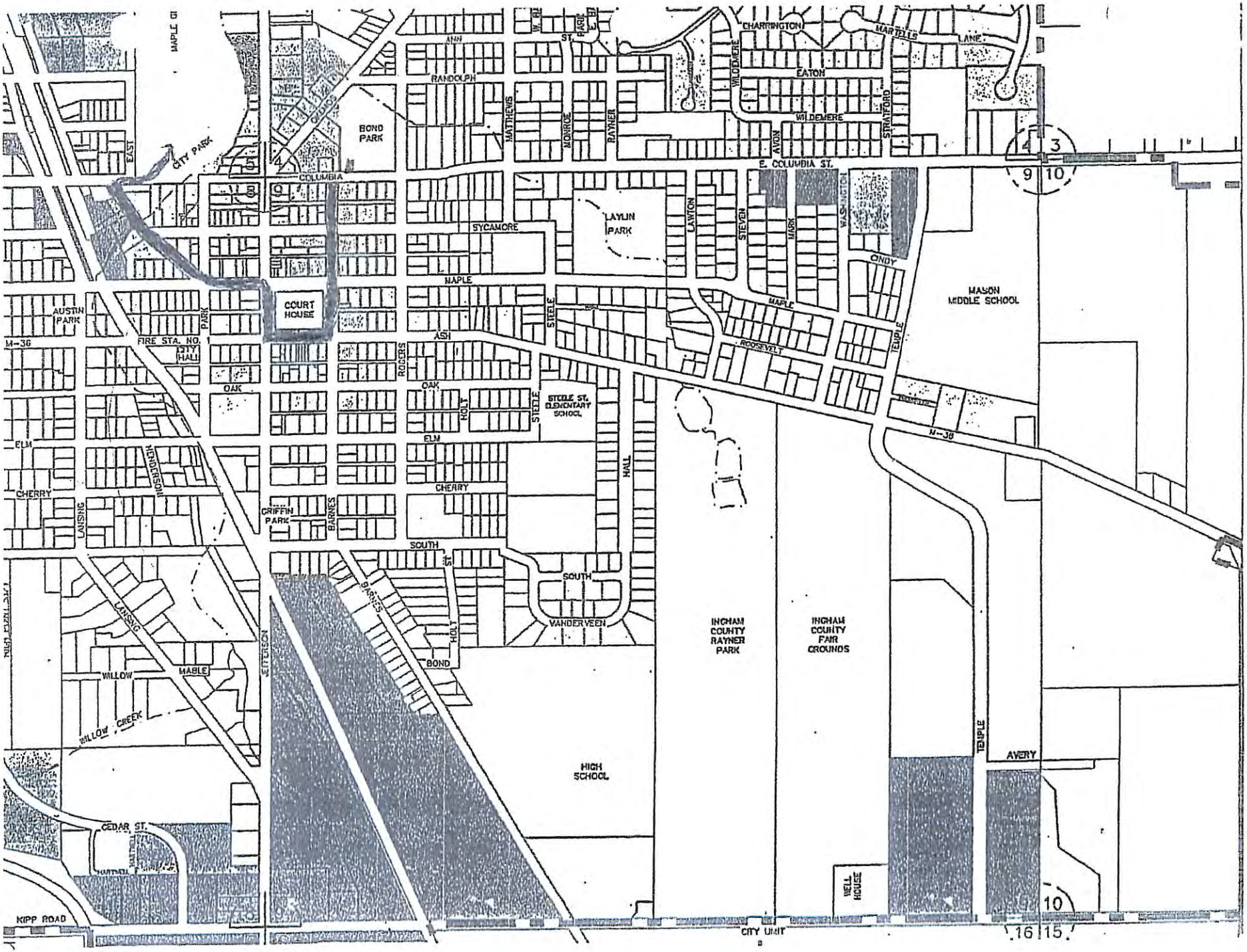
In consideration of the closing of the public street and permitting its use by VFW 7309 AL 148
(Name of Company)
on the 30 *day of* MAY, 2014, *to the fullest extent permitted by law, the*

_____ *agrees to defend, pay on behalf of, indemnify, and hold harmless the*
(Name of Company)
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).

_____ *further agrees to procure and maintain during the life of this*
(Name of Company)
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	Date 4/9/14
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 Effective: May 2014


MAPLE
EAST
CITY PARK
COLUMBIA
BOND PARK
ANN
RANDOLPH
MATTHEWS
MONROE
RAYNER
WILDEMERE
CHARRINGTON
MARTELLS
LANE
EATON
WILDEMERE
STRATFORD
AVON
E. COLUMBIA ST.
SYCAMORE
LAYLIN PARK
LAWTON
STEVEN
MARK
WASHINGTON
ONDY
MAPLE
MASON MIDDLE SCHOOL
COURT HOUSE
AUSTIN PARK
PARK
FIRE STA. NO. 1
CITY HALL
M-36
ASH
ROGERS
STEELE
ROOSEVELT
TEMPLE
OAK
HOLT
STEELE ST. ELEMENTARY SCHOOL
M-38
ELM
HENDERSON
CHERRY
LANSING
GRIFFIN PARK
BARNES
SOUTH
HALL
VANDERVEEN
INGHAM COUNTY RAYNER PARK
INGHAM COUNTY FAIR GROUNDS
WILLOW
MABLE
JEFFERSON
WILLOW CREEK
HIGH SCHOOL
AVERY
CEDAR ST.
WELL HOUSE
KIPP ROAD
CITY LIMIT
9
10
16
15

CITY OF MASON

STAFF AGENDA REPORT TO CITY COUNCIL

Meeting Date: April 18, 2016 **Agenda Item:** 6F

AGENDA ITEM
Motion – Street Closures Request – Annual Camino of Saint James 8K /5K and Fun Runs

EXHIBITS
Special Event Application

STAFF REVIEW
Office of the City Clerk

SUMMARY STATEMENT
Christopher Mumby, Committee Member of the Camino of Saint James 8K/5K and Fun Runs, representing the St. James Catholic Church, is requesting street closures to hold the annual event on August 14, 2016.

All affected City of Mason departments reviewed this request and had no concerns. Estimated cost to the City for this event is approximately $ 400.

RECOMMENDED ACTION
Move to approve the street closures for the Camino of Saint James 8K /5K and Fun Runs as provided in the special events application on August 14, 2016, and to waive all fees for the event.

March 28th, 2016

Honorable Mike Waltz, Mayor
City of Mason
201 W. Ash Street
Mason, MI 48854

Honorable Mayor Waltz and City Council Members:

The purpose of this letter is to seek approval from the City of Mason to hold the seventh annual Camino of St. James 8K/5K and Fun Runs on Sunday August 14, 2016. The 2015 event was another success with the community and enjoyed great reviews, well over 100 volunteers, and almost 40 sponsors. We raised over $4,000 dollars with 50% going to St. Vincent Catholic Charities and the other 50% staying in our Mason community.

The 2016 event will start at 8:00 a.m. at St. James Catholic Church, 1010 S. Lansing Street, Mason, MI. We are proposing to follow the same route as in previous years. The participants in the event will travel north via city streets and the Hayhoe Riverwalk to the Riverwalk Subdivision then turn south using the Hayhoe Riverwalk and city streets returning to St. James Church.

We are including an alternate route for the northern most section of the 8k race course. The property we have previously used to access the Riverwalk may not be available this year due to construction. In the event that we cannot use that property, we propose to eliminate the portion of the course on Bubbling Springs Court and to continue north on Raging River Road for .05 miles more to Howell Road. Participants would then run against traffic on Howell road for .15 miles to the Hayhoe Riverwalk entrance. We understand that Howell Road is under jurisdiction of Ingham County Road Department. City approval of our course is required before we can apply for permission from Ingham County

We continue to receive great post-race compliments on the beautiful course. For more details, please see the attached map and turn-by-turn directions.

The run will again require the closure of some city streets, including M-36 (Ash Street) for an estimated 2.0 hours, which includes time allotted for potential weather delay. For the past several years we have used soft closures on M-36 and several other cross streets, letting traffic cross when the runners were not in the intersection. This eliminated the need for an MDOT permit and allowed the public to get where they needed to go on Sunday morning. We continue to feel that this compromise works well and would like to do the same thing this coming year. As in previous years, in the event of inclement weather, the race will be postponed for 15 minutes. If after 15 minutes the weather has not improved, the race will be delayed an additional 15 minutes. If the weather has still not improved, the race will be canceled. The church facility will be available, as a shelter, in the event of severe weather.

Downtown businesses, churches, and residents will be notified of the event and street closures. The proposed route does not prevent access to downtown businesses that are open on Sunday morning. We will ensure that the event is well advertised and will once again make contact with the other churches in the Mason community to ensure they are aware of our event. There will be advertising in the Ingham County News, in local businesses, on Mason City Television, and other available methods in the months

prior to the event to make residents aware of the street closures. We also deliver a reminder letter 7-14 days prior to the event to all homes on the route to advise the residents of the closures.

We staff over 100 volunteers for our event including all intersections along the course to direct participants and traffic. Attached is a draft list of street closings. This list details the intersection or street to be closed, the proposed number of volunteers at the intersection, and the barricades or cones needed for traffic control. Each volunteer will be provided a detailed set of instructions and necessary safety vests. At least one adult volunteer will be positioned at each affected intersection. We will follow the recommendations of the Mason Police Department for police officers or other suitable authorities at the M-36 (Ash St.) and S. Lansing St intersection. We do plan to allow traffic to travel thru this intersection when no participants are present. Additional police officers will be positioned at the Columbia St and S. Lansing St intersection to assist in maintaining traffic along the route at the Mason Police Department's discretion. The St. James Church Run/Walk Committee will be responsible for the cost of all police officers employed for the event. We understand the importance of ensuring that the event is safe.

