

# CITY OF MASON

201 West Ash St.  
Mason, MI 48854-0370

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## CITY COUNCIL MEETING - COUNCIL CHAMBER Wednesday, November 9, 2016 7:30 p.m.

1. Call to Order
2. Roll Call
3. Pledge of Allegiance and Invocation
4. Announcements
5. People from the Floor
6. Consent Agenda
  - A. Approval of Minutes: Regular Council Meeting: October 17, 2016\*
  - B. Approval of Bills in the Amount of \$154,707.69\*
  - C. Resolution – Appointment of Patrick Price to the Board of Ethics\*
  - D. Resolution – Appointment of Chair, Vice Chair, Secretary, and Council Liaison of the Mason Planning Commission to the Mason/Vevay Township Joint Planning Commission\*
  - E. Resolution – Accept Change Order No. 1 of \$13,110.43 for Alterations to the 2016 Waste Water Treatment Plant Improvements\*
  - F. Resolution – Adopt the 80%/20% Cost Sharing Model as Set Forth in Section 4 of Public Act 152\*
7. Regular Business
  - A. Ordinance – Second Reading and Adoption – To Rezone 7.31 Acres of Land Located at 652 Hull Road from AG Single Family Residential to C-2 General Commercial by Amending the Use District Map\*
8. Unfinished Business
9. New Business
  - A. Resolution – Authorizing an Application to the Ingham County Regional Trails and Parks Millage Fund to the Extension of the Hayhoe Riverwalk Trail in the City of Mason\*
10. Correspondence
  - A. City Attorney's Report\*
11. Liaison Reports
12. Councilmember Reports
13. Administrator's Report
14. Adjournment

*\*Indicates an attachment*

**CITY OF MASON  
REGULAR CITY COUNCIL MEETING  
MINUTES OF OCTOBER 17, 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 Ferris 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

**ANNOUNCEMENTS**

- Harlem Ambassadors Basketball Team vs. The Mason All Stars – October 27, 2016 – sponsored by the Kiwanis Club of Mason
- Darrell's Market and Hardware – Halloween Trunk or Treat – October 31, 2016
- Bestsellers Extra –Political Hob Nob – October 18, 2016
- The Community Garden donated 325 pounds of food to the Food Bank this year.

**CONSENT AGENDA**

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

- A. Approval of Minutes: Regular Council Meeting: October 3, 2016
- B. Approval of Bills in the Amount of \$678,653.24
- C. Approval of Amendments to the 2016-2017 Fiscal Year Budget
- D. Approval of Veterans Day Parade – Street Closure Request
- E. Approval of Holidays Celebration Lighted Parade – Street Closure Request

**MOTION APPROVED**

**REGULAR BUSINESS**

**Motion – Reschedule or Relocate the November 7, 2016 City Council Meeting Due to the Presidential Election**

MOTION by Bruno, second by Clark,  
to relocate the November 7<sup>th</sup> meeting to the James Pelton Memorial Fire Station.

Discussion ensued regarding pending business to consider at the next regular meeting, the availability of the City Clerk, the use of the Fire Department Training Room on the evening before Election Day, and if it would be possible to broadcast or film the meeting if it were held off site. Administrator Stuart was asked the opinion of staff, at which she expressed that as it is a Presidential Election, staff and facilities will be fully utilized and Wednesday, November 9 would be her choice; however, it is the pleasure of the Council.

VOTE ON THE MOTION:

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

**MOTION FAILED**

MOTION by Brown, second by Clark,  
to reschedule the November 7<sup>th</sup> City Council meeting to Wednesday,  
November 9, 2016, at 7:30 p.m.

**MOTION APPROVED**

**Resolution – Delegation of the Certain Duties of the Mason Election Commission to the City Clerk or Her/His Designees**

MOTION by Brown, second by Droscha,  
to consider the resolution Delegating the Duties of the Mason Election Commission as Set Forth in the Michigan Election Code, MCL 168.1, *Et Seq*, and the Mason City Charter, Section 3.15, to the City Clerk or Her/His Designees, with the Exception that the Election Commission Shall Continue to Appoint Election Inspectors for the City of Mason.

**MOTION APPROVED**

Introduced by Ferris and seconded by Mulvany, a resolution Delegating the Duties of the Mason Election Commission as Set Forth in the Michigan Election Code, MCL 168.1, *Et Seq*, and the Mason City Charter, Section 3.15, to the City Clerk or Her/His Designees, with the Exception that the Election Commission Shall Continue to Appoint Election Inspectors for the City of Mason.

**CITY OF MASON  
CITY COUNCIL RESOLUTION NO. 2016-41  
DELEGATION OF THE CERTAIN DUTIES OF THE MASON ELECTION COMMISSION TO THE  
CITY CLERK OR HER/HIS DESIGNEES  
October 17, 2016**

**WHEREAS**, the Michigan Election Code, MCL 168.1, *et seq*, establishes the process and procedure of elections within the state of Michigan and, among other items, has provided for the establish of city election commissions within the state of Michigan;

**WHEREAS**, the Mason City Charter, at Section 3.15, has established the Election Commission and set forth its duties as provided for in the Michigan Election Code and the Mason City Charter;

**WHEREAS**, the City Council has determined that it is in the best interest of the City, for reasons of efficiency and reduction in costs, to delegate certain duties of the Mason Election Commission to the Mason City Clerk, and/or her/his deputies; and

**WHEREAS**, the Election Commission may delegate these duties only upon the approval of City Council.

**NOW, THEREFORE, BE IT RESOLVED** that:

1. The following duties of Election Commission may be delegated to the City Clerk and/or her/his deputy clerks for the following election-related tasks:
  - Preparing meeting materials for the Election Commission (ballot proof for approval, list of election inspectors for appointment)
  - Preparing, printing and delivering ballots
  - Providing candidates and the Secretary of State with proof copies of ballots
  - Providing notice to voters in the case of precinct changes/consolidations
  - Providing election supplies and ballot containers
  - Preliminary logic and accuracy testing
  - Notifying major political parties of certified precinct inspector appointments in Federal and State elections
2. The Election Commission may not delegate the right to approve appointment of election inspectors and appointment of the receiving board, as such duties shall remain with the Election Commission.
3. The meetings of the Election Commission shall be open meetings, but the members of the Election Commission may approve or disapprove, or take any other action as permitted by law, at a meeting, or may be present telephonically, with all actions affirmed and signed by the members of the Election Commission.

**RESOLUTION APPROVED**

**Ordinance – Second Reading and Adoption – Amending the Mason City Code by Adding a New Chapter to Add a Post Construction Storm Water Management Chapter; Findings and Ordinance Purpose**

MOTION by Brown, second by Droscha,  
to amend the proposed Ordinance related to Storm Water Management as  
presented in the October 17, 2016 packet.

MOTION APPROVED

MOTION by Brown, second by Droscha,  
to consider the proposed Ordinance Amending the Mason City Code by Adding a  
New Chapter to Add a Post Construction Storm Water Management Chapter;  
Findings and Ordinance Purpose read for a second time and adopted.

MOTION APPROVED

**CITY OF MASON  
ORDINANCE NO. 203**

**POST CONSTRUCTION STORMWATER MANAGEMENT**

**AN ORDINANCE AMENDING THE MASON CITY CODE BY ADDING A NEW CHAPTER TO BE ENTITLED POST CONSTRUCTION STORMWATER MANAGEMENT; TO RECITE FINDINGS AND ORDINANCE PURPOSE; TO DEFINE TERMS; TO ESTABLISH PROCEDURES FOR SUBMISSION AND APPROVAL OF POST CONSTRUCTION STORMWATER MANAGEMENT PLANS AND ESTABLISH CRITERIA FOR SUCH PLANS AND PROJECTS, AND TO DESIGNATE CITY OFFICIALS AND ENTITIES RESPONSIBLE FOR PLAN REVIEW, PROCESSING, AND APPROVALS; TO REQUIRE PERFORMANCE AND MAINTENANCE GUARANTEES AND AGREEMENTS; TO PROVIDE FOR CIVIL FINES, EQUITABLE REMEDIES AND CRIMINAL SANCTIONS AND COSTS FOR VIOLATION OF THIS ORDINANCE, NUISANCE ABATEMENT, COST REIMBURSEMENT TO THE CITY, AND ESTABLISHMENT OF LIENS; TO ESTABLISH AN EFFECTIVE DATE HEREOF; AND TO REQUIRE SITE PLAN REVIEW AND APPROVAL**

**THE CITY OF MASON ORDAINS:**

That Section 94-226 be amended at subsection (c) adding item (7) to require a post-construction storm water management concept plan to the listed standards of submittal for final site plan review. When amended Section 94-226 shall read:

**Sec. 94-226. Final site plan review and approval.**

(a) *Final site plan application.* The owner or designated agent shall file an application with the zoning official requesting final site plan review and approval in compliance with section 94-225(a). The application shall be accompanied by the information required in this section and be accompanied by the appropriate fees as established by resolution of the city council.

(b) *Final site plan application requirements.* All applications for final site plan review and approval shall comply with the final site plan submittal standards of subsection 94-226(c).

(c) *Final site plan submittal standards.* It is the intent of this section to establish standards for submittal requirements that are consistent with the level of complexity of a proposed development. Further, it is the intent of this section to provide flexibility for the zoning official and planning commission to require submittal of sufficient information to evaluate the impact of a proposed development on nearby property and the city at large and to demonstrate compliance with this chapter.

