CITY OF MASON

201 West Ash St.
Mason, MI 48854-0370

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

CITY COUNCIL MEETING - COUNCIL CHAMBER
Monday, June 20, 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 – Dominick Silvia, WOW Executive Director, to Answer Council's Concerns

6. Consent Agenda

A. Approval of Minutes
- Regular Council Meeting: June 6, 2016

B. Finance Actions
1) Approval of Bills in Amount of $ 173,674.49
2) Amend the 2015-2016 Fiscal Year Budget
3) Return Delinquent Water and Sewer Bills to the July Tax Roll
4) Levy 1% Tax Administration Fee
5) Return Miscellaneous Bills to the July 2016 Tax Roll

C. Events
1) Resolution – Fourth of July Fireworks: (Temple Street Closure (July 4, 2016 from 6:00 a.m. through 2:00 a.m., July 5, 2016) and Authorization of Lease Agreement with Ingham County Fairgrounds (July 4, 2016 from 8:00 a.m. to 11:59 p.m.)
2) Resolution – Appointment of Larry Briggs to the Traffic Commission by the Mayor
3) Motion – Street Closure – Mason Farmers' Market Association, Inc. (100 block of East Maple Street) Throughout the Summer
4) Motion – Street Closure Request to Hold the Annual Car Show (Multiple Streets in Downtown) on July 4, 2016 from 7:00 a.m. to 4:30 p.m.

7. Regular Business

A. Resolution – Approval to Purchase a Zero Turn Mower from Superior Saw with Motor Pool Funds
B. Resolution – Approval to Purchase a 2016 Ford Explorer FWD from Signature Ford with Motor Pool Funds
C. Resolution – Approval to Purchase a 2016 Ford F-150 Pickup Truck from Signature Ford with Motor Pool Funds
D. Motion – Cancel the August 1, 2016 City Council Meeting Due to the August 2, 2016 Primary Election

8. Unfinished Business

9. New Business

10. Correspondence

A. City Attorney's Report
B. Monthly Revenue and Expenditure Report

11. Liaison Reports

12. Councilmember Reports

13. Administrator's Report

14. Adjournment

CITY OF MASON
REGULAR CITY COUNCIL MEETING
MINUTES OF JUNE 6, 2016

Mayor Waltz called the meeting to order at 7:30 p.m. in the Council Chambers at 201 W. Ash Street, Mason, Michigan. Councilmember Bruno led the Pledge of Allegiance and offered the invocation.

Present: Councilmembers: Brown, Bruno, Clark, Droscha, Ferris, Mulvany, Waltz
Absent: Councilmember: None
Also present: Deborah S. Stuart, City Administrator
Deborah J. Cwiertniewicz, City Clerk
Eric Smith, Finance Director/Treasurer

ANNOUNCEMENTS

- Councilmember Bruno stated that he attended the Veterans Freedom Park dedication in Harrison, Michigan, whose theme was to remember, honor, and reflect. He thought this should be a model our community could consider.
- Councilmember Clark was congratulated as he was installed as the Commander of American Legion Post 148 on May 27, 2016.
- Blood Drive – St James Catholic Church – Thursday, June 16, 2016
- Thursday Night Live – Mason Orchestral Society – June 9, 2016

PEOPLE FROM THE FLOOR

Jack Carmichael of 519 South Rogers commented on various topics including West Bay and Consumers Energy. He stated that he feels the City of Mason should inform residents of elevated levels of copper in public buildings in Mason.

Seth Waxman, Planning Commission Secretary, stated support for the Food Truck Ordinance.

PRESENTATION

Jeff Mills from Arts Initiative of Mason (AIM) and artist Doug DeLind presented the art piece fashioned by Mr. DeLind to the City of Mason that will be placed at the trailhead of Hayhoe Riverwalk Trail.

CONSENT AGENDA

It was the consensus of Council to move Agenda Item 7(C) Motion – Approval of Street Closure for Movies by Moonlight,to Regular Business as Agenda Item No, 8(B), adjusting the remaining items accordingly.

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

A. Approval of Minutes: Regular Council Meeting: May 16, 2016
B. Approval of Bills: $786,462.01
C. Motion: Approval of Street Closure for Relay for Life
Approval for the street closure of Maple Street between Jefferson and Ash Streets to allow holding the Relay for Life event Friday June 17, 5:00 p.m. through Saturday, June 18, 2016, 6:00 p.m.

MOTION APPROVED

REGULAR BUSINESS

Resolution – Authorizing an Application to the Ingham County Regional Trails and Parks Millage and to Rehabilitate Two Pedestrian Bridges in the City of Mason

Stuart explained that the City is eligible to apply for Ingham County Trails and Parks millage funds for the first round related to existing bridges. Mason has three bridges prioritized for replacement:

MOTION by Brown, second by Ferris,
to approve City Council Resolution – Authorizing an Application to the Ingham County Regional Trails and Parks Millage and to Rehabilitate Two pedestrian Bridges in the City of Mason.
MOTION APPROVED

City Council Resolution – Authorizing an Application to the Ingham County Regional Trails and Parks Millage und to Rehabilitate Two Pedestrian Bridges in the City of Mason was introduced by Brown and seconded by Ferris.

CITY OF MASON
CITY COUNCIL RESOLUTION 2016-15
A RESOLUTION AUTHORIZING AN APPLICATION TO THE INGHAM COUNTY REGIONAL TRAILS AND PARKS MILLAGE FUND TO REHABILITATE TWO PEDESTRIAN BRIDGES IN THE CITY OF MASON
June 6, 2016

WHEREAS, the City of Mason is eligible to apply for Ingham County Trails and Parks Millage funds for the purpose of regional recreational amenity maintenance;

WHEREAS, the Ingham County Trails and Parks Comprehensive Report identifies two existing pedestrian bridges on the Hayhoe Riverwalk Trail as eligible for funding, those being: 1) north of West Elm Street and 2) near West South Street;

WHEREAS, the City Engineer has confirmed that the most fiscally prudent step is to rehabilitate the bridges with a goal of maintaining the quality infrastructure that was already in place;

WHEREAS, the rehabilitation of these two bridges is critical to the functionality of the Hayhoe Riverwalk Trail as a major regional connector trail to Delhi and Vevay Townships, as supported by the City's Master Plan and Recreation Plan;

WHEREAS, the City of Mason supports the submission of an application to the Ingham County Regional Trails and Parks Millage Fund for the rehabilitation of two pedestrian bridges over the Sycamore Creek to bring them to acceptable safety and design standards with no required match from the local jurisdiction; and

WHEREAS, the project cost is estimated at $100,000, including both bridges, it is requested to be fully funded by the Ingham County Regional Trails and Parks Millage Fund.

NOW THEREFORE BE IT RESOLVED, the City Council hereby authorizes the City Administrator to submit a grant request to the Ingham County Trails and Parks Millage Fund for the rehabilitation of two pedestrian bridges over the Sycamore Creek and negotiate final terms of the grant agreement consistent with this resolution, if selected for funding.

RESOLUTION APPROVED

Motion – Approval of Street Closure for Movies by Moonlight
A brief discussion was held regarding the request for a street closure to allow the Movies by Moonlight event relating to the placement of the movie screen.

MOTION by Brown, second by Droscha,
to approve the street closure of Jefferson Street between Maple and Ash Street for Movies by Moonlight, which will provide seating, on June 24, July 29, and August 19, 2016 from 7:30 p.m. – 11:00 p.m.

MOTION APPROVED

UNFINISHED BUSINESS
Motion – Second Reading – Mobile Food Vending Regulation Ordinance

MOTION by Brown, second by Droscha,
to consider the Mobile Food Vending Regulation Ordinance read for the second time and adopted.

There was extensive discussion regarding the proposed mobile food vending regulation ordinance. Statements of support as well as opposition were made.

Motion by Clark, second by Droscha
to amend 10-74(c) by changing the paragraph to read as follows: Mobile Food vehicle vendors may provide a dining area no further than 10 feet from the mobile food vehicle including, but not limited to, tables and chairs, booths, benches, etc., on in the City right-of-way and not impeding pedestrian traffic on the sidewalk.

Yes (3) Clark, Droscha, Ferris
No (4) Brown, Bruno, Mulvany, Waltz
MOTION FAILED

Motion by Clark, second by Bruno
to amend 10-74(h) by inserting language after the first sentence as follows: Vehicles may not park any closer than two parking spaces, both angle and parallel parking spaces, from any intersection excluding alleys.
Yes (3) Bruno, Clark, Mulvany
No (4) Brown, Droscha, Ferris, Waltz
MOTION FAILED

VOTE ON THE MOTION:
Yes (4) Brown, Droscha, Ferris, Waltz
No (3) Bruno, Clark, Mulvany
MOTION APPROVED

City of Mason Ordinance No. 202, Mobile Food Vending Regulation Ordinance, was introduced by Brown and seconded by Droscha.

CITY OF MASON
ORDINANCE NO. 202
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) 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 inwidth.

(3) Information setting forth the proposed hours of operation, as defined in subsections 10-74(i) and (j), area of operations, plans for power access, water supply and wastewater disposal.

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

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

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

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

(h) 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 a dining area, 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. Vendors shall monitor nearby City trash containers for overflow. All trash and garbage originating from the operation of mobile food vehicles, including overflow of the nearby City trash receptacles, 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, with the exception of parallel parking. Mobile food vehicles may parallel park in angled parking, provided the vehicle occupies no more than four parking spaces

(i) A mobile food vehicle shall not be parked on the street overnight or left unattended and unsecured at any time. At no time shall a mobile food vehicle be unattended and shall be in the process of setting up, open for business or closing up for the day. 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. A mobile food vendor may not reserve a parking space in advance of occupying the space with a mobile food vehicle.

(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 or property owners have not objected to mobile food vendors locating on the street in front of their businesses. The City shall maintain a list of businesses or property owners within the City that object to a mobile food vendor locating within the public right of way immediately in front of their business or property. A local business or property owner may object at any time during the year. Businesses and property owners may not object to mobile food vendors locating on the opposite side of the street. Mobile food vendor permits shall include a copy of said list. The City Clerk shall be allowed 14 days to update and distribute the prohibited locations list to licensees.

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 18 months 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 Brown and supported by Council Member Droscha, with a vote thereon being: YES (4) NO (3), at a regular meeting of the City Council held pursuant to public notice in compliance with the Michigan Open Meetings Act, on the 6th day of June, 2016. Ordinance No. 202 declared adopted this 6th day of June, 2016.

ORDINANCE APPROVED

UNFINISHED BUSINESS

Bruno asked for clarification on the informal evaluation of the City Administrator that is scheduled to take place in July. Mayor Waltz stated that the evaluation form has been completely reworked by Pat Price and he (Mayor Waltz) and Brown have been working with Mr. Price on a presentation that will be made to the Council at a later date so they can understand Mr. Price's rationale behind the new form.

Bruno inquired about the status of washing police vehicles at a city carwash. Stuart stated that she will give an update at the June 20 Council meeting.

NEW BUSINESS

Brown commented on curbside recycling for the city. Stuart stated that she researched the topic and intends to pursue the matter with Granger as well as other trash removal companies to consider letting a bid in 2017 .

Bruno informed Council that House Bill 4299 was enacted, allowing Outdoor Recreational Vehicles (ORV) on municipal streets. The Traffic Commission considered the matter recently but did not take any action. Droscha stated that it was not supported. Waltz suggested that Councilmember Bruno bring a proposal to the City Council for consideration.

CORRESPONDENCE

All correspondence was distributed.

LIAISON REPORTS

Waltz informed Council regarding Downtown Development Authority business.

COUNCILMEMBER REPORTS

Ferris informed Council that the Traverse Area Recreation and Transportation Trails (TARTT) made a presentation to the Friends of Lansing Regional Trails (FLRT) at their last meeting. FLRT is working to involve volunteers with the upkeep and public relations for the trails.

ADMINISTRATOR'S REPORT

Stuart informed the Commission regarding current City business.

Motion – Adjourn to Closed Session to Discuss AFSCME Contract Negotiations

MOTION by Brown
to adjourn to closed session to discuss AFSCME contract negotiations.

Yes (7) Brown, Bruno, Clark, Droscha, Ferris, Mulvany, Waltz
No (0)
MOTION APPROVED

The meeting adjourned to closed session at 9:13 p.m.

The meeting reconvened at 9:48 p.m.

ADJOURNMENT

There being no further business, the meeting adjourned at 9:49 p.m.

Deborah J. Cwiertniewicz, City Clerk

Michael F. Waltz, Mayor

06/16/2016 03:07 PM
User: TF
DB: Mason City

INVOICE APPROVAL BY INVOICE REPORT FOR CITY OF MASON
EXP CHECK RUN DATES 06/07/2016 - 06/22/2016
BOTH JOURNALIZED AND UNJOURNALIZED
BOTH OPEN AND PAID
COUNCIL REPORT

MONDAY, JUNE 20, 2016

Vendor Code / Invoice / GL Number	Vendor Name / Invoice Description / GL Description	Amount	
06474	CONSUMERS ENERGY		
JUNE 2016	ELECTRICITY 5/1 - 5/31		
101-448.00-926.000	STREET LIGHTING 5/1 - 5/31	6,448.73	
		VENDOR TOTAL:	6,448.73
05245	DETROIT SALT CO.		
53610	102.35 TONS OF SALT		
203-478.00-757.000	50.6 TONS OF SALT	2,981.86	
203-478.00-757.000	51.75 TONS OF SALT	3,049.63	
		6,031.49	
56319	101.73 TONS OF SALT		
202-478.00-757.000	50.57 TONS OF SALT	2,980.09	
202-478.00-757.000	51.16 TONS OF SALT	3,014.86	
		5,994.95	
		VENDOR TOTAL:	12,026.44
07416	FIRST DUE FIRE SUPPLY LLC		
16-320	OUTFITTING NEW TANKER #807		
101-336.00-985.000	OUTFITTING NEW TANKER #807	15,300.96	
		VENDOR TOTAL:	15,300.96
08139	GRAND RIVER CONSTRUCTION, INC		
PAY #2	2016 WASTEWATER PLANT IMPROVEMENTS PAY APPLICATION #2		
592-555.00-970.000	POTW IMPROVEMENTS PAY APPLICATION	88,690.00	
		VENDOR TOTAL:	88,690.00
07249	J. H. CONSTRUCTION INC		
3282	CURB, GUTTER & SIDEWALK REPAIRS		
248-000.00-956.000	CURB, GUTTER & SIDEWALK REPAIRS	5,380.00	
		VENDOR TOTAL:	5,380.00
05221	MCGINTY, HITCH, HOUSEFIELD, PERSON,		
JUNE 2016	MAY LEGAL FEES		
101-266.00-826.000	MAY LEGAL FEES	6,501.46	
		VENDOR TOTAL:	6,501.46
05363	WOLVERINE ENGINEERS INC		
20160365	2016 MASON STREETS ENGINEERING PROJ#15-0080		
202-451.00-970.211	MASON STREETS ENGINEERING PROJ#15-0080	2,162.98	
203-451.00-970.211	MASON STREETS ENGINEERING PROJ#15-0080	12,387.97	
592-548.00-965.211	MASON STREETS ENGINEERING PROJ#15-0080	4,719.23	
592-558.00-970.919	MASON STREETS ENGINEERING PROJ#15-0080	20,056.72	
		39,326.90	
		VENDOR TOTAL:	39,326.90
		TOTAL - ALL VENDORS:	173,674.49

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 CITY COUNCIL

Meeting Date: June 20, 2016 **Agenda Item:** 6. B. 2)

AGENDA ITEM
Resolution – Amend the 2015-2016 Fiscal Year Budget

EXHIBITS
Amended Budget

STAFF REVIEW
Eric Smith, Finance Director/Treasurer

SUMMARY STATEMENT
This annual resolution is presented in June to amend the 2015-2016 Budget.

