LESLIE

HEAD LIBRARIAN

Barb Keeler

COMMUNITY INVOLVEMENT

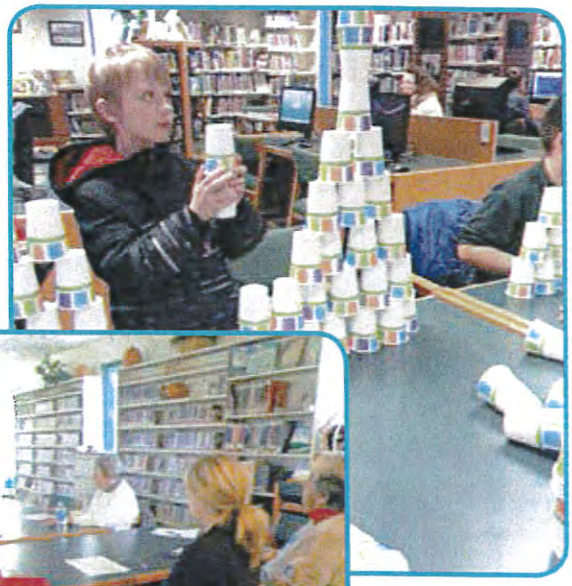
The Leslie Library is a valuable and vibrant member of the community we serve. In 2015, our library staff:

- Partnered with White Pine and Leslie Public Schools to provide assemblies, a presence at Kindergarten roundup, and classroom instructional support.
- Instructed Leslie Middle School students on the use of our digital services, providing them with a 24/7 connection to the library.
- Collaborated with Leslie Middle School to host a filmmaking workshop so students could learn skills needed to enter the 90-second Newbery Contest.
- Partnered with CADL Outreach and CADL Aurelius to provide a Family Fun Day in Onondaga.
- Connected CADL's Local History Librarian with the Leslie Historical Society to create the Leslie Oral History Project.
- Served as a collection point for Leslie Outreach's Stuff the Bus and a local Girl Scout glove drive.

THE TOP 5

These events and achievements were among the most notable in 2015:

1. We hosted classes from Woodworth Elementary and White Pine Academy for library orientation, Constitution Day, Summer Reading visits and more.
2. Successful family nights took place throughout the year, including a Super Bowl party, Spring Fling Family Jingo, Minute to Win it, and Scary Stories Night.
3. A $500 grant from Len Family Charitable Fund was used for storage/seating benches.
4. Over 650 people attended our six summer events, and over 450 registered to read for fun and prizes.
5. Circulation at our branch increased by 5%.



OUR THANKS

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

MASON

HEAD LIBRARIAN

Cheryl Lyons

COMMUNITY INVOLVEMENT

The Mason Library is a valuable and vibrant member of the community we serve. In 2015, our library staff:

- Kicked off our Summer Reading Program with registration, fun and prizes in collaboration with the Mason Optimist's Club at their annual Youth Sports Day.
- Hosted student volunteers with special needs throughout the year from Mason High School's CBI work experience program.
- Served as a site for summer visits from the Mason Public Schools' Kids' Club summer camp program.
- Promoted library services to about 800 students at the Ingham County Farm Bureau's Project Red Event.
- Used funds donated from bake sales conducted by the Employees of Dart Bank to purchase prizes in our Pre-Reader Summer Reading Program.
- Participated in Mason's Spring Fling, Down Home Days and Holiday Electric Light Parade.

THE TOP 5

These events and achievements were among the most notable in 2015:

1. We continued to promote early literacy with well-attended storytimes and play groups, and by providing hands-on activities in the Children's Room.
2. Our Summer Reading program got a boost from our promotions through Mason Public Schools.
3. We promoted early literacy to students of the Early Learning preschool program.
4. Children enjoyed book parties focusing on popular characters and authors, such as Pinkalicious, Pete the Cat and Amelia Bedelia.
5. Lifestyle programs for adults included topics such as Zentangle, Making Herbal Products, and Wills and Trusts.

OUR THANKS

Our community library provides service through the collaborative efforts of branch and CADL administrative staff, the City of Mason, the Friends of the Mason Library, volunteers, community groups and businesses, and most important, the support and patronage of our users. Thank you.

OKEMOS

HEAD LIBRARIAN

Betsy Hull

COMMUNITY INVOLVEMENT

The Okemos Library is a valuable and vibrant member of the community we serve. In 2015, our library staff:

- Partnered with community groups such as the Meridian Garden Club, Red Cross, and Capital Area Humane Society.
- Worked with several departments at Michigan State University, including the National Superconducting Cyclotron Lab, Center for Service Learning and Civic Engagement, and the Chinese School.
- Participated in projects and events sponsored by the Meridian Area Business Association, Okemos High School, Meridian Historical Village, Ingham County Fair and more.
- Provided regular services to the Meridian Senior Center, the Meridian Township Farmer's Market, and Harris Nature Center.
- Visited 158 Okemos School District classrooms to promote literacy and library services.

THE TOP 5

These events and achievements were among the most notable in 2015:

1. We welcomed 11,780 people to 674 events.
2. English as a Second Language classes were offered each week, for both children and adults.
3. We held Spanish Conversation classes for adults, taught by native speakers.
4. Geared toward families with children taught at home, we offered a twice-monthly HomeSchool Discoveries program.
5. Staff from Court One provided a 12-week summer youth camp at the library.

OUR THANKS

Managing CADL Okemos would not be possible without a highly motivated staff; the help of Meridian Township, which maintains the building; and the Friends of the Okemos Library, who provide program and financial support throughout the year.

SOUTH LANSING

HEAD LIBRARIAN

Michele Brussow

COMMUNITY INVOLVEMENT

The South Lansing Library is a valuable and vibrant member of the community we serve. In 2015, our library staff:

- Welcomed students from Immaculate Heart of Mary School for bi-weekly visits, and hosted visits from local Head Starts, daycares and community groups.
- Promoted library services at community events sponsored by Men Making a Difference, Farmer's Markets, Ingham County Animal Control, Lansing School District and more.
- Collaborated with ITEC of Lansing, MSU Science Theatre, and MSU Center for Service-Learning to provide youth programs.
- Partnered on various projects with the Red Cross, Lansing Art Gallery, Lansing Police Department, and Lansing SAVE.
- Hosted library orientations for refugee groups.
- Facilitated monthly book discussions with Community Mental Health Transitions.

THE TOP 5

These events and achievements were among the most notable in 2015:

1. More than 1,050 kids, teens and adults logged almost 10,000 hours of reading and literacy activities during our Summer Reading program.
2. The number of people who requested and received personalized technology training nearly tripled.
3. In response to patron interest in genealogical resources and expertise, we created a monthly Family Tree Talk program.
4. We launched a well-received Books & Brunch Group, held monthly.
5. To meet demand for children's services, we installed iPads loaded with early literacy apps, and added more sessions of popular events such as Minecraft Game Nights and Science Saturdays.

OUR THANKS

Thanks to our community for demonstrating the worth of this library every day, by using our digital services from home, checking out books and other items, and attending events. Thank you for letting us know we are hitting the mark! We are able to meet your needs with the generous support of our Friends of Lansing Libraries, numerous community organizations, and a staff dedicated to service.