All proposed road closures will occur approximately ½ hour before the commencement of the event and will be reopened immediately after the last participant is safely past the intersection. Traffic control devices will be moved into place by the volunteers stationed at each intersection. Southbound Jefferson Road will be closed to traffic during the race. This traffic can travel south on Okemos Road, where it can merge back on to Jefferson Street at the intersection of Jefferson Road, Okemos Road and E. Columbia Street. Traffic will be allowed to travel northbound on Jefferson Road. With police officers stationed at M-36, traffic will be allowed to cross the designated race course when it is safe for participants. Additionally, a detour route shall be posted to reduce the demand at the intersection. In the event of an emergency, volunteers will be directed to stop participants to allow emergency vehicles to pass through.

Once again, we propose that the cemetery be closed to vehicular traffic for the duration of the run/walk (for approximately one and one half hours). The bridge over the Sycamore Creek at the Maple Grove Cemetery will again be used as part of the 8 K route. We are excited to be able to use the new bridge for the first time.

The event will be covered under St. James Church's insurance policy. Documentation is available upon request. Ambulance services will be requested to be on standby during the race event.

We followed up our 2015 event with a recap meeting on how we could improve our event for 2015. While Sgt. Hude was unable to make our 2015 recap meeting, he did note that our event went well. We plan to once again work closely with a representative from the Mason Police Department this coming year to ensure the safety of the participants and the public. We believe that we have planned for all steps necessary to ensure a safe event. We appreciate your review and consideration.

Please call me at 517-525-5136 with any questions.

Sincerely,

Christopher Mumby

Christopher Mumby
Camino of St. James Planning Team

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: Camino of St. James 8K/5K and Fun Runs

Event Purpose: To provide a safe, fun, and healthy community event and to raise money for charity.

Sponsoring Organization Information

Legal Business Name: St. James Catholic Church

Address: 1010 S. Lansing St. | City: Mason | State/Zip: MI

Mailing Address: 1010 S. Lansing St. | City: Mason | State/Zip: MI

Telephone: 517-676-9111 | Email Address: mumbymsu@gmail.com

Contact Name: Christopher Mumby | Title: Committee Chair

Telephone: 517-525-5136 | Email Address: mumbymsu@gmail.com

Contact Person on Day of Event

Name: Christopher Mumby | Title: Committee Chair

Address: 827 Charrington Ct. | City Mason | State/Zip: MI

Telephone: 517-525-5136 | Cell Phone: 517-525-5136 | Email Address: mumbymsu@gmail.com

Type of Event (Check one)

- ☐ City Operated/Sponsored Event
- ☐ Co-sponsored Event
- ☐ Non-Profit Event
- ☐ For Profit Event
- ☐ Political or Ballot Issue Event
- ☐ Wedding
- ☐ Block Party
- ☐ Video or Film Production
- ☒ Run Event
- ☐ Other (describe)

Event Information

Event Location(s):

The 2016 event will start at 8:00 a.m. at St. James Catholic Church, 1010 S. Lansing Street, Mason, MI. We are proposing to follow the same route as in previous years. The participants in the event will travel north via city streets and the Hayhoe Riverwalk to the Riverwalk Subdivision then turn south using the Hayhoe Riverwalk and city streets returning to St. James Church.

Event Date(s): August 14, 2016

Event Hours: 7 a.m. until 10:30 a.m.

Date/time for set up: Temporary traffic control dropoff on Friday afternoon, 8/12/16 road closures in place approximately 7:30 a.m., 30 minutes prior to race start on Sunday morning 8/14/16

Date/time for clean up: Clean up immediately following event. Barricades removed as last runners move through the area.

Describe set up and clean up procedures:

The run will again require the closure of some city streets, including M-36 (Ash Street) for an estimated 2.0 hours, which includes time allotted for potential weather delay. For the past several years we have used soft closures on M-36 and several other cross streets, letting traffic cross when the runners were not in the intersection.

We staff over 100 volunteers including all intersections of the course. We also have a full clean up crew.

Estimated DAILY attendance: 600

Describe crowd control plans for this event:

Roughly 350 participants expected. Approximately 150 spectators, and over 100 volunteers. Volunteers are spread throughout the course. Majority of the crowd will be on the property of St. James Church

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

A Signature Form must be attached.

N/A

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:

Soft closure on M-36, traffic allowed to proceed when intersection is free of runners. Detailed map showing closures and barricading is attached.

*** Streets closed: Date/Time:**

8/14/16 most streets closed 7:30 a.m.- 9:30 a.m.

*** Streets re-open: Date/Time:**

All streets reopened by 10:30 a.m., Lansing St. will be the last to reopen.

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?

Parking at St. James Church and neighboring commercial properties with concurrence of property owners. Staff will be on hand to assist with parking.

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

Describe type of music proposed: ☐ Live ☐ Amplification ☐ Recorded ☒ Loudspeakers

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

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

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

Sponsoring Organization may be required to supply a dumpster

- ☐ Trash Receptacles* Quantity: _____
- ☒ Barricades Quantity: 38 Type II
- ☒ Traffic Cones Quantity: 150
- ☐ Other (describe):

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

No stakes of any kind allowed in asphalt.

Item	Quantity	Item	Quantity
☐ Booths:		☒ Tables:	6 - water stops and finish line
☐ Tents:		☐ Rides:	
☐ Awnings:		☒ Portable Toilets: (may be required depending on event)	3
☒ Canopies	2		
☐ Rides:		☐ 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, <u>describe in detail</u> the types of attractions proposed:

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

(Health department approvals and temporary food license requirements)

Describe:

Pancake breakfast served in our Health Department licensed kitchen

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.

Yard signs providing parking direction and an event sign on St. James property

Do you plan to have banners?

x **Yes** ☐ **No**

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

Finish line banner attached to poles at finish. Stand alone wind waver flags.

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, eletrical 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) to follow

☒ 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 St. James Church *(Name of Company)* ***on the*** 16th ***day of*** August ***2016, to the fullest extent permitted by law, the***

St. James Church *(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).***

St. James Church *(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.***

Christopher Murphy

By:

Applicant Signature	**Date** January 25, 2016
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

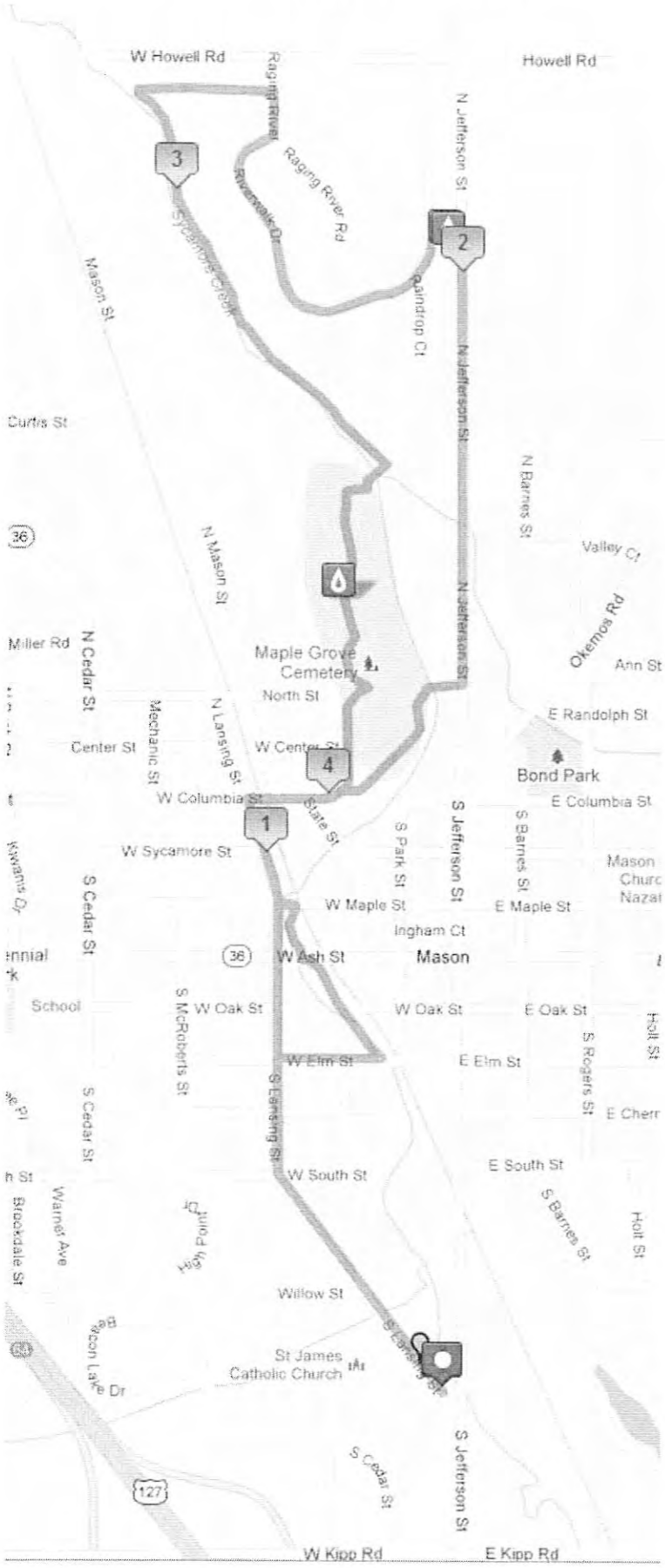
2016 Camino of St. James Course Directions

The 8K course begins near the entrance of St. James Catholic Church, on South Lansing Street. It continues north to Elm Street where it turns right and heads west to the Hayhoe Riverwalk. The route goes north and crosses M-36 via the Riverwalk. Participants will then turn left on Maple Street and then turn right onto South Lansing Street. At West Columbia Street, the route heads east and then into the cemetery. It follows the outer drive down the hill to the Jefferson Street entrance, where it crosses the bridge and continues out to Jefferson Street. It continues north on Jefferson Street and turns left on Riverwalk Drive. The route wraps through Riverwalk Subdivision and turns left on Bubbling Springs Court and returns to the Hayhoe Riverwalk via a well established path at the end of the cul-de-sac. Participants follow the Hayhoe Riverwalk to Maple Grove Cemetery and head towards the main entrance. The course exits onto West Columbia Street, heading west. It then turns left onto South Lansing Street and continues south, crossing M-36 again and ending near the entrance of St. James Catholic Church.