- (1) Any application for final site plan review and approval shall include at minimum all information submitted with the approved preliminary site plan with all changes incorporated that are necessary to comply with the direction of the designated site plan approval body during preliminary site plan review. The applicant may reference or re-use information submitted with the preliminary plan but shall submit an itemized list of such information.

- (2) Drawings and other information submitted for final site plan review and approval shall be sealed or certified by the appropriate professional engineer, architect, landscape architect or planner.
- (3) Any application for final site plan review and approval for a proposal that includes a use specifically listed in subsection 94-225(c) of this chapter shall include detailed construction drawings for water, sanitary sewer, storm sewer and surface drainage plans sealed by a professional engineer registered in the State of Michigan.
- (4) Any application for final site plan review and approval shall include final documents for recording perpetual use of common open space, easements, rights-of-way, and dedications.
- (5) Any application for final site plan review and approval shall include detailed drawings and/or specifications describing road design and construction plans, pavement and sidewalk design and construction plans, lighting plans, and all other construction information necessary to ensure that the project is built as approved and to ensure that the public health, safety, and welfare are protected.
- (6) The applicant may be required to submit, at the sole discretion of the designated site plan approval body, information in a more detailed form for final site plan review and approval than was required for the preliminary site plan.
- (7) Any application for final site plan review and approval shall include post construction storm water management concept plan pursuant to the requirements of Chapter 52.

(d) *Zoning official review.* The zoning official shall have the authority to approve or deny an application for final site plan review and approval as allowed by, and in accordance with, the requirements of section 94-223. Site plan review shall be in accordance with the standards in section 94-227.

(e) *Planning commission review.* The planning commission shall have the authority to approve, approve with conditions, or deny an application for final site plan review and approval. Final site plan review shall follow the procedures for preliminary site plan review in subsection 94-225 and shall be in accordance with the standards in section 94-22

That Chapter 52 – Post Construction Storm Water Management – Sections 52-1, 52-2, 52-3, 52-4, 52-5, 52-6, 52-7, 52-8, 52-9, 52-10, 52-11, 52-12, 52-13, 52-14, 52-15, 52-16, 52-17, 52-18, 52-19, 52-20, 52-21, 52-22, 52-23, 52-24, 52-25, 52-26, 52-27, 52-28, 52-29, 52-30, 52-31, 52-32, 52-33, 52-34, 52-35, and 52-36 be added to the Code of the City of Mason, which Chapter shall read as follows:

**Chapter 52 – Post Construction Stormwater Management**

**Section 52-1. Title.**

This ordinance shall be known as the "City of Mason Post Construction Stormwater Management Ordinance."

**Section 52-2. Findings.**

The City of Mason finds that:

- (1) The constitution and laws of the State of Michigan authorizes local units of government to provide stormwater management services and systems that will contribute to the protection and preservation of the public health, safety, and welfare and to the protection of our natural resources.
- (2) Water bodies, roadways, structures, and other property within and downstream of City of Mason are at times subjected to flooding.
- (3) Land development alters the hydrologic response of watersheds, which may result in increased stormwater runoff rates volumes, and duration, increased flooding, increased stream channel erosion, and increased sediment transport and deposition.

- (4) Stormwater runoff produced as a consequence of land development contributes to increased quantities of water-borne pollutants.
- (5) Increases of stormwater runoff, soil erosion, and nonpoint source pollution have occurred as a result of land development, and have impacted the water resources of the Grand River Watershed.
- (6) Increased stormwater runoff rates and volumes, and the sediments and pollutants associated with stormwater runoff from future development projects within the City of Mason will, absent reasonable regulation and control, adversely affect the City of Mason water bodies and water resources, and those of downstream communities.
- (7) Stormwater runoff, soil erosion, and nonpoint source pollution can be controlled and minimized by the regulation of stormwater runoff from development.
- (8) Impervious surfaces allow less water to percolate into the soil, thereby decreasing groundwater recharge and stream baseflow.
- (9) Adopting the standards, criteria and procedures contained in this ordinance and implementing the same will address many of the deleterious effects of stormwater runoff.
- (10) Substantial economic losses can result from adverse impacts on the waters of the City of Mason and the watershed.
- (11) Improper design and construction of stormwater best management practices (BMPs) can increase the velocity of stormwater runoff thereby increasing stream bank erosion and sedimentation.
- (12) The regulation of stormwater runoff discharges from land development activities is necessary in order to control and minimize increases in stormwater runoff rates and volumes, stream channel erosion, and nonpoint source pollution associated with stormwater runoff.
- (13) The regulation of land development by means of stormwater management policy and procedures and effective site planning will produce development that is compatible with the natural functions of the land or an entire watershed and thereby mitigate the adverse effects of excessive stormwater runoff from development.

**Section 52-3. Purpose.**

(b) The purpose of this ordinance is to establish minimum stormwater management requirements and controls to protect and safeguard the general health, safety, and welfare of the public residing in the City of Mason and the watersheds to which it drains and to comply with the City's National Pollution Discharge Elimination System (NPDES) permit and other applicable federal and state regulations.

(c) This ordinance seeks to meet that purpose by minimizing the negative impacts of increased stormwater discharges from new land development and redevelopment through the following objectives:

- (1) To minimize increased stormwater runoff rates and volumes from identified land development and redevelopment.
- (2) To minimize nonpoint source pollution.
- (3) To minimize the deterioration of existing watercourses, culverts and bridges, and other structures.
- (4) To encourage water recharge where geologically favorable conditions exists.
- (5) To maintain the ecological integrity of stream channels.
- (6) To minimize the negative impacts of development on downstream channel stability.

- (7) To preserve and protect water supply facilities and water resources by controlling increased flood discharges, stream erosion, and runoff pollution.
- (8) To reduce the adverse impact of changing land use on water bodies and, to that end, this ordinance establishes minimum standards to protect water bodies from degradation resulting from changing land use where storm water management controls may be insufficient to meet water quantity and quality goals.
- (9) To ensure that storm drains and stormwater BMPs are adequate to address stormwater management needs within a proposed development, and for protecting downstream landowners from flooding and degradation of water quality. The procedures, standards, and recommendations set forth in this Ordinance and the City of Mason's Post Construction Stormwater Management Guidance Manual (Guidance Manual) are designed for these purposes.
- (10) To ensure that all stormwater facilities necessary for a proposed development will have an appropriate governmental unit responsible in perpetuity for performing maintenance or; for overseeing the performance of maintenance by other entities.
- (11) To facilitate the integration of stormwater management and pollution control with other ordinances, programs, policies, and the comprehensive plans of the City of Mason.
- (12) To establish legal authority to carry out all of the inspection and monitoring procedures necessary to ensure compliance with this ordinance.

## **Article II. Definitions**

### **Section 52-4. Definition of Terms.**

The following terms, phrases, words, and derivatives shall have the meaning defined below:

- (1) Applicant. Any person proposing or implementing the development or redevelopment of land.
- (2) BMP or Best Management Practice. A practice, or combination of practices and design criteria that comply with the City of Mason Post Construction Stormwater Management Guidance Manual, the Michigan Department of Environmental Quality's Guidebook of BMPs for
- (3) Michigan Watersheds, the Low Impact Development Manual for Michigan, or equivalent practices and design criteria that accomplish the purposes of this Ordinance (including, but not limited to minimizing stormwater runoff and preventing the discharge of pollutants into stormwater) as determined by the City of Mason and/or, where appropriate, the standards of the Ingham County Drain Commissioner.
- (4) Channel. A natural or artificial watercourse with a definite bed and banks that conducts continuously or periodically flowing water.
- (5) Conveyance Facility. A storm drain, pipe, swale, or channel.
- (6) Designer. The licensed professional engineer, landscape architect or professional surveyor responsible for the design of the stormwater management plan.
- (7) Detention. A system which is designed to capture stormwater and release it over a given period of time through an outlet structure at a controlled rate. The goals of this BMP are to control peak discharge rates and provide gravity settling of pollutants.
- (8) Developed or Development. The installation or construction of impervious surfaces on a development site that require, pursuant to state law or local ordinance, City of Mason approval of a site plan, site condominium, special land use, planned unit development, rezoning of land, land division approval, private road approval, or other approvals required for the development of land or the erection of buildings or structures. Significant alteration of land topography which increases the rate of water

flow or concentration in a manner which increases the likelihood of soil erosion and flooding; provided, however, that for the purposes of this Article only, developed or development shall not include the actual construction of, or an addition, extension, or modification to, an individual single-family or a two-family detached dwelling that disturbs less than one acre.