STOCKBRIDGE

HEAD LIBRARIAN
Paul Crandall

COMMUNITY INVOLVEMENT

The Stockbridge Library is a valuable and vibrant member of the community we serve. In 2015, our library staff:

- Worked with dozens of community partners in a *Community Read* effort that involved several events and the distribution of over 350 free books.
- Hosted pro-summer reading assemblies and attended many school-related events, including Kindergarten Roundup, Great Start Readiness, and open houses at all three schools.
- Worked with the Stockbridge Area Genealogical and Historical Society to launch a new Oral History collection program.
- Partnered with Stockbridge Community Outreach in their annual *Bumbershoot* fundraiser, a food drive, and a holiday book drive.
- Partnered with Stockbridge High School to sponsor and judge essay contests, and to conduct an 8th grade library card drive.
- Worked with SRSLY Stockbridge and Stockbridge Community Schools to plan a Kids' Community Read for Heritage School students and homeschoolers.

THE TOP 5

These events and achievements were among the most notable in 2015:

1. Special events for children included visits from live reindeer and book character *Pete the Cat*, a Big Truck Petting Zoo, monthly LEGO club meetings and a Minecraft party.
2. Adults enjoyed hobby and life-skills presentations on gardening, Skype, Pinterest, applying for jobs online, beekeeping and more.
3. Dozens of patrons received individual, personalized help on topics such as Google Search, Email Basics and Microsoft Word.
4. Our Welcome Week visits brought over 200 visitors from elementary schools for an introduction to the library and our Summer Reading program.
5. We completed a re-shelving and building update project that included accessible, moveable shelving, better storage and accessibility to music CDs, updated computer seating, and additional electrical outlets.

OUR THANKS

Many thanks to our patrons, township, village, Friends group, the Stockbridge Area Community Fund, the Stockbridge Area Wellness Coalition, the 5 Healthy Towns Foundation, Stockbridge Community Education, Stockbridge Community Schools, and all our community partners for helping to make 2015 so successful!

WEBBERVILLE

HEAD LIBRARIAN

Peg Mawby

COMMUNITY INVOLVEMENT

The Webberville Library is a valuable and vibrant member of the community we serve. In 2015, our library staff:

- Worked with the Webberville preschool teacher to provide Youth One library cards and take books to their classroom for check-out every month.
- Partnered with a Webberville High School English teacher for an open mic poetry night, with approximately 40 local teens participating.
- Hosted a circus group at the Webberville Community Picnic.
- Partnered with Webberville Village to allow the annual Ladies' Night Out event to expand into the library, while also showcasing CADL's digital services.
- Provided free beginning reader books, donated by Friends of the Webberville Library, to visiting preschool classes during March is Reading Month.
- Visited local daycares to provide on-site storytimes.

THE TOP 5

These events and achievements were among the most notable in 2015:

1. The Webberville Lions Club donated $500 to help us host a Baffling Bill magic show in October.
2. The Balloon Guy was a popular new feature at our annual Holiday Open House, twisting balloons into fun shapes for all the kids.
3. Our annual Dr. Seuss Celebration was enjoyed by young readers and their families.
4. Due to popular demand, we offered our Drop-in LEGO Club twice a month.
5. Adults appreciated events such as Finger-knitting with Jane Reiter and a visit from photographer Sean Doerr (*Lost Detroit*).

OUR THANKS

We owe much of our success in 2015 to the infinite support of Leroy Township, The Village of Webberville, The Friends of the Webberville Library and the Webberville Lions Club.

WILLIAMSTON

HEAD LIBRARIAN

Julie Chrisinske

COMMUNITY INVOLVEMENT

The Williamston Library is a valuable and vibrant member of the community we serve. In 2015, our library staff:

- Hosted a booth at the Williamston Elementary PTSA Ice Cream Social.
- Led special events, monthly Book Chats, and Reminisce programs at the Williamston Senior Center.
- Provided literacy instruction and free books to all Williamston High School freshmen.
- Hosted visits from elementary school classes and other groups.
- Sponsored a "Concert in the Park" at Williamston's McCormick Park.
- Held the first Wheatfield Township Family Fun Day.
- Marched in the annual Williamston Light Parade.

THE TOP 5

These events and achievements were among the most notable in 2015:

1. We expanded our Battle of the Books program to include 6th and 7th graders.
2. Our high-quality, three-part Employment Series focused on all aspects of job hunting and interviewing.
3. Children and their parents were charmed by a visit from Roscoe Orman, Sesame Street's "Gordon."
4. Creative writing groups for kids/teens and adults made their debut.
5. Teen patrons enjoyed a hands-on "Pampered for Prom" event.

OUR THANKS

Thanks to our great patrons and library advocates, including Williamston's student "Volunteens," the Friends of the Williamston Library, and the City of Williamston. Your support is greatly appreciated.

PATRON COMMENTS

We wouldn't be the library without our patrons. Sure, we have incredible services, resources and collections, but without patrons to enjoy them, we'd be an empty book. Check out these comments!

Hulu = $7.99 a month.
Netflix = $9.99 a month.
All of the DVDs and BluRays
at the library and hoopla = $0.

~Alex

If not for @cadl's digital services, I'd consider going without my smartphone. OverDrive and hoopla are great for free audiobooks.

~James

I have never met anybody who works for the library that I didn't feel made me feel welcome and valued!

~Dallas

We just got back from the CADL showing of The Avengers. Thank you for hosting such wonderful family events. We had a great time!

~Nicole

I'm grateful we have a good library in Haslett. Helped me reach my goal of reading 50 books this year. Mission accomplished. @cadl

~Scott

I go to CADL in Dansville, and everyone is so nice and friendly. They are always ready to help me find something. They are always ready to strike up a conversation and they are always interested in what's going on. Thank you CADL for your friendly service.

~Gracer

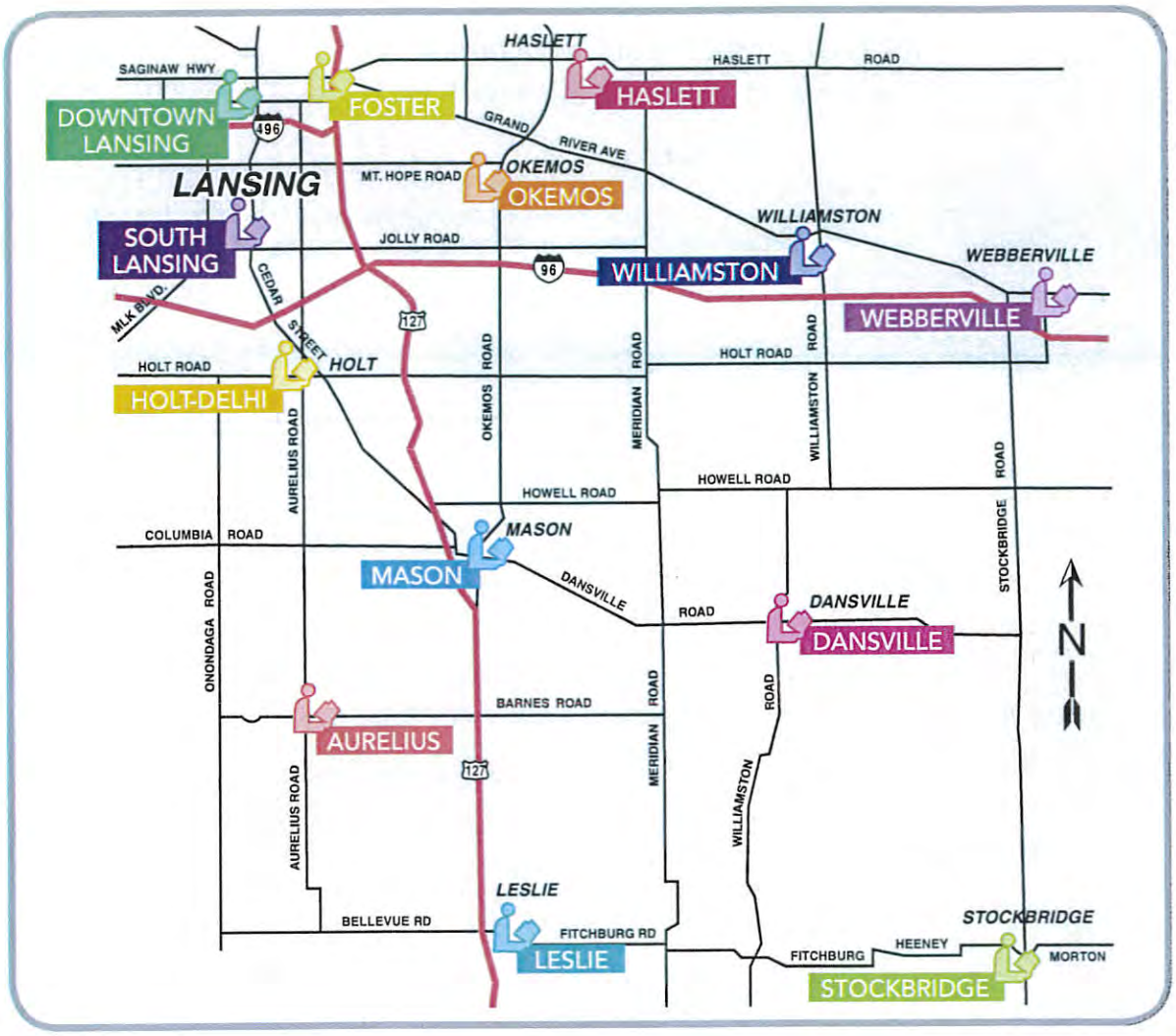
I've waited so long for this day! I'm so in love with the @cadl app!!! Delightfully designed & incredibly easy to use! #DownloadItNow