The proposed 5K course follows the same route to Maple Grove Cemetery, completes a loop in the cemetery and returns to St. James Catholic Church via the same route as the 8K course.

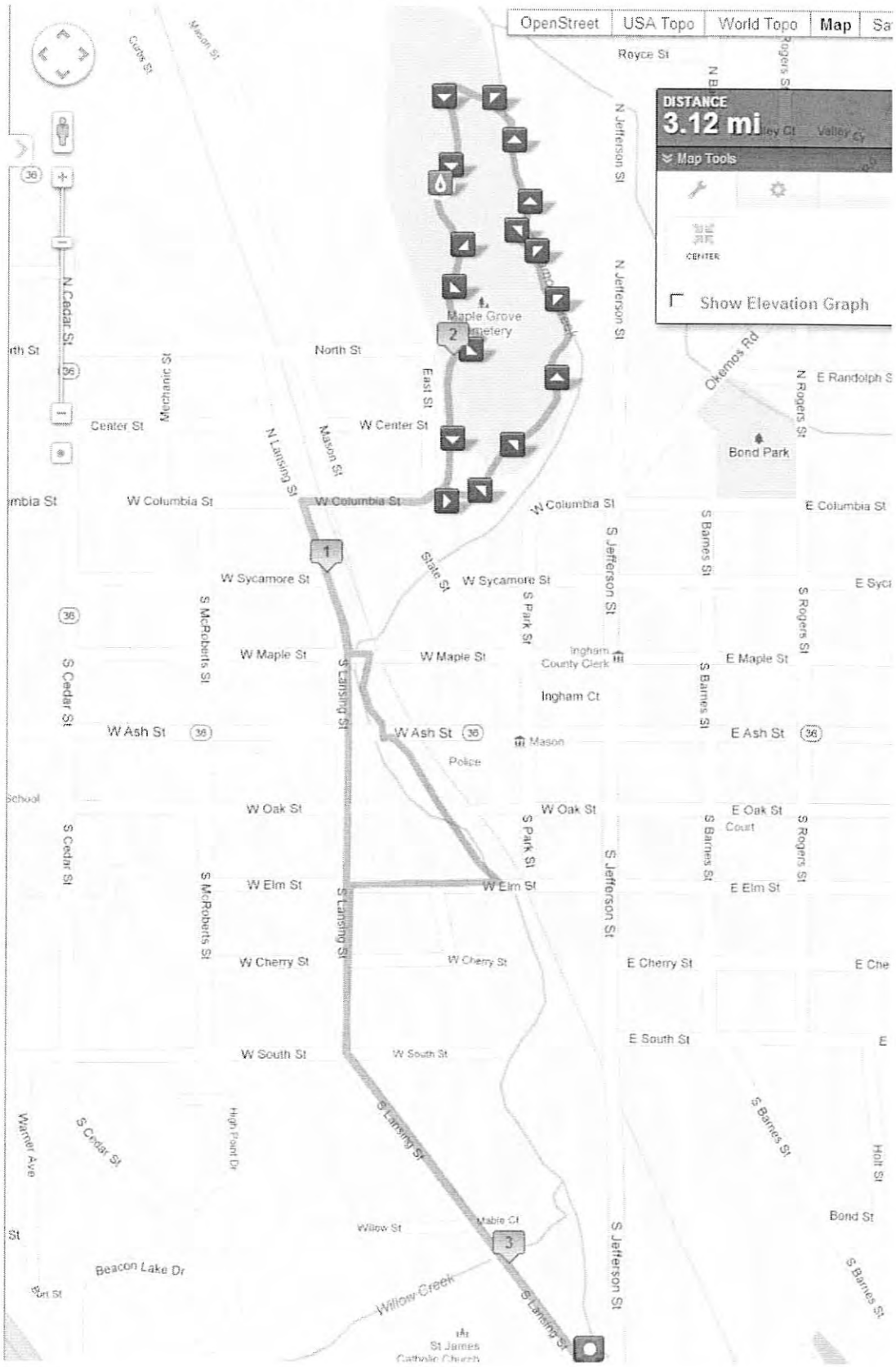
Two aid stations are planned, one located near the entrance of Riverwalk Subdivision and the other located in Maple Grove Cemetery. Only the latter aid station is accessible by both 8K and 5K race participants.

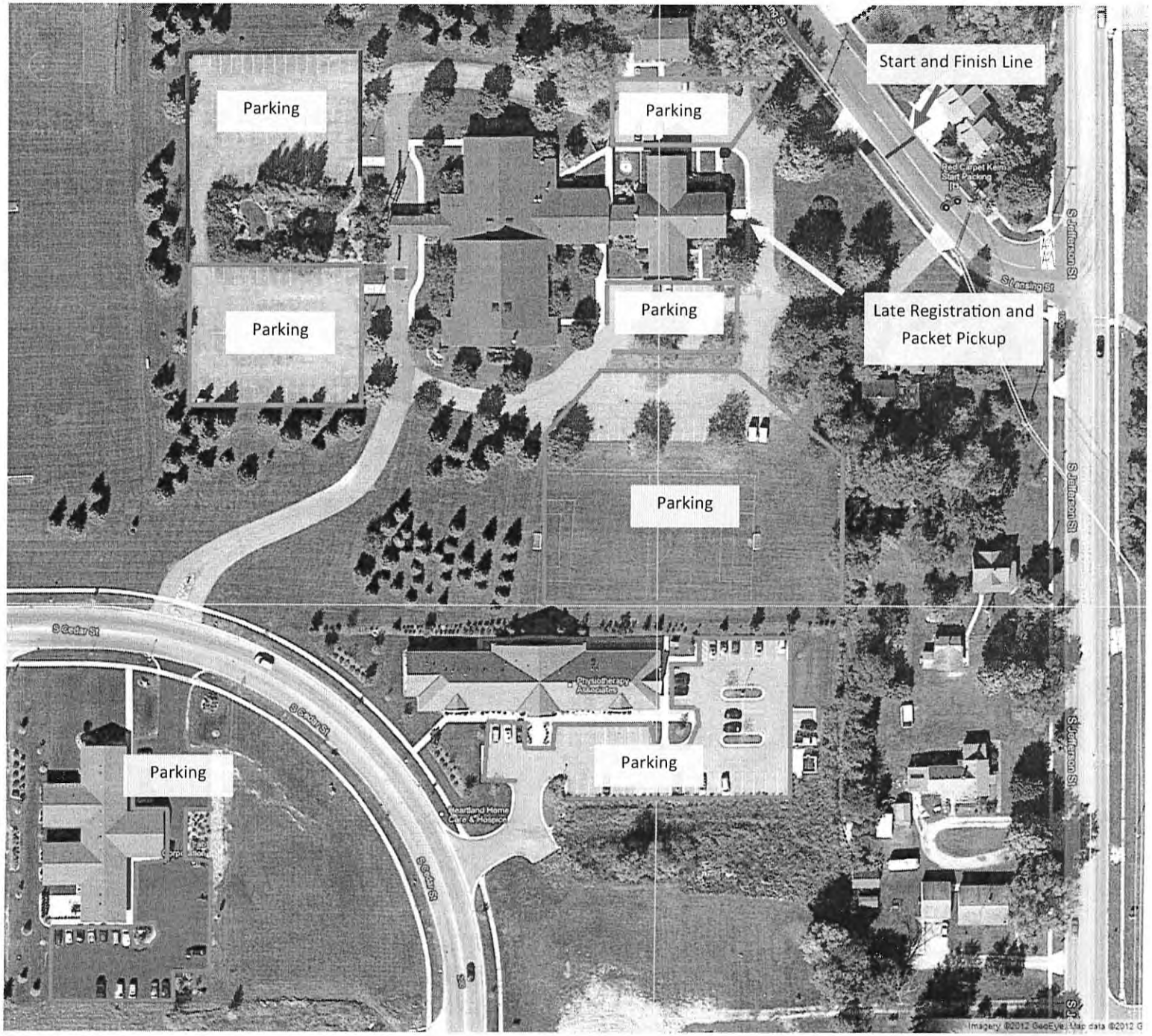
2016 Camino 8K Course Route



2016 Alternate Camino 8K Course Route

2016 Camino 5K Course Route




Start and Finish Line
Parking
Parking
Parking
Parking
Late Registration and Packet Pickup
Parking
Parking
Parking
S Cedar St
S Cedar St
S Cedar St
S Jefferson St
S Jefferson St
S Jefferson St
Physiotherapy Associates
Heartland Home Care & Hospice
Imagery ©2012 GeoEye, Map data ©2012 G

CITY OF MASON

STAFF AGENDA REPORT TO CITY COUNCIL

Meeting Date: April 18, 2016 **Agenda Item:** 6G

AGENDA ITEM
Motion – Mason Lions Club – Use of Public Right-of-Way for White Cane Drive

EXHIBITS
Letter of Request

STAFF REVIEW
Office of the City Clerk

SUMMARY STATEMENT
The Mason Lions Club annually requests permission to conduct its White Cane Drive on the sidewalks of Mason. This year, the Lions Clubs International set the weeks of April 29 through May 7 as White Cane Week. The State of Michigan has issued a proclamation recognizing April 29 through May 7 as White Cane Week in Michigan. Staff reviewed the request and has no comment. There is no cost to the City.

The Mason Lions Club is requesting to conduct its White Cane Drive on the downtown sidewalks on Friday, April 29, Saturday, April 30, and during the Spring Fling on May 7.