- (9) Easement. A legal right granted by a landowner to a grantee allowing the use of private land for conveyance or treatment of stormwater runoff and access to stormwater practices.
- (10) Engineered Site Grading Plan. A sealed drawing or plan and accompanying text prepared by a designer which shows alterations of topography, alterations of watercourses, flow directions of stormwater runoff, and proposed stormwater management and measures, having as its purpose to ensure that the objectives of this Ordinance are met.
- (11) Erosion and Sediment Control Plan. Means a plan that is designed to minimize the accelerated erosion and sedimentation runoff at a site during construction.
- (12) Fee in Lieu Contribution. Means a payment of money in place of meeting all or part of the stormwater performance standards required by this ordinance.
- (13) Grading. Any stripping, excavating, filling, or stockpiling of soil or any combination thereof and the land in its excavated or filled condition.
- (14) Impervious Surface. Surface that does not allow stormwater runoff to slowly percolate into the soil.
- (15) Infiltration. The percolation of water into the ground, expressed in inches per hour.
- (16) Land Disturbing Activity. Means any activity that changes the volume or peak flow discharge of rainfall runoff from the land surface. This may include the grading, digging, cutting, scraping, or excavating of soil, placement of fill materials, paving, construction, substantial removal of vegetation, or any activity that bares soil or rock or involves the diversion or piping of any natural or man-made watercourse.
- (17) Maintenance Agreement (Covenant). A binding agreement that establishes the terms, measures, and conditions for the maintenance of stormwater systems and facilities.
- (18) MDEQ. Michigan Department of Environmental Quality.
- (19) National Pollutant Discharge Elimination System (NPDES) Stormwater Discharge Permit. Means the permit issued to the City of Mason by the Michigan Department of Natural Resources and Environment for point source discharges of stormwater from municipal separate storm sewer systems.
- (20) Nonpoint Source Pollution. Any source of water pollution that does not meet the legal definition of "point source" in section 502(14) of the Clean Water Act.
- (21) Non-Structural Measure. A stormwater control and treatment technique that uses natural processes, restoration or enhancement of natural systems, or design approaches to control runoff and/or reduce pollutant levels. Such measures are used in lieu of or to supplement structural practices on a land development site.
- (22) Offsite Facility. All or part of a drainage system that is located partially or completely off the development site which it serves.
- (23) Peak Rate of Discharge. The maximum rate of stormwater flow at a particular location following a storm event, as measured at a given point and time in cubic feet per second (CFS).

- (24) Permanent Stormwater BMP. Means a stormwater best management practice (BMP) that will be operational after the construction phase of a project and that is designed to become a permanent part of the site for the purposes of managing stormwater runoff.
- (25) Plan. Written narratives, specifications, drawings, sketches, written standards, operating procedures, or any combination of these which contain information pursuant to this Ordinance.
- (26) Post Construction Stormwater Management Concept Plan (Stormwater Plan). Drawings and written information prepared by a designer which describe the way in which accelerated soil erosion and/or stormwater flows from a particular site are proposed to be controlled, both during and after construction, having as its purpose to ensure that the objectives of this Ordinance are met.
- (27) Post Construction Stormwater Management Guidance Manual. A detailed explanation of the policies, procedures and design criteria for complying with the City's Post Construction Stormwater Ordinance.
- (28) Receiving Stream or Channel. The body of water or conveyance into which stormwater runoff is discharged.
- (29) Recharge. The replenishment of underground water reserves through percolation.
- (30) Redevelopment. Means a change to a previously existing, improved property, including but not limited to the demolition or building of structures, filling, grading, paving, or excavating, but excluding ordinary maintenance activities, remodeling of buildings on the existing footprint, resurfacing of paved areas, and exterior changes or improvements that do not materially increase or concentrate stormwater runoff or cause additional nonpoint source pollution.
- (31) Responsible Party. Means any individual, partnership, co-partnership, firm, company, corporation, association, joint stock, company, trust, estate, governmental entity, or any other legal entity; or their representatives, agents, or assigns that is named on a storm water maintenance agreement as responsible for long-term operation and maintenance of one or more stormwater BMPs.
- (32) Retention. A holding system for stormwater, either natural or man-made, which does not have a direct outlet to adjoining watercourses or wetlands.
- (33) Runoff. That part of precipitation, which flows over the land.
- (34) Sediment. Mineral or organic particulate matter that has been removed from its site of origin by the processes of soil erosion, is in suspension in water, or is being transported.
- (35) Stormwater BMP. Any facility, structure, channel, area, process or measure which serves to control stormwater runoff in accordance with the purposes and standards of this Ordinance.
- (36) Stream Buffer. An area of land at or near a stream bank, wetland, or water body that has intrinsic water quality value due to the ecological and biological processes it performs or is otherwise sensitive to changes which may otherwise result in significant degradation to water quality.
- (37) Watercourse. Any natural or manmade waterway or other body of water having reasonably well defined banks. Rivers, streams, creeks, brooks, and channels, whether continually or intermittently flowing, as well as lakes and ponds are watercourses for purposes of stormwater management.
- (38) Watershed. An area of land draining to a common outlet otherwise known as a drainage or catchment area.
- (39) Wetlands. As defined by Michigan's wetland statute, Part 303, Wetlands Protection, of the Natural Resources and Environmental Protection Act, 1994 PA 451, as amended.

### Article III. General Provisions

#### Section 52-5. Applicability.

(a) This Post Construction Stormwater Management Ordinance shall be applicable to all land development public or private, including City projects, (new development and redevelopment), including but not limited to, site plan, plot plan and plat applications as well as any grading applications, that meet one or more of the following criteria unless exempt pursuant to Section 52-6:

- (1) Projects that disturb one (1) acre or more.
- (2) Projects less than one (1) acre that are part of a larger common plan of development or sale that would disturb one (1) acre or more.

(b) The procedures and standards set forth in this Post Construction Stormwater Management Ordinance, and the policies, procedures, and design data specified in the City of Mason Post Construction Stormwater Management Guidance Manual (Guidance Manual) provide the minimum standards to be adhered to by developers and shall not be construed to limit the authority of the City of Mason to adopt or publish and/or enforce higher standards as a condition of approval of developments. Copies of the Guidance Manual shall be available to the public at the Mason City Hall. This Ordinance shall be construed as providing minimum standards and should be construed in conjunction with the Guidance Manual. All plans and construction specifications shall be approved by the City of Mason Public Works Director or the designee of the Director, unless the project involves an established County drain. Projects involving an established County drain shall adhere to the requirement of the Ingham County Drain Commissioner.

(c) No site plan, plot plan, or plat disturbing one (1) acre or more shall be approved until that said development or redevelopment meets all of the following:

- (1) Soil erosion and sedimentation control measures consistent with the requirements of the Ingham County Drain Commissioner,
- (2) Requirements for an approved Post Construction Stormwater Management Concept Plan (Stormwater Plan) as outlined in Article IV of this Ordinance, and
- (3) Related land development regulations.

(d) No certificate of occupancy for any building will be issued, unless the applicant for said certificate shall have obtained a certification of completion indicating compliance with all applicable grading plans, specifications, and requirements, this Post Construction Stormwater Management Ordinance and the Guidance Manual.

(e) For an existing retention or detention basin constructed prior to the effective date of this ordinance, an approved Stormwater Plan must be secured prior to any significant expansion, repair, or maintenance of said basin.

#### Section 52-6. Exemptions.

(a) Notwithstanding the requirements of Section 52-5, a Stormwater Plan shall not be required for activities protected by the Right to Farm Act 93 of 1981, as amended.

(b) The installation or removal of individual manufactured homes within a manufactured home park. This exemption shall not be construed to apply to the construction, expansion, or modification of a manufactured home park.

(c) Plats that have received preliminary plat approval and other developments with final land use approval prior to the effective date of this Ordinance, where such approvals remain in effect.

(d) Any emergency project that is immediately necessary for the protection of life, property, or natural resources.

(e) Linear construction projects, such as pipeline or utility line installation, that do not result in the installation of any impervious cover, as determined by the Public Works Director.

**Section 52-7. Liability.**

Any person who undertakes or causes to be undertaken any land development shall ensure that soil erosion, sedimentation, increased pollutant loads and changed water flow characteristics resulting from the activity are controlled so as to minimize pollution of receiving waters, or erosion of channels connecting thereto. The requirements of this ordinance and other applicable City of Mason ordinances are minimum standards and a person's compliance with the same shall not relieve such person from the duty of enacting all measures necessary to minimize pollution of receiving waters or such erosion to the maximum extent practicable.

**Section 52-8. Stormwater Enforcement: Powers and Duties of Enforcing Officials.**

(a) The Public Works Director shall administer and enforce this Ordinance, and may furnish additional policy, criteria and information including specifications and standards, for the proper implementation of the requirements of this ordinance and may provide such information in the form of a Guidance Manual.

(b) The City of Mason Post Construction Stormwater Management Guidance Manual (Guidance Manual) may be updated and expanded from time to time, at the discretion of the City Administrator and with approval of the MDEQ based on improvements in engineering, science, monitoring and local maintenance experience.

(c) Representatives of the City shall have the right to enter upon any land for the purposes of making an inspection or acquiring information to determine whether or not the property conforms to the requirements of this ordinance.

**Article IV. Post Construction Stormwater Management Concept Plan Requirements  
(Stormwater Plan)**

**Section 52-9. Pre-application Conference.**

A pre-application conference may be held with the City of Mason Department of Public Works prior to the submittal of a Stormwater Plan and before any alterations to the land. The purpose of the pre-application conference is to provide information about the City of Mason's regulations, plan submittal requirements, and any additional requirements imposed on that site due to downstream restrictions.

**Section 52-10. Contents of Post Construction Stormwater Management Concept Plan (Stormwater Plan).**

(a) The Stormwater Management Concept Plan (Stormwater Plan) shall utilize to the maximum extent practicable site planning and design techniques that reduce runoff rates, volumes, and pollutant loads. Such techniques include, but are not limited to, minimization and/or disconnection of impervious surfaces; development design that reduces the rate and volume of runoff; restoration or enhancement of natural areas such as riparian areas, wetlands, and forests; and distributed practices that intercept and treat runoff from developed areas.