This Resolution amends the 2015-2016 Budget. By State Law, Public Act 2 of 1968, MCL 141.435 and 141.436, we must ensure that expenditures do not exceed the allocated budget. The completion of the 2014-2015 street program, as well as the start of the 2016-2017 street work has the most significant impact on the attached amendments. All accounts have been reviewed by the Finance Department and the department heads. Corrections and adjustments may be made by the auditors if necessary.

CITY ADMINISTRATOR'S RECOMMENDED ACTION BY CITY COUNCIL
Approval of the attached resolution authorizing amendment of the 2015-2016 budget.

Introduced:
Second:

CITY OF MASON
CITY COUNCIL RESOLUTION

AMEND THE 2015-2016 FISCAL YEAR BUDGET

June 20, 2016

BE IT HEREBY RESOLVED by the City Council of the City of Mason that the 2015-2016 Fiscal Year Budget is amended as per the attached Budget Report for City of Mason for Fiscal Year 2015-2016.

Yes ( )

No ( )

CLERK'S CERTIFICATION: I hereby certify that the foregoing is a true and accurate copy of a resolution adopted by the City Council at its regular meeting held Monday, June 20, 2016, the original of which is part of the Council meeting minutes.

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

BUDGET REPORT FOR CITY OF MASON
FOR FISCAL YEAR 2015-2016

ACCOUNT DESCRIPTION	2015-16 ORIGINAL BUDGET	2015-16 AMENDED BUDGET	YTD BALANCE 6/30/2016	AVAILABLE BALANCE	% BDGT USED
Fund 101 - GENERAL FUND					
REVENUES					
Dept 000.00					
SURPLUS FROM FUND BALANCE	270,470.00	638,710.00	0.00	638,710.00	0.00
Dept 000.00	270,470.00	638,710.00	0.00	638,710.00	0.00
Dept 215.00 - CLERK					
CHARGES FOR SERVICES	6,250.00	7,270.00	7,254.10	15.90	99.78
215.00-CLERK	6,250.00	7,270.00	7,254.10	15.90	99.78
Dept 254.00-TREASURER/FINANCE					
CHARGES FOR SERVICES	88,160.00	90,310.00	90,275.75	34.25	99.96
TAX REVENUE	2,880,750.00	2,900,950.00	2,898,497.98	2,452.02	99.92
LICENSE AND PERMITS	99,500.00	96,725.00	93,279.50	3,445.50	96.44
STATE AID REVENUE	0.00	59,600.00	59,599.82	0.18	100.00
STATE REVENUE SHARING	700,000.00	680,000.00	570,194.00	109,806.00	83.85
FRINGE BENEFITS	6,600.00	3,000.00	3,000.00	0.00	100.00
CHARGES FOR SERVICES - FEES	750.00	475.00	475.00	0.00	100.00
INTEREST INCOME	6,000.00	6,000.00	5,799.23	200.77	96.65
RENTALS	39,235.00	45,235.00	45,133.70	101.30	99.78
ADMIN CONTR FR OTHER FUNDS	1,142,990.00	563,815.00	563,815.00	0.00	100.00
CONTRIBUTIONS FROM OTHER FUNDS	139,240.00	145,510.00	133,589.49	11,920.51	91.81
SUNDRY	5,000.00	0.00	0.00	0.00	0.00
254.00-TREASURER/FINANCE	5,108,225.00	4,591,620.00	4,463,659.47	127,960.53	97.21
Dept 271.00-FORESTRY					
CHARGES FOR SERVICES	29,770.00	29,770.00	29,770.00	0.00	100.00
DONATIONS FROM PRIVATE SOURCES	0.00	4,700.00	4,700.00	0.00	100.00
271.00-FORESTRY	29,770.00	34,470.00	34,470.00	0.00	100.00
Dept 276.00-CEMETERY					
CHARGES FOR SERVICES	16,500.00	15,300.00	14,810.00	490.00	96.80
CHARGES FOR SERVICES - FEES	15,025.00	14,025.00	13,059.00	966.00	93.11
CONTRIBUTIONS FROM OTHER FUNDS	675.00	775.00	0.00	775.00	0.00
CHARGES FOR SERVICES-SALES	5,000.00	3,000.00	2,770.00	230.00	92.33
276.00-CEMETERY	37,200.00	33,100.00	30,639.00	2,461.00	92.56
Dept 301.00-POLICE DEPARTMENT					
CHARGES FOR SERVICES	21,930.00	20,910.00	20,771.48	138.52	99.34
LICENSE AND PERMITS	4,000.00	5,155.00	5,157.65	(2.65)	100.05
CHARGES FOR SERVICES - FEES	3,835.00	5,060.00	5,063.13	(3.13)	100.06
SUNDRY	0.00	300.00	300.40	(0.40)	100.13
DONATIONS FROM PRIVATE SOURCES	2,000.00	10,455.00	10,453.00	2.00	99.98
GRANT REVENUE	4,455.00	5,535.00	4,867.20	667.80	87.93
FINES AND FORFEITURES	35,600.00	45,685.00	44,828.73	856.27	98.13
301.00-POLICE DEPARTMENT	71,820.00	93,100.00	91,441.59	1,658.41	98.22
Dept 336.00-FIRE DEPARTMENT					
CHARGES FOR SERVICES	0.00	45.00	42.00	3.00	93.33
LICENSE AND PERMITS	3,000.00	4,250.00	4,100.00	150.00	96.47
CHARGES FOR SERVICES - FEES	170,030.00	168,415.00	168,063.64	351.36	99.79
FINES AND FORFEITURES	1,200.00	0.00	0.00	0.00	0.00
336.00-FIRE DEPARTMENT	174,230.00	172,710.00	172,205.64	504.36	99.71
Dept 528.00-REFUSE COLLECTION					
CHARGES FOR SERVICES - FEES	347,640.00	349,830.00	349,831.94	(1.94)	100.00
CONTRIBUTIONS FROM OTHER FUNDS	7,875.00	8,185.00	8,185.32	(0.32)	100.00
528.00-REFUSE COLLECTION	355,515.00	358,015.00	358,017.26	(2.26)	100.00
Dept 747.00-COMMUNITY GARDEN					
CHARGES FOR SERVICES-SALES	375.00	605.00	605.00	0.00	100.00
747.00-COMMUNITY GARDEN	375.00	605.00	605.00	0.00	100.00

BUDGET REPORT FOR CITY OF MASON
FOR FISCAL YEAR 2015-2016

ACCOUNT DESCRIPTION	2015-16 ORIGINAL BUDGET	2015-16 AMENDED BUDGET	YTD BALANCE 6/30/2016	AVAILABLE BALANCE	% BDGT USED
Dept 751.00-RECREATION					
RENTALS	5,000.00	5,000.00	4,590.00	410.00	91.80
DONATIONS FROM PRIVATE SOURCES	0.00	1,085.00	1,086.70	(1.70)	100.16
751.00-RECREATION	5,000.00	6,085.00	5,676.70	408.30	93.29
Dept 850.00-WORKERS COMPENSATION					
WK COMP INS CONTRIBUTION	52,645.00	75,640.00	75,643.00	(3.00)	100.00
850.00-WORKERS COMPENSATION	52,645.00	75,640.00	75,643.00	(3.00)	100.00
TOTAL REVENUES	6,111,500.00	6,011,325.00	5,239,611.76	771,713.24	87.16
Fund 101 - GENERAL FUND					
EXPENDITURES					
101.00-COUNCIL	41,570.00	55,325.00	44,536.71	10,788.29	80.50
172.00-ADMINISTRATOR	286,320.00	184,920.00	177,003.78	7,916.22	95.72
209.00-ASSESSING	51,295.00	52,330.00	51,811.01	518.99	99.01
215.00-CLERK	141,705.00	139,665.00	131,698.50	7,966.50	94.30
247.00-BOARD OF REVIEW	650.00	690.00	690.00	0.00	100.00
254.00-TREASURER/FINANCE	501,600.00	402,990.00	393,404.83	9,585.17	97.62
260.00-TECHNOLOGY	100,445.00	100,445.00	45,881.56	54,563.44	45.68
265.00-BUILDING OFFICIAL/CITY HALL	156,315.00	172,855.00	148,550.22	24,304.78	85.94
266.00-LEGAL/ATTORNEY	90,000.00	117,500.00	107,109.86	10,390.14	91.16
268.00-PARK STREET PROPERTY	41,985.00	41,985.00	10,866.09	31,118.91	25.88
269.00-PROPERTY	461,650.00	456,425.00	455,867.18	557.82	99.88
271.00-FORESTRY	77,595.00	80,745.00	74,896.99	5,848.01	92.76
272.00-ADMINISTRATIVE SERVICES	272,515.00	115,185.00	113,229.26	1,955.74	98.30
276.00-CEMETERY	198,755.00	160,445.00	130,111.37	30,333.63	81.09
305.00-POLICE ADMINISTRATION	340,520.00	319,705.00	293,027.25	26,677.75	91.66
315.00-CROSSING GUARDS	24,170.00	19,690.00	19,217.26	472.74	97.60
316.00-POLICE PATROLLING	1,054,400.00	867,730.00	855,732.18	11,997.82	98.62
336.00-FIRE DEPARTMENT	526,460.00	454,860.00	412,158.11	42,701.89	90.61
380.00-PLANNING/ZONING OFFICIAL	126,710.00	117,940.00	113,322.43	4,617.57	96.08
426.00-CIVIL DEFENSE	1,870.00	5,465.00	4,947.50	517.50	90.53
428.00-DISASTER ACCOUNT	100.00	100.00	0.00	100.00	0.00
441.00-PUBLIC SERVICES	6,000.00	4,495.00	4,221.90	273.10	93.92
447.00-ENGINEERING	300.00	0.00	0.00	0.00	0.00
448.00-STREET LIGHTING	96,860.00	89,915.00	84,428.17	5,486.83	93.90
458.00-SIDEWALK CONSTRUCTION-REPAIR	5,085.00	3,610.00	3,458.36	151.64	95.80
528.00-REFUSE COLLECTION	354,715.00	340,470.00	340,450.40	19.60	99.99

BUDGET REPORT FOR CITY OF MASON
FOR FISCAL YEAR 2015-2016

ACCOUNT DESCRIPTION	2015-16 ORIGINAL BUDGET	2015-16 AMENDED BUDGET	YTD BALANCE 6/30/2016	AVAILABLE BALANCE	% BDGT USED
747.00-COMMUNITY GARDEN	680.00	550.00	46.39	503.61	8.43
756.00-PARKS AND BALL DIAMONDS	171,425.00	194,905.00	167,722.52	27,182.48	86.05
758.00-PUBLIC ART	1,000.00	1,000.00	0.00	1,000.00	0.00
775.00-SENIOR CITIZENS	8,085.00	6,700.00	6,700.00	0.00	100.00
790.00-LIBRARY	15,095.00	13,710.00	10,808.75	2,901.25	78.84
806.00-CHRISTMAS DECORATIONS	5,570.00	6,985.00	6,757.01	227.99	96.74
807.00-CABLE COMMISSION	315.00	3,600.00	3,300.00	300.00	91.67
808.00-PLANNING COMMISSION	2,950.00	2,150.00	238.03	1,911.97	11.07
850.00-WORKERS COMPENSATION	52,645.00	75,645.00	75,643.00	2.00	100.00
855.00-RETIREE BENEFITS	116,210.00	117,100.00	117,097.00	3.00	100.00
890.00-CONTINGENCIES	103,020.00	75,000.00	75,000.00	0.00	100.00
999.00-SURPLUS	674,915.00	1,208,495.00	983,044.53	225,450.47	81.34
TOTAL EXPENDITURES	6,111,500.00	6,011,325.00	5,462,978.15	548,346.85	90.88

BUDGET REPORT FOR CITY OF MASON
FOR FISCAL YEAR 2015-2016

ACCOUNT DESCRIPTION	2015-16 ORIGINAL BUDGET	2015-16 AMENDED BUDGET	YTD BALANCE 6/30/2016	AVAILABLE BALANCE	% BDGT USED
Fund 202 - MAJOR STREETS FUND					
REVENUES					
Dept 000.00					
SURPLUS FROM FUND BALANCE	107,340.00	66,390.00	0.00	66,390.00	0.00
INTEREST INCOME	1,250.00	2,325.00	2,137.76	187.24	91.95
CHARGES FOR SERVICES-SALES	750.00	3,600.00	3,684.00	(84.00)	102.33
GRANT REVENUE	973,000.00	445,000.00	385,047.63	59,952.37	86.53
TRANSFERS IN	245,400.00	468,230.00	330,393.07	137,836.93	70.56
000.00	1,327,740.00	985,545.00	721,262.46	264,282.54	73.18
TOTAL REVENUES	1,327,740.00	985,545.00	721,262.46	264,282.54	73.18
Fund 202 - MAJOR STREETS FUND					
EXPENDITURES					
000.00	99,200.00	126,450.00	0.00	126,450.00	0.00
451.00-STREET/ROAD CONSTRUCTION	949,060.00	559,060.00	383,607.68	175,452.32	68.62
463.00-STREET MAINTENANCE	135,415.00	152,320.00	134,575.45	17,744.55	88.35
474.00-TRAFFIC SERVICES	32,675.00	31,570.00	21,528.58	10,041.42	68.19
478.00-WINTER MAINTENANCE	44,290.00	49,045.00	34,311.04	14,733.96	69.96
482.00-STREET ADMIN/GEN EXP	67,100.00	67,100.00	67,100.00	0.00	100.00
TOTAL EXPENDITURES	1,327,740.00	985,545.00	641,122.75	344,422.25	65.05