RECOMMENDED ACTION
Move to approve the Mason Lions Club's request to use the public right-of-way for their annual White Cane Drive on the downtown sidewalks of Mason Friday, April 29, Saturday, April 30 and May 7.

Mason Lions Club
2576 Tuttle Road
Mason, Michigan 48854-9221

March 28, 2016

Mason City Council
201 West Ash Street
Mason, Michigan 48854

Dear Council Members:

Lions Clubs International has set the weeks of April 29 through May 7 as Lions White Cane Week for 2016, and the State of Michigan has issued a proclamation that April 29 through May 7 will be White Cane Week in Michigan.

White Cane week is in recognition of those who depend on white canes and guide dogs to pursue a meaningful and independent life. Each year we hold a White Cane Fundraiser Drive so we can continue to assist needy Mason-area residents with vision exams and glasses, and to provide scholarships for service-oriented graduating high school students.

The Mason Lions Club plans to conduct its White Cane Drive on the sidewalks of Mason on Friday, April 30 and Saturday, May 1. We would also like to continue the drive during Spring Fling on May 8.

We would appreciate your support for this worthwhile project in the form of written permission for this fundraiser on these dates.

We thank you for your past support and look forward to continuing the same. Please reply to the address above.

Sincerely,

Karen G. Routson

Lion Karen G. Routson
Secretary, Mason Lions Club

RECEIVED
MAR 30 2016
MASON CITY CLERK

CITY OF MASON

STAFF AGENDA REPORT TO CITY COUNCIL

Meeting Date: April 18, 2016 **Agenda Item:** 7A

AGENDA ITEMS
Motion – Second Reading and Adoption – An Ordinance to Repeal Medical Marihuana Regulations

EXHIBITS
SAR from First Reading, March 21, 2016

STAFF REVIEW
Zoning & Development Department

SUMMARY STATEMENT
This ordinance was first introduced and read at the March 21, 2016 meeting.

RECOMMENDED ACTION
Move to read the ordinance to repeal Medical Marihuana regulations for the second time and adopt the ordinance.

CITY OF MASON

STAFF AGENDA REPORT TO CITY COUNCIL

Meeting Date: March 21, 2016 **Agenda Item:** 9C

AGENDA ITEMS
Motion – Introduce and First Reading – An Ordinance to Repeal Medical Marihuana Regulations

EXHIBITS
Planning Commission Resolution No. 2016-01

STAFF REVIEW
Zoning & Development Department

SUMMARY STATEMENT
At their March 15, 2016 meeting, the Planning Commission acted to adopt the resolution recommending that the City Council repeal the City's current medical marihuana ordinance. After considerable deliberation, legal advice, public input, case law review, and research, the Planning Commission determined that restrictions on the activities related to medical marihuana, registered patients and caregivers that are inconsistent with the Michigan Medical Marihuana Act of 2008 would be very challenging to enforce and/or unlawful. The Planning Commission also determined that it is not a benefit to the residents of Mason to impose a local ordinance so similar to the Michigan Medical Marihuana Act of 2008, which is already enforceable by the Mason Police Department.

The current moratorium on medical marihuana operations and dispensaries expires April 30, 2016 and no additional action is required. Having a moratorium on a repealed ordinance has no legal regulatory effect.

RECOMMENDED ACTION
Move to introduce the ordinance and read for the first time.

Introduced:	March 21, 2016
First Reading:	March 21, 2016
Second Reading:	_____
Adopted:	_____
Effective:	_____

CITY OF MASON

AN ORDINANCE TO REPEAL MEDICAL MARIHUANA REGULATIONS

AN ORDINANCE TO AMEND CHAPTER 10 – BUSINESSES – BY REPEALING ARTICLE III, SECTIONS 10-70, 10-71, 10-72, 10-73, 10-74, AND 10-75

THE CITY OF MASON ORDAINS:

Article III of Chapter 10, Businesses, Sections 10-70, 10-71, 10-72, 10-73, 10-74 and 10-75 of the Code of the City of Mason is hereby repealed in its entirety from the Code of the City of Mason.

Effective Date. This ordinance shall take effect upon the expiration of 20 days after its adoption.

The foregoing Ordinance was moved for adoption by Council Member _____ and supported by Council Member _____, with a vote thereon being: YES ( ) NO ( ), at a regular meeting of the City Council held pursuant to public notice in compliance with the Michigan Open Meetings Act, on the _____ day of _____, 2016. Ordinance No. ____ declared adopted this _____ day of _____, 2016.

_____
Mike Waltz, Mayor

_____
Deborah J. Cwiertniewicz, City Clerk

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

CITY OF MASON
STAFF AGENDA REPORT TO CITY COUNCIL

Meeting Date: April 18, 2016 **Agenda Item:** 7B

AGENDA ITEM
Ordinance – Introduce and First Reading – Mobile Food Vending Regulation Ordinance

EXHIBITS
- Mobile Food Vending Regulation Ordinance
- Planning Commission Resolution No. 2016-02

STAFF REVIEW
Zoning & Development Department

SUMMARY STATEMENT
In the spring of 2015 the City Council directed staff to develop an ordinance to regulate food trucks. After much discussion, it became clear that the community had divergent opinions on this issue that resulted in it being a policy verses an administrative task. At that time, it was determined that assistance from the Planning Commission would be the best method for developing a draft ordinance and that was first introduced to the Planning Commission in March 2016. City Council noted during this process that the "food truck season" was quickly approaching and that an ordinance needed to be developed as quickly as possible. Planning Commission committed to provide a recommendation on an ordinance by April 12, 2016.

The Planning Commission received the input collected from the Traffic Commission, Historic District Commission and Downtown Development Authority. In addition, two public forums were held, one on February 11 and another on March 29. The Planning Commission held a special meeting on March 29 to formulate a final draft, taking into consideration comments from Boards, Commission, City Staff, the general public and food truck operators. On April 12, 2016, the Planning Commission adopted Resolution 2016-02, finalizing a draft for City Council consideration. The final draft, among other elements, includes regulation for location, dining area, trash, cleanliness, noise, signage, lighting, parking, hours of operation, and power sources. The ordinance also includes an expiration date of one year from adoption to assure review and allow for adjustments.

In addition to their recommendation, the Planning Commission wishes to inform the Council that as recently as Monday, April 11, Mark Howe, DDA Chairperson, expressed his desire to allow the DDA an opportunity to review the final draft ordinance prior to its adoption. The Planning Commission felt the request was reasonable, but they were obligated to provide a timely recommendation to the City Council. Further, their feeling was that further delay of the ordinance may cause food truck operators to make commitments to other communities for the season, which may result in a missed opportunity to test the ordinance for the year.

RECOMMENDED ACTION
Move to introduce the ordinance and read for the first time or distribute to Cit Boards and Commissions for further input.

Introduced: _____
First Reading: _____
Second Reading: _____
Adopted: _____
Effective: _____

CITY OF MASON

MOBILE FOOD VENDING REGULATION ORDINANCE

AN ORDINANCE TO AMEND CHAPTER 10 – BUSINESSES – BY ADDING ARTICLE III, MOBILE FOOD VENDORS – WHICH DEFINES MOBILE FOOD VENDORS AND SETS FORTH REQUIREMENTS FOR COMPLIANCE

THE CITY OF MASON ORDAINS:

Chapter 10 of the Mason City Code is hereby amended by adding Article III to establish regulations for mobile food vendors, which amended, article shall read as follows:

ARTICLE III. Mobile Food Vehicle Vending

Section 10-70. Definitions

Mobile food vending means vending, serving, or offering for sale food and/or beverages from a mobile food vending unit which meets the definition of a Food Service Establishment under Public Act 92 of 2000, which may include the ancillary sales of branded items consistent with food, such as a tee shirt that bears the name of the organization engaged in Mobile Food Vending.

Mobile food vehicles means any motorized or non-motorized, trailer, or other device designed to be portable and not permanently attached to the ground from which food is vended, served or offered for sale.

Mobile food vendor means any entity engaged in the business of Mobile Food Vending; including individuals operating a food preparation stand, cart or other means of conveyance.

Section 10-71. Scope

The provisions of this article apply to mobile food vehicles engaged in the business of cooking, preparing and distributing food or beverage with or without charge on any public street or a stand open to the street. This ordinance does not apply to vehicles which dispense food and that move from place to place and are stationary in the same location for no more than 15 minutes at a time, such as ice cream trucks, or food vending pushcarts and stands located on sidewalks.

Section 10-72. License Required

(a) It shall be unlawful for any person, including any religious, charitable or nonprofit organization, to operate within the City a mobile food vehicle without having obtained from the City Clerk a license for that purpose.

(b) A person desiring to operate a mobile food vehicle shall make written application for such license to the City Clerk. The application for a license shall be on forms provided by the City Clerk and shall include the following:

(1) Name, signature, phone number, email contact and business address of the applicant.

(2) A description of the preparation methods and food product offered for sale including the intended menu.

(3) Information on the mobile food vehicle to include year, make and model of the vehicle and dimensions, which shall not exceed 36 feet in length, and 9 feet in width.

(4) Information setting forth the proposed hours of operation, area of operations, plans for power access, water supply and wastewater disposal.

(5) Copies of all necessary license or permits issued by the Ingham County Health Department.

(6) Insurance coverage.

(c) Proof of General Comprehensive Liability policy with limits of no less than $2 million Combined Single Limit coverage issued by an insurer licensed to do business in this state and which names the City as an additional insured.

(d) Proof of Public Liability and Property Damage motor vehicle policy with limits of no less than $1 million issued by an insurer licensed to do business in this State.

(e) All vendors receiving a license under this ordinance shall pay the annual fee as set from time to time by the City Council.

(f) Each mobile food vehicle license shall expire upon the expiration of this ordinance.

(g) A license issued under this ordinance shall not be transferable from person to person.

(h) A license is valid for one vehicle only and shall not be transferred between vehicles.