(b) The Stormwater Plan shall be presented as follows:

- (1) Through plans, illustrations, reports, and calculations, the Stormwater Plan shall display the required information specified in the Guidance Manual.
- (2) The Stormwater Plan must be sufficiently detailed to specify the type, location, and size of stormwater management facilities, using preliminary calculations. Detailed construction drawings are not required at the Stormwater Plan review stage.
- (3) If it is proposed to develop a parcel in two or more phases, the Stormwater Plan shall be prepared and submitted for the total project.

(c) Plan Preparation. The Stormwater Plan shall be prepared by a designer in accordance with the requirements outlined in the City of Mason Post Construction Stormwater Management Guidance Manual. Other persons and professionals may assist in the preparation of the plan. All plans shall be properly sealed.

**Section 52-11. Standards for Post Construction Stormwater Management Concept Plan (Stormwater Plan) Approval.**

(a) All developments requiring a Stormwater Plan shall be designed, constructed, and maintained

to prevent flooding, minimize stream channel impacts, protect water quality, and achieve the purposes of this Ordinance, as stated above. The City of Mason has adopted performance standards to meet the objectives of managing the quantity and quality of stormwater runoff from a site as detailed below and/or in the Guidance Manual.

(b) Designers may select any combination of stormwater BMPs which meet the performance standards provided the selections:

- (1) Comply with the requirements identified in this Ordinance and the Guidance Manual;
- (2) Comply with all other local, county, state, or federal requirements; and
- (3) Do not conflict with the existing local stormwater management and watershed plans.

(c) The particular facilities and measures required on-site shall take into consideration the natural features, upland areas, wetlands, and watercourses on the site; the potential for on-site and offsite adverse stormwater impacts, water pollution, and erosion; and the size of the site.

(d) The following On-Site Stormwater Management concepts shall be followed:

- (1) Natural topography and site drainage shall be preserved and site grading shall be minimized to the maximum extent reasonably achievable considering the nature of the development.
- (2) The preferred conveyance strategy is to transport, wherever possible, untreated and treated runoff in conveyance facilities open to the atmosphere (e.g. swales, vegetated buffer strips, energy-dissipating structures, etc.), rather than through enclosed pipes, so as to decrease runoff velocity, allow for natural infiltration, allow suspended sediment particles to settle, and to remove pollutants.
- (3) Watercourses shall not be deepened, widened, dredged, cleared of vegetation, straightened, stabilized, or otherwise altered without applicable permits or approvals from the Public Works Director, relevant county agencies and the applicable State of Michigan Department(s).
- (4) The following channel protection criteria shall be met. There shall be no net increase in runoff rate and volume from storm events up to the two-year, 24-hour event from predevelopment conditions. Specific details for compliance with this requirement are outlined in the City of Mason Guidance Manual.
- (5) The following peak rate/flood control criteria shall be met. The peak discharge rate from all storms up to the 100-year, 24-hour event shall not be greater than predevelopment discharge rates. Where the runoff volume is not increased from the predevelopment condition, the peak rate corresponding to the same storms is considered controlled. If specific watershed conditions require additional peak rate control, the City of Mason may, in its discretion, upon the recommendation of its Public Works Director: a) restrict the peak discharge from the 100-year, 24 hour event to a fixed release rate; or b) require additional runoff volume reduction. Specific details for compliance with this requirement are outlined in the Guidance Manual.
- (6) The following water quality criteria shall be met. Water quality criteria are met when (a) the minimum treatment volume control criteria of one (1) inch of runoff from the entire site is detained and (b) when the following Total Suspended Solids criteria is met:
  - (a) A minimum of 80 percent of Total Suspended Solids has been removed as compared with uncontrolled runoff, or
  - (b) A maximum discharge concentration of TSS not to exceed 80 mg/l is met. If the required minimum TSS levels are not met by the capture of one inch of runoff from the entire site, then additional treatment methods must be designed to meet the minimum TSS removal requirements. Specific details for compliance with this requirement are outlined in the Guidance Manual.

- (7) Under certain conditions, *the* City of Mason, upon recommendation by the Public Works Director, may impose the following additional restrictions on stormwater discharges:
  - (a) Peak discharge may be further restricted when it can be shown that a probable risk to downstream structures or unique natural areas exists or that existing severe flooding problems could be negatively impacted.
  - (b) Measures may be imposed to protect against ground or surface water pollution where the nature of the soils or bedrock underlying a stormwater management structure constitutes substantial risk of contamination, such as might be the case in limestone formations. Special provisions to be followed in these cases will be provided by the Public Works Director.
  - (c) Where groundwater yields are very low or where a groundwater supply already is heavily used, the City of Mason may require that the entire volume of the two-year, 24-hour rainfall event be retained and infiltrated. If substantial irrigation needs are anticipated, portions of stored stormwater may be reused for irrigation purposes.
- (8) Stormwater "Credits" for Onsite Stormwater Management may be considered in accordance with the provisions provided in the Guidance Manual.

**Section 52-12. Stormwater Management Concept Plan (Stormwater Plan) Submission.**

- (a) The Stormwater Plan shall be submitted to the Department of Public Works for review in accordance with the requirements specified in the Guidance Manual, unless site plan review is required, in which case the applicant need only apply to the Planning Commission for site plan review pursuant to Article VII of Chapter 94, Zoning.
- (b) The Public Works Director shall forward the Stormwater Plan to the City Engineer for review, unless being reviewed by the Planning Commission in which case the Zoning and Development Director shall forward to the City Engineer.
- (c) Compliance with the requirements of this Ordinance does not eliminate the need for the proprietor to obtain required permits and approvals from county and state agencies.
- (d) Compliance with the requirements of this Ordinance does not eliminate the need for the proprietor to comply with other applicable City of Mason ordinances and regulations.

**Section 52-13. Stormwater Management Plan Review Procedures.**

- (a) If the proposed plan is not sufficient as originally submitted, the Public Works Director, or the designee of the Director, shall notify the applicant in writing, setting forth the reasons for withholding a recommendation for approval.
- (b) Planning Commission Review
  - (1) The Planning Commission shall apply and incorporate the Department of Public Works' review and approval of the Stormwater Plan prior to proceeding with its formal action on the proposed development or redevelopment.
  - (2) If the Planning Commission determines that all of the required information has not been received, the proprietor may request that the matter be tabled to allow for the submittal of the required information.
  - (3) If all the required information has been received, the Planning Commission shall approve, approve with conditions, or deny approval of the development/redevelopment and its accompanying Stormwater Plan.
  - (4) If the Stormwater Plan is approved, the Planning Commission shall require the following as a condition of approval:
    - (a) Before approval of the final stormwater BMP construction plans, copies of all necessary Wetland, Floodplain, Inland Lakes and Streams, Erosion Control or other needed state, federal, or local permits relating to stormwater

management have been provided by the applicant for the City of Mason's files.

- (b) A satisfactory maintenance agreement in accordance with this ordinance that assures long-term maintenance of all drainage improvements will be in place before approval of the final plan. Documentation of maintenance agreement will be supplied to the Department of Public Works and approved by the Public Works Director.
- (c) Before approval of the final stormwater BMP construction plans, the applicant will post cash or a letter of credit in an amount not less than 10 percent of the cost of the stormwater facilities for projects of less than \$100,000 or five percent of the cost for projects over \$100,000. This maintenance guarantee will be held for one year after the date of completion of construction and final inspection of the stormwater facilities, or until construction on all phases in the development are completed, whichever time period is longer (see Section 52-28).
- (d) This deposit will be returned to the applicant (in the case of cash) or allowed to expire (in the case of a letter of credit), as provided above, provided all stormwater facilities are clean, unobstructed, and in good working order, as determined by the Public Works Director.
- (e) Electronic files (in AutoCAD and pdf format) of the as-built storm drains and stormwater BMPs will be submitted by the applicant or his/her engineer to the Department of Public Works along with the final plan for existing systems, or upon completion of system construction for new systems.
- (f) Complete development agreements (including deed restrictions) must be submitted for the City of Mason review and approval prior to recording.

**Section 52-14. Review Fees.**

The City of Mason City Council shall establish and from time to time may revise application fees and escrow requirements by resolution. Fees and escrow account payments shall be sufficient to cover administrative and technical review costs anticipated to be incurred by the City including the costs of on-site inspections.

**Section 52-15. Reserved For Future Use.**

**Section 52-16. Revision of Stormwater Management Plan.**

(a) If it becomes necessary to alter a development or earth change proposal after the Stormwater Plan has been approved, a revised Stormwater Plan must be submitted, reviewed, and approved in accordance with the procedure set forth above. All requirements and standards for a Stormwater Plan shall apply.

(b) If the site plan, subdivision plat, or other earth change plan is revised, then the Stormwater Management Concept Plan shall also be revised and reviewed by the Department of Public Works and/or Planning Commission to ensure continued compliance with all other applicable ordinances.

(c) A minor change in the Post Construction Stormwater Management Plan may be approved administratively by the Public Works Director or the Director's designee. For purposes of this section, a "minor change" shall mean a revision that does not relate to the function or intent of applicable standards.

**Section 52-17. Drains Under the Jurisdiction of the Drain Commissioner.**

(a) Drainage districts will not be altered when designing development drainage, except as provided under Sections 425 or 433 of Act 40, Public Act 1956 as amended.