BUDGET REPORT FOR CITY OF MASON
FOR FISCAL YEAR 2015-2016

ACCOUNT DESCRIPTION	2015-16 ORIGINAL BUDGET	2015-16 AMENDED BUDGET	YTD BALANCE 6/30/2016	AVAILABLE BALANCE	% BDGT USED
Fund 203 - LOCAL STREETS FUND					
REVENUES					
Dept 000.00					
CHARGES FOR SERVICES	21,000.00	21,000.00	0.00	21,000.00	0.00
INTEREST INCOME	250.00	275.00	264.93	10.07	96.34
CHARGES FOR SERVICES-SALES	875.00	1,075.00	1,074.14	0.86	99.92
GRANT REVENUE	135,000.00	155,000.00	134,942.02	20,057.98	87.06
TRANSFERS IN	528,715.00	866,715.00	652,651.46	214,063.54	75.30
000.00	685,840.00	1,044,065.00	788,932.55	255,132.45	75.56
TOTAL REVENUES	685,840.00	1,044,065.00	788,932.55	255,132.45	75.56
Fund 203 - LOCAL STREETS FUND					
EXPENDITURES					
451.00-STREET/ROAD CONSTRUCTION	429,515.00	779,250.00	659,213.44	120,036.56	84.60
463.00-STREET MAINTENANCE	143,130.00	156,305.00	140,143.15	16,161.85	89.66
474.00-TRAFFIC SERVICES	12,400.00	13,170.00	7,020.12	6,149.88	53.30
478.00-WINTER MAINTENANCE	35,205.00	29,750.00	22,783.57	6,966.43	76.58
482.00-STREET ADMIN/GEN EXP	65,590.00	65,590.00	65,590.00	0.00	100.00
TOTAL EXPENDITURES	685,840.00	1,044,065.00	894,750.28	149,314.72	85.70

BUDGET REPORT FOR CITY OF MASON
FOR FISCAL YEAR 2015-2016

ACCOUNT DESCRIPTION	2015-16 ORIGINAL BUDGET	2015-16 AMENDED BUDGET	YTD BALANCE 6/30/2016	AVAILABLE BALANCE	% BDGT USED
Fund 248 - DOWNTOWN DEVELOPMENT AUTHORITY					
REVENUES					
Dept 000.00					
SURPLUS FROM FUND BALANCE	93,515.00	88,290.00	0.00	88,290.00	0.00
TAX REVENUE	56,335.00	61,560.00	61,560.43	(0.43)	100.00
INTEREST INCOME	300.00	300.00	279.13	20.87	93.04
000.00	150,150.00	150,150.00	61,839.56	88,310.44	41.19
TOTAL REVENUES	150,150.00	150,150.00	61,839.56	88,310.44	41.19
Fund 248 - DOWNTOWN DEVELOPMENT AUTHORITY					
EXPENDITURES					
000.00	150,150.00	150,150.00	74,192.97	75,957.03	49.41
TOTAL EXPENDITURES	150,150.00	150,150.00	74,192.97	75,957.03	49.41

BUDGET REPORT FOR CITY OF MASON
FOR FISCAL YEAR 2015-2016

ACCOUNT DESCRIPTION	2015-16 ORIGINAL BUDGET	2015-16 AMENDED BUDGET	YTD BALANCE 6/30/2016	AVAILABLE BALANCE	% BDGT USED
Fund 250 - LOCAL DEV. FINANCE AUTHORITY					
REVENUES					
Dept 000.00					
TAX REVENUE	309,340.00	308,835.00	308,834.38	0.62	100.00
INTEREST INCOME	4,500.00	5,700.00	5,492.61	207.39	96.36
000.00	313,840.00	314,535.00	314,326.99	208.01	99.93
TOTAL REVENUES	313,840.00	314,535.00	314,326.99	208.01	99.93
Fund 250 - LOCAL DEV. FINANCE AUTHORITY					
EXPENDITURES					
691.00-L.D.F.A.	313,840.00	314,535.00	189,504.83	125,030.17	60.25
TOTAL EXPENDITURES	313,840.00	314,535.00	189,504.83	125,030.17	60.25

BUDGET REPORT FOR CITY OF MASON
FOR FISCAL YEAR 2015-2016

ACCOUNT DESCRIPTION	2015-16 ORIGINAL BUDGET	2015-16 AMENDED BUDGET	YTD BALANCE 6/30/2016	AVAILABLE BALANCE	% BDGT USED
Fund 297 - ECONOMIC DEVELOPMENT COMM.					
REVENUES					
Dept 000.00					
INTEREST INCOME	40.00	40.00	39.19	0.81	97.98
000.00	40.00	40.00	39.19	0.81	97.98
TOTAL REVENUES	40.00	40.00	39.19	0.81	97.98
Fund 297 - ECONOMIC DEVELOPMENT COMM.					
EXPENDITURES					
000.00	40.00	40.00	0.00	40.00	0.00
TOTAL EXPENDITURES	40.00	40.00	0.00	40.00	0.00

BUDGET REPORT FOR CITY OF MASON
FOR FISCAL YEAR 2015-2016

ACCOUNT DESCRIPTION	2015-16 ORIGINAL BUDGET	2015-16 AMENDED BUDGET	YTD BALANCE 6/30/2016	AVAILABLE BALANCE	% BDGT USED
Fund 401 - CAPITAL IMPROVEMENT FUND					
REVENUES					
Dept 000.00					
SURPLUS FROM FUND BALANCE	19,235.00	19,235.00	0.00	19,235.00	0.00
CONTRIBUTIONS FROM OTHER FUNDS	39,840.00	29,840.00	21,285.81	8,554.19	71.33
DONATIONS FROM PRIVATE SOURCES	10,000.00	20,000.00	20,000.00	0.00	100.00
GRANT REVENUE	62,540.00	62,540.00	28,976.24	33,563.76	46.33
000.00	131,615.00	131,615.00	70,262.05	61,352.95	53.38
TOTAL REVENUES	131,615.00	131,615.00	70,262.05	61,352.95	53.38
Fund 401 - CAPITAL IMPROVEMENT FUND					
EXPENDITURES					
000.00	131,615.00	131,615.00	87,085.32	44,529.68	66.17
TOTAL EXPENDITURES	131,615.00	131,615.00	87,085.32	44,529.68	66.17

BUDGET REPORT FOR CITY OF MASON
FOR FISCAL YEAR 2015-2016

ACCOUNT DESCRIPTION	2015-16 ORIGINAL BUDGET	2015-16 AMENDED BUDGET	YTD BALANCE 6/30/2016	AVAILABLE BALANCE	% BDGT USED
Fund 592 - WATER/SEWER FUND					
REVENUES					
Dept 000.00					
SURPLUS FROM FUND BALANCE	512,765.00	64,700.00	0.00	64,700.00	0.00
CHARGES FOR SERVICES	15,750.00	14,150.00	13,705.00	445.00	96.86
LICENSE AND PERMITS	42,900.00	58,350.00	58,350.00	0.00	100.00
CHARGES FOR SERVICES - FEES	0.00	2,165.00	2,163.69	1.31	99.94
INTEREST INCOME	10,000.00	8,500.00	7,741.13	758.87	91.07
RENTALS	500.00	500.00	500.00	0.00	100.00
CONTRIBUTIONS FROM OTHER FUNDS	247,340.00	247,340.00	167,236.50	80,103.50	67.61
CHARGES FOR SERVICES-SALES	2,780,320.00	2,697,295.00	2,461,778.57	235,516.43	91.27
GRANT REVENUE	500,000.00	185,000.00	17,050.00	167,950.00	9.22
FINES AND FORFEITURES	45,710.00	35,000.00	32,376.04	2,623.96	92.50
BOND REVENUE	1,100,000.00	0.00	0.00	0.00	0.00
000.00	5,255,285.00	3,313,000.00	2,760,900.93	552,099.07	83.34
TOTAL REVENUES	5,255,285.00	3,313,000.00	2,760,900.93	552,099.07	83.34
Fund 592 - WATER/SEWER FUND					
EXPENDITURES					
545.00-WATER & SEWER ADMINISTRATION	121,535.00	137,835.00	134,114.36	3,720.64	97.30
546.00-SEWER IMPROVEMENT	41,010.00	41,010.00	41,010.96	(0.96)	100.00
548.00-SEWER MAINTENANCE	142,850.00	151,035.00	140,568.47	10,466.53	93.07
555.00-WASTEWATER TREATMENT PLANT	2,492,485.00	880,155.00	840,603.44	39,551.56	95.51
556.00-WATER MAINTENANCE	413,855.00	477,065.00	430,930.78	46,134.22	90.33
557.00-STORM SEWER PROGRAM	18,495.00	18,495.00	17,807.48	687.52	96.28
558.00-WATER IMPROVEMENT	501,885.00	107,180.00	101,421.77	5,758.23	94.63
559.00-WATER TREATMENT PLANT	858,170.00	835,225.00	823,399.71	11,825.29	98.58
566.00-ALLOWANCE FOR DEPRECIATION	665,000.00	665,000.00	0.00	665,000.00	0.00
TOTAL EXPENDITURES	5,255,285.00	3,313,000.00	2,529,856.97	783,143.03	76.36

BUDGET REPORT FOR CITY OF MASON
FOR FISCAL YEAR 2015-2016

ACCOUNT DESCRIPTION	2015-16 ORIGINAL BUDGET	2015-16 AMENDED BUDGET	YTD BALANCE 6/30/2016	AVAILABLE BALANCE	% BDGT USED
Fund 612 - MASON BUILDING AUTHORITY					
REVENUES					
Dept 000.00					
INTEREST INCOME	0.00	0.00	0.45	(0.45)	100.00
CONTRIBUTIONS FROM OTHER FUNDS	276,265.00	36,365.00	36,362.50	2.50	99.99
000.00	276,265.00	36,365.00	36,362.95	2.05	99.99
TOTAL REVENUES	276,265.00	36,365.00	36,362.95	2.05	99.99
Fund 612 - MASON BUILDING AUTHORITY					
EXPENDITURES					
000.00	276,265.00	36,365.00	36,362.50	2.50	99.99
TOTAL EXPENDITURES	276,265.00	36,365.00	36,362.50	2.50	99.99

BUDGET REPORT FOR CITY OF MASON
FOR FISCAL YEAR 2015-2016

ACCOUNT DESCRIPTION	2015-16 ORIGINAL BUDGET	2015-16 AMENDED BUDGET	YTD BALANCE 6/30/2016	AVAILABLE BALANCE	% BDGT USED
Fund 661 - MOTOR VEHICLE POOL					
REVENUES					
Dept 000.00					
SURPLUS FROM FUND BALANCE	227,475.00	0.00	0.00	0.00	0.00
INTEREST INCOME	600.00	825.00	752.27	72.73	91.18
CHARGES FOR SERVICES-SALES	0.00	29,075.00	29,075.00	0.00	100.00
EQUIPMENT RENTAL	271,855.00	415,660.00	363,714.05	51,945.95	87.50
000.00	499,930.00	445,560.00	393,541.32	52,018.68	88.33
TOTAL REVENUES	499,930.00	445,560.00	393,541.32	52,018.68	88.33
Fund 661 - MOTOR VEHICLE POOL					
EXPENDITURES					
567.00-SHOP & BLDG. MAINTENANCE	47,915.00	48,790.00	45,127.34	3,662.66	92.49
568.00-EQUIPMENT MAINTENANCE	180,825.00	198,840.00	165,738.72	33,101.28	83.35
901.00-EQUIPMENT-CAPITAL OUTLAY	271,190.00	197,930.00	118,883.33	79,046.67	60.06
TOTAL EXPENDITURES	499,930.00	445,560.00	329,749.39	115,810.61	74.01

BUDGET REPORT FOR CITY OF MASON
FOR FISCAL YEAR 2015-2016

ACCOUNT DESCRIPTION	2015-16 ORIGINAL BUDGET	2015-16 AMENDED BUDGET	YTD BALANCE 6/30/2016	AVAILABLE BALANCE	% BDGT USED
Fund 702 - RAYNER BOND FUND					
REVENUES					
Dept 000.00					
SURPLUS FROM FUND BALANCE	0.00	3,350.00	0.00	3,350.00	0.00
INTEREST INCOME	950.00	1,675.00	1,581.16	93.84	94.40
ROYALTIES	60,000.00	18,000.00	14,158.38	3,841.62	78.66
000.00	60,950.00	23,025.00	15,739.54	7,285.46	68.36
TOTAL REVENUES	60,950.00	23,025.00	15,739.54	7,285.46	68.36
Fund 702 - RAYNER BOND FUND					
EXPENDITURES					
000.00	60,950.00	23,025.00	20,758.38	2,266.62	90.16
TOTAL EXPENDITURES	60,950.00	23,025.00	20,758.38	2,266.62	90.16

BUDGET REPORT FOR CITY OF MASON
FOR FISCAL YEAR 2015-2016

ACCOUNT DESCRIPTION	2015-16 ORIGINAL BUDGET	2015-16 AMENDED BUDGET	YTD BALANCE 6/30/2016	AVAILABLE BALANCE	% BDGT USED
Fund 711 - CEMETERY TRUST FUND					
REVENUES					
Dept 000.00					
CHARGES FOR SERVICES	3,500.00	3,905.00	3,905.00	0.00	100.00
INTEREST INCOME	675.00	775.00	717.61	57.39	92.59
000.00	4,175.00	4,680.00	4,622.61	57.39	98.77
TOTAL REVENUES	4,175.00	4,680.00	4,622.61	57.39	98.77
Fund 711 - CEMETERY TRUST FUND					
EXPENDITURES					
000.00	4,175.00	4,680.00	0.00	4,680.00	0.00
TOTAL EXPENDITURES	4,175.00	4,680.00	0.00	4,680.00	0.00

BUDGET REPORT FOR CITY OF MASON
FOR FISCAL YEAR 2015-2016

ACCOUNT DESCRIPTION	2015-16 ORIGINAL BUDGET	2015-16 AMENDED BUDGET	YTD BALANCE 6/30/2016	AVAILABLE BALANCE	% BDGT USED
Fund 812 - SPECIAL ASSESSMENT FUND					
REVENUES					
Dept 000.00					
SURPLUS FROM FUND BALANCE	8,835.00	7,340.00	0.00	7,340.00	0.00
TAX REVENUE	117,340.00	125,000.00	0.00	125,000.00	0.00
INTEREST INCOME	34,920.00	35,025.00	34,961.67	63.33	99.82
000.00	161,095.00	167,365.00	34,961.67	132,403.33	20.89
TOTAL REVENUES	161,095.00	167,365.00	34,961.67	132,403.33	20.89
Fund 812 - SPECIAL ASSESSMENT FUND					
EXPENDITURES					
000.00	161,095.00	167,365.00	155,441.03	11,923.97	92.88
TOTAL EXPENDITURES	161,095.00	167,365.00	155,441.03	11,923.97	92.88
TOTAL REVENUES - ALL FUNDS	14,978,425.00	12,627,270.00	10,442,403.58	2,184,866.42	100.00
TOTAL EXPENDITURES - ALL FUNDS	14,978,425.00	12,627,270.00	10,421,802.57	2,205,467.43	82.53

CITY OF MASON

STAFF AGENDA REPORT TO CITY COUNCIL

Meeting Date: June 20, 2016 **Agenda Item:** 6. B. 3)

AGENDA ITEM
Resolution – Return Delinquent Water and Sewer Bills to the July 2016 Tax Roll

EXHIBITS
"A" Delinquent Water and Sewer Bills

STAFF REVIEW
Eric Smith, Finance Director/Treasurer

SUMMARY STATEMENT
This resolution is presented annually in June and provides for collection of water and sewer accounts that are six months delinquent per City Ordinance 82-246 (a). Notices have been mailed to the property owner of record.