~Sarah

.@cadl I love the idea of #BookSleuthLive - really appreciate the recommendations. Everyone should give it a try. #lovelansing

~Harkins

Library Locations



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

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

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

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

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

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

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

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

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

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

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

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

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

OUTREACH SERVICES
Bookmobile
Books-by-Mail
517-367-6308

Capital Area District Libraries
Everything...right here.
cadl.org

CITY OF MASON

STAFF AGENDA REPORT TO CITY COUNCIL

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

AGENDA ITEM
Public Hearing to Solicit Comments from Mason Residents Regarding the Completion of the Ash Street Redevelopment Project

EXHIBITS
None

STAFF REVIEW
Administrator

SUMMARY STATEMENT
In January 2014, the City Council authorized the development agreement for the rehabilitation of 124 and 140 East Ash Street. The Community Development Block Grant program (CDBG) provided funding to assist in the redevelopment of the historic building, creating 10 new loft-style apartments in downtown Mason and redeveloping the first floor for a thriving area business.

At approval the project was projected at:

Developer Investment	$850,000
MEDC Investment	$446,000
MSHDA Investment	$402,500
MHCDF Investment	$500,000
City of Mason DDA Investment	$50,000
Total Project Costs	**$2,248,500**

Taxable Value= $0 (owned by the Ingham County Land Bank)

The completed project actuals are the following:

Developer Investment	$1,399,460
MEDC Investment	$446,000
MSHDA Investment	$426,800
MHCDF Investment	$500,000
City of Mason DDA Investment	$50,000
Total Project Costs	**$2,826,840**

Taxable Value= $625,822

- Land Bank collects 50% of the taxes paid to local jurisdictions for 5 years, City collects approximately $4,200 annually.
- In 2020, the property will revert back to the DDA District. The City will receive no capture and the DDA will collect approximately $15,600 annually.

As required, the project benefitted at least 51% low to moderate income persons and no one was displaced as a result of the project. All other grant requirements have been met and the project is ready to be closed out.

Citizen views and comments on this project are welcomed to assist the City in determining support for future similar projects.

CITY ADMINISTRATOR'S RECOMMENDED ACTION BY CITY COUNCIL

Hold the Pubic Hearing.

CITY OF MASON
REGULAR CITY COUNCIL MEETING
MINUTES OF JUNE 20, 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

- Movies by Moonlight – Courthouse Square – Thursday, June 24
- Old Car Show – Green Acres – Tuesday, June 22

PEOPLE FROM THE FLOOR

Dominick Silvia, WOW! Assistant Manager, gave a brief update regarding upgrades to equipment. He reported that there is a 20% reduction in service calls from January 2015 – January 2016, subscribers increased, and the internet speed increased. Discussion ensued regarding TV reception and service.

Billie Jo O'Berry introduced herself and stated that she was a candidate in the Ingham County Prosecutor's race.

CONSENT AGENDA

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

A. Motion – Approval of Minutes: Regular Council Meeting: June 6, 2016
B. Finance Actions
   1. Motion – Approval of Bills in Amount of $ 173,674.49
   2. Resolution – Amend the 2015-2016 Fiscal Year Budget

CITY OF MASON
CITY COUNCIL RESOLUTION NO. 2016-16
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.

   3. Resolution – Return Delinquent Water and Sewer Bills to the July Tax Roll

CITY OF MASON
CITY COUNCIL RESOLUTION NO. 2016-17
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).

4. Resolution – Levy 1% Tax Administration Fee

CITY OF MASON
CITY COUNCIL RESOLUTION No. 2016-18
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.

5. Resolution – Return Miscellaneous Bills to the July 2016 Tax Roll

CITY OF MASON
CITY COUNCIL RESOLUTION NO. 2016-19
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.

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.)

CITY OF MASON
CITY COUNCIL RESOLUTION NO. 2016-20
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 will require 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 Fairgrounds for $1.00 from 8:00 a.m. to 11:59 p.m. on July 4, 2016 to ensure the safety of spectators.

BE IT HEREBY RESOLVED, that the Mason City Council grants 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.

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.

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

3. 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.
   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.

4. Resolution – Appointment of Larry Briggs to the Traffic Commission by the Mayor.

CITY OF MASON
CITY COUNCIL RESOLUTION NO. 2016-21
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; and

WHEREAS, Larry Briggs applied and was considered to be a qualified candidate.

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.

MOTION APPROVED

REGULAR BUSINESS

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

MOTION by Droscha, second by Brown,
to consider the resolution Authorizing Approval to Purchase a Zero Turn mower from Superior Saw with Motor Pool Funds as read.
MOTION APPROVED

A discussion was held regarding the bid process selection.

City Council Resolution – Authorizing Approval to Purchase a Zero Turn Mower from Superior Saw with Motor Pool Funds was introduced by Clark and seconded by Bruno.

CITY OF MASON
CITY COUNCIL RESOLUTION NO. 2016-22
AUTHORIZING APPROVAL TO PURCHASE A ZERO TURN MOWER FROM

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

RESOLUTION APPROVED

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

MOTION by Brown, second by Droscha,
to consider the resolution giving Approval to Purchase a 2016 Ford Explorer FWD from Signature Ford with Motor Pool Funds as read.
MOTION APPROVED

A brief discussion was held regarding the choice of a Ford product rather than a General Motor product. It was discussed that bids were issued through the State of Michigan purchasing program. Further discussion continued regarding the State purchasing program process. The consideration of an extended cab truck was discussed.