(b) Existing county drain easements will be indicated on the Stormwater Plan as well as the final stormwater BMP construction plans and will be designated as "Ingham County Drain". County drain easements prior to 1956 were not required by statute to be recorded immediately; therefore, it may be necessary to check the permanent records of the Drain Office to see if a drain easement is in existence on the subject property.

(c) A permit will be obtained from the Ingham County Drain Commissioner's office prior to discharging into, tapping or crossing any county drain. The permit must be obtained prior to final plan approval.

(d) Proposed relocations of county drains will be processed through the office of the Drain Commissioner.

**Article V. Stormwater Best Management Practices - (Bmp) Construction Plans.  
Section 52-18. Submittal, Review and Approval Procedures Requirements.**

(a) The applicant will submit five copies of the stormwater BMP construction plans with a letter of transmittal to the City of Mason Department of Public Works with the final site plan for the development/redevelopment.

(b) The stormwater BMP construction plan submittal shall contain a completed application form provided by the City of Mason; the fee required by Section 52-14; stormwater BMP construction plans that satisfies the requirements of this section and the City's Post Construction Stormwater Management Guidance Manual (Guidance Manual); a stormwater maintenance plan; and a certification stating that all requirements of the approved plan will be complied with. Failure of the owner to demonstrate that the project meets these requirements, as determined by the City of Mason, shall be reason to deny approval of the stormwater BMP construction plans.

(c) The City of Mason Engineer shall check the stormwater BMP construction plans for consistency with the Post Construction Stormwater Management Concept Plan (Stormwater Plan) and may require a revised Stormwater Plan if substantive changes in the site development proposal have been made.

(d) The Grading and Soil Erosion Sedimentation Control Permit shall be obtained from the appropriate jurisdiction.

(e) The stormwater BMP construction plans shall be prepared in accordance with the provisions provided in this Ordinance.

(f) Construction drawings and engineering specifications shall be subject to review and approval by the City Department of Public Works in order to ensure that the construction plan conforms with the approved Stormwater Plan; that adequate storm drainage will be provided; that the proposed stormwater management system provides adequately for water quantity and quality management; and to ensure protection of property owners and watercourses both within the proposed development and downstream.

(g) The following information is required to be submitted where applicable:

(1) A grading and soil erosion permit under "The Michigan Soil Erosion and Sedimentation Control Act", P.A. 451, Part 91 Public Acts of 1994 as amended, will be obtained from the Ingham County Drain Commissioner prior to any construction.

(2) For developments that will result in disturbance of five or more acres of land, a complete Notice of Coverage must be submitted to the Michigan Department of Environmental Quality, Water Bureau, to have the discharge deemed authorized under a National Pollutant Discharge Elimination System permit.

(3) The applicant will make arrangements acceptable to the Department of Public Works for inspection during construction and for final verification of the construction by the designer the City of Mason Engineer prior to approving Certificate of Occupancy.

(4) Review of final construction plans by the Department of Public Works and the City of Mason Engineer will not proceed until site plan approval has been granted.

(5) Approval of the stormwater BMP construction plans by the City of Mason is valid for one calendar year. If an extension beyond this period is needed, the applicant will submit a written request to the City of Mason for an extension. The City may grant one year extensions of the approval, and may require updated or additional information if needed. City action under this provision may be taken administratively provided that no changes to the stormwater BMP construction plans and/or standards have occurred. In the event one or more such changes have occurred, City of Mason action under this provision shall be taken by the final reviewing body. Financial guarantees pursuant to Section 52-13(c){3} and deposits shall remain in place during all such extension periods.

- (6) For site condominiums, complete Master Deed documents (including "Exhibits" drawings) must be submitted for the City's review and approval prior to recording.
- (h) No substantive changes shall be made to an approved stormwater BMP construction plan without review and written approval by the City of Mason. The Department of Public Works may request additional data with a plan amendment as may be necessary for a complete review of the stormwater BMP construction plan and to ensure that changes to the plan will comply with the requirements of this ordinance.
- (i) The stormwater BMP construction plans shall be prepared by a designer and must be signed by the professional preparing the plan, who shall certify that the design of all stormwater BMPs meet the requirements of this ordinance.
- (j) The owner shall agree that all land clearing, construction, land development and drainage will be done according to the approved stormwater BMP construction plan.

**Section 52-19. As-Built Certification.**

An as-built certification for stormwater BMPs must be provided to the Department of Public Works prior to final approval of the development. The certification shall include all of the requirements noted in the Guidance Manual applicable to the specific project involved.

**Article VI. Engineered Site Grading Plans.**

**Section 52-20. Contents of Engineered Site Grading Plans.**

(a) The Engineered Site Grading and Soil Erosion and Sedimentation Control Plans for a development shall be submitted by the owner to the appropriate County agency.

(b) In addition to the requirements outlined in the Engineered Site Grading Plan shall include the following information:

- (1) The general stormwater management scheme for the proposed development indicating how stormwater management will be provided and where drainage will outlet.
- (2) A description of the off-site outlet and evidence of its adequacy. If no adequate watercourse exists to effectively handle a concentrated flow of water from the proposed development, discharge will be reduced to sheet flow prior to exiting the site, and shall not exceed the allowable outlet rate defined in the Engineering Design Standards. Additional volume controls may be required in such cases and/or acquisition of rights-of-way from downstream property owners receiving the stormwater flow.
- (3) Identification of any on-site and/or off-site stormwater management facilities and appropriate easements, granted to the entity that will be responsible for future maintenance.
- (4) Any drainage originating outside of the development limits that flows onto or across the development. (In general, drainage from off-site shall not be passed through on-site stormwater BMPs).
- (5) Any natural watercourses, the City of Mason and County drains that traverse or about the property.

**Section 52-20. Grading Plan Review Procedures and Standards.**

(a) The following standards shall be met by the applicant:

- (1) The increased volume of water discharged from a development shall not create adverse impacts to downstream property owners, wetlands and watercourses (e.g., flooding; excessive soil saturation; crop damage; erosion; degradation in water quality or habitat).
- (2) Natural topography and site drainage shall be preserved and site grading shall be minimized to the maximum extent reasonably achievable considering the nature of the development.

- (3) Watercourses shall not be deepened, widened, dredged, cleared of vegetation, straightened, stabilized, or otherwise altered without applicable permits or approvals from the City of Mason, relevant county agencies and the applicable State of Michigan Department(s).
- (b) Review procedures:
- (1) Engineered Site Grading Plans shall be subject to review and approval by the Public Works Director or his/her designee(s) to assure compliance with this Ordinance.
  - (2) Engineered Site Grading Plans shall be reviewed and approved by the Public Works Director or his/her designee prior to the issuance of a building permit.
  - (3) Construction Plans shall be reviewed by the Department of Public Works to ensure that the construction plan conforms to the approved Post Construction Stormwater Management Concept Plan.

## **Article VII. Construction & Maintenance Inspection for Permanent Stormwater Management BMPs**

### **Section 52-21. Notice of Construction Commencement.**

The applicant must notify the City of Mason Department of Public Works before the commencement of construction. In addition, the applicant must notify the City of Mason Department of Public Works in advance of construction of critical components of the stormwater practices shown on the approved stormwater BMP construction plans. The City may, at its discretion, issue verbal or written authorization to proceed with critical construction steps, such as installation of permanent stormwater BMPs based on stabilization of the drainage area and other factors.

### **Section 52-22. Construction Inspections by City of Mason or its Representatives.**

The City of Mason Department of Public Works or its representatives may conduct periodic inspections of the stormwater practices shown on the approved stormwater BMP construction plan, and especially during critical installation and stabilization steps. All inspections shall be documented in writing. The inspection shall document any variations or discrepancies from the approved plan, and the resolution of such issues. Additional information regarding inspections can be found in the City of Mason's Stormwater Management Guidance Manual. A final inspection by the City of Mason is required before any construction performance bond or guarantee, or portion thereof, shall be released.

### **Section 52-23. Maintenance Inspections.**

The City of Mason Department of Public Works or its representatives may conduct periodic inspections for all stormwater practices constructed as part of the approved BMP construction plans. All inspections will be documented in writing. The inspection shall document maintenance and repair needs and discrepancies from the stormwater maintenance agreement and stormwater maintenance plans. Failure to list a defect shall not relieve the owner of requirements for compliance with applicable regulations.

## **Article VIII. Performance Guarantees, Easements, and Maintenance.**

### **Section 52-24. Applicability of Requirements.**

Requirements of this Article concerning performance guarantees, easements, and maintenance agreements shall apply to owners required to submit a Post Construction Stormwater Management Concept Plan (Stormwater Plan) to the City of Mason for review and approval.

### **Section 52-25. Performance Guarantees.**

(a) The applicant shall post an acceptable construction performance bond or irrevocable letter of credit or cash to guarantee compliance with standard construction practices and laws, and also with construction requirements of approved facility specific BMPs. The construction performance bond shall be in the amount of 100% of the cost of constructing the treatment train or system components. Required construction performance bonds shall be provided to the City of Mason after the Stormwater Plan, but prior to the final approval of the stormwater BMP construction plans and initiation of any earth change.

(b) After determination by the Public Works Director that all facilities are completed in compliance with the approved Stormwater Plan and the stormwater BMP construction plans, the posted construction performance bond remaining shall be released.