This Resolution authorizes the City Treasurer to return delinquent water and sewer bills to the July 2016 tax roll.

RECOMMENDED ACTION
Approval of the attached resolution authorizing delinquent water and sewer bills to be applied to the July 2016 tax roll.

Introduced:
Second:

CITY OF MASON
CITY COUNCIL RESOLUTION

RETURN DELINQUENT WATER AND SEWER BILLS TO THE JULY 2016 TAX ROLL

June 20, 2016

BE IT HEREBY RESOLVED by the City Council of the City of Mason that the City Treasurer is hereby authorized to return the attached Exhibit "A" - Delinquent Water and Sewer Bills to the July 2016 Tax Roll, pursuant to Mason City Code Section 82-246 (a).

Yes ( )

No ( )

CLERK'S CERTIFICATION: I hereby certify that the foregoing is a true and accurate copy of a resolution adopted by the City Council at its regular meeting held Monday, June 20, 2016, the original of which is part of the Council meeting minutes.

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

EXHIBIT "A" - DELINQUENT WATER & SEWER BILLS

Parcel No.	Address	Amount	Water Account	Property Owner
33-19-10-04-355-015	311 E COLUMBIA	26.82	0200-04410-02-1	RUBY CALTRIDER TRUST
33-19-10-05-455-001	429 NORTH	1,768.39	0200-05760-26-1	ROBERT STURM
33-19-10-05-455-001	429 NORTH	240.05	0200-05760-27-1	ROBERT STURM
33-19-10-05-457-014	416 W COLUMBIA	145.27	0200-01810-16-1	KATHERYN REID
33-19-10-08-102-003	118 KATHERYN	153.21	0300-03681-07-1	MARCI HALL
33-19-10-08-102-008	214 KATHERYN	108.67	0300-03730-03-1	DARRELL & LINDA DEMASTERS
33-19-10-08-178-008	729 PEACHTREE	65.69	0300-04724-21-1	FLOYD REAL ESTATE
33-19-10-08-178-008	731 PEACHTREE	10.47	0300-04714-22-1	FLOYD REAL ESTATE
33-19-10-08-178-008	731 PEACHTREE	60.41	0300-04714-24-1	FLOYD REAL ESTATE
33-19-10-08-209-015	410 W OAK	176.28	0300-02824-13-1	RICHARD & GRETCHEN MAHARG
33-19-10-08-228-008	210 W SYCAMORE	260.52	0300-01430-05-1	BRUCE HICKS-ROBERTS
33-19-10-08-352-003	603 CAROM	65.26	0300-00355-02-1	RICHARD VINCENT
33-19-10-08-352-028	512 CAROM	98.17	0300-00745-13-1	ROBERT & MARSHA FROST
33-19-10-08-477-114	114 HARTWELL	41.27	0300-00845-02-1	FANNIE MAE
33-19-10-09-159-003	404 E CHERRY	307.45	0100-00374-04-1	AMY GATIEN
	TOTAL	2,518.57		
	TOTAL PROPERTIES	15		

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

CITY OF MASON

STAFF AGENDA REPORT TO CITY COUNCIL

Meeting Date: June 20, 2016 **Agenda Item:** 6. B. 4)

AGENDA ITEM
Resolution – Levy 1% Tax Administration Fee

EXHIBITS
None

STAFF REVIEW
Eric Smith, Finance Director/Treasurer

SUMMARY STATEMENT
This is an annual resolution considered in June. This resolution authorizes the City Treasurer to levy a 1% administration fee on all non-city tax collections. It further authorizes 4% interest on delinquent July tax and a 3% penalty on delinquent December tax.

The administration fee, interest, and penalty are authorized by the City Charter and the General Property Tax Act, Act 206 of 1893, Section 211.44(3).

CITY ADMINISTRATOR'S RECOMMENDED ACTION BY CITY COUNCIL
Approval of the attached resolution to levy a 1% tax administration fee, interest, and penalty for the 2016 taxes.

Introduced:
Second:

CITY OF MASON
CITY COUNCIL RESOLUTION

LEVY 1% TAX ADMINISTRATION FEE

June 20, 2016

BE IT HEREBY RESOLVED by the City Council of the City of Mason that the City Treasurer is to levy a 1% tax administration fee on all Ingham County, Mason Public School, Ingham Intermediate School, State Education, Capital Region Airport Authority, Capital Area District Library and Lansing Community College taxes levied on the July and December 2016 tax rolls of the City of Mason.

BE IT FURTHER RESOLVED that the City Treasurer is hereby authorized to collect 4% interest on any taxes that remain unpaid from the July tax roll after August 31, 2016 and 3% penalty from the December tax roll after February 14, 2017.

Yes ( )

No ( )

CLERK'S CERTIFICATION: I hereby certify that the foregoing is a true and accurate copy of a resolution adopted by the City Council at its regular meeting held Monday, June 20, 2016, the original of which is part of the Council meeting minutes.

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

CITY OF MASON

STAFF AGENDA REPORT TO CITY COUNCIL

Meeting Date: June 20, 2016 **Agenda Item:** 6. B. 5)

AGENDA ITEM
Resolution – Return Miscellaneous Bills to the July 2016 Tax Roll

EXHIBITS
"A" Listing of Delinquent Miscellaneous Unpaid Bills

STAFF REVIEW
Eric Smith, Finance Director/Treasurer

SUMMARY STATEMENT
This is an annual resolution considered in June that allows for collection of delinquent invoices that are six months delinquent per City Charter. Lawn mowing charges are returned to the tax roll per the Vegetation Ordinance Section 86-35 and are charged to the owner of the property on the next regular tax bill.

Water service invoices are also returned to the tax roll per the Utilities Ordinance, Section 82-246. These are also charged to the owner of the property on the next regular tax bill.

Police false alarm fee invoices are generated per the Law Enforcement Ordinance, Section 34-62. Collection of the false alarm fees is per City Ordinance, Section 26-75. Notices have been mailed to the property owner of record for all delinquent invoices.

CITY ADMINISTRATOR'S RECOMMENDED ACTION BY CITY COUNCIL
Approval of the attached resolution authorizing delinquent invoices to be applied to the July 2016 tax roll.

Introduced:
Second:

CITY OF MASON
CITY COUNCIL RESOLUTION

RETURN MISCELLANEOUS BILLS TO THE JULY 2016 TAX ROLL

June 20, 2016

BE IT HEREBY RESOLVED by the City Council of the City of Mason that the City Treasurer is authorized to return the attached Exhibit "A" – Delinquent Miscellaneous Unpaid Bills to the July 2016 Tax Roll.

Yes ( )

No ( )

CLERK'S CERTIFICATION: I hereby certify that the foregoing is a true and accurate copy of a resolution adopted by the City Council at its regular meeting held Monday, June 20, 2016, the original of which is part of the Council meeting minutes.

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

EXHIBIT "A" - DELINQUENT MISCELLANEOUS UNPAID BILLS
June 20, 2016

Parcel No.	Address	Invoice No.	Amount	Description
33-19-10-05-455-001	429 North St	3562	300.00	Mow & Clean up yard
33-19-10-05-459-001	207 N Mason St	3675	99.00	New Radio
33-19-10-08-153-001	909 Stag Thicket	3548	50.00	False Alarm ~ MPD
33-19-10-09-109-025	427 E Ash St	3593	216.00	New Water Meter & Install
33-19-10-09-153-001	404 E Cherry St	3560	300.00	Mow & Clean up yard
		TOTAL	**$ 965.00**	

CITY OF MASON

STAFF AGENDA REPORT TO CITY COUNCIL

Meeting Date: June 20, 2016 **Agenda Item:** 6. C. 1)

AGENDA ITEM

Resolution – Fourth of July Fireworks: Temple Street Closure (July 4, 2016 from 6:00 a.m. through 2:00 a.m., July 5, 2016) and Authorization of Lease Agreement with Ingham County Fairgrounds (July 4, 2016 from 8:00 a.m. to 11:59 p.m.)

EXHIBITS

Special Event Application – Mason Firefighter Association

STAFF REVIEW

Deborah Cwiertniewicz, City Clerk (Lead)
Don Hanson, Police Sergeant
Kerry Minshall, Fire Chief
Ken Baker, Department of Public Works Director

SUMMARY STATEMENT

The Mason Firefighter Association annually submits a request to hold a fireworks display for the Fourth of July celebration. This request includes two actions:

1) Closure of Temple Street from the Fairgrounds entrance to Kipp Road (locating the shoot site on Temple Street near Avery Lane) from 6:00 a.m. on July 4, 2016 through 2:00 a.m. on July 5, 2016.
2) Authorization for the City of Mason to enter into a lease Agreement with the Ingham County Fairgrounds for $1.00 from 8:00 a.m. to 11:59 p.m. on July 4, 2016.

John Sabbadin will be available at the meeting to answer questions.

City staff was consulted and there are no concerns or objections to the event. The only department cost is for the Police Department, which is estimated at $600 - $900, which is absorbed by the City in conjunction with the July 4th parade.

CITY ADMINISTRATOR'S RECOMMENDED ACTION BY CITY COUNCIL

Approve Resolution – Fourth of July Fireworks: Temple Street Closure (July 4, 2016 from 6:00 a.m. through 11:00 p.m.) and Authorization of Lease Agreement with Ingham County Fairgrounds (July 4, 2016 from 8:00 a.m. to 11:59 p.m.).

Introduced:
Second:

CITY OF MASON
CITY COUNCIL RESOLUTION

FOURTH OF JULY FIREWORKS: TEMPLE STREET CLOSURE (JULY 4, 2016 FROM 6:00 A.M. THROUGH 2:00 A.M., JULY 5, 2016) AND AUTHORIZATION OF LEASE AGREEMENT WITH INGHAM COUNTY FAIRGROUNDS (JULY 4, 2016 FROM 8:00 A.M. TO 11:59 P.M.)

June 20, 2016

WHEREAS, the Mason Firefighter Association is requesting to hold a fireworks display on the evening of July 4, 2016 in conjunction with the annual Fourth of July celebration;

WHEREAS, the location of the shoot site for the fireworks display is on Temple Street near Avery Lane and we are requesting that Temple Street be closed between the fairgrounds entrance and Kipp Road from 6:00 a.m. on July 4 through 2:00 a.m. on July 5, 2016; and

WHEREAS, the City of Mason Fire Department needs to lease the Ingham County Fairgrouds for $1.00 from 8:00 a.m. to 11:59 p.m. on July 4, 2016.

BE IT HEREBY RESOLVED, by the Mason City Council of the City of Mason, that it does grant permission to the Mason Firefighter Association to hold a fireworks display on the evening of July 4, 2016 in conjunction with the annual Fourth of July celebration. The show is to be shot from Temple Street near Avery Lane.

BE IT FURTHER RESOLVED, that the Mayor and the City Administrator be authorized to execute the Lease Agreement with Ingham County Fairgrounds for the use of the facilities that day.

Yes ( )

No ( )

CLERK'S CERTIFICATION: I hereby certify that the foregoing is a true and accurate copy of a resolution adopted by the City Council at its regular meeting held Monday, June 20, 2016 the original of which is part of the City Council minutes.

_____

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

City of Mason
Special Events Application

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

Event

Event Name: July 4th Fireworks Shoot Site

Event Purpose: To allow Mason Firefighter Assoc. set up and shoot fireworks

Sponsoring Organization Information

Legal Business Name: Mason Fire Fighter Assoc.

Address: 201 W. Ash St.	City: Mason	State/Zip: 48854
Mailing Address:	City:	State/Zip:
Telephone: 517-244-9025	Email Address: masonfirechief@gmail.com	
Contact Name: Kerry Minshall	Title: President	
Telephone: 517-244-9025	Email Address: masonfirechief@gmail.com	

Contact Person on Day of Event

Name: John Sabbadin	Title: Lead Shooter	
Address: 425 S. Lansing St.	City Mason	State/Zip: 48854
Telephone:	Cell Phone: 517-749-9992	Email Address: jsabbadin@sbcglobal.net

Type of Event (Check one)

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

Event Information

Event Location(s):

This request is to close Temple St. between Ash and Kipp Rd.

Event Date(s):

July 4, 2016

Event Hours:

Date/time for set up: July 4, 2016, 8:00 am

Date/time for clean up: July 5, 2016 12:00 am

Describe set up and clean up procedures:

At 8:00 am we will set up and wire for the fireworks show to take place at dusk.

Estimated DAILY attendance:

Describe crowd control plans for this event:

N/A

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

A Signature Form must be attached.

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

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

Describe sidewalk use:

Will street closures be necessary? ☒ **YES** ☐ **NO**

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

Describe street closures:

Temple St. between Ash St. and Kipp Rd

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

July 4, 2015 8:00 am

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

July 5, 2015 2:00 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:

*** 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 municipal services:

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

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

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

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

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

Sponsoring Organization may be required to supply a dumpster

- ☐ Trash Receptacles* Quantity: _____
- ☐ Barricades Quantity: _____
- ☐ Traffic Cones Quantity: _____
- ☐ 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:	_____
☐ 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, <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:

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

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

If yes, Liquor Liability Insurance is required

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

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

* Include proposed locations on event layout

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

Do you plan to have special event signs? ☐ **Yes** ☒ **No**

Signs must conform to City ordinances

Describe signs, proposed locations, etc.

Do you plan to have banners?

☐ **Yes** ☒ **No**

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

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

Check the following items that are attached:

☒ Completed Application
☐ Event Map (includes detailed event layout for vendors, rides, booths, 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 Mason Firefighter Assoc.
(Name of Company)
on the 28th ***day of*** April ***, 20***16***, to the fullest extent permitted by law, the***

Mason Firefighter Assoc. ***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).