CITY OF MASON
CITY COUNCIL RESOLUTION NO. 2016-23
AUTHORIZING APPROVAL TO PURCHASE A 2016 FORD EXPLORER FWD
FROM SIGNATURE FORD 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 (5) Brown, Droscha, Ferris, Mulvany, Waltz
No (2) Bruno, Clark

RESOLUTION APPROVED

Resolution – Authorizing Approval to Purchase a 2016 Ford F-150 Pickup Truck from Signature Ford with Motor Pool Funds

MOTION by Brown, second by Droscha,
to consider the resolution giving Approval to Purchase a 2016 Ford F-150 Pickup Truck from Signature Ford with Motor Pool Funds as read.
MOTION APPROVED

A brief discussion was held regarding the same points that were raised with the 2016 Ford Explorer FWD.

City Council Resolution – Authorizing Approval to Purchase a 2016 Ford F-150 Pickup Truck from Signature Ford with Motor Pool Funds was introduced by Clark and seconded by Bruno.

CITY OF MASON
CITY COUNCIL RESOLUTION NO. 2016-24
AUTHORIZING APPROVAL TO PURCHASE A 2016 FORD F-150 PICKUP TRUCK FROM SIGNATURE FORD 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 (5) Brown, Droscha, Ferris, Mulvany, Waltz
No (2) Bruno, Clark
RESOLUTION APPROVED

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

MOTION by Droscha, second by Brown,
to approve canceling the Monday, August 1, 2016 City Council meeting due to the Primary Election to be held on Tuesday, August 2, 2016.
MOTION APPROVED

UNFINISHED BUSINESS
None

NEW BUSINESS
None

CORRESPONDENCE
All correspondence was distributed.

LIAISON REPORTS
Brown informed Council regarding Planning Commission business.

COUNCILMEMBER REPORTS
Bruno informed Council that *The State Journal* newspaper reported on the division of trail repair and maintenance funds that were appropriated. Ferris confirmed the information and stated 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. Stuart clarified which grants the city applied for and the prioritization of the funds that were appropriated. A brief discussion ensued.

ADMINISTRATOR'S REPORT

Stuart informed Council regarding current City business as follows:

- Councilmember Bruno asked for an update regarding forming an agreement with a commercial car wash for washing City police cars.
    - Stuart informed Council that it had been determined that damage to the police car exterior equipment was a concern. The cars continue to be washed at the DPW facility.
- City owned property located on Temple Street has been published for sale and development. Also, a developer is interested in constructing on a Kipp Road parcel for a national chain business.
- City Engineer construction project update:
    - Rogers Street
    - East Oak Street
    - Cherry Street
    - Well Nos. 9 & 10 equipping

Motion – Adjourn to Closed Session Related to Personnel Issues

MOTION by Brown
to adjourn to closed session to discuss Personnel issues.

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

The meeting adjourned to closed session at 8:34 p.m.

The meeting reconvened at 8:52 p.m.

ADJOURNMENT

There being no further business, the meeting adjourned at 8:53 p.m.

Deborah J. Cwiertniewicz, City Clerk

Michael F. Waltz, Mayor

CITY OF MASON

STAFF AGENDA REPORT TO CITY COUNCIL

Meeting Date: July 18, 2016 **Agenda Item:** 8C

AGENDA ITEM
Motion – Street Closure Request for the Sun Dried Music Festival

EXHIBITS
Special Event Application – The Mason Sun Dried Music Festival

STAFF REVIEW
Deborah Cwiertniewicz, City Clerk (Lead)
Mark Reckling, Police Sergeant
Kerry Minshall, Fire Chief
Ken Baker, DPW Director

SUMMARY STATEMENT
The Sun Dried Music Festival Incorporated organization is requesting street closures to hold the annual Sundried Music Festival in downtown Mason including, Jefferson Street between Ash and Sycamore Streets, Maple Street from the east side of the entrance to the Mason State Bank parking lot to Barnes Street (including both sides) from Maple to Ash Streets, and Ingham Court from Jefferson Street to the Mason State Bank driveway. These closures would begin at 8:00 a.m. Friday, August 26, and continue until 5:00 p.m. Sunday, August 28.

The organization is also requesting Council to waive Section 22-6(2) of the Mason Code to allow the use of sound amplifying equipment Friday night until 12:00 midnight, and Saturday until 1:00 a.m. on Sunday. The organization has invited area churches to use the stage and equipment for a morning community worship service, August 28. Therefore, they are also requesting Council to waive Section 22-6(2) of the Mason Code on Sunday, August 24, between the hours of 9:00 a.m. and 4:00 p.m. to allow a community worship service to be held.

Staff review confirmed that there are no concerns or objections to the event. The Police Department reviewed the Michigan Liquor Control Commission Special Liquor License application and endorsed approval for issuance of a license. The Police Department estimates event costs at $22,155.55. The DPW estimated cost for the event at $2,590.03. There are no comments from the Fire Department. The applicant is invoiced for payment of all costs.

CITY ADMINISTRATOR'S RECOMMENDED ACTION BY CITY COUNCIL
Move to approve the request for the Sun Dried Music Festival Incorporated street closures as requested and grant a waiver of the amplified music for the identified times.

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: The MASON Sun Dried Music Festival.

Event Purpose: Promote The Performing Arts & The City of MASON

Sponsoring Organization Information

Legal Business Name: MASON SunDried Music Festival LLC

Address: 118 E. OAK St. | City: MASON | State/Zip: M, 48854

Mailing Address: Same as Above | City: | State/Zip:

Telephone: 517-285-1931 | Email Address: firedude0911@AOL.Com

Contact Name: LEON Clark | Title: President

Telephone: Same As Above | Email Address: Same as Above

Contact Person on Day of Event

Name: LEON Clark | Title: President

Address: 616 S. Jefferson St. | City MASON | State/Zip: M, 48854

Telephone: | Cell Phone: 517 285 1931 | Email Address: firedude0911@AOL.com

Type of Event (Check one)

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

Event Information

Event Location(s):
Downtown Mason

Event Date(s): August 26, 27, 28, 2016

Event Hours:
Friday - 6:00p.m - Mid Night Saturday Noon - 1:00am.
Sunday 11:00am - 2p.m.

Date/time for set up: August 26 8Am.

Date/time for clean up: August 28 5p.m.

Describe set up and clean up procedures: Set-up involves Tents, stages, Tables, Chairs, Vendors, water and all other amenities associated with This event. Clean-up involves teardown of all equipment totally Policing the entire area for Trash and washing down the streets.

Estimated DAILY attendance: Friday 5-6,000 Saturday 8-12,000
Sunday 1,000

Describe crowd control plans for this event:
all crowd control plans will be co-ordinated and approved by The Mason Police Dept.

Describe the Special Event's impact on adjacent commercial and residential property:
A Signature Form must be attached. Vehicle Traffic will be altered for all businesses Downtown on Friday Including the County Offices. a request for a waiver of the noise ordinance will be requested.

Will sidewalks be used? ☐ YES ☑ NO

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

Describe sidewalk use:
The Sidewalks will be accessible for pedestrian Traffic.

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: We are requesting the Same street closures as the previous 6 years with no changes. a map with the Layout of the entire event will be provided.

* Streets closed: Date/Time: Friday August 26th 8 AM

* Streets re-open: Date/Time: Sunday August 28th 5 p.m.

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 ☐ Recorded ☑ Amplification ☐ 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:

Police for Crowd Control
DPW for water & Electrical Set-up
and Set-up The Generator

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):	stages

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:

Inflatables
Kid Rides
Pony Rides
a few Animal exhibits Possibly We will notify the City when confirmed

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

(Health department approvals and temporary food license requirements)

Describe:

all must be licensed and insured and comply with all appropriate laws and regulations.

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.

Security at the entrance/Exit all Volunteers in the Beverage Tent will The equivalent of TAM trained

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.