**Section 52-26. Stormwater Management Easements.**

(a) Necessity of Easements for On-site Stormwater BMPs: Stormwater management easements shall be provided in a form required by the City of Mason and the City Attorney (see Guidance Manual), and recorded as directed as part of the approval of the City of Mason to assure access for inspections; (ii) access to stormwater BMPs for maintenance purposes; and (iii) preservation of primary and secondary drainageways which are needed to serve stormwater management needs of other properties.

(b) Easements for Off-site Stormwater BMPs: The owner shall obtain easements assuring use of and access to all areas used for off-site stormwater management, including undeveloped or undisturbed lands.

(c) Recording of Easements: Easements required by this article shall run with the land and shall be recorded with the County Register of Deeds according to county requirements.

(d) Recording Prior to Building Permit Issuance: The applicant must provide the City Clerk with evidence of the recording of the easement prior to final subdivision plat or condominium approval or other applicable final construction approval.

(e) Right-of-Entry: The easements must contain a provision granting the City of Mason and its representatives the right of entry for the purposes of conducting periodic inspections of stormwater BMPs at reasonable times and in a reasonable manner. In addition, such easements shall be deemed to include the right to enter a property when the City of Mason has a reasonable basis to believe that a violation of this Ordinance is occurring or has occurred and to enter when necessary for abatement of a public nuisance or correction of a violation of this Ordinance.

**Section 52-27. Maintenance Bond.**

(a) A maintenance bond shall be provided to the City of Mason.

(b) The maintenance bond shall be provided for a period of one year after the date of completion of construction and final inspection of the stormwater facilities, or until construction on all phases in the development are completed, whichever time period is longer.

**Section 52-28. Maintenance Agreement.**

(a) Purpose of Maintenance Agreement: The purpose of the maintenance agreement is to provide the means and assurance that maintenance of stormwater BMPs shall be undertaken.

(b) Responsible Party

(1) The responsible party named in the recorded stormwater maintenance agreement shall maintain in good condition and promptly repair and restore all structural and non-structural stormwater BMPs and all necessary access routes and appurtenances. Such repairs or restoration and maintenance shall be in accordance with the approved storm water management design plan, the stormwater maintenance agreement, and the stormwater maintenance plan.

(2) The responsible party shall make records of installation and of all maintenance and repairs, and shall retain the records for at least five (5) years. These records shall be made available to the City of Mason during inspection of the practice and at other reasonable times upon request.

(c) Maintenance Agreement Required

(1) A maintenance agreement shall be submitted to the City of Mason, for review by the Public Works Director and his/her designee and the City Attorney, for all development, and shall be subject to approval in accordance with the Stormwater Plan. A formal Maintenance Plan shall be included in the maintenance agreement.

(2) Maintenance agreements shall be approved by the City Administrator prior to final subdivision plat or condominium approval, as applicable, and prior to construction approval in other cases.

(3) A maintenance agreement is not required to be submitted to the City of Mason for drains that will be maintained by the County Drain Commissioner.

(d) Maintenance Agreement Provisions

- (1) The maintenance agreement shall include a plan for routine, emergency, and long-term maintenance of all stormwater BMPs, with a detailed annual estimated budget for the initial three years, and a clear statement that, except for maintenance required as a result of an emergency, only future maintenance activities in accordance with the maintenance agreement plan shall be permitted without the necessity of securing new permits. Written notice of the intent to proceed with non-routine maintenance shall be provided by the party responsible for maintenance to the City of Mason Department of Public Works at least 14 days in advance of commencing work. The property owner shall give the City of Mason a certification annually that the required maintenance has been completed.
- (2) The maintenance agreement shall be binding on all subsequent owners of land served by the stormwater BMPs and shall be recorded in the office of the County Register of Deeds prior to the effectiveness of the approval of the City Administrator.
- (3) If it has been found by the City Administrator, following notice and an opportunity to be heard by the property owner, that there has been a material failure or refusal to undertake maintenance as required under this ordinance and/or as required in the approved maintenance agreement as required hereunder, the Public Works Director shall then be authorized, but not required, to hire an entity with qualifications and experience in the subject matter to undertake the monitoring and maintenance as so required, in which event the property owner shall be obligated to advance or reimburse payment (as determined by the City of Mason) for all costs and expenses associated with such monitoring and maintenance, together with a reasonable administrative fees. The maintenance agreement required under this Ordinance shall contain a provision spelling out this requirement and, if the applicant objects in any respect to such provision or the underlying rights and obligations, such objection shall be resolved prior to the commencement of construction of the proposed development on the property.

**Article IX. Severability**

**Section 52-29. Reserved For Future Use.**

**Section 52-30. Sanctions for Violations.**

(a) Any person violating any provision of this ordinance shall be responsible for a municipal civil infraction and subject to a fine for a first offense and enhanced fines for subsequent offense(s), plus costs, damages, expenses, and other sanctions authorized by the Mason City Code and Chapter 82-291 and other applicable laws, including, without limitation, equitable relief. Each day such violation occurs or continues shall be deemed a separate offense and shall make the violator liable for the imposition of a fine for each day. The rights and remedies provided for in this section are cumulative and in addition to any other remedies provided by law. An admission or determination of responsibility shall not exempt the offender from compliance with the requirements of this ordinance.

For purposes of this section, "subsequent offense" means a violation of the provisions of this ordinance committed by the same person within 12 months of a previous violation of the same provision of this ordinance for which said person admitted responsibility or was adjudicated to be responsible.

The City of Mason is authorized to issue municipal civil infraction citations to any person alleged to be violating any provision of this Ordinance.

(b) Any person who neglects or fails to comply with a stop work order issued under this ordinance shall, upon conviction, be guilty of a misdemeanor, punishable by a fine of not more than \$2,500 per day or imprisonment in the county jail for not more than 93 days, or both such fine and imprisonment, and such person shall also pay such costs as may be imposed in the discretion of the court.

(c) Any person who aids or abets a person in a violation of this ordinance shall be subject to the sanctions provided in this section.

**Section 52-31. Stop Work Order.**

(a) Unless otherwise specified, any person violating any provision of this Ordinance shall be responsible for a municipal civil infraction and subject to a fine or fines provided by Chapter 82-291, of the Code of the City of Mason, including equitable remedies to enjoin such conduct.

(b) Any person who neglects or fails to comply with a stop work notice or order issued under this ordinance shall be guilty of a misdemeanor punishable as provided in Chapter 82-291 of the Code of the City of Mason.

(c) Any person who aids or abets a person in violation of this ordinance shall be subject to the sanctions provided in this section.

**Section 52-32. Failure to Comply; Completion.**

In addition to any other remedies, should any owner fail to comply with the provisions of this Ordinance, the City of Mason may, after the giving of reasonable notice and opportunity for compliance, have the necessary work done, and the owner shall be obligated to promptly reimburse the City for all costs of such work, and the amount thereof, if unpaid, may be placed as a lien against the property and collected at the time and by the method available for collection of property taxes.

**Section 52-33. Emergency Measures.**

When emergency measures are necessary to abate or moderate a nuisance, to protect public safety, health and welfare, and/or to prevent loss of life, injury or damage to property, the City of Mason is authorized to carry out or arrange for all such emergency measures, including the obtaining of injunctive relief. Property owners shall be responsible for the cost of such measures made necessary as a result of a violation of this Ordinance, and shall promptly reimburse the City for all such costs.

**Section 52-34. Cost Recovery for Damage to Storm Drain System.**

A discharger shall be liable for all costs incurred by the City of Mason as the result of causing a discharge that produces a deposit or obstruction, or causes damage to, or impairs a storm drain or receiving waters, or violates any of the provisions of this Ordinance. Costs include, but are not limited to, those penalties levied by the Environmental Protection Agency or Michigan Department of Environmental Quality for violation of an NPDES permit, actual attorney fees, and other costs and expenses.

**Section 52-35. Collection of Costs; Lien.**

Costs incurred by the City of Mason and the Drain Commissioner pursuant to this ordinance shall be a lien on the premises which shall be enforceable in accordance with Act No. 94 of the Public Acts of 1933, as amended from time to time. Any such charges which are delinquent for six (6) months or more may be certified annually to the City of Mason Treasurer who shall enter the lien on the next tax roll against the premises and the costs shall be collected and the lien shall be enforced in the same manner as provided for in the collection of truces assessed upon the roll and the enforcement of a lien for taxes. In addition to any other lawful enforcement methods, the City or the Drain Commissioner shall have all remedies authorized by Act No. 94 of the Public Acts of 1933, as amended.

**Section 52-36. Effect of Approval on Remedies.**

The approval or disapproval of any Post Construction Stormwater Management Concept Plan shall not have any effect on any remedy which may be available to any person at law or in equity.

**ORDINANCE APPROVED**

**Ordinance – Second Reading and Adoption – To Rezone 0.15 Acres of Land Located at 127 N Lansing Street from M-1 Light Manufacturing to R2F Two-Family Residential**

MOTION by Droscha, second by Ferris,  
to consider the proposed Ordinance to Rezone 0.15 Acres of land located at 127 North Lansing Street from M-1 Light Manufacturing to R2F Two-Family Residential read for a second time and adopted.