Mason Firefighter Assoc. ***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**
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

Road Closed Sign
Road Closed Sign
Road Closed Sign
E Ash St
Steele St
Holt St
Hall Blvd
E Cherry St
E South St
Schaeffer Dr
Rayner Park
Vanderveen Dr
Bond St
Bond St
S Barnes St
Mason High School
Capitol Excavating Srv Rd
Ingham Co Fairgrounds Srv Rd
Temple St
Avery Ln
W Dansville Rd
W Dansville
W Dexter Trail
E Kipp Rd
E Kipp Rd
E Kipp Rd
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Imagery ©2015 Google, Map data ©2015 Google Terms Privacy Report a proble

CITY OF MASON

STAFF AGENDA REPORT TO CITY COUNCIL

Meeting Date: June 20, 2016 **Agenda Item:** 6. C. 2)

AGENDA ITEM
Resolution - Appointment of Larry Briggs to the Traffic Commission by the Mayor

EXHIBITS
Application for Appointment – Larry Briggs

STAFF REVIEW
Deborah Cwiertniewicz, City Clerk

SUMMARY STATEMENT
The Traffic Commission is an advisory body to the City Council and to the traffic engineer. It plans the operation of traffic in the City. It initiates investigations, studies, and surveys directed toward the improvement of traffic conditions affecting public safety and the general welfare.

According to Section 2-291 of the City Charter, the Commission will consist of seven members. Six members are appointed by the Mayor with the approval of the City Council. Larry Briggs would be filling the vacancy left by Roger Bauer whose term will end on December 31, 2016. Larry Briggs is a resident of the City of Mason and is in good standing on all his payments.

CITY ADMINISTRATOR'S RECOMMENDED ACTION BY CITY COUNCIL
Approve Resolution – Appointment of Larry Briggs to the Traffic Commission by the Mayor.

Introduced:
Second:

CITY OF MASON
CITY COUNCIL RESOLUTION

APPOINTMENT TO THE TRAFFIC COMMISSION BY THE MAYOR

June 20, 2016

WHEREAS, a vacancy occurred on the Traffic Commission by the resignation of Roger Bauer.

BE IT HEREBY RESOLVED, that the Mayor, with confirmation by the City Council, does hereby appoint Larry Briggs to fill the unexpired term on the Traffic Commission commencing June 20, 2016 and expiring on December 31, 2016.

Yes ( )

No ( )

CLERK'S CERTIFICATION: I hereby certify that the foregoing is a true and accurate copy of a resolution adopted by the City Council at its regular meeting held Monday, June 20, 2016 the original of which is part of the Council meeting minutes.

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

CITY OF MASON

201 WEST ASH STREET
MASON, MICHIGAN 48854
517.676.9155

APPLICATION FOR APPOINTMENT
CITY BOARD OR COMMISSION

Board /Commission Interest:	TRA/771 C
Name	LARRY BRIGGS
Address	454 N ROGERS ST.
Home Phone: 676 1823	Other Phone: 290 0434
E-Mail:	
Occupation:	RETIRED
Employer:	N/A
Business Address:	N/A
Length of Residence Within The City of Mason:	20 YEARS
Education:	12 YRS
Relevant Organizations/Affiliations (if any):	EDEN CHURCH
Relevant Employment/Volunteer Experience (if any):	N/A
Brief Statement As To Interest In Serving On This Board/Commission:	YES AS KNOW THE CHIEF
Mail Completed Application To: City of Mason, Office of the City Clerk, P.O. Box 370, Mason, MI 48854	Preferred mailing address for agendas: ☒ Home Address ☐ Office Address
Electronic Submission: City Clerk	*Fax Submission*: 517.676.1330

If not appointed, I wish my application to be kept on file for six months. I understand after that time it is necessary to submit a new application to update my interest in serving.

Larry Briggs
Signature

6/9/16
Date

Applicant must be resident of the City of Mason.
Exception: Residency is not required to serve on E.D.C., L.D.F.A., or D.D.A.

Revised 2015
Application BdComm

CITY OF MASON

STAFF AGENDA REPORT TO CITY COUNCIL

Meeting Date: June 20, 2016 **Agenda Item:** 6. C. 3)

AGENDA ITEM

Motion – Street Closure – Mason Farmers' Market Association, Inc. (100 block of East Maple Street) Throughout the Summer

EXHIBITS

Special Events Application - Mason Farmers' Market Association
Memo from Councilmember Ferris

STAFF REVIEW

Deborah Cwiertniewicz, City Clerk (Lead)
Don Hanson, Police Sergeant
Kerry Minshall, Fire Chief
Ken Baker, Department of Public Works Director

SUMMARY STATEMENT

The Mason Farmers' Market Association will be holding its annual Farmers' Market and is requesting to close the 100 block of East Maple Street between South Barnes Street and the Ingham County Hilliard Building on Saturdays between the hours of 6:00 a.m. and 2:00 p.m. from July 9, 2016 through October 1, 2016, except on August 27 when it will be located at the pavilion near Austin Park. Also, it is requested to occupy the sidewalk in front of Mason State Bank on the evenings of Thursday Night Live, July 7 and 21, August 11 and 25, and September 15 from 5:00 – 7:00 p.m.

They are also requesting the loan of four sawhorse barriers and eight cones for the season from DPW, as in previous years.

City staff was consulted and there are no concerns or objections to the event. There is no cost to the City.

Councilmember Ferris will be available at the meeting to answer questions.

CITY ADMINISTRATOR'S RECOMMENDED ACTION BY CITY COUNCIL

Move to approve the request of the Mason Farmers' Market Association to use the public right-of-way by allowing the closure of East Maple Street from South Barnes Street to the Ingham County Hilliard Building, Saturday mornings, July 9, 2016 through October 1, 2016, between the hours of 6:00 a.m. and 2:00 p.m.; and also occupy the City right-of-way in front of Mason State Bank, allowing for a walkway between the tables of produce and the curb, July 7 and 21, August 11 and 25, and September 15 from 5:00 – 7:00 p.m., along with the loan of four sawhorse barriers and eight cones from DPW for the season.

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: Mason Farmer's Market

Event Purpose: selling fresh local produce

Sponsoring Organization Information

Legal Business Name: Mason Farmers Market Association

Address: 417 W. Sycamore St. | City: | State/Zip:

Mailing Address: | City: Mason | State/Zip: MI 48854

Telephone: | Email Address:

Contact Name: Elaine Ferris | Title: President

Telephone: 517-676-4175 | Email Address: ejferris@toast.net

Contact Person on Day of Event

Name: Elaine Ferris | Title: Market master

Address: as above | City | State/Zip:

Telephone: | Cell Phone: | 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): 100 block E. Maple St., on street

Event Date(s): Saturdays July 9 - Oct 1, except Aug. 27 in Austin Pk
also at Mason St. Bank on sidewalk: July 7, 21, Aug. 11, 25, Sept. 15, 5-7

Event Hours: 9AM-1pm Saturdays, 5-7pm Thursdays as noted

Date/time for set up: 6 AM Saturdays

Date/time for clean up: 2pm

Describe set up and clean up procedures:

Put up barricades & signs.
Remove all signs & barricades at end

Will parking lot closures be necessary? ☐YES ☑NO

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

Describe parking lot closures:

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

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

What parking arrangements are proposed to accommodate attendance?

on street parking is sufficient

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

Describe type of music proposed: ☑ Live ☐ Amplification (none)
☐ Recorded ☐ Loudspeakers

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:

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: ____
- 4 ☑ Barricades Quantity: 4
- 8 ☑ Traffic Cones Quantity: 8
- ☐ Other (describe):

NOTE: These are returned in excellent condition

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

* Include proposed locations on event layout

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

Do you plan to have special event signs? ☐ Yes ☑ No

Signs must conform to City ordinances

Describe signs, proposed locations, etc.

Do you plan to have banners?

☐ Yes ☑ No

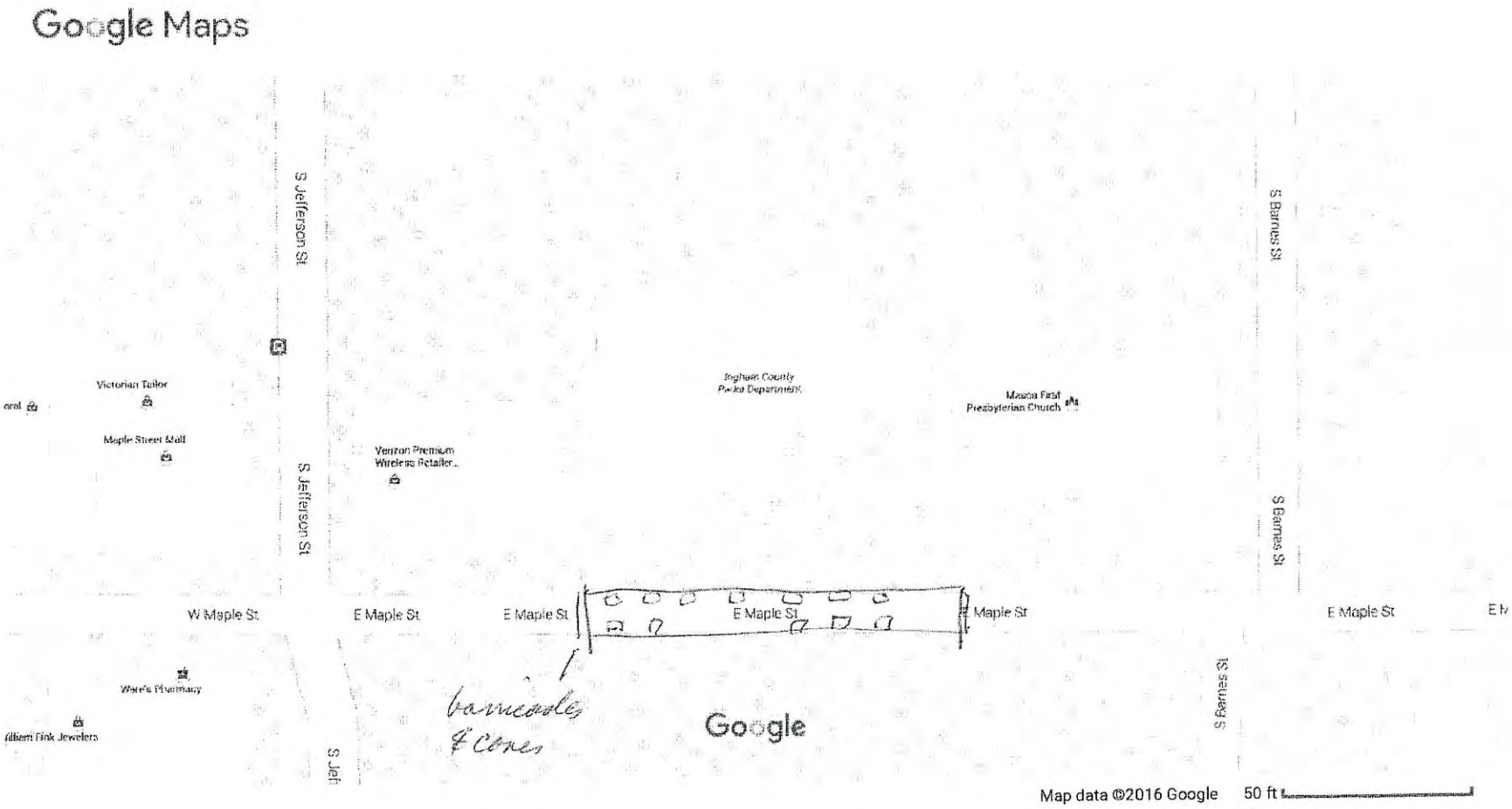
Describe banner, location, what it will be attached to.

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

Check the following items that are attached:

☑ Completed Application
☑ Event Map (includes detailed event layout for vendors, rides, booths, 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:


Google Maps
S Jefferson St
S Jefferson St
S Jeff
Victorian Tailor
Maple Street Mall
Verizon Premium Wireless Retailer...
Ingham County Parks Department
Mason First Presbyterian Church
S Barnes St
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Ware's Pharmacy
Albert Fink Jewelers
barricades & cones
Google
Map data ©2016 Google
50 ft

June 3, 2015

Mason Farmers Market Association
Elaine Ferris, President
417 W. Sycamore St.
Mason, Mi 48854
ejferris@toast.net
517-676-4175

From: Mason Farmers Market Association

To: Mason City Council

RE: Summer Farmers Market Street Closures

The Farmers Market in Mason is again this year requesting street closure of the center portion of the 100 block of East Maple Street from 6 am to 2 pm, from July 9 through October 1, 2016. The Market will be open from 9 am -1 pm as we have done for the past several years. The Market was developed to sell *fresh, local* produce.

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

We will be doing five additional markets this year on Thursday evenings from 5-7 pm on the sidewalk in front of Mason State Bank, with their permission, in conjunction with the Thursday Night Live concerts. This is envisioned as another draw to the downtown area businesses. The two markets we did last year at concerts were so successful we added a third last season.

As usual, we will move to Austin Park Pavilion for the Sun Dried Festival in August, and to the north side of Maple Street for Down Home Days.

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

Elaine Ferris, President
MFMA

CITY OF MASON
STAFF AGENDA REPORT TO CITY COUNCIL

Meeting Date: June 20, 2016 **Agenda Item:** 6. C. 4)

AGENDA ITEM
Motion – Street Closure Request to Hold the Annual Car Show (Multiple Streets in Downtown) on July 4, 2016 from 7:00 a.m. to 4:30 p.m.

EXHIBITS
Special Event Application – County Seat Old Car Show

STAFF REVIEW
Deborah Cwiertniewicz, City Clerk (Lead)
Don Hanson, Police Sergeant
Kerry Minshall, Fire Chief
Ken Baker, Department of Public Works Director

SUMMARY STATEMENT
The County Seat Old Car Club is requesting street closures (Jefferson Street, North and South, from Ash Street to Sycamore Street; Maple Street from Mason State Bank driveway to Barnes Street; the Southside of Barnes Street to Maple Street) to hold the Annual Car Show on Monday, July 4, 2016 in conjunction with the Independence Day Celebration. In addition, they are requesting the use of electricity around the Court House and in front of the Hilliard building.

City staff was consulted and there are no concerns or objections to the event, nor is there any cost for services.

Mr. Jeff Ryan, County Seat Old Car Club President, will be available at the Council meeting to respond to questions.

CITY ADMINISTRATOR'S RECOMMENDED ACTION BY CITY COUNCIL
Move to approve street closures (Jefferson Street from Ash Street to Sycamore Street; Maple Street from Barnes Street to the Mason State Bank parking lot entrance; and the west lane of Barnes Street from Maple Street to Ash Street) between the hours of 7:00 a.m. – 4:30 p.m. on Monday, July 4, 2016.