(i) The license requirement for mobile food vendors shall not apply to vendors associated with special events approved by City Council or private catered events on private property.

Section 10-73. Fees

An application for a permit under this Article shall be accompanied by a fee in the amount established by resolution of the City Council. There shall be no proration of fees. Fees are non-refundable once a permit has been issued by the City Clerk. If operating on non-City property, no fee shall be charged to a business which is on the city's tax rolls whose normal business includes the sale of food and/or beverages. No one shall hire or subcontract such vendors in an attempt to evade the provisions of this Article.

Section 10-74. Regulations

(a) No operator of a mobile food vehicle shall park, stand or move a vehicle and conduct business within areas of the City where the license holder has not been authorized to operate.

(b) The customer service area for mobile food vehicles shall be on the side of the truck that faces a curb lawn or sidewalk when parked. No food service shall be provided on the driving lane side of the truck. No food shall be prepared, sold, or displayed outside of mobile food vehicles.

(c) No mobile food vehicle vendor shall provide any dining area within 10 feet of the mobile food vehicle, including but not limited to tables and chairs, booths, stools, benches or stand up counters.

(d) All mobile food vehicle vendors shall offer a waste container for public use, which the vendor shall empty at its own expense. All trash and garbage originating from the operation of mobile food vehicles shall be collected and disposed of off-site by the operators each day. Spills of food or food by-products shall be cleaned up, and no dumping of gray water on the streets is allowed.

(e) No mobile food vehicle shall make or cause to be made any unreasonable or excessive noise. The operation of all mobile food vehicles shall meet the city noise ordinance, including generators. No loud music, other high-decibel sounds, horns, or amplified announcements are allowed.

(f) Signage is only allowed when placed on mobile food vehicles. No separate free-standing signs are permitted.

(g) No flashing or blinking lights, or strobe lights are allowed on mobile food vehicles or related signage when the vehicle is parked and engaged in serving customers. All exterior lights with over 60 watts shall contain opaque, hood shields to direct the illumination downward.

(h) Mobile food vehicles when parked on public streets shall be parked in conformance with all applicable parking restrictions, unless otherwise permitted, and shall not hinder the lawful parking or operation of other vehicles.

(i) A mobile food vehicle shall not be parked on the street overnight or left unattended and unsecured at any time food is in the vehicle. Any mobile food vehicle found to be unattended shall be considered a public safety hazard and may be ticketed and impounded.

(j) A mobile food vendor may conduct business between the hours of 6am and 2am. This restriction shall not apply to Special Event Vendors operating under a separate event permit issued by City Council.

(k) The issuance of a mobile food vehicle license does not grant or entitle the vendor to the exclusive use of any service route or parking space to the license holder.

(l) A vendor shall not operate on private property without first obtaining written consent to operate from the affected private property owner. A private property owner shall not permit parking by a mobile food vehicle until a license has been obtained from the City Clerk.

(m) No mobile food vehicle shall use external signage, bollards, seating or other equipment not contained within the vehicle. When extended, awnings for mobile food vehicles shall have a minimum clearance of 7 feet between the ground level and the lowest point of the awning or support structure.

(n) Any power required for the mobile food vehicle located on a public way shall be self-provided and a mobile food vehicle shall not use utilities drawn from the public right-of-way. Mobile food vehicles on private property may use electrical power from the property being occupied or an adjacent property, but only when the property owner provides written consent to do so. No power cable or equipment shall be extended at or across any City street, alley or sidewalk.

(o) Mobile food vendors may not operate or sell within a residentially zoned area, except when immediately adjacent to City-owned property, including parks and parking lots.

(p) Mobile food vendors may operate in City parks. The hours of operation for mobile food vendors located within City parks shall be limited to park hours.

(q) Mobile food vendors may operate only in areas where brick and mortar business establishments have not objected to mobile food vendors locating on the street in front of their businesses. The City shall, on an annual basis, give notice to the public and maintain a list of addresses within the City that object to a mobile food vendor locating within the public right of way immediately in front of their business. Mobile food vendor permits shall include a copy of said list. However, mobile food vendors located on those segments of the east side of South Jefferson Street, East Maple Street and East Ash Street immediately adjacent to the Courthouse Square do not need prior approval from businesses located across the street.

Section 10-75. Enforcement

(a) Any license holder operating a mobile food vehicle in violation of any provision of this ordinance or any rules and regulations promulgated by the City shall be subject to a civil fine of $250 per day. Each day of violation shall constitute a separate and distinct offense.

(b) Once a license has been issued it may be revoked, suspended or not renewed by the City Clerk for failure to comply with the provisions of this ordinance and any rules or regulations promulgated by the City.

Section 10-76. Severability

If any portion of this Ordinance or the application thereof to any person is adjudged to be invalid by a court of competent jurisdiction, such determination shall not affect the validity of any other portion of this Ordinance, or the application to any other portion of this Ordinance to any such person or other persons.

Sunset Provision. The provisions of this ordinance shall expire one year from the date the ordinance goes into effect.

Effective Date. This ordinance shall take effect upon the expiration of 20 days after its adoption.

The foregoing Ordinance was moved for adoption by Council Member _____ and supported by Council Member _____, with a vote thereon being: YES ( ) NO ( ), at a regular meeting of the City Council held pursuant to public notice in compliance with the Michigan Open Meetings Act, on the _____ day of _____, 2016. Ordinance No. ____ declared adopted this _____ day of _____, 2016.

_____
Mike Waltz, Mayor

_____
Deborah J. Cwiertniewicz, City Clerk

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

Introduced: Scott
Seconded: Fischer

CITY OF MASON
PLANNING COMMISSION RESOLUTION NO. 2016-02

A Resolution Recommending that the City Council Adopt an Ordinance to amend Chapter 10 – Businesses – by adding article III, Mobile Food Vendors – which defines mobile food vendors and sets forth requirements for compliance.

April 12, 2016

WHEREAS, the City Council was approached by a mobile food vendor for permission to operate in the public right of way; and

WHEREAS, in the absence of adequate public policy, the City Council has requested that the Planning Commission develop and ordinance to regulate mobile food vending; and

WHEREAS, after careful consideration of example ordinances, resource documents and publications on the topic, input from various City boards and commissions, the general public, and mobile food vendors, the Planning Commission has developed a draft ordinance to address the potential effects that mobile food vending may have on the community health, safety and welfare; and

NOW THEREFORE BE IT RESOLVED, that the City of Mason Planning Commission does hereby recommend that the City Council adopt the attached ordinance to amend Chapter 10 – Businesses – by adding article III, Mobile Food Vendors – which defines mobile food vendors and sets forth requirements for compliance.

Yes (9) Barna, Brown, Fischer, Hagle, Hude, Reeser, Sabbadin, Scott, Waxman
No (0)

CLERK'S CERTIFICATION: I hereby certify that the foregoing is a true and accurate copy of a resolution adopted by the Planning Commission at its regular meeting held Tuesday, April 12, 2016, the original of which is part of the Planning Commission minutes.