**MOTION APPROVED**

**CITY OF MASON  
ORDINANCE NO. 204  
AN ORDINANCE TO AMEND THE USE DISTRICT MAP, AS ADOPTED PURSUANT  
TO SECTION 94-62 OF THE MASON CODE, TO REZONE 0.15 ACRES OF LAND  
LOCATED AT 127 NORTH LANSING STREET FROM M-1 LIGHT MANUFACTURING  
TO R2F TWO-FAMILY RESIDENTIAL**

THE CITY OF MASON ORDAINS: The zoning map of the City of Mason adopted by Section 94-62 of Chapter 94 of the Mason City Code, being the zoning code of the City of Mason, is hereby amended to rezone the following property from M-1 Light Manufacturing to R2F Two-Family Residential:

Lot 17 Block 4 Smith and Pease Addition, Sec 5, T2NR1W, City of Mason, Ingham Co; and

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

THE CITY OF MASON FURTHER ORDAINS: That the Planning Commission, at its September 13, 2016, meeting adopted Resolution No. 2016-09 recommending adoption of this ordinance; and

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

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

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

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

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

**ORDINANCE APPROVED**

**Ordinance – Introduce and First Reading – To Rezone 7.31 Acres of Land Located at 652 Hull Road from AG Single Family Residential to C-2 General Commercial by Amending the Use District Map**

MOTION by Brown, second by Droscha,  
to introduce the proposed ordinance related to the rezoning of 652 Hull Road and  
consider it read for the first time.

**MOTION APPROVED**

It was suggested to share the rezoning proposal with the Vevay Township Planning Commission, as it abuts their property and could impact their planning.

**UNFINISHED BUSINESS**

Stuart informed the Council regarding current discussions with Ingham County and the purchase of Rayner Park. Discussion ensued regarding executing the agreement administratively and to move forward with the maintenance agreement.

MOTION by Clark, second by Droscha,  
to authorize the City Administrator to execute the deed for Rayner Park  
immediately and follow with the maintenance agreement.  
MOTION APPROVED

Brown asked that when the storm water management guidance document is completed that a notification of that be forwarded to Council.

### **NEW BUSINESS**

Stuart was asked about the landscape stones/rocks at the new Dart Bank were planned to be permanent, Stuart stated that she will report back on the landscape plan.

### **CORRESPONDENCE**

All correspondence was distributed.

### **LIAISON REPORT**

- Brown informed Council regarding Planning Commission business.
- Waltz informed Council regarding Downtown Development Authority business.

### **COUNCILMEMBER REPORT**

No report at this time.

### **ADMINISTRATOR'S REPORT**

Stuart informed Council regarding City business. She credited Fire Chief Kerry Minshall with the success of the City of Mason Open House. He opened the annual Fire Department Open House to all city departments giving them the opportunity to participate in his vision of one city.

### **ADJOURNMENT**

There being no further business, the meeting adjourned at 8:07 p.m.

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Deborah J. Cwierniewicz, City Clerk

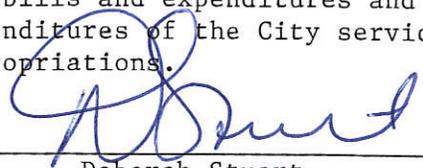
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Michael F. Waltz, Mayor

INVOICE APPROVAL BY INVOICE REPORT FOR CITY OF MASON  
 EXP CHECK RUN DATES 10/18/2016 - 11/09/2016  
 BOTH JOURNALIZED AND UNJOURNALIZED  
 BOTH OPEN AND PAID  
 COUNCIL REPORT  
 MONDAY, NOVEMBER 7, 2016

| Vendor Code<br>Invoice<br>GL Number                                                              | Vendor Name<br>Invoice Description<br>GL Description                                                                                                                                         | Amount                                                     |
|--------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------|
| 07800                                                                                            | BLUE CROSS BLUE SHIELD OF MICHIGAN                                                                                                                                                           |                                                            |
| GPR7029499DIV#001<br>101-855.00-874.001                                                          | NOVEMBER RETIREES ~ CITY EXPENSE<br>NOVEMBER RETIREES ~ CITY EXPENSE                                                                                                                         | 6,904.46                                                   |
| GRP7029499710DIV0000<br>750-000.00-231.015                                                       | HEALTH INS ~ CITY EXPENSE<br>HEALTH INS ~ CITY EXPENSE                                                                                                                                       | 16,105.53                                                  |
| VENDOR TOTAL:                                                                                    |                                                                                                                                                                                              | 23,009.99                                                  |
| 06474                                                                                            | CONSUMERS ENERGY                                                                                                                                                                             |                                                            |
| NOV 2016<br>592-559.00-920.000                                                                   | ELECTRICITY 9/20 - 10/20<br>ELECTRICITY 9/20 - 10/20                                                                                                                                         | 6,224.00                                                   |
| NOV 2016<br>101-448.00-926.000<br>592-555.00-920.000                                             | STREET LIGHTING 10/1 - 10/31 & ELECTRICITY 9/22 - 10/20<br>STREET LIGHTING 10/1 - 10/31<br>ELECTRICITY 9/22 - 10/20                                                                          | 6,651.27<br>7,668.83<br>14,320.10                          |
| OCT 2016<br>101-448.00-926.000                                                                   | SEPT STREET LIGHTING 9/1 - 9/30<br>SEPT STREET LIGHTING 9/1-9/30                                                                                                                             | 6,689.15                                                   |
| VENDOR TOTAL:                                                                                    |                                                                                                                                                                                              | 27,233.25                                                  |
| 05016                                                                                            | GRANGER                                                                                                                                                                                      |                                                            |
| OCT 2016<br>101-528.00-818.000                                                                   | OCTOBER REFUSE 2323 CUSTOMERS<br>OCTOBER REFUSE 2323 CUSTOMERS                                                                                                                               | 28,781.97                                                  |
| VENDOR TOTAL:                                                                                    |                                                                                                                                                                                              | 28,781.97                                                  |
| 05234                                                                                            | MML WORKERS COMPENSATION FUND                                                                                                                                                                |                                                            |
| 5340204<br>101-850.00-724.000                                                                    | 3RD QUARTER 2016/2017 WORKERS COMP CONTRIBUTION<br>3RD QTR WORKERS COMP CONTRIBUTION                                                                                                         | 17,821.00                                                  |
| VENDOR TOTAL:                                                                                    |                                                                                                                                                                                              | 17,821.00                                                  |
| 07232                                                                                            | OETZEL-HARTMAN GROUP, THE                                                                                                                                                                    |                                                            |
| M101-160172<br>297-000.00-818.000                                                                | TEMPLE STREET APPRAISAL REPORT<br>TEMPLE STREET APPRAISAL REPORT                                                                                                                             | 5,500.00                                                   |
| VENDOR TOTAL:                                                                                    |                                                                                                                                                                                              | 5,500.00                                                   |
| 06993                                                                                            | PREIN & NEWHOF                                                                                                                                                                               |                                                            |
| 36632<br>592-555.00-970.000                                                                      | WWTP HEADWORKS UPGRADE<br>WWTP HEADWORKS UPGRADE                                                                                                                                             | 25,173.53                                                  |
| VENDOR TOTAL:                                                                                    |                                                                                                                                                                                              | 25,173.53                                                  |
| 05363                                                                                            | WOLVERINE ENGINEERS INC                                                                                                                                                                      |                                                            |
| 20160697<br>202-451.00-970.211<br>203-451.00-970.211<br>592-548.00-965.211<br>592-558.00-970.919 | 2016 STREETS ENGINEERING PROJ#15-0080<br>STREETS ENGINEERING PROJ#15-0080<br>STREETS ENGINEERING PROJ#15-0080<br>STREETS ENGINEERING PROJ#15-00802250.34<br>STREETS ENGINEERING PROJ#15-0080 | 8,582.96<br>6,319.00<br>2,250.34<br>10,035.65<br>27,187.95 |
| VENDOR TOTAL:                                                                                    |                                                                                                                                                                                              | 27,187.95                                                  |
| TOTAL - ALL VENDORS:                                                                             |                                                                                                                                                                                              | 154,707.69                                                 |

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 Administator

**CITY OF MASON**  
**STAFF AGENDA REPORT TO CITY COUNCIL**

---

**Meeting Date:** November 9, 2016

**Agenda Item:** 6C

---

**AGENDA ITEM**

Resolution – Appointment to the Board of Ethics by the City Council

**EXHIBITS**

Application – Patrick M. Price

**STAFF REVIEW**

Deborah Cwierniewicz, City Clerk

**SUMMARY STATEMENT**

A vacancy occurred on the Board of Ethics by the resignation of Ralph Taggart. The appointment of Patrick M. Price would fill the unexpired vacancy through December 31, 2017.

**CITY ADMINISTRATOR’S RECOMMENDED ACTIONS BY CITY COUNCIL**

Move to read and approve the resolution appointing Pat Price to the Board of Ethics.

Introduced:  
Second:

**CITY OF MASON  
CITY COUNCIL RESOLUTION**

**APPOINTMENT TO THE BOARD OF ETHICS BY THE CITY COUNCIL**

**November 9, 2016**

**WHEREAS**, the Board of Ethics was created as an independent body with the objective to issue written opinions regarding ethical, not legal, questions and to engage in activities which will promote ethical behavior;

**WHEREAS**, the duties and powers of the Board of Ethics are established in Section 2-105 of the Mason Code;

**WHEREAS**, a vacancy occurred on the Board of Ethics by the resignation of Ralph Taggart; and

**WHEREAS**, Patrick M. Price applied and is a qualified candidate in good standing.

**BE IT HEREBY RESOLVED**, that the City Council, with confirmation by the Mayor, does hereby appoint Patrick M. Price to fill the unexpired term on the Board of Ethics commencing November 9, 2016 and expiring on December 31, 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 Wednesday, November 9, 2016 the original of which is part of the Council meeting minutes.