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: County Seat Old Car Club

Event Purpose: 30th Annual Car Show

Sponsoring Organization Information

Legal Business Name: C.S.O.C.C

Address: 715 Fred St. | City: Lansing | State/Zip: MI 48911

Mailing Address: 715 Fred St. | City: Lansing | State/Zip: MI 48911

Telephone: 517-348-8184 | Email Address: Jeff-M-Ryan@yahoo.com

Contact Name: Jeff Ryan | Title: President

Telephone: 517-348-8184 | Email Address: Jeff-M-Ryan@yahoo.com

Contact Person on Day of Event

Name: Jeff Ryan | Title: President

Address: 715 Fred St. | City Lansing | State/Zip: MI 48911

Telephone: 517-348-8184 | Cell Phone: Same | Email Address: Jeff-M-Ryan@yahoo.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) Car Show

Event Information

Event Location(s):

Court house Square

Event Date(s):

July 4th 2016

Event Hours:

9AM-4pm

Date/time for set up: July 4th, 2016 7AM to Set up

Date/time for clean up: 4pm-430pm

Describe set up and clean up procedures:

Set up - Baracade, cones

Clean up - empty trash cans leave cones for parade

Estimated DAILY attendance: 225 Cars - 500 people

Describe crowd control plans for this event:

Club members

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

A Signature Form must be attached.

Bring business to Mason area and Parade later in day

Will sidewalks be used? ☐ YES ☒ NO

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

Describe sidewalk use:

N/A

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:

Jefferson St N and S from Ash to Sycamore - Maple St from Mason State Bank drive way to Barnes St. Southside Barnes St to Maple St.

* **Streets closed: Date/Time:** 7Am to 4pm

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

Streets reopen after Mason holiday Parade.

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

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):

N/A

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

N/A

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: 10
☑ Barricades Quantity: _____
☑ Traffic Cones Quantity: _____
☐ 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:	_____
☐ Tents:	_____	☐ Rides:	_____
☐ Awnings:	_____	☑ Portable Toilets:	2 - 3
☐ Canopies	_____	(may be required depending on event)	
☐ 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:

N/A

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

(Health department approvals and temporary food license requirements)

Describe:

BLY'S Real Good Barbeque

(Lelle) - 821-2608

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.

N/A

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.

Poles infront of Hillard Building

Do you plan to have special event signs? ☐ **Yes** ☑ **No**

Signs must conform to City ordinances

Describe signs, proposed locations, etc.

N/A

Do you plan to have banners?

☐ **Yes** ☑ **No**

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

N/A

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 County Seat Old Car Club *(Name of Company)* *on the* 4th *day of* July, *20* 16 *to the fullest extent permitted by law, the* County Seat *(Name of Company)* *agrees to defend, pay on behalf of, indemnify, and hold harmless the City of Mason, its elected and appointed officials, employees, agents and volunteers, and others working on behalf of the City of Mason against any and all claims, demands, suits, or loss, including all costs connected therewith, and for any damages which may be asserted, claimed, or recovered against or from the City of Mason, by reason of personal injury or otherwise, including bodily injury or death and/or property damage, including loss of use thereof, which arises out of, or is in any way connected or associated with (describe event).*

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

Applicant Signature Jeffrey M Ryan	Date 06-08-16
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 Effective: May 2014

Ash St
N Barnes
Grass
Carshow
S. Barnes
Baracade
Car Show
Back side
Court house
circle Drive
front side
Car Show Parking
Jefferson St
Baracade
Car Show Parking
Alley
Mason State
Ware
Car Show
Maple St
Maple St
Entrance Car Show
Car Show Parking
Barnes St
church
Hillard Building
Car Show Parking
Car Show Parking
Car Show
Sycamore

CITY OF MASON

STAFF AGENDA REPORT TO CITY COUNCIL

Meeting Date: June 20, 2016 **Agenda Item:** 7. A.

AGENDA ITEM
Resolution – Approval to Purchase a Zero Turn Mower from Superior Saw with Motor Pool Funds

EXHIBITS
None

STAFF REVIEW
Kirk Crawford, Department of Public Works (DPW) Foreman (Lead)
Ken Baker, Department of Public Works Director

SUMMARY STATEMENT
In 2009, mower #66 (an Exmark Lazer Z) was purchased for use by Cemetery staff. Although #66 has been in good working order, because of its almost daily use, its advanced age, and the cost of repairs, it will be transferred to the Publicly Owned Treatment Works (POTW) where it will be used with less frequency extending its life. The mower POTW is presently using, a pre-2001 John Deere, will be sent to auction.

A replacement is needed for cemetery staff and was anticipated in the budget process. As a result, bids were sent out to three local dealers that we have previous experience with for a new mower to replace #66. The breakdown of the bids, with government pricing, is as follows:

Superior Saw
Scag Turf Tiger II 61"
$10,174.00

Bobcat of Lansing:
Scag Turf Tiger II 61"
$10,174.00

D&G Equipment:
Exmark Lazer 60"
$9,839.00

John Deere Z960M 60"
$9,374.23

Staff has recommended a Scag Turf Tiger II 61" because of its reliability and low down time. The bid amount is under the $11,000 budgeted. Staff also recommends utilizing Superior Saw because they are local so if warranty work needs to be done or if we need parts in a timely manner, their proximity to Mason is a plus.

CITY ADMINISTRATOR'S RECOMMENDED ACTION BY CITY COUNCIL
Approve resolution to purchase a zero turn mower from Superior Saw with Motor Pool funds.

Introduced:
Seconded:

CITY OF MASON
CITY COUNCIL RESOLUTION

A RESOLUTION AUTHORIZING APPROVAL TO PURCHASE A ZERO TURN MOWER WITH MOTOR POOL FUNDS

June 20, 2016

WHEREAS, it is in the best interest of the City of Mason to schedule the replacement of vehicles within the motor vehicle pool; and

WHEREAS, the scheduled replacement of mower #66 was approved in the Fiscal Year 2016-2017 budget.

NOW THEREFORE BE IT RESOLVED, that the Mason City Council does hereby approve the purchase of a 61" Scag mower for $10,174.00 from Superior Saw.

Yes ( )
No ( )

CLERK'S CERTIFICATION: I hereby certify that the foregoing is a true and accurate copy of a resolution adopted by the City Council at its regular meeting held Monday, June 6, 2016, the original of which is part of the City Council minutes.

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

CITY OF MASON

STAFF AGENDA REPORT TO CITY COUNCIL

Meeting Date: June 20, 2016 **Agenda Item:** 7. B.

AGENDA ITEM
Resolution – Approval to Purchase a 2016 Ford Explorer FWD from Signature Ford with Motor Pool Funds

EXHIBITS
None

STAFF REVIEW
Kirk Crawford, Department of Public Works (DPW) Foreman (Lead)
Ken Baker, Department of Public Works Director

SUMMARY STATEMENT
In 2009, car #5 (a Chevrolet Malibu) was purchased for use by DPW staff. Due to its advanced age and the high cost of repairs, it will be sent to auction and will need to be replaced. This was anticipated in the budget process and identified within the approved budget.

As a result of this action, bids were requested under the State of Michigan MI-deal purchasing program. The lowest bid came in at $25,584.00 from Signature Ford in Owosso.

The breakdown of the bids is as follows:

Macomb County Bid Prices:
Signature Ford, Owosso
$25,584.00

State of Michigan Bid Prices:
La Fontaine Ford
$25,832.10

Berger Chevrolet – prices not available until late September

Staff recommends approving the purchase from the low bidder. The bid amount is under the $26,000 budgeted.

CITY ADMINISTRATOR'S RECOMMENDED ACTION BY CITY COUNCIL
Approve resolution to purchase a 2016 Ford Explorer FWD from Signature Ford with Motor Pool funds.

Introduced:
Seconded:

CITY OF MASON
CITY COUNCIL RESOLUTION

A RESOLUTION AUTHORIZING APPROVAL TO PURCHASE A 2016 FORD EXPLORER FWD WITH MOTOR POOL FUNDS

June 20, 2016

WHEREAS, it is in the best interest of the City of Mason to schedule the replacement of vehicles within the motor vehicle pool; and

WHEREAS, the scheduled replacement of car #5 was approved in the Fiscal Year 2016-2017 budget.

NOW THEREFORE BE IT RESOLVED, that the Mason City Council does hereby approve the purchase of a 2016 Ford Explorer for $25,584.00 from Signature Ford.

Yes ( )
No ( )

CLERK'S CERTIFICATION: I hereby certify that the foregoing is a true and accurate copy of a resolution adopted by the City Council at its regular meeting held Monday, June 6, 2016, the original of which is part of the City Council minutes.

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

CITY OF MASON

STAFF AGENDA REPORT TO CITY COUNCIL

Meeting Date: June 20, 2016 **Agenda Item:** 7. C.

AGENDA ITEM
Resolution – Approval to Purchase a 2016 Ford Pickup Truck from Signature Ford with Motor Pool Funds

EXHIBITS
None

STAFF REVIEW
Kirk Crawford, Department of Public Works (DPW) Foreman (Lead)
Ken Baker, Department of Public Works Director

SUMMARY STATEMENT
In 2006, truck #14 (a Chevrolet Silverado 1500) was purchased for use by DPW staff. Due to its advanced age and the high cost of repairs, it will be sent to auction and will need to be replaced. This was identified in the budget process and was an anticipated expenditure.

As a result of this action, bids were requested under the State of Michigan MI-deal purchasing program. The lowest bid came in at $21,886.00 from Signature Ford in Owosso.

The breakdown of the bids is as follows:

Macomb County
Signature Ford, Owosso
$21,886.00

State of Michigan
La Fontaine Ford
$22,430.20

Berger Chevrolet
$22,116.10

Staff recommends purchasing a Ford truck from Signature Ford because the City already has a fleet of Fords and has brake, filters, and other parts already in stock. The bid amount is under the $24,000 budgeted.

CITY ADMINISTRATOR'S RECOMMENDED ACTION BY CITY COUNCIL
Approve resolution to purchase a 2016 Ford Pickup Truck from Signature Ford with Motor Pool funds.

Introduced:
Seconded:

CITY OF MASON
CITY COUNCIL RESOLUTION

A RESOLUTION AUTHORIZING APPROVAL TO PURCHASE A 2016 FORD PICKUP TRUCK WITH MOTOR POOL FUNDS

June 20, 2016

WHEREAS, it is in the best interest of the City of Mason to schedule the replacement of vehicles within the motor vehicle pool; and

WHEREAS, the scheduled replacement of truck #14 was approved in the Fiscal Year 2016-2017 budget.

NOW THEREFORE BE IT RESOLVED, that the Mason City Council does hereby approve the purchase of a 2016 Ford pickup truck for $21,886.00 from Signature Ford.

Yes ( )
No ( )

CLERK'S CERTIFICATION: I hereby certify that the foregoing is a true and accurate copy of a resolution adopted by the City Council at its regular meeting held Monday, June 6, 2016, the original of which is part of the City Council minutes.

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

CITY OF MASON

STAFF AGENDA REPORT TO THE CITY COUNCIL

Meeting Date: June 20, 2016 **Agenda Item:** 7. D.

AGENDA ITEM
Motion – Cancel the August 1, 2016 City Council Meeting Due to the August 2, 2016 Primary Election

EXHIBITS
None

STAFF REVIEW
Deborah Cwiertniewicz, City Clerk

SUMMARY STATEMENT
Since moving into the new city hall building in 2010, it has been necessary to reschedule or cancel City Council meetings due to repurposing the Council Chambers and community room as polling locations when a Federal, State, local, or Special Election is called.

The Primary Election is scheduled for Tuesday, August 2, 2016, which impacts the August 1, 2016 City Council meeting.

Department heads have confirmed that there are no time sensitive issues to address at that meeting that we are aware of and a cancellation of that meeting is recommended.

CITY ADMINISTRATOR'S RECOMMENDED ACTION BY CITY COUNCIL
Move to approve canceling the Monday, August 1, 2016 City Council meeting due to the Primary Election to be held on Tuesday, August 2, 2016.

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

MEMORANDUM

TO: Mason City Council

FROM: Thomas M. Hitch, City Attorney

RE: **CITY ATTORNEY REPORT**

DATE: June 16, 2016

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

1. ***Marcia O'Brien and Richard O'Brien v City of Mason, et al***

I have had several conferences with co-counsel and opposing counsel in preparation of a Rule 16 Scheduling Order and in preparation for the scheduling conference to be held by conference call on June 20, 2016. The scheduling requirements and the formality of the discovery process must be done pursuant to the Federal Rules of Civil Procedure. Filing suit in federal court is more time-consuming and procedure-bound than filings in state court. We have agreed on a schedule which we anticipate will be approved by the federal court.

Counsel for the insured, James Dyer, and I are meeting with Sgt. Reckling and Chief Stressman on June 23, as part of the preparation of the defense of this matter.

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

This is the other Section 1983 civil rights action case brought prior to the O'Brien matter. It was also filed in federal court but, because it seeks only damages and not the injunctive and declaratory relief, I am merely monitoring this case. We received a Rule 16 Scheduling Order and its timetables from Mr. Dyer who is also handling that case. I will continue to keep Council apprized as the case progresses.

3. ***J & J Properties v City of Mason, et al***

It appears that we may have final agreement on the license to be granted by the Jackson & Lansing Railroad Company, who is the successor in interest of the Norfolk Southern Railway company. With this, and the anticipated approval of the easement from Consumers Energy, it is hoped that construction on the stormwater retention project will begin later this summer.