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

REVENUE AND EXPENDITURE REPORT FOR CITY OF MASON
PERIOD ENDING 03/31/2016

GL NUMBER	DESCRIPTION	2015-16 AMENDED BUDGET	YTD BALANCE 03/31/2016 NORMAL (ABNORMAL)	ACTIVITY FOR MONTH 03/31/2016 INCREASE (DECREASE)	AVAILABLE BALANCE NORMAL (ABNORMAL)	% BDGT USED
Fund 101 - GENERAL FUND						
Revenues						
000.00		270,470.00	0.00	0.00	270,470.00	0.00
215.00	CLERK	6,250.00	6,954.41	150.66	(704.41)	111.27
254.00	TREASURER/FINANCE	5,108,225.00	4,471,981.45	9,195.81	636,243.55	87.54
271.00	FORESTRY	29,770.00	34,470.00	0.00	(4,700.00)	115.79
276.00	CEMETERY	37,200.00	23,915.00	1,911.00	13,285.00	64.29
301.00	POLICE DEPARTMENT	71,820.00	68,388.64	5,109.22	3,431.36	95.22
336.00	FIRE DEPARTMENT	174,230.00	127,437.24	2,413.00	46,792.76	73.14
528.00	REFUSE COLLECTION	355,515.00	357,888.56	51.48	(2,373.56)	100.67
747.00	COMMUNITY GARDEN	375.00	220.00	220.00	155.00	58.67
751.00	RECREATION	5,000.00	4,036.70	675.00	963.30	80.73
850.00	WORKERS COMPENSATION	52,645.00	58,079.00	0.00	(5,434.00)	110.32
TOTAL Revenues		6,111,500.00	5,153,371.00	19,726.17	958,129.00	84.32
Expenditures						
101.00	COUNCIL	41,570.00	47,291.78	1,822.08	(5,721.78)	113.76
172.00	ADMINISTRATOR	286,320.00	192,481.37	12,550.97	93,838.63	67.23
209.00	ASSESSING	51,295.00	37,790.24	4,181.89	13,504.76	73.67
215.00	CLERK	141,705.00	104,361.76	14,408.32	37,343.24	73.65
247.00	BOARD OF REVIEW	650.00	690.00	510.00	(40.00)	106.15
254.00	TREASURER/FINANCE	501,600.00	408,984.38	30,050.82	92,615.62	81.54
260.00	TECHNOLOGY	100,445.00	34,627.52	554.68	65,817.48	34.47
265.00	BUILDING OFFICIAL/CITY HALL	156,315.00	125,951.93	12,834.02	30,363.07	80.58
266.00	LEGAL/ATTORNEY	90,000.00	91,919.40	8,527.18	(1,919.40)	102.13
268.00	PARK STREET PROPERTY	41,985.00	0.00	0.00	41,985.00	0.00
269.00	PROPERTY	461,650.00	458,292.18	181,887.50	3,357.82	99.27
271.00	FORESTRY	77,595.00	61,271.26	4,114.91	16,323.74	78.96
272.00	ADMINISTRATIVE SERVICES	272,515.00	149,793.79	2,342.97	122,721.21	54.97
276.00	CEMETERY	198,755.00	145,014.22	8,586.51	53,740.78	72.96
305.00	POLICE ADMINISTRATION	340,520.00	272,192.96	24,074.62	68,327.04	79.93
315.00	CROSSING GUARDS	24,170.00	17,953.98	1,948.46	6,216.02	74.28
316.00	POLICE PATROLLING	1,054,400.00	839,124.66	53,535.59	215,275.34	79.58
336.00	FIRE DEPARTMENT	526,460.00	403,793.38	16,513.84	122,666.62	76.70
380.00	PLANNING/ZONING OFFICIAL	126,710.00	93,669.76	8,660.37	33,040.24	73.92
426.00	CIVIL DEFENSE	1,870.00	1,382.50	0.00	487.50	73.93
428.00	DISASTER ACCOUNT	100.00	0.00	0.00	100.00	0.00
441.00	PUBLIC SERVICES	6,000.00	5,184.48	259.07	815.52	86.41
447.00	ENGINEERING	300.00	300.00	0.00	0.00	100.00
448.00	STREET LIGHTING	96,860.00	66,859.68	7,163.31	30,000.32	69.03
458.00	SIDEWALK CONSTRUCTION-REPAIR	5,085.00	5,543.36	0.00	(458.36)	109.01
528.00	REFUSE COLLECTION	354,715.00	271,104.50	28,418.68	83,610.50	76.43
747.00	COMMUNITY GARDEN	680.00	44.71	0.56	635.29	6.58
756.00	PARKS AND BALL DIAMONDS	171,425.00	161,533.32	6,727.86	9,891.68	94.23
758.00	PUBLIC ART	1,000.00	0.00	0.00	1,000.00	0.00
775.00	SENIOR CITIZENS	8,085.00	7,410.00	2,125.00	675.00	91.65
790.00	LIBRARY	15,095.00	10,130.43	158.97	4,964.57	67.11
806.00	CHRISTMAS DECORATIONS	5,570.00	7,697.01	0.00	(2,127.01)	138.19
807.00	CABLE COMMISSION	315.00	2,415.00	300.00	(2,100.00)	766.67
808.00	PLANNING COMMISSION	2,950.00	425.80	0.00	2,524.20	14.43
850.00	WORKERS COMPENSATION	52,645.00	75,643.00	17,564.00	(22,998.00)	143.69
855.00	RETIREE BENEFITS	116,210.00	97,923.98	9,764.01	18,286.02	84.26
890.00	CONTINGENCIES	103,020.00	50,525.00	0.00	52,495.00	49.04
999.00	SURPLUS	674,915.00	742,589.06	0.00	(67,674.06)	110.03
TOTAL Expenditures		6,111,500.00	4,991,916.40	459,586.19	1,119,583.60	81.68

GL NUMBER	DESCRIPTION	2015-16 AMENDED BUDGET	YTD BALANCE 03/31/2016 NORMAL (ABNORMAL)	ACTIVITY FOR MONTH 03/31/2016 INCREASE (DECREASE)	AVAILABLE BALANCE NORMAL (ABNORMAL)	% BDGT USED
Fund 101 - GENERAL FUND						
Fund 101 - GENERAL FUND:						
TOTAL REVENUES		6,111,500.00	5,153,371.00	19,726.17	958,129.00	84.32
TOTAL EXPENDITURES		6,111,500.00	4,991,916.40	459,586.19	1,119,583.60	81.68
NET OF REVENUES & EXPENDITURES		0.00	161,454.60	(439,860.02)	(161,454.60)	100.00

GL NUMBER	DESCRIPTION	2015-16 AMENDED BUDGET	YTD BALANCE 03/31/2016 NORMAL (ABNORMAL)	ACTIVITY FOR MONTH 03/31/2016 INCREASE (DECREASE)	AVAILABLE BALANCE NORMAL (ABNORMAL)	% BDGT USED
Fund 202 - MAJOR STREETS FUND						
Revenues						
000.00		1,327,740.00	460,389.54	31,077.79	867,350.46	34.67
TOTAL Revenues		1,327,740.00	460,389.54	31,077.79	867,350.46	34.67
Expenditures						
000.00		99,200.00	0.00	0.00	99,200.00	0.00
451.00	STREET/ROAD CONSTRUCTION	949,060.00	230,296.43	32,000.71	718,763.57	24.27
463.00	STREET MAINTENANCE	135,415.00	111,157.13	2,129.62	24,257.87	82.09
474.00	TRAFFIC SERVICES	32,675.00	17,674.30	5,169.38	15,000.70	54.09
478.00	WINTER MAINTENANCE	44,290.00	25,619.32	8,909.60	18,670.68	57.84
482.00	STREET ADMIN/GEN EXP	67,100.00	67,100.00	0.00	0.00	100.00
TOTAL Expenditures		1,327,740.00	451,847.18	48,209.31	875,892.82	34.03
Fund 202 - MAJOR STREETS FUND:						
TOTAL REVENUES		1,327,740.00	460,389.54	31,077.79	867,350.46	34.67
TOTAL EXPENDITURES		1,327,740.00	451,847.18	48,209.31	875,892.82	34.03
NET OF REVENUES & EXPENDITURES		0.00	8,542.36	(17,131.52)	(8,542.36)	100.00

GL NUMBER	DESCRIPTION	2015-16 AMENDED BUDGET	YTD BALANCE 03/31/2016 NORMAL (ABNORMAL)	ACTIVITY FOR MONTH 03/31/2016 INCREASE (DECREASE)	AVAILABLE BALANCE NORMAL (ABNORMAL)	% BDGT USED
Fund 203 - LOCAL STREETS FUND						
Revenues						
000.00		685,840.00	640,320.67	10,843.64	45,519.33	93.36
TOTAL Revenues		685,840.00	640,320.67	10,843.64	45,519.33	93.36
Expenditures						
451.00	STREET/ROAD CONSTRUCTION	429,515.00	547,576.84	0.00	(118,061.84)	127.49
463.00	STREET MAINTENANCE	143,130.00	117,546.70	6,172.05	25,583.30	82.13
474.00	TRAFFIC SERVICES	12,400.00	5,126.05	1,863.62	7,273.95	41.34
478.00	WINTER MAINTENANCE	35,205.00	18,401.59	5,635.27	16,803.41	52.27
482.00	STREET ADMIN/GEN EXP	65,590.00	65,590.00	0.00	0.00	100.00
TOTAL Expenditures		685,840.00	754,241.18	13,670.94	(68,401.18)	109.97
Fund 203 - LOCAL STREETS FUND:						
TOTAL REVENUES		685,840.00	640,320.67	10,843.64	45,519.33	93.36
TOTAL EXPENDITURES		685,840.00	754,241.18	13,670.94	(68,401.18)	109.97
NET OF REVENUES & EXPENDITURES		0.00	(113,920.51)	(2,827.30)	113,920.51	100.00

GL NUMBER	DESCRIPTION	2015-16 AMENDED BUDGET	YTD BALANCE 03/31/2016 NORMAL (ABNORMAL)	ACTIVITY FOR MONTH 03/31/2016 INCREASE (DECREASE)	AVAILABLE BALANCE NORMAL (ABNORMAL)	% BDGT USED
Fund 248 - DOWNTOWN DEVELOPMENT AUTHORITY						
Revenues						
000.00		150,150.00	61,781.25	25.74	88,368.75	41.15
TOTAL Revenues		150,150.00	61,781.25	25.74	88,368.75	41.15
Expenditures						
000.00		150,150.00	49,680.81	0.00	100,469.19	33.09
TOTAL Expenditures		150,150.00	49,680.81	0.00	100,469.19	33.09
Fund 248 - DOWNTOWN DEVELOPMENT AUTHORITY:						
TOTAL REVENUES		150,150.00	61,781.25	25.74	88,368.75	41.15
TOTAL EXPENDITURES		150,150.00	49,680.81	0.00	100,469.19	33.09
NET OF REVENUES & EXPENDITURES		0.00	12,100.44	25.74	(12,100.44)	100.00

GL NUMBER	DESCRIPTION	2015-16 AMENDED BUDGET	YTD BALANCE 03/31/2016 NORMAL (ABNORMAL)	ACTIVITY FOR MONTH 03/31/2016 INCREASE (DECREASE)	AVAILABLE BALANCE NORMAL (ABNORMAL)	% BDGT USED
Fund 250 - LOCAL DEV. FINANCE AUTHORITY						
Revenues						
000.00		313,840.00	1,646,780.67	533.44	(1,332,940.67)	524.72
TOTAL Revenues		313,840.00	1,646,780.67	533.44	(1,332,940.67)	524.72
Expenditures						
691.00	L.D.F.A.	313,840.00	72,025.57	0.00	241,814.43	22.95
TOTAL Expenditures		313,840.00	72,025.57	0.00	241,814.43	22.95
Fund 250 - LOCAL DEV. FINANCE AUTHORITY:						
TOTAL REVENUES		313,840.00	1,646,780.67	533.44	(1,332,940.67)	524.72
TOTAL EXPENDITURES		313,840.00	72,025.57	0.00	241,814.43	22.95
NET OF REVENUES & EXPENDITURES		0.00	1,574,755.10	533.44	(1,574,755.10)	100.00

GL NUMBER	DESCRIPTION	2015-16 AMENDED BUDGET	YTD BALANCE 03/31/2016 NORMAL (ABNORMAL)	ACTIVITY FOR MONTH 03/31/2016 INCREASE (DECREASE)	AVAILABLE BALANCE NORMAL (ABNORMAL)	% BDGT USED
Fund 297 - ECONOMIC DEVELOPMENT COMM.						
Revenues						
000.00		40.00	32.01	3.61	7.99	80.03
TOTAL Revenues		40.00	32.01	3.61	7.99	80.03
Expenditures						
000.00		40.00	0.00	0.00	40.00	0.00
TOTAL Expenditures		40.00	0.00	0.00	40.00	0.00
Fund 297 - ECONOMIC DEVELOPMENT COMM.:						
TOTAL REVENUES		40.00	32.01	3.61	7.99	80.03
TOTAL EXPENDITURES		40.00	0.00	0.00	40.00	0.00
NET OF REVENUES & EXPENDITURES		0.00	32.01	3.61	(32.01)	100.00