Same request as previous years including the upgrading boxes provided by The SunDried Music Festival LLC

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

Signs must conform to City ordinances

Describe signs, proposed locations, etc.

Signs and banners to be placed only within the event area.

Do you plan to have banners?

☑ Yes ☐ No

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

Various Sponsor banners throughout the Downtown.

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.

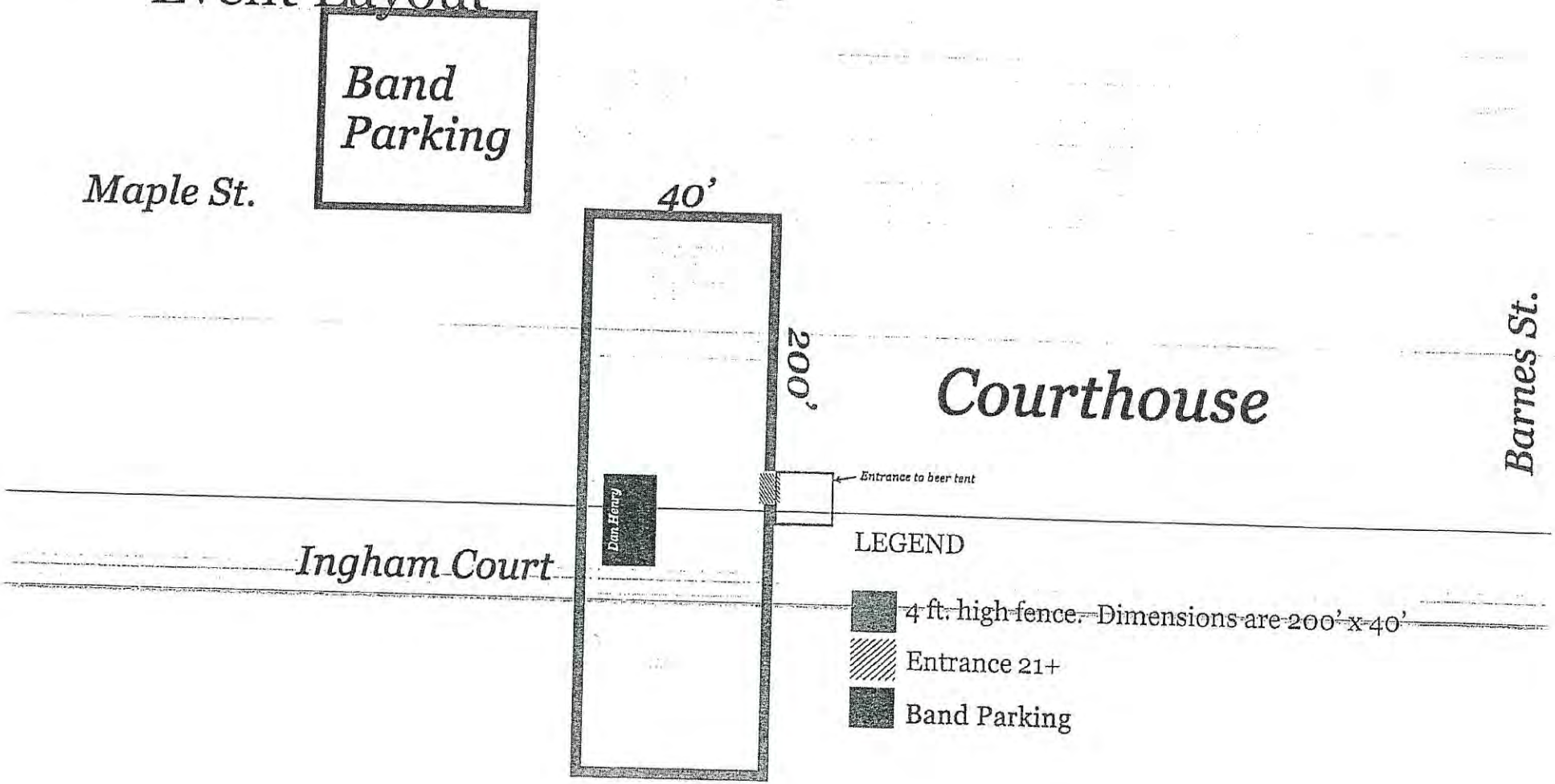
Indemnity, Hold Harmless and Insurance Agreement

In consideration of the closing of the public street and permitting its use by Sundried Music Festival *(Name of Company)* *on the* 26th *day of* August, *20*16, *to the fullest extent permitted by law, the* Sundried Music Festival *(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).*

Sundried Music Festival *(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 Lon R Clark	Date 7-13-16
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

Event Layout



CITY OF MASON

STAFF AGENDA REPORT TO CITY COUNCIL

Meeting Date: July 18, 2016 **Agenda Item:** 8D

AGENDA ITEM
Resolution – Approve an Increase of 1.5% to the City of Mason Utility Rates

EXHIBITS
Current Rate Sheet
Rate Sheet with 1.5% Increase

STAFF REVIEW
Eric Smith, Finance Director/Treasurer

SUMMARY STATEMENT
City Ordinance 82-243 states that any changes to the water rates shall be established by resolution of the City Council. Staff typically bring rate increases to the Council at least one time a year based on rate studies.

This rate increase is based on a 2013 Water and Sewer Fund Analysis and Rate Study completed by H.J. Umbaugh & Associates. The study recommends an annual inflationary rate increase of 1.5% until a new study is done in four or five years. This is the third year of the 1.5% increase.

- Water Base Charge will be $6.31.
- Water Charge will be $3.67 per 1,000 gallons after the first 2,000 gallons.
- Water Capital Improvement Charge will be $2.59 per 1,000 gallons of water sold.
- Water Meter Charge will be $2.60.
- Sprinkler Meter Charge will be $1.70
- Sewer Base Charge will be $10.27.
- Sewer Charge will be $5.18 per 1,000 gallons after the first 2,000 gallons.
- Sewer Capital Improvement Charge will be $.70 per 1,000 gallons of water sold.

The approved 2016/2017 Budget includes a 1.5% increase to the current water rates.

CITY ADMINISTRATOR'S RECOMMENDED ACTION BY CITY COUNCIL
Approve an increase of 1.5% to the City of Mason Utility Rates.

Introduced:
Second:

CITY OF MASON
CITY COUNCIL RESOLUTION

APPROVE AN INCREASE of 1.5% TO THE CITY OF MASON UTILITY RATES

July 18, 2016

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

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

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

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

WHEREAS, the 2016/2017 City of Mason Budget was submitted by the Finance Department, and the Water and Sewer Fund Analysis was completed and recommends the following:

NOW, THEREFORE, BE IT RESOLVED, that the Mason City Council establishes the above listed rates for the Water and Sewer Fund effective for the first billing period commencing on or after July 18, 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, July 18, 2016 the original of which is part of the City Council minutes.