4. **Meetings with the City Administrator**

I have had several phone calls and face-to-face meetings with the City Administrator. Subjects have included the Rayner Park negotiations, legal issues related to economic development incentives, and questions regarding the Open Meetings Act.

bks

PERIOD ENDING 05/31/2016

GL NUMBER	DESCRIPTION	2015-16 AMENDED BUDGET	YTD BALANCE 05/31/2016 NORMAL (ABNORMAL)	ACTIVITY FOR MONTH 05/31/2016 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	7,254.10	156.81	(1,004.10)	116.07
254.00	TREASURER/FINANCE	5,108,225.00	4,618,931.04	18,512.30	489,293.96	90.42
271.00	FORESTRY	29,770.00	34,470.00	0.00	(4,700.00)	115.79
276.00	CEMETERY	37,200.00	29,499.00	1,309.00	7,701.00	79.30
301.00	POLICE DEPARTMENT	71,820.00	80,491.18	7,386.71	(8,671.18)	112.07
336.00	FIRE DEPARTMENT	174,230.00	170,180.64	38,904.40	4,049.36	97.68
528.00	REFUSE COLLECTION	355,515.00	357,991.52	0.00	(2,476.52)	100.70
747.00	COMMUNITY GARDEN	375.00	605.00	145.00	(230.00)	161.33
751.00	RECREATION	5,000.00	5,486.70	720.00	(486.70)	109.73
850.00	WORKERS COMPENSATION	52,645.00	75,643.00	0.00	(22,998.00)	143.69
TOTAL Revenues		6,111,500.00	5,380,552.18	67,134.22	730,947.82	88.04
Expenditures						
101.00	COUNCIL	56,570.00	44,416.71	(2,927.36)	12,153.29	78.52
172.00	ADMINISTRATOR	286,320.00	219,873.28	13,583.83	66,446.72	76.79
209.00	ASSESSING	51,295.00	47,708.63	4,134.96	3,586.37	93.01
215.00	CLERK	141,705.00	128,120.30	12,835.50	13,584.70	90.41
247.00	BOARD OF REVIEW	690.00	690.00	0.00	0.00	100.00
254.00	TREASURER/FINANCE	501,600.00	471,394.40	30,138.28	30,205.60	93.98
260.00	TECHNOLOGY	100,445.00	40,272.20	5,071.81	60,172.80	40.09
265.00	BUILDING OFFICIAL/CITY HALL	156,315.00	145,938.89	9,889.84	10,376.11	93.36
266.00	LEGAL/ATTORNEY	125,000.00	107,109.86	14,290.46	17,890.14	85.69
268.00	PARK STREET PROPERTY	41,985.00	10,866.09	0.00	31,118.91	25.88
269.00	PROPERTY	462,400.00	459,042.18	750.00	3,357.82	99.27
271.00	FORESTRY	77,595.00	77,537.93	14,003.38	57.07	99.93
272.00	ADMINISTRATIVE SERVICES	272,515.00	155,164.58	2,739.73	117,350.42	56.94
276.00	CEMETERY	198,755.00	160,605.99	6,068.10	38,149.01	80.81
305.00	POLICE ADMINISTRATION	340,520.00	318,575.79	25,233.43	21,944.21	93.56
315.00	CROSSING GUARDS	24,170.00	21,298.28	1,937.71	2,871.72	88.12
316.00	POLICE PATROLLING	1,054,400.00	954,862.16	55,386.77	99,537.84	90.56
336.00	FIRE DEPARTMENT	526,460.00	429,596.34	13,072.79	96,863.66	81.60
380.00	PLANNING/ZONING OFFICIAL	126,710.00	111,914.00	8,700.63	14,796.00	88.32
426.00	CIVIL DEFENSE	5,490.00	5,002.50	3,620.00	487.50	91.12
428.00	DISASTER ACCOUNT	100.00	0.00	0.00	100.00	0.00
441.00	PUBLIC SERVICES	6,000.00	5,816.50	347.47	183.50	96.94
447.00	ENGINEERING	300.00	300.00	0.00	0.00	100.00
448.00	STREET LIGHTING	96,860.00	79,026.48	7,009.17	17,833.52	81.59
458.00	SIDEWALK CONSTRUCTION-REPAIR	5,085.00	5,543.36	0.00	(458.36)	109.01
528.00	REFUSE COLLECTION	354,715.00	328,039.94	28,504.50	26,675.06	92.48
747.00	COMMUNITY GARDEN	680.00	45.83	0.56	634.17	6.74
756.00	PARKS AND BALL DIAMONDS	171,425.00	183,361.77	10,292.84	(11,936.77)	106.96
758.00	PUBLIC ART	1,000.00	0.00	0.00	1,000.00	0.00
775.00	SENIOR CITIZENS	8,085.00	7,960.00	425.00	125.00	98.45
790.00	LIBRARY	15,095.00	12,308.75	1,808.32	2,786.25	81.54
806.00	CHRISTMAS DECORATIONS	5,570.00	7,697.01	0.00	(2,127.01)	138.19
807.00	CABLE COMMISSION	3,315.00	3,015.00	600.00	300.00	90.95
808.00	PLANNING COMMISSION	2,950.00	437.84	12.04	2,512.16	14.84
850.00	WORKERS COMPENSATION	52,645.00	75,643.00	0.00	(22,998.00)	143.69
855.00	RETIREE BENEFITS	116,210.00	117,097.00	9,409.01	(887.00)	100.76
890.00	CONTINGENCIES	103,020.00	50,525.00	0.00	52,495.00	49.04
999.00	SURPLUS	674,915.00	805,617.17	11,569.83	(130,702.17)	119.37

GL NUMBER	DESCRIPTION	2015-16 AMENDED BUDGET	YTD BALANCE 05/31/2016 NORMAL (ABNORMAL)	ACTIVITY FOR MONTH 05/31/2016 INCREASE (DECREASE)	AVAILABLE BALANCE NORMAL (ABNORMAL)	% BDGT USED
Fund 101 - GENERAL FUND						
Expenditures						
TOTAL Expenditures		6,168,910.00	5,592,424.76	288,508.60	576,485.24	90.65
Fund 101 - GENERAL FUND:						
TOTAL REVENUES		6,111,500.00	5,380,552.18	67,134.22	730,947.82	88.04
TOTAL EXPENDITURES		6,168,910.00	5,592,424.76	288,508.60	576,485.24	90.65
NET OF REVENUES & EXPENDITURES		(57,410.00)	(211,872.58)	(221,374.38)	154,462.58	369.05

PERIOD ENDING 05/31/2016

GL NUMBER	DESCRIPTION	2015-16 AMENDED BUDGET	YTD BALANCE 05/31/2016 NORMAL (ABNORMAL)	ACTIVITY FOR MONTH 05/31/2016 INCREASE (DECREASE)	AVAILABLE BALANCE NORMAL (ABNORMAL)	% BDGT USED
Fund 202 - MAJOR STREETS FUND						
Revenues						
000.00		1,327,740.00	602,324.75	55,368.41	725,415.25	45.36
TOTAL Revenues		1,327,740.00	602,324.75	55,368.41	725,415.25	45.36
Expenditures						
000.00		99,200.00	0.00	0.00	99,200.00	0.00
451.00	STREET/ROAD CONSTRUCTION	949,060.00	288,195.72	48,540.14	660,864.28	30.37
463.00	STREET MAINTENANCE	135,415.00	124,420.51	4,251.55	10,994.49	91.88
474.00	TRAFFIC SERVICES	32,675.00	20,929.12	252.42	11,745.88	64.05
478.00	WINTER MAINTENANCE	44,290.00	34,311.04	168.75	9,978.96	77.47
482.00	STREET ADMIN/GEN EXP	67,100.00	67,100.00	0.00	0.00	100.00
TOTAL Expenditures		1,327,740.00	534,956.39	53,212.86	792,783.61	40.29
Fund 202 - MAJOR STREETS FUND:						
TOTAL REVENUES		1,327,740.00	602,324.75	55,368.41	725,415.25	45.36
TOTAL EXPENDITURES		1,327,740.00	534,956.39	53,212.86	792,783.61	40.29
NET OF REVENUES & EXPENDITURES		0.00	67,368.36	2,155.55	(67,368.36)	100.00

PERIOD ENDING 05/31/2016

GL NUMBER	DESCRIPTION	2015-16 AMENDED BUDGET	YTD BALANCE 05/31/2016 NORMAL (ABNORMAL)	ACTIVITY FOR MONTH 05/31/2016 INCREASE (DECREASE)	AVAILABLE BALANCE NORMAL (ABNORMAL)	% BDGT USED
Fund 203 - LOCAL STREETS FUND						
Revenues						
000.00		685,840.00	684,929.47	23,165.71	910.53	99.87
TOTAL Revenues		685,840.00	684,929.47	23,165.71	910.53	99.87
Expenditures						
451.00	STREET/ROAD CONSTRUCTION	429,515.00	560,205.34	5,813.58	(130,690.34)	130.43
463.00	STREET MAINTENANCE	143,130.00	130,386.79	6,869.71	12,743.21	91.10
474.00	TRAFFIC SERVICES	12,400.00	6,916.76	133.47	5,483.24	55.78
478.00	WINTER MAINTENANCE	35,205.00	22,783.57	0.00	12,421.43	64.72
482.00	STREET ADMIN/GEN EXP	65,590.00	65,590.00	0.00	0.00	100.00
TOTAL Expenditures		685,840.00	785,882.46	12,816.76	(100,042.46)	114.59
Fund 203 - LOCAL STREETS FUND:						
TOTAL REVENUES		685,840.00	684,929.47	23,165.71	910.53	99.87
TOTAL EXPENDITURES		685,840.00	785,882.46	12,816.76	(100,042.46)	114.59
NET OF REVENUES & EXPENDITURES		0.00	(100,952.99)	10,348.95	100,952.99	100.00

PERIOD ENDING 05/31/2016

GL NUMBER	DESCRIPTION	2015-16 AMENDED BUDGET	YTD BALANCE 05/31/2016 NORMAL (ABNORMAL)	ACTIVITY FOR MONTH 05/31/2016 INCREASE (DECREASE)	AVAILABLE BALANCE NORMAL (ABNORMAL)	% BDGT USED
Fund 248 - DOWNTOWN DEVELOPMENT AUTHORITY						
Revenues						
000.00		150,150.00	61,839.56	32.67	88,310.44	41.19
TOTAL Revenues		150,150.00	61,839.56	32.67	88,310.44	41.19
Expenditures						
000.00		150,150.00	54,252.94	4,229.49	95,897.06	36.13
TOTAL Expenditures		150,150.00	54,252.94	4,229.49	95,897.06	36.13
Fund 248 - DOWNTOWN DEVELOPMENT AUTHORITY:						
TOTAL REVENUES		150,150.00	61,839.56	32.67	88,310.44	41.19
TOTAL EXPENDITURES		150,150.00	54,252.94	4,229.49	95,897.06	36.13
NET OF REVENUES & EXPENDITURES		0.00	7,586.62	(4,196.82)	(7,586.62)	100.00

PERIOD ENDING 05/31/2016

GL NUMBER	DESCRIPTION	2015-16 AMENDED BUDGET	YTD BALANCE 05/31/2016 NORMAL (ABNORMAL)	ACTIVITY FOR MONTH 05/31/2016 INCREASE (DECREASE)	AVAILABLE BALANCE NORMAL (ABNORMAL)	% BDGT USED
Fund 250 - LOCAL DEV. FINANCE AUTHORITY						
Revenues						
000.00		313,840.00	1,647,875.39	578.38	(1,334,035.39)	525.07
TOTAL Revenues		313,840.00	1,647,875.39	578.38	(1,334,035.39)	525.07
Expenditures						
691.00	L.D.F.A.	313,840.00	85,819.59	1,319.06	228,020.41	27.35
TOTAL Expenditures		313,840.00	85,819.59	1,319.06	228,020.41	27.35
Fund 250 - LOCAL DEV. FINANCE AUTHORITY:						
TOTAL REVENUES		313,840.00	1,647,875.39	578.38	(1,334,035.39)	525.07
TOTAL EXPENDITURES		313,840.00	85,819.59	1,319.06	228,020.41	27.35
NET OF REVENUES & EXPENDITURES		0.00	1,562,055.80	(740.68)	(1,562,055.80)	100.00

PERIOD ENDING 05/31/2016

GL NUMBER	DESCRIPTION	2015-16 AMENDED BUDGET	YTD BALANCE 05/31/2016 NORMAL (ABNORMAL)	ACTIVITY FOR MONTH 05/31/2016 INCREASE (DECREASE)	AVAILABLE BALANCE NORMAL (ABNORMAL)	% BDGT USED
Fund 297 - ECONOMIC DEVELOPMENT COMM.						
Revenues						
000.00		40.00	39.19	3.69	0.81	97.98
TOTAL Revenues		40.00	39.19	3.69	0.81	97.98
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	39.19	3.69	0.81	97.98
TOTAL EXPENDITURES		40.00	0.00	0.00	40.00	0.00
NET OF REVENUES & EXPENDITURES		0.00	39.19	3.69	(39.19)	100.00

PERIOD ENDING 05/31/2016

GL NUMBER	DESCRIPTION	2015-16 AMENDED BUDGET	YTD BALANCE 05/31/2016 NORMAL (ABNORMAL)	ACTIVITY FOR MONTH 05/31/2016 INCREASE (DECREASE)	AVAILABLE BALANCE NORMAL (ABNORMAL)	% BDGT USED
Fund 351 - PARK STREET PROPERTY						
Revenues						
000.00		0.00	10,866.09	0.00	(10,866.09)	100.00
TOTAL Revenues		0.00	10,866.09	0.00	(10,866.09)	100.00
Expenditures						
000.00		0.00	10,866.09	0.00	(10,866.09)	100.00
TOTAL Expenditures		0.00	10,866.09	0.00	(10,866.09)	100.00
Fund 351 - PARK STREET PROPERTY:						
TOTAL REVENUES		0.00	10,866.09	0.00	(10,866.09)	100.00
TOTAL EXPENDITURES		0.00	10,866.09	0.00	(10,866.09)	100.00
NET OF REVENUES & EXPENDITURES		0.00	0.00	0.00	0.00	0.00

PERIOD ENDING 05/31/2016

GL NUMBER	DESCRIPTION	2015-16 AMENDED BUDGET	YTD BALANCE 05/31/2016 NORMAL (ABNORMAL)	ACTIVITY FOR MONTH 05/31/2016 INCREASE (DECREASE)	AVAILABLE BALANCE NORMAL (ABNORMAL)	% BDGT USED
Fund 401 - CAPITAL IMPROVEMENT FUND						
Revenues						
000.00		131,615.00	69,544.55	0.00	62,070.45	52.84
TOTAL Revenues		131,615.00	69,544.55	0.00	62,070.45	52.84
Expenditures						
000.00		131,615.00	87,085.32	0.00	44,529.68	66.17
TOTAL Expenditures		131,615.00	87,085.32	0.00	44,529.68	66.17
Fund 401 - CAPITAL IMPROVEMENT FUND:						
TOTAL REVENUES		131,615.00	69,544.55	0.00	62,070.45	52.84
TOTAL EXPENDITURES		131,615.00	87,085.32	0.00	44,529.68	66.17
NET OF REVENUES & EXPENDITURES		0.00	(17,540.77)	0.00	17,540.77	100.00