REVENUE AND EXPENDITURE REPORT FOR CITY OF MASON

PERIOD ENDING 03/31/2016

GL NUMBER	DESCRIPTION	2015-16 AMENDED BUDGET	YTD BALANCE 03/31/2016 NORMAL (ABNORMAL)	ACTIVITY FOR MONTH 03/31/2016 INCREASE (DECREASE)	AVAILABLE BALANCE NORMAL (ABNORMAL)	% BDGT USED
Fund 401 - CAPITAL IMPROVEMENT FUND						
Revenues						
000.00		131,615.00	97,367.79	28,976.24	34,247.21	73.98
TOTAL Revenues		131,615.00	97,367.79	28,976.24	34,247.21	73.98
Expenditures						
000.00		131,615.00	85,932.32	0.00	45,682.68	65.29
TOTAL Expenditures		131,615.00	85,932.32	0.00	45,682.68	65.29
Fund 401 - CAPITAL IMPROVEMENT FUND:						
TOTAL REVENUES		131,615.00	97,367.79	28,976.24	34,247.21	73.98
TOTAL EXPENDITURES		131,615.00	85,932.32	0.00	45,682.68	65.29
NET OF REVENUES & EXPENDITURES		0.00	11,435.47	28,976.24	(11,435.47)	100.00

REVENUE AND EXPENDITURE REPORT FOR CITY OF MASON

PERIOD ENDING 03/31/2016

GL NUMBER	DESCRIPTION	2015-16 AMENDED BUDGET	YTD BALANCE 03/31/2016 NORMAL (ABNORMAL)	ACTIVITY FOR MONTH 03/31/2016 INCREASE (DECREASE)	AVAILABLE BALANCE NORMAL (ABNORMAL)	% BDGT USED
Fund 592 - WATER/SEWER FUND						
Revenues						
000.00		5,255,285.00	2,194,952.50	250,309.66	3,060,332.50	41.77
TOTAL Revenues		5,255,285.00	2,194,952.50	250,309.66	3,060,332.50	41.77
Expenditures						
545.00	WATER & SEWER ADMINISTRATION	121,535.00	104,181.71	9,698.54	17,353.29	85.72
546.00	SEWER IMPROVEMENT	41,010.00	41,010.96	0.00	(0.96)	100.00
548.00	SEWER MAINTENANCE	142,850.00	233,435.35	6,458.26	(90,585.35)	163.41
555.00	WASTEWATER TREATMENT PLANT	2,492,485.00	797,638.58	70,427.78	1,694,846.42	32.00
556.00	WATER MAINTENANCE	413,855.00	342,363.84	27,261.59	71,491.16	82.73
557.00	STORM SEWER PROGRAM	18,495.00	15,807.48	315.47	2,687.52	85.47
558.00	WATER IMPROVEMENT	501,885.00	523,596.04	0.00	(21,711.04)	104.33
559.00	WATER TREATMENT PLANT	858,170.00	753,753.19	438,645.94	104,416.81	87.83
566.00	ALLOWANCE FOR DEPRECIATION	665,000.00	0.00	0.00	665,000.00	0.00
TOTAL Expenditures		5,255,285.00	2,811,787.15	552,807.58	2,443,497.85	53.50
Fund 592 - WATER/SEWER FUND:						
TOTAL REVENUES		5,255,285.00	2,194,952.50	250,309.66	3,060,332.50	41.77
TOTAL EXPENDITURES		5,255,285.00	2,811,787.15	552,807.58	2,443,497.85	53.50
NET OF REVENUES & EXPENDITURES		0.00	(616,834.65)	(302,497.92)	616,834.65	100.00

GL NUMBER	DESCRIPTION	2015-16 AMENDED BUDGET	YTD BALANCE 03/31/2016 NORMAL (ABNORMAL)	ACTIVITY FOR MONTH 03/31/2016 INCREASE (DECREASE)	AVAILABLE BALANCE NORMAL (ABNORMAL)	% BDGT USED
Fund 612 - MASON BUILDING AUTHORITY						
Revenues						
000.00		276,265.00	36,362.90	2,806.28	239,902.10	13.16
TOTAL Revenues		276,265.00	36,362.90	2,806.28	239,902.10	13.16
Expenditures						
000.00		276,265.00	36,362.50	2,806.25	239,902.50	13.16
TOTAL Expenditures		276,265.00	36,362.50	2,806.25	239,902.50	13.16
Fund 612 - MASON BUILDING AUTHORITY:						
TOTAL REVENUES		276,265.00	36,362.90	2,806.28	239,902.10	13.16
TOTAL EXPENDITURES		276,265.00	36,362.50	2,806.25	239,902.50	13.16
NET OF REVENUES & EXPENDITURES		0.00	0.40	0.03	(0.40)	100.00

REVENUE AND EXPENDITURE REPORT FOR CITY OF MASON

PERIOD ENDING 03/31/2016

GL NUMBER	DESCRIPTION	2015-16 AMENDED BUDGET	YTD BALANCE 03/31/2016 NORMAL (ABNORMAL)	ACTIVITY FOR MONTH 03/31/2016 INCREASE (DECREASE)	AVAILABLE BALANCE NORMAL (ABNORMAL)	% BDGT USED
Fund 661 - MOTOR VEHICLE POOL						
Revenues						
000.00		499,930.00	331,360.89	15,127.51	168,569.11	66.28
TOTAL Revenues		499,930.00	331,360.89	15,127.51	168,569.11	66.28
Expenditures						
567.00	SHOP & BLDG. MAINTENANCE	47,915.00	43,336.99	1,058.84	4,578.01	90.45
568.00	EQUIPMENT MAINTENANCE	180,825.00	132,084.06	13,277.19	48,740.94	73.05
901.00	EQUIPMENT-CAPITAL OUTLAY	271,190.00	84,425.13	44,952.00	186,764.87	31.13
TOTAL Expenditures		499,930.00	259,846.18	59,288.03	240,083.82	51.98
Fund 661 - MOTOR VEHICLE POOL:						
TOTAL REVENUES		499,930.00	331,360.89	15,127.51	168,569.11	66.28
TOTAL EXPENDITURES		499,930.00	259,846.18	59,288.03	240,083.82	51.98
NET OF REVENUES & EXPENDITURES		0.00	71,514.71	(44,160.52)	(71,514.71)	100.00

GL NUMBER	DESCRIPTION	2015-16 AMENDED BUDGET	YTD BALANCE 03/31/2016 NORMAL (ABNORMAL)	ACTIVITY FOR MONTH 03/31/2016 INCREASE (DECREASE)	AVAILABLE BALANCE NORMAL (ABNORMAL)	% BDGT USED
Fund 702 - RAYNER BOND FUND						
Revenues						
000.00		60,950.00	13,555.99	1,254.03	47,394.01	22.24
TOTAL Revenues		60,950.00	13,555.99	1,254.03	47,394.01	22.24
Expenditures						
000.00		60,950.00	49,734.62	0.00	11,215.38	81.60
TOTAL Expenditures		60,950.00	49,734.62	0.00	11,215.38	81.60
Fund 702 - RAYNER BOND FUND:						
TOTAL REVENUES		60,950.00	13,555.99	1,254.03	47,394.01	22.24
TOTAL EXPENDITURES		60,950.00	49,734.62	0.00	11,215.38	81.60
NET OF REVENUES & EXPENDITURES		0.00	(36,178.63)	1,254.03	36,178.63	100.00

GL NUMBER	DESCRIPTION	2015-16 AMENDED BUDGET	YTD BALANCE 03/31/2016 NORMAL (ABNORMAL)	ACTIVITY FOR MONTH 03/31/2016 INCREASE (DECREASE)	AVAILABLE BALANCE NORMAL (ABNORMAL)	% BDGT USED
Fund 711 - CEMETERY TRUST FUND						
Revenues						
000.00		4,175.00	3,744.28	435.02	430.72	89.68
TOTAL Revenues		4,175.00	3,744.28	435.02	430.72	89.68
Expenditures						
000.00		4,175.00	0.00	0.00	4,175.00	0.00
TOTAL Expenditures		4,175.00	0.00	0.00	4,175.00	0.00
Fund 711 - CEMETERY TRUST FUND:						
TOTAL REVENUES		4,175.00	3,744.28	435.02	430.72	89.68
TOTAL EXPENDITURES		4,175.00	0.00	0.00	4,175.00	0.00
NET OF REVENUES & EXPENDITURES		0.00	3,744.28	435.02	(3,744.28)	100.00

GL NUMBER	DESCRIPTION	2015-16 AMENDED BUDGET	YTD BALANCE 03/31/2016 NORMAL (ABNORMAL)	ACTIVITY FOR MONTH 03/31/2016 INCREASE (DECREASE)	AVAILABLE BALANCE NORMAL (ABNORMAL)	% BDGT USED
Fund 812 - SPECIAL ASSESSMENT FUND						
Revenues						
000.00		161,095.00	34,766.57	98.09	126,328.43	21.58
TOTAL Revenues		161,095.00	34,766.57	98.09	126,328.43	21.58
Expenditures						
000.00		161,095.00	149,547.28	0.00	11,547.72	92.83
TOTAL Expenditures		161,095.00	149,547.28	0.00	11,547.72	92.83
Fund 812 - SPECIAL ASSESSMENT FUND:						
TOTAL REVENUES		161,095.00	34,766.57	98.09	126,328.43	21.58
TOTAL EXPENDITURES		161,095.00	149,547.28	0.00	11,547.72	92.83
NET OF REVENUES & EXPENDITURES		0.00	(114,780.71)	98.09	114,780.71	100.00
TOTAL REVENUES - ALL FUNDS		14,978,425.00	10,674,786.06	361,217.22	4,303,638.94	71.27
TOTAL EXPENDITURES - ALL FUNDS		14,978,425.00	9,712,921.19	1,136,368.30	5,265,503.81	64.85
NET OF REVENUES & EXPENDITURES		0.00	961,864.87	(775,151.08)	(961,864.87)	100.00