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

WATER AND SEWER RATES

EFFECTIVE JULY 1, 2015

	UNITS	WATER	SEWER	Water CI	Sewer CI	MC	TOTAL
Rates per Unit		3.62	5.10	2.55	0.69	2.56	$14.52
Zero Usage Bill	0	6.22	10.12	0.00	0.00	2.56	$18.90
Minimum Usage Bill	1	6.22	10.12	2.55	0.69	2.56	$22.14
	2	6.22	10.12	5.10	1.38	2.56	$25.38
	3	9.84	15.22	7.65	2.07	2.56	$37.34
	4	13.46	20.32	10.20	2.76	2.56	$49.30
1 Unit=1000 Gallons	5	17.08	25.42	12.75	3.45	2.56	$61.26
	6	20.70	30.52	15.30	4.14	2.56	$73.22
	7	24.32	35.62	17.85	4.83	2.56	$85.18
	8	27.94	40.72	20.40	5.52	2.56	$97.14
	9	31.56	45.82	22.95	6.21	2.56	$109.10
	10	35.18	50.92	25.50	6.90	2.56	$121.06
	11	38.80	56.02	28.05	7.59	2.56	$133.02
	12	42.42	61.12	30.60	8.28	2.56	$144.98
	13	46.04	66.22	33.15	8.97	2.56	$156.94
	14	49.66	71.32	35.70	9.66	2.56	$168.90
	15	53.28	76.42	38.25	10.35	2.56	$180.86
	16	56.90	81.52	40.80	11.04	2.56	$192.82
	17	60.52	86.62	43.35	11.73	2.56	$204.78
	18	64.14	91.72	45.90	12.42	2.56	$216.74
	19	67.76	96.82	48.45	13.11	2.56	$228.70
	20	71.38	101.92	51.00	13.80	2.56	$240.66
	21	75.00	107.02	53.55	14.49	2.56	$252.62
	22	78.62	112.12	56.10	15.18	2.56	$264.58
	23	82.24	117.22	58.65	15.87	2.56	$276.54
	24	85.86	122.32	61.20	16.56	2.56	$288.50
	25	89.48	127.42	63.75	17.25	2.56	$300.46
	26	93.10	132.52	66.30	17.94	2.56	$312.42
	27	96.72	137.62	68.85	18.63	2.56	$324.38
	28	100.34	142.72	71.40	19.32	2.56	$336.34
	29	103.96	147.82	73.95	20.01	2.56	$348.30
	30	107.58	152.92	76.50	20.70	2.56	$360.26
	31	111.20	158.02	79.05	21.39	2.56	$372.22
	32	114.82	163.12	81.60	22.08	2.56	$384.18
	33	118.44	168.22	84.15	22.77	2.56	$396.14
	34	122.06	173.32	86.70	23.46	2.56	$408.10
	35	125.68	178.42	89.25	24.15	2.56	$420.06
	36	129.30	183.52	91.80	24.84	2.56	$432.02
	37	132.92	188.62	94.35	25.53	2.56	$443.98
	38	136.54	193.72	96.90	26.22	2.56	$455.94
	39	140.16	198.82	99.45	26.91	2.56	$467.90
	40	143.78	203.92	102.00	27.60	2.56	$479.86
	41	147.40	209.02	104.55	28.29	2.56	$491.82
	42	151.02	214.12	107.10	28.98	2.56	$503.78
	43	154.64	219.22	109.65	29.67	2.56	$515.74
	44	158.26	224.32	112.20	30.36	2.56	$527.70
	45	161.88	229.42	114.75	31.05	2.56	$539.66
	46	165.50	234.52	117.30	31.74	2.56	$551.62
	47	169.12	239.62	119.85	32.43	2.56	$563.58
	48	172.74	244.72	122.40	33.12	2.56	$575.54
	49	176.36	249.82	124.95	33.81	2.56	$587.50
	50	179.98	254.92	127.50	34.50	2.56	$599.46

WATER AND SEWER RATES

1.5% INCREASE

	UNITS	WATER	SEWER	Water CI	Sewer CI	MC	TOTAL
Rates per Unit		3.67	5.18	2.59	0.70	2.60	$14.74
Zero Usage Bill	0	6.31	10.27	0.00	0.00	2.60	$19.18
Minimum Usage Bill	1	6.31	10.27	2.59	0.70	2.60	$22.47
	2	6.31	10.27	5.18	1.40	2.60	$25.76
	3	9.98	15.45	7.77	2.10	2.60	$37.90
	4	13.65	20.63	10.36	2.80	2.60	$50.04
1 Unit=1000 Gallons	5	17.32	25.81	12.95	3.50	2.60	$62.18
	6	20.99	30.99	15.54	4.20	2.60	$74.32
	7	24.66	36.17	18.13	4.90	2.60	$86.46
	8	28.33	41.35	20.72	5.60	2.60	$98.60
	9	32.00	46.53	23.31	6.30	2.60	$110.74
	10	35.67	51.71	25.90	7.00	2.60	$122.88
	11	39.34	56.89	28.49	7.70	2.60	$135.02
	12	43.01	62.07	31.08	8.40	2.60	$147.16
	13	46.68	67.25	33.67	9.10	2.60	$159.30
	14	50.35	72.43	36.26	9.80	2.60	$171.44
	15	54.02	77.61	38.85	10.50	2.60	$183.58
	16	57.69	82.79	41.44	11.20	2.60	$195.72
	17	61.36	87.97	44.03	11.90	2.60	$207.86
	18	65.03	93.15	46.62	12.60	2.60	$220.00
	19	68.70	98.33	49.21	13.30	2.60	$232.14
	20	72.37	103.51	51.80	14.00	2.60	$244.28
	21	76.04	108.69	54.39	14.70	2.60	$256.42
	22	79.71	113.87	56.98	15.40	2.60	$268.56
	23	83.38	119.05	59.57	16.10	2.60	$280.70
	24	87.05	124.23	62.16	16.80	2.60	$292.84
	25	90.72	129.41	64.75	17.50	2.60	$304.98
	26	94.39	134.59	67.34	18.20	2.60	$317.12
	27	98.06	139.77	69.93	18.90	2.60	$329.26
	28	101.73	144.95	72.52	19.60	2.60	$341.40
	29	105.40	150.13	75.11	20.30	2.60	$353.54
	30	109.07	155.31	77.70	21.00	2.60	$365.68
	31	112.74	160.49	80.29	21.70	2.60	$377.82
	32	116.41	165.67	82.88	22.40	2.60	$389.96
	33	120.08	170.85	85.47	23.10	2.60	$402.10
	34	123.75	176.03	88.06	23.80	2.60	$414.24
	35	127.42	181.21	90.65	24.50	2.60	$426.38
	36	131.09	186.39	93.24	25.20	2.60	$438.52
	37	134.76	191.57	95.83	25.90	2.60	$450.66
	38	138.43	196.75	98.42	26.60	2.60	$462.80
	39	142.10	201.93	101.01	27.30	2.60	$474.94
	40	145.77	207.11	103.60	28.00	2.60	$487.08
	41	149.44	212.29	106.19	28.70	2.60	$499.22
	42	153.11	217.47	108.78	29.40	2.60	$511.36
	43	156.78	222.65	111.37	30.10	2.60	$523.50
	44	160.45	227.83	113.96	30.80	2.60	$535.64
	45	164.12	233.01	116.55	31.50	2.60	$547.78
	46	167.79	238.19	119.14	32.20	2.60	$559.92
	47	171.46	243.37	121.73	32.90	2.60	$572.06
	48	175.13	248.55	124.32	33.60	2.60	$584.20
	49	178.80	253.73	126.91	34.30	2.60	$596.34
	50	182.47	258.91	129.50	35.00	2.60	$608.48

CITY OF MASON

STAFF AGENDA REPORT TO CITY COUNCIL

Meeting Date: July 18, 2016 **Agenda Item:** 8E

AGENDA ITEM
Motion – Approve Directory of Charges Dated July 18, 2016

EXHIBITS
Directory of Charges (with edits)
Summary of Charges

STAFF REVIEW
Eric Smith, Finance Director/Treasurer (Lead)
Ken Baker, Department of Public Works Director
John Stressman, Police Chief
David Haywood, Zoning and Development Director

SUMMARY STATEMENT
Approving the Directory of Charges is a proprietary function of the City Council and under State Law the City Administrator and Department Heads have no authority to set fees.