PERIOD ENDING 05/31/2016

GL NUMBER	DESCRIPTION	2015-16 AMENDED BUDGET	YTD BALANCE 05/31/2016 NORMAL (ABNORMAL)	ACTIVITY FOR MONTH 05/31/2016 INCREASE (DECREASE)	AVAILABLE BALANCE NORMAL (ABNORMAL)	% BDGT USED
Fund 592 - WATER/SEWER FUND						
Revenues						
000.00		5,255,285.00	2,666,360.63	233,327.67	2,588,924.37	50.74
TOTAL Revenues		5,255,285.00	2,666,360.63	233,327.67	2,588,924.37	50.74
Expenditures						
545.00	WATER & SEWER ADMINISTRATION	121,535.00	124,437.22	9,836.53	(2,902.22)	102.39
546.00	SEWER IMPROVEMENT	41,010.00	41,010.96	0.00	(0.96)	100.00
548.00	SEWER MAINTENANCE	142,850.00	272,609.32	15,055.11	(129,759.32)	190.84
555.00	WASTEWATER TREATMENT PLANT	2,492,485.00	893,644.90	46,786.64	1,598,840.10	35.85
556.00	WATER MAINTENANCE	413,855.00	393,474.21	24,058.14	20,380.79	95.08
557.00	STORM SEWER PROGRAM	18,495.00	17,807.48	0.00	687.52	96.28
558.00	WATER IMPROVEMENT	501,885.00	582,173.08	10,552.38	(80,288.08)	116.00
559.00	WATER TREATMENT PLANT	858,170.00	801,240.32	23,483.50	56,929.68	93.37
566.00	ALLOWANCE FOR DEPRECIATION	665,000.00	0.00	0.00	665,000.00	0.00
TOTAL Expenditures		5,255,285.00	3,126,397.49	129,772.30	2,128,887.51	59.49
Fund 592 - WATER/SEWER FUND:						
TOTAL REVENUES		5,255,285.00	2,666,360.63	233,327.67	2,588,924.37	50.74
TOTAL EXPENDITURES		5,255,285.00	3,126,397.49	129,772.30	2,128,887.51	59.49
NET OF REVENUES & EXPENDITURES		0.00	(460,036.86)	103,555.37	460,036.86	100.00

PERIOD ENDING 05/31/2016

GL NUMBER	DESCRIPTION	2015-16 AMENDED BUDGET	YTD BALANCE 05/31/2016 NORMAL (ABNORMAL)	ACTIVITY FOR MONTH 05/31/2016 INCREASE (DECREASE)	AVAILABLE BALANCE NORMAL (ABNORMAL)	% BDGT USED
Fund 612 - MASON BUILDING AUTHORITY						
Revenues						
000.00		276,265.00	36,362.95	0.03	239,902.05	13.16
TOTAL Revenues		276,265.00	36,362.95	0.03	239,902.05	13.16
Expenditures						
000.00		276,265.00	36,362.50	0.00	239,902.50	13.16
TOTAL Expenditures		276,265.00	36,362.50	0.00	239,902.50	13.16
Fund 612 - MASON BUILDING AUTHORITY:						
TOTAL REVENUES		276,265.00	36,362.95	0.03	239,902.05	13.16
TOTAL EXPENDITURES		276,265.00	36,362.50	0.00	239,902.50	13.16
NET OF REVENUES & EXPENDITURES		0.00	0.45	0.03	(0.45)	100.00

PERIOD ENDING 05/31/2016

GL NUMBER	DESCRIPTION	2015-16 AMENDED BUDGET	YTD BALANCE 05/31/2016 NORMAL (ABNORMAL)	ACTIVITY FOR MONTH 05/31/2016 INCREASE (DECREASE)	AVAILABLE BALANCE NORMAL (ABNORMAL)	% BDGT USED
Fund 661 - MOTOR VEHICLE POOL						
Revenues						
000.00		499,930.00	371,864.96	1,046.00	128,065.04	74.38
TOTAL Revenues		499,930.00	371,864.96	1,046.00	128,065.04	74.38
Expenditures						
567.00	SHOP & BLDG. MAINTENANCE	47,915.00	44,509.37	525.94	3,405.63	92.89
568.00	EQUIPMENT MAINTENANCE	180,795.00	154,628.66	10,257.00	26,166.34	85.53
901.00	EQUIPMENT-CAPITAL OUTLAY	271,220.00	118,883.33	28,462.10	152,336.67	43.83
TOTAL Expenditures		499,930.00	318,021.36	39,245.04	181,908.64	63.61
Fund 661 - MOTOR VEHICLE POOL:						
TOTAL REVENUES		499,930.00	371,864.96	1,046.00	128,065.04	74.38
TOTAL EXPENDITURES		499,930.00	318,021.36	39,245.04	181,908.64	63.61
NET OF REVENUES & EXPENDITURES		0.00	53,843.60	(38,199.04)	(53,843.60)	100.00

PERIOD ENDING 05/31/2016

GL NUMBER	DESCRIPTION	2015-16 AMENDED BUDGET	YTD BALANCE 05/31/2016 NORMAL (ABNORMAL)	ACTIVITY FOR MONTH 05/31/2016 INCREASE (DECREASE)	AVAILABLE BALANCE NORMAL (ABNORMAL)	% BDGT USED
Fund 702 - RAYNER BOND FUND						
Revenues						
000.00		60,950.00	15,739.54	1,485.38	45,210.46	25.82
TOTAL Revenues		60,950.00	15,739.54	1,485.38	45,210.46	25.82
Expenditures						
000.00		60,950.00	20,758.38	0.00	40,191.62	34.06
TOTAL Expenditures		60,950.00	20,758.38	0.00	40,191.62	34.06
Fund 702 - RAYNER BOND FUND:						
TOTAL REVENUES		60,950.00	15,739.54	1,485.38	45,210.46	25.82
TOTAL EXPENDITURES		60,950.00	20,758.38	0.00	40,191.62	34.06
NET OF REVENUES & EXPENDITURES		0.00	(5,018.84)	1,485.38	5,018.84	100.00

PERIOD ENDING 05/31/2016

GL NUMBER	DESCRIPTION	2015-16 AMENDED BUDGET	YTD BALANCE 05/31/2016 NORMAL (ABNORMAL)	ACTIVITY FOR MONTH 05/31/2016 INCREASE (DECREASE)	AVAILABLE BALANCE NORMAL (ABNORMAL)	% BDGT USED
Fund 711 - CEMETERY TRUST FUND						
Revenues						
000.00		4,175.00	4,267.61	87.00	(92.61)	102.22
TOTAL Revenues		4,175.00	4,267.61	87.00	(92.61)	102.22
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	4,267.61	87.00	(92.61)	102.22
TOTAL EXPENDITURES		4,175.00	0.00	0.00	4,175.00	0.00
NET OF REVENUES & EXPENDITURES		0.00	4,267.61	87.00	(4,267.61)	100.00

PERIOD ENDING 05/31/2016

GL NUMBER	DESCRIPTION	2015-16 AMENDED BUDGET	YTD BALANCE 05/31/2016 NORMAL (ABNORMAL)	ACTIVITY FOR MONTH 05/31/2016 INCREASE (DECREASE)	AVAILABLE BALANCE NORMAL (ABNORMAL)	% BDGT USED
Fund 812 - SPECIAL ASSESSMENT FUND						
Revenues						
000.00		161,095.00	34,961.67	99.38	126,133.33	21.70
TOTAL Revenues		161,095.00	34,961.67	99.38	126,133.33	21.70
Expenditures						
000.00		161,095.00	155,441.03	0.00	5,653.97	96.49
TOTAL Expenditures		161,095.00	155,441.03	0.00	5,653.97	96.49
Fund 812 - SPECIAL ASSESSMENT FUND:						
TOTAL REVENUES		161,095.00	34,961.67	99.38	126,133.33	21.70
TOTAL EXPENDITURES		161,095.00	155,441.03	0.00	5,653.97	96.49
NET OF REVENUES & EXPENDITURES		0.00	(120,479.36)	99.38	120,479.36	100.00
TOTAL REVENUES - ALL FUNDS		14,978,425.00	11,587,528.54	382,328.54	3,390,896.46	71.88
TOTAL EXPENDITURES - ALL FUNDS		15,035,835.00	10,808,268.31	529,104.11	4,227,566.69	71.88
NET OF REVENUES & EXPENDITURES		(57,410.00)	779,260.23	(146,775.57)	(836,670.23)	1,357.36

City of Mason

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Mason, MI 48854-0370
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TDD 1-800-649-3777

MEMORANDUM

TO: Honorable Mayor and Council Members

FROM: Deborah Stuart, City Administrator

DATE: June 20, 2016

RE: ITEM 13: City Administrator's Report

Other Updates

- **Car Wash:** Councilmember Bruno asked for an update on this issue at the last meeting. Staff had researched this issue a few months ago and determined that the concerns related to damage to the equipment attached to cars was still too much of a risk and expense to have them washed by a private company. They are currently washed at our DPW facility and not through an automated car wash to assure minimal damage to the vehicles.
- **Development:**
  - Temple Street Notice of Sale is attached for your reference. Jefferson Street will be noticed in the next few weeks.
  - We have been approached by an interested developer for a parcel on Kipp Road that would involve a national chain. We will confirm the tenant once the information is public.

Update from City Engineer on the status of the current construction projects:

East Street (Rieth Riley):
No changes in status
Final/Top course of pavement to be placed later in season

Rogers Street (Rieth Riley):
Main Line Water Main final connections completed
Storm sewer repairs completed
Gas Main construction on going
Concrete placement remains to be completed in areas of gas main construction
Grading north and south blocks in preparation of placement of base course of paving
Paving is anticipated early in the week of June 20th

E. Oak Street (Rieth Riley):
Limited concrete work remains
Gas Main construction completed
Fine grading/preparation for base course paving underway
Paving anticipated early in the week of June 20th

Cherry Street (Rieth Riley):
Individual house service construction/connections completed
Limited concrete work remains
Preparing grade for pavement – Base course anticipated early in the week of June 20th

Equipping of Well Nos. 9 & 10 (Birkmeier Well Drilling):
Pitless adapters at each well installed
Water Main construction completed
Electrical conduit installed
Electrical work anticipated to begin week of June 20th

Attachment: Temple Street Notice of Sale

Temple Street Property Notice of Sale

OBJECTIVE:

The City of Mason is accepting Notices of Intent (NOI) for the sale and development of the property on Temple Street. The City wishes to sell the property in order to achieve a high quality development that will contribute to the vitality of the community and advance the goals of the City's Master Plan for the area. Development of the underutilized property will achieve several goals: return the property to the tax roll and contribute to the character and economic health of the community by creating new housing.

With limited expense to the developer, the NOI will provide a high level overview to the City that can be evaluated. If the proposals in the NOI fit the goals of the City, the developer will be asked to provide a proposal with more detailed financial information and development plans for further evaluation. From the information, the City will negotiate a sales and development agreement with a qualified applicant who will develop the land in a manner consistent with the objective outlined above that will be considered by the City Council.

PROPERTY DETAILS:

The property is located off West Ash Street (State Highway M-36) to the north and Kipp Road leading to US 127 to the south, with a Class A road running through the middle of the properties (Temple Street). A site map is attached and parcels will likely be divided to develop the land to the maximum potential.

- Current Zoning:
  1. 24.05 acres M-1, Light Manufacturing (permitted by right to include industrial parks, research & development, warehouses, transit & passenger transportation, facilities, laundry, manufacturing & processing, assembly plants, printing, light manufacturing and body & paint shops)
  2. 36 acres AG, Single Family Agricultural (permitted by right to include single family dwellings, farms, conservation areas, public areas, and state licenses residential facilities)
- Future Zoning: While the City of Mason has flexibility for this site per the Master Plan, it is the intention of the City to maintain M-1 use on the south end of temple with a transition to residential on the north end.
- Utilities:
  1. City of Mason sanitary sewer, water, and street available
     Constructed in 2006, Special Assessments until 2020:
     - Temple Street Construction: Estimated at least $163.43 per front footage per year
     - Rayner Creek Sanitary Sewer: Estimated at least $1,887 per acre per year (City can't legally waive due to outstanding bond)
  - Consumers Energy natural gas and electric
  - Fiber optic conduit in area

- Site Conditions:
  - Site is not within the flood plain area
  - No known environmental concerns with the site

- Fair Market Value: The City is required by law to sell the property for at least Fair Market Value. The City Assessor evaluated the property in 2013 and determined at that time the value would be approximately $24,000-$40,000 per acre depending on the location. Any sale will be contingent on confirmation from an appraisal of the value of the property.

PROPSAL REQUIREMENTS:

Step 1: NOTICE OF INTENT must include the following information:

1. Statement of explanation that the proposed development is compatible with the City's Master Plan for the area.

2. Description of the proposed development of this property, including:
   A. Estimated jobs to be created and/or retained with estimated wages and benefits, if applicable;
   B. Estimated housing units and rental rates, if applicable;
   C. Estimated sources and uses that include at a minimum the type (high level categories are acceptable - loan; cash equity; acquisition; building construction, site improvements, etc.);
   D. Estimated development cost which will contribute to the City's tax base (real property);
   E. The general nature of the tenant or tenants expected to occupy the project,; if tenants are identified a statement regarding the background of that business and whether they are expanding or a startup; and
   F. Estimated completion timetable for development. Prospective developers must be willing and able to commence the construction phase of the proposed project within twelve (12) months for acceptance of the proposal by the City Council.

3. A statement concerning the Applicant's qualifications and financial resources which should enable the Applicant to successfully accomplish the proposed development.

Step 2: If selected to move forward, **PROPOSALS** must include, but may not be limited to:

1. A full description of the proposed development of this property, *including site plan* to determine:
   A. Final estimated sources and uses;
   B. Final estimated development costs;
   C. All variance, special conditions or other terms which the Applicant intends to seek from the City for the development of this project, including parking space credit purchases, if any; and
   D. Compliance of the development with the City's Zoning Ordinance.

2. A full statement concerning the Applicant's qualifications, with references and documented financial resources (terms letter from bank or proof of cash) which should enable the Applicant to successfully accomplish the proposed development. If the

Applicant is a corporation, then this information shall also be provided for each of the key shareholders involved therein.

BASIS OF SELECTION:

The City's purpose in ultimately selling the property is to encourage a development project which will be compatible with the current development mix and will contribute to the general economic vitality of the City. In addition, it is the City's desire to increase employment and housing opportunities within the City for our residents.

The City, in their review, will determine which proposal is in the best interest of the City of Mason considering the following factors as a whole:

1. Ability to complete the project and previous experience with similar development projects.
2. The project's contribution to the vitality and stability of the City of Mason, including job creation, new housing, and filling a current market gap within the community.
3. Tax base value of the proposed project, enhanced by density of development.
4. Purchase price consistent with current land values.
5. Project schedule.
6. The City reserves the right to request architecturally compatible design with the goals established in Chapter Two of the Master Plan (i.e., scale, massing, and materials).
7. Site improvements and landscaping designed and constructed in a style and quality consistent with standards of the zoning ordinance.

The City reserves the right to accept any proposal, or to reject all proposals, at any point throughout this process as deemed in the best interest of the City.

SUBMISSION REQUIREMENTS:

Electronic submissions should be submitted to the City Administrator's office at deborahs@mason.mi.us. Submissions will be considered at any time based on the criteria above. If you have any additional questions, please contact Deborah Stuart at 517.676.5242.