QUARTERLY INVESTMENT REPORT FOR PERIOD ENDING 3/31/16

ACCOUNTS	CASH	GENERAL FUND INVESTMENT	DART MONEY MARKET	CUTWATER	TOTAL PRINCIPAL INVESTED	QUARTERLY INTEREST EARNED
MSB						
Cemetery Trust	3,437.16	242,769.66		100,792.77	346,999.59	220.75
Current Tax	3.01				3.01	
D.D.A.	46,645.90		72,599.78	18,862.17	138,107.85	77.18
E.D.C.	643.46	21,249.13			21,892.59	10.68
General Fund	1,569,339.60		726,252.98	63,534.48	2,359,127.06	1,480.77
General Fund - Checking	235,149.37				235,149.37	
L.D.F.A.	355,402.55	1,301,504.91	1,226,384.31		2,883,291.77	1,598.25
Rayner Bond	25,450.03	383,167.52		318,299.95	726,917.50	507.73
Water & Sewer	104,054.25				104,054.25	11.40
DNB						
Capital Improvement	29,363.44				29,363.44	
Local Streets	26,345.20		105,795.79	10,313.30	142,454.29	89.30
Major Streets	123,757.17		738,918.20	65,395.30	928,070.67	616.91
M.V.P	161,627.88		217,212.87	56,200.67	435,041.42	217.81
Mason Building Authority	547.21				547.21	0.07
Special Assessments	136,105.06		355,829.20	19,414.47	511,348.73	285.19
Water & Sewer	230,309.93		2,446,648.09	152,462.24	2,829,420.26	2,111.71
TOTALS INVESTED	3,048,181.22	1,948,691.22	5,889,641.22	805,275.35	11,691,789.01	7,227.75
AVERAGE INT RATE	.18%-AVG	.20%-AVG	.30%-AVG	.40%-AVG		
TERM	LIQUID	LIQUID	LIQUID	LIQUID		
MATURITY DATE	N/A	N/A	N/A	N/A		
% INVESTED	26.07%	16.67%	50.37%	6.89%	100.00%	

% IN DART	56.43%
% IN MSB	36.68%
% IN CUTWATER	6.89%
	100.00%

*(formerly MBIA)

McGinty, Hitch, Housefield, Person,
Yeadon & Anderson, P.C.

MEMORANDUM

TO: Mason City Council

FROM: Thomas M. Hitch, City Attorney

RE: **CITY ATTORNEY REPORT**

DATE: April 14, 2016

The following is my report to the City Council on several issues in which our office has been engaged:

1. ***Esquire Development v City of Mason* (MTT Nos. 14-5644-TT and 15-4504-TT)**

As I have previously informed the Council, the Michigan Tax Tribunal issued an order denying Esquire Development's petition for reconsideration and ordered that the action proceed only for tax years 2014 and 2015. On April 6, 2016, Esquire filed an application for leave to appeal with the Michigan Court of Appeals. I am required to file an answer and responsive brief within 21 days of April 6 and, thus, my answer is due on April 27, 2016.

I do not believe that there is a sound basis for this application for leave to appeal. As I indicated previously, I believe the Tax Tribunal's opinion was very well-founded and I do not believe the petitioner has set forth reasons why the Court of Appeals should take the extraordinary action of getting involved in this appeal prior to the Tax Tribunal's completion of its proceeding. There is no evidence that any substantial harm and further, I do not believe that the case law cited by Esquire Development supports a reversal of the decision of the Tax Tribunal.

I will continue to keep Council apprized of this matter.

2. ***Randy Tyrease Joy v City of Mason, et al***

The City has been notified of the name of the law firm from the Detroit area which will be handling the litigation on behalf of the City of Mason. As I indicated before, I will be monitoring the case on behalf of the City but will have no active involvement in the defense of this matter.

3. ***J & J Properties v Mason School District, et al***

I continue to monitor the progress of obtaining easements. I was recently advised that the Consumers Energy easement has now gone to its Legal Department and is in the final stages of review. At this point, the only major obstacle in the procurement of the easements is with the railroad, and the attorney for the schools reports that he continues to have problems in obtaining the cooperation of the managers of the railroad.

bks

Arbor Day Foundation™

Mayor Mike Waltz
201 W Ash
Mason, MI 48854

Dear Tree City USA Supporter,

On behalf of the Arbor Day Foundation, I write to congratulate Mason on earning recognition as a 2015 Tree City USA. Residents of Mason should be proud to live in a community that makes the planting and care of trees a priority.

Mason is one of more than 3,400 Tree City USAs, with a combined population of 140 million. Started in 1976, The Tree City USA program, sponsored by the Arbor Day Foundation in partnership with the U.S. Forest Service and the National Association of State Foresters, is celebrating its 40th Anniversary this year. In honor of this milestone a national public awareness campaign is being executed across the country including a strong emphasis on media relations and a social media contest which are referenced in the tool kit received by your state coordinators.

As a result of your commitment to effective urban forest management, you already know that trees are vital to the public infrastructure of cities and towns throughout the country, providing numerous environmental, social and economic benefits. In fact, trees are the one piece of community infrastructure that actually increases in value over time.

We hope you are excited to share this accomplishment. Enclosed in this packet is a press release for your convenience as you prepare to contact local media and the public.

State foresters are responsible for the presentation of the Tree City USA flag and other materials. We will forward information about your awards to your state forester's office to coordinate presentation. It would be especially appropriate to make the Tree City USA award a part of your community's Arbor Day ceremony.

Again, we celebrate your commitment to the people and trees of Mason and thank you for helping to create a healthier planet for all of us.

Best Regards,

Dan Lambe
President

cc: Chris Hampton

enclosure

City of Mason

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

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

MEMORANDUM

TO: Honorable Mayor and Council Members

FROM: Deborah Stuart, City Administrator

DATE: April 15, 2016

RE: ITEM 13: City Administrator's Report

Upcoming Events and Recognitions

- **RAYNER PARK CLEANUP** – The Rayner Park Rally Club is sponsoring a Rayner Park Cleanup on Saturday, April 23, from 10:00 am to 1:00 pm. Bring gloves, rakes, tarps and shovels and meet at the entrance to the Park to receive your assignment from one of the coordinators.
- **ARBOR DAY** – This year's Mason Arbor Day honoree will be Leon Clark, who, as past Mayor of Mason and longtime City Council member, has made a commitment to keep Mason a greener city. A ceremony will be held in his honor on Friday, April 29, 2016, at 12:00 noon at a location still to be determined. More details to come.
- **CLERK'S EXTENDED OFFICE HOURS –** On Saturday, April 30, the City Clerk's office will be open from 8:00 am to 2:00 pm for processing absentee applications received by mail and for allowing any qualified voter to appear in person to vote by absentee ballot for the May 3 Special Election.
- **SPECIAL ELECTION –** Mason Public Schools will have two ballot proposals in front of voters on Tuesday, May 3, 2016. Polls in City Hall will be open from 7:00 am to 8:00 pm.

Recent Meetings and Collaborations

- **H & H WELDING** – The DPW Director and I had a great visit with H&H to discuss their expansion plans and address some of their concerns with the City.
- **WATER** – DPW staff and I have participated in numerous meetings with the County, Mason Schools, and DEQ in the last few weeks to discuss mitigation plans. The school will be implementing a flushing program and completing a plumbing evaluation with hopes of bringing water back online for their students in the next few weeks. This will likely be an ongoing problem that will require a longer term solution, but the City is committed to assisting them throughout the process. The County will also be implementing a flushing program and will evaluate again in a few months.

- **COUNTY** – I have discussed multiple issues with the County recently including their available property within the City limits, plans for the jail, and Rayner Park. We are working in partnership on these issues and I will update you soon on progress.
- **USDA** – I met with USDA representatives this week to discuss their programs and opportunities to partner. We will be having follow-up meetings with Dart Bank to encourage them to offer some additional programs in partnership with USDA. We will also be meeting with them to discuss their low-interest loans for some of our upcoming public facility improvements.

Budget Workshop Follow-up

The following information is in relation to the pending budget questions.

- **Public Art** – In 2013, the City Council adopted a policy indicating that the City MAY appropriate an amount equal to one-tenth of one percent of the City's General Fund to be accumulated and expended on public art. The policy does note that funds can be re-appropriated to any other public purposes at any time the Council deems necessary. Our history with this allocation has been:

Year	**Formula Amount**	**Appropriated Funds**	**Expended Funds**
2012/13	$4,977	0	0
2013/14	$5,110	$15,000	$10,218
2014/15	$5,310	0	0
2015/16	$5,435	$1,000	0
Proposed 2016/17	$5,775	0	
TOTAL	**$26,607**	**$16,000**	**$10,218**

  The City Council can determine if they would like to add any additional funding to this line item.
- **Contract Work for Planning Commission** – Due to time and budget constraints the sub-plan estimated at $15,000 was removed from the budget. We still believe that to be the concern with this issue.
- **Contract Work for Historic District Commission** – $500 remains in the proposed budget for the historic district property database. This item has been in their budget previously at a higher amount, but has not been completed. We believe this amount will allow the project to start at least a phase of the work.
- **Generator Load Testing** – $635 remains in the proposed budget related to this item. We believe there may be opportunities for cost savings to allow for this to be completed this year and there is no need for additional funding for this item.