The Directory of Charges is presented to the City Council annually or biannually as needed. This document is a consolidation of fees charged to individuals and businesses. The directory includes all departments and is reviewed by the Department Heads for their recommended changes.

Department Heads have reviewed the Directory and the requested changes are in bold.

The last update was June 15, 2015. The proposed changes for this update would be effective July 18, 2016 unless otherwise stated.

CITY ADMINISTRATOR'S RECOMMENDED ACTION BY CITY COUNCIL
Move to approve the Directory of Charges dated July 18, 2016.

CITY OF MASON

DIRECTORY OF CHARGES

July 18, 2016

Amended July 18, 2016
Amended June 15, 2015
Amended October 6, 2014
Amended June 16, 2014
Amended July 15, 2013
Amended January 21, 2013
Amended June 18, 2012
Amended January 16, 2012
Amended July 1, 2011
Amended January 17, 2011
Amended December 7, 2009
Amended April 7, 2008

INDEX

GENERAL CHARGES	PAGE 3
CITY CLERK CHARGES	PAGE 5
ASSESSING CHARGES	PAGE 6
BUILDING AND ZONING CHARGES	PAGE 7
CEMETERY CHARGES	PAGE 10
EMPLOYEE CHARGES	PAGE 11
FIRE DEPARTMENT CHARGES	PAGE 12
REFUSE AND TAXES	PAGE 13
POLICE CHARGES	PAGE 14
WATER AND SEWER CHARGES	PAGE 17

GENERAL CHARGES

Copies	$.25 per copy
City Charter	$.25 per page
City Audit	$15.00 each
City Budget	$20.00 each, black and white copy only
Water, Storm, & Sanitary Sewer Maps	$6.00 large $4.00 small
City Map-Zoning-Colored	$6.00 each
Computer Runs	In house: $35.00 per hour + $5 for disk Out of house: Cost + 10%
Loudspeaker Set-up & Take-down Charge Based on actual time & equipment rental charges	$255.00 Approximate
Search of Cemetery Records for Genealogy Purposes	$23.00 per hour (minimum of ½ hour)
Quit Claim Deed	$14.50
Tax Search for Records or any part thereof	$23.00 per hour
Master Plan Book	$25.00
Master Plan Map Only	$6.00
Recreational League Fees	$15.00 per game

These fees are collected seasonally from the league.

Softball Tournament Fees: Field and Lighting availability	$200
Staff maintenance time, equipment rental, materials	Actual Cost + 10% Admin Fee
Rental of Gazebo at Griffin Park - Resident	$25.00
Rental of Gazebo at Griffin Park – Non-Resident	$50.00
Hayes Park or Laylin Park Pavilion per day - Resident	$50.00
Hayes Park or Laylin Park Pavillon per day – Non-Resident	$75.00
Rayner Park Pavilion per day – Resident (Full Pavilion)	$100.00
Rayner Park Pavilion per day – Non-Resident (Full Pavilion)	$150.00
Rayner Park Pavilion per day - Resident (½ Pavilion)	$65.00
Rayner Park Pavilion per day – Non-Resident (1/2 Pavilion)	$90.00

GENERAL CHARGES (Continued)

Community Room Rental - Residents	$100.00
Community Room Rental – Non-Residents	$200.00 plus $50.00 deposit
Training Room Rental – Residents	$50.00
Training Room Rental – Non-Residents	$100.00 plus $50.00 deposit
Rental of City Property – Residents	$50.00
Rental of City Property – Non-Residents	$100.00
Zoning Ordinances	$50.00
Mowing after Hours Flat rate $150.00 per hour with 2 hour minimum	
Check or ACH Return	$25.00
Notary Public Service	$5.00 per document

License to Perform Construction in City Right of Way

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

Penalty for performing work in Right of Way without approval	$200.00

CITY CLERK

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

ASSESSOR

Computer Generated Assessment Record (Lookup) - per parcel	
Picked up at office	$1.00
Faxed record	$3.00 per parcel
Financial Information &/or Listing Card	
Picked up at office	$1.00
Faxed record	$3.00 per parcel

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

Land Division (not platted)	
Application fee plus;	$100.00
per parcel	$25.00
Application fee for Industrial	
Facility Certificate	$200.00

BUILDING AND ZONING

The following charges are for the Building and Zoning Department.

SCHEDULE OF FEES

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

BUILDING PERMITS	
Permit to move a building < 500 sq ft	$125.00
Permit to move a building > 500 sq ft	$1,000.00
Permit for excavation for, the erection of, addition to, or alteration of a building or structure. (Includes Certificate of Occupancy when requested) Minimum	$50.00 (for $1.00 to $5,000, plus $6.00 for each addl. $1,000 cost)
Commercial Review	$100.00
Mfg Housing/Mobile Home Placement	$125.00
Special Inspection or Reinspection	$50.00
Residential Razing Permit	$150.00
Fee for Construction without permit	1.5 times permit charge
Roofing (roof-over only)	$50.00
Re-roofing (tear off and new roof)	$100.00
Siding Permit	$50.00
CERTIFICATES OF OCCUPANCY PERMITS	
Change in use of building and/or land	$30.00
Nonconforming Use	None
APPLICATION FOR SPECIAL USE PERMIT	
Planned Unit Development (PUD)	$300.00
Sketch Plan Stage	
Complete Proceedings	
Other Applications	
Administrative Site Plan Review	$70.00
Special Use Permit	$275.00
Preliminary Site Plan Review	$200.00
Final Site Plan Review	$100.00

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

Parking Plan Review	$125.00
Petition for Rezoning	$300.00

BUILDING AND ZONING (continued)

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

City of Mason
Soil Erosion & Sedimentation Control Program

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

RESIDENTIAL PROJECTS

Application Fees – (Application/plan review, site inspection, issuance of permit and close out site review)

Minor disturbance	$40.00
6 months	$150.00
9 months	$180.00
12 months	$210.00
Renewal	½ times base fee

COMMERCIAL PROJECTS

Application Fee:

First Acre	$350.00
Each Additional Acre	$35.00
Renewal	½ times base fee

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

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

OTHER FEES

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

FINANCIAL GUARANTEE REQUIREMENT

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

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

Cemetery Office: 676-1166 x 202 City Clerk's Office: 676-9155

MAPLE GROVE CEMETERY

Mason, Michigan
Price List Effective October 6, 2014

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

GRAVE OPENING	WEEKDAYS	SATURDAY
Adult	$ 575	$ 700
Baby	$ 135	$ 200
Cremation	$ 135	$ 200

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

Disinterment: 250% of Grave Opening Charge.

GRAVE OPENING CHARGES

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

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

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

EMPLOYEE'S CHARGES

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

FIRE

The following charges are for the Fire Department:

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

REFUSE COLLECTION

Refuse Collection Per Dwelling Unit	$154.44 for 2015	**NEW $156.12 for 2016**

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

TAXES

Tax Interest & Penalties

Interest Applied September 1	4% of unpaid total on Tax Bill
Penalty Applied February 15	3% of unpaid total on Tax Bill

Tax Penalty Exemption

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

Delinquent Unpaid Water Bills Placed on Tax Roll	$50.00 per account

POLICE CHARGES

The following charges are collected by our Police Violation Bureau:

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

POLICE CHARGES (continued)

FALSE ALARM FEES		$50.00 – 2nd alarm within 120 days
		$100.00 – 3rd alarm within 120 days
	NEW $250 within 240 days	$200.00 – 4th alarm within 120 days
	REMOVE	$400.00 – 5th alarm within 120 days

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

POLICE CHARGES (continued)

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

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

Liquor License Investigation/Processing	
New and Transfers	$100.00

WATER AND SEWER RATES
Effective July 18, 2016

Water

1. Regular Meters

First 2,000 gallons, or any part thereof: a minimum charge of	$6.22	**NEW $6.31**
Each 1,000 gallons thereafter, or any part thereof Per 1,000 gallons of water	$3.62	**NEW $3.67**
Capital Improvement per 1,000 gallons	$2.55	**NEW $2.59**
Meter charger per quarter	$2.56	**NEW $2.60**

2. Sprinkler Meters

Water only per 1,000 gallons	$3.62	**NEW $3.67**
Meter charge per quarter	$1.67	**NEW $1.70**

3. Calibration of Large Water Meters

The AWWA recommends that 3" or larger meters be calibrated every 3 years.
The cost of calibration includes materials plus labor.

4. Additional Charges

Delinquent Unpaid Water Bills Placed on Tax Roll	$ 50.00 per account	
Water Meter Installation	$100.00	
Testing Water Meters Including: Shipping, Labor, Testing, and Re-Installation	$100.00	
Data Logging Costs		
5/8 or 3/4 Encoder Register Head	$73.00	**NEW $76.00**
5/8 or 3/4" Pit Meter Encoder Register Head	$86.00	**NEW $83.00**
Meter Install Fee for Data Logging	$100.00	
Data Logging Report Fee 2 hour minimum at $47.00 per hour		
Hydrant Fees	$100.00	
Water Turn-On Charge/New Account Fee	$40.00	
Water Shutoff when Meter is Pulled Calculated 2 laborers for 1 hour	$55.00	
Water Shutoff when Meter is Plugged	$75.00	
Water Deposit (Landlord's responsibility)	$100.00	

WATER AND SEWER RATES (continued)

Water Deposit (City's responsibility) Three times the average quarterly billing of $150.00	$450.00
Labor to Change Frost Plate	$55.00
Replace Antenna for Pit Radio	$197.36
Base Water Capital Charge (Connection Fee for 3/4" line) plus $1,200 for each additional ¼ inch increase thereafter	$1,200.00
Service Charge (second call backs for the same thing - i.e., thawing water lines in the winter)	$27.00
Water meter/radio repair cost if the homeowner or representative is responsible for the damage	$36.05/hr

Water Turn-On After 3:30 P.M.-Monday-Friday, Saturdays, Sundays, or holidays will be charged at contractual rates and hours.

Water Turn-On Wrench (refundable deposit)	$25.00
Check or ACH Return	$25.00

Back Flow Inspection Fee
.5 Hour Minimum at $24.00.
Additional charge of $12.00 for each additional 15 minutes
Per Ordinance Section 82-89

Water Meter Use Fee - 5/8" Meter			$388.00	**NEW $401.37**
5/8" Meter with radio	$215.00			
Setter	$118.00	**NEW $128.37**		
Materials	$ 15.00	**NEW $ 18.00**		
New Account Fee	$ 40.00			
Water Meter Use Fee - 3/4" Irrigation Meter			$431.00	**NEW $443.37**
3/4" Meter with radio	$258.00	**NEW $257.00**		
Setter	$118.00	**NEW $128.37**		
Materials	$ 15.00	**NEW $ 18.00**		
New Account Fee	$ 40.00			

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

WATER AND SEWER RATES (continued)

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

5/8" Pit Meter & Radio	$241.00	**NEW $248.00**
Meter setter has to be ordered (Call Tom for price)		
Materials	$ 15.00	**NEW $ 18.00**
New Account Fee	$ 40.00	
3/4" Pit Meter & Radio	$283.00	**NEW $291.00**
Antenna needed	$ 23.00	
Meter setter has to be ordered (Call Tom for price)		
Materials	$ 15.00	**NEW $ 18.00**
New Account Fee	$ 40.00	

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

SEWER

1. Regular Charges

First 2,000 gallons or any part thereof a minimum charge of	$10.12	**NEW $10.27**
Each 1,000 gallons thereafter, or any part thereof Per 1,000 gallons	$5.10	**NEW $5.18**
Capital Improvement per 1,000 gallons	$0.69	**NEW $.70**

2. Other Charges

Base Sewer Connection Fee	$2,300.00

$.34 per pound BOD for wastewater BOD in excess of that for normal domestic wastewater.

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

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

Commercial Waste Disposal	$50.00 per 1,000 gallons

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

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

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

Penalty for performing work in Right of Way without approval $200.00

WATER & SEWER (continued)

Other Charges

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

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

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

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

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

CHANGES SUMMARY

CITY CLERK

(page 5)

Mobile Food Vendor License	**NEW**	**$200.00 year**
(exempt: govt, school, non-profit)		

REFUSE COLLECTION

(page 13)

Refuse Collection Per Dwelling Unit	$154.44 for 2015	**NEW $156.12 for 2016**

POLICE CHARGES

(page 14)

Copies			
Accident Reports		$5.00	**REMOVE**
Finger Printing – All		$15.00	**NEW $20.00**
FOIA Requests	**Remove, belongs to Clerk's Office**	Hourly Employee Rate	
FOIA Copy Rate		$ .10 per page	

(page 15)

FALSE ALARM FEES	**NEW $250 within 240 days**	$200.00 – 4th alarm within 120 days
	REMOVE	$400.00 – 5th alarm within 120 days

WATER AND SEWER RATES

Effective July 18, 2016

(page 17)

1.	Regular Meters		
	First 2,000 gallons, or any part thereof: a minimum charge of	$6.22	**NEW $6.31**
	Each 1,000 gallons thereafter, or any part thereof Per 1,000 gallons of water	$3.62	**NEW $3.67**
	Capital Improvement per 1,000 gallons	$2.55	**NEW $2.59**
	Meter charger per quarter	$2.56	**NEW $2.60**
2.	Sprinkler Meters		
	Water only per 1,000 gallons	$3.62	**NEW $3.67**
	Meter charge per quarter	$1.67	**NEW $1.70**
	Data Logging Costs		
	5/8 or 3/4 Encoder Register Head	$73.00	**NEW $76.00**
	5/8 or 3/4" Pit Meter Encoder Register Head	$86.00	**NEW $83.00**

(page 18)

Water Meter Use Fee - 5/8" Meter			$388.00	**NEW $401.37**
5/8" Meter with radio	$215.00			
Setter	$118.00	**NEW $128.37**		
Materials	$ 15.00	**NEW $ 18.00**		
New Account Fee	$ 40.00			
Water Meter Use Fee - 3/4" Irrigation Meter			$431.00	**NEW $443.37**
3/4" Meter with radio	$258.00	**NEW $257.00**		
Setter	$118.00	**NEW $128.37**		
Materials	$ 15.00	**NEW $ 18.00**		
New Account Fee	$ 40.00			

(page 19)

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

5/8" Pit Meter & Radio	$241.00	**NEW $248.00**
Materials	$ 15.00	**NEW $ 18.00**
3/4" Pit Meter & Radio	$283.00	**NEW $291.00**
Materials	$ 15.00	**NEW $ 18.00**

SEWER

(page 20)

Regular Charges

First 2,000 gallons or any part thereof a minimum charge of	$10.12	**NEW $10.27**
Each 1,000 gallons thereafter, or any part thereof Per 1,000 gallons	$5.10	**NEW $5.18**
Capital Improvement per 1,000 gallons	$0.69	**NEW $.70**