---

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



**CITY OF MASON  
APPLICATION FOR APPOINTMENT  
CITY BOARD OR COMMISSION**

|                                                                     |                                                                     |
|---------------------------------------------------------------------|---------------------------------------------------------------------|
| Board /Commission Interest:                                         | ETHICS COMMISSION                                                   |
| Name                                                                | PATRICK M. PRICE                                                    |
| Address                                                             | 525 E. SOUTH ST., MASON, MI 48854                                   |
| Home Phone:                                                         | 517-676-1433                                                        |
| Other Phone:                                                        | 517-525-0293                                                        |
| E-Mail:                                                             | PATRICKP7086@SBCGLOBAL.NET                                          |
| Occupation:                                                         | RETIRED                                                             |
| Employer:                                                           | —                                                                   |
| Business Address:                                                   | —                                                                   |
| Length of Residence Within The City of Mason:                       | 43 YEARS                                                            |
| Education:                                                          | MASTER'S DEGREE                                                     |
| Relevant Organizations/Affiliations (if any):                       |                                                                     |
| Relevant Employment/Volunteer Experience (if any):                  |                                                                     |
| Brief Statement As To Interest In Serving On This Board/Commission: | THE FOUNDATION OF GOVERNMENT MUST BE BASED ON HONESTY AND FAIRNESS. |

|                                                                                                                                     |                                                                                                                                                  |
|-------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------|
| <p><u>Mail Completed Application To:</u></p> <p>City of Mason<br/>Office of the City Clerk<br/>P.O. Box 370<br/>Mason, MI 48854</p> | <p>Preferred mailing address for agendas:</p> <p><input checked="" type="checkbox"/> Home Address    <input type="checkbox"/> Office Address</p> |
|-------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------|

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.

Patrick M. Price  
Signature

10-22-2016  
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.

**RECEIVED**

OCT 26 2016

MASON CITY CLERK

# CITY OF MASON

## STAFF AGENDA REPORT TO CITY COUNCIL

---

**Meeting Date:** November 9, 2016

**Agenda Item:** 6D

---

### **AGENDA ITEM**

Resolution – Appointment of Chair, Vice Chair, Secretary, and Council Liaison of the Mason Planning Commission to the City of Mason/Vevay Township Joint Planning Commission

### **EXHIBITS**

None

### **STAFF REVIEW**

Deborah Stuart, City Administrator

### **SUMMARY STATEMENT**

On November 3, 1989, the City of Mason entered into an agreement with the Township of Vevay under the authority of Public Act 425 of 1984 to conditionally transfer property in the Township's jurisdiction. During the term of the agreement responsibilities are outlined, until the property is ultimately transferred to the City on November 3, 2019. One of the responsibilities outlined is joint consideration of any Special Use Permit for the area. Special Use Permits have been requested for 652 Hull Road and 125 E. Kipp Road triggering this provision.

The Joint Planning Commission is composed of four members of the Mason Planning Commission appointed by the Mayor and approved by the City Council and three members of the Vevay Township Planning Commission appointed by the Township Supervisor and approved by the Township Board. An appeal from any decision of the Joint Planning Commission shall be decided by a joint meeting of the Mason City Council and the Vevay Township Board of Trustees.

There are currently no members appointed to this Commission by the City of Mason. Due to the fact that this group meets so irregularly, the Mayor has selected positions versus individual. He has selected those that are in the position of Chair, Vice Chair, Secretary, and Council Liaison of the Mason Planning Commission for consideration by the City Council. The term of the appointment will be for the length of the 425 or until November 3, 2019.

### **CITY ADMINISTRATOR'S RECOMMENDED ACTIONS BY CITY COUNCIL**

Move to read and approve the resolution appointing the members of the City of Mason/Vevay Township Joint Planning Commission.

Introduced:  
Seconded:

**CITY OF MASON  
CITY COUNCIL RESOLUTION**

**APPOINTMENT OF CHAIR, VICE CHAIR, SECRETARY, AND COUNCIL LIAISON OF THE  
MASON PLANNING COMMISSION TO THE MASON/VEVAY TOWNSHIP  
JOINT PLANNING COMMISSION**

**November 9, 2016**

**WHEREAS**, “The Mason Planning Commission” was established as prescribed by the Michigan Planning Enabling Act, 2008 PA 33;

**WHEREAS**, the Planning Commission shall have such lawful powers as may be necessary to enable it to promote local planning and otherwise carry out the purposes of the Michigan Planning Enabling Act, 2008 PA 33;

**WHEREAS**, on November 3, 1989, the City of Mason entered into an agreement with the Township of Vevay under the authority of Public Act 425 of 1984 to conditionally transfer property in the Township’s jurisdiction (the “Agreement”);

**WHEREAS**, a Joint Planning Commission, including four members of the Mason Planning Commission, must consider any Special Use Permit as described in the Agreement; and

**WHEREAS**, the Chair, Vice Chair, Secretary, and Council Liaison are in good standing, serve on the Mason Planning Commission and are qualified candidates for the Joint Planning Commission.

**BE IT HEREBY RESOLVED**, that the Mayor, with approval by the City Council, does hereby appoint the Chair, Vice Chair, Secretary, and Council Liaison of the Mason Planning Commission to the Planning Commission of the City to fill the remainder of the unexpired term, commencing November 9, 2016 and expiring on November 3, 2019.

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 Wednesday, November 9, 2016, the original of which is part of the City Council minutes.

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



**CITY OF MASON**  
**STAFF AGENDA REPORT TO CITY COUNCIL**

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**Meeting Date:** November 09, 2016

**Agenda Item:** 6E

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**AGENDA ITEM**

Resolution – Accept Change Order No. 1 of \$13,110.43 for Alterations to the 2016 Waste Water Treatment Plant Improvements

**EXHIBITS**

Prein & Newhof Recommendation Letter

**STAFF REVIEW**

Sam Bibler, POTW Superintendent (Lead)  
Ken Baker, DPW Director

**SUMMARY STATEMENT**

On March 21, 2016 the Mason City Council approved to accept a bid of \$2,170,000 for the 2016 Wastewater Treatment Plant Improvements. Throughout the process it was determined that a change order would be necessary and was recommended on August 12, 2016 by Prein and Newhof Engineers.

1. During the design the discharge location of the 16 inch force main was reviewed with staff and it was believed that an existing pipe in the discharge channel that could create a conflict was no longer necessary. During construction, it was determined that this pipe was required once in a while to transfer water from one aeration tank to the other. The total cost to revise the 16” force main location will be \$1,122.15
2. Following a shop drawings review, it was determined that the grit pump manufacturer recommended connecting motor thermostats to the control panel. This was not apparent during design, so wiring and conduit was added by Bulletin.
3. Additional wiring and conduit for the local control panels is needed for the local control stations for the grit removal system and screen. The local controls panels were anticipated as they are required for the grit and screen equipment and are called out in the specifications. However, the wire and conduit to these stations were overlooked on the electrical plans. As they are necessary for operation of this equipment, it is work that should have been included in the original bid. Contractors detailed pricing and determined it was similar to what would have been expected in the original bid.

The total costs for the additional wiring and conduit for the grit pump motor thermostats and the local control grit and screen stations came to \$11,988.28.

Staff has reviewed these items and believes they are reasonable and required. The expected completion date is early 2017.

**CITY ADMINISTRATOR’S RECOMMENDED ACTIONS BY CITY COUNCIL**

Move to read and approve the attached resolution to accept change order #1 of \$13,110.43 for alterations to the 2016 Waste Water Treatment Plant Improvements.

Introduced:  
Second:

**CITY OF MASON  
CITY COUNCIL RESOLUTION**

**ACCEPT CHANGE ORDER NO. 1 OF \$13,110.43 FOR ALTERATIONS  
TO THE 2016 WASTE WATER TREATMENT PLANT IMPROVEMENTS**

**November 09, 2016**

**WHEREAS**, in March of 2016 the Mason City Council approved Resolution 2016-11.1 to accept a bid of \$2,170,000.00 to perform the 2016 Waste Water Treatment Plant Improvements; and

**WHEREAS**, during the construction process it was discovered that some alterations and additions would be necessary for the headworks project to operate properly.

**NOW THEREFORE BE IT RESOLVED**, that the Mason City Council approves the expenditure as part of the Fiscal Year 2016-2017 budget, with the Change Order No. 1 increase of \$13,110.43 and authorizes the City Administrator signature authority.

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 Wednesday, November 9, 2016, the original of which is part of the City Council minutes.

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

October 21, 2016  
2150173

Mr. Ken Baker  
City of Mason  
345 N. Jefferson  
Mason, Michigan 48854

RE: City of Mason – 2016 Wastewater Treatment Plant Improvements  
Change Order No. 1

Dear Sam:

Change Order No. 1 has been provided separately. As discussed, this Change Order increases the total contract amount by \$13,110.43, which is approximately 0.6% of the total contract. Added and modified work in this Change Order includes:

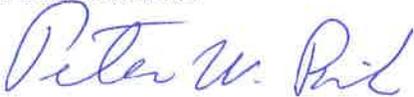
- Modifying the discharge location of the 16-inch forcemain in order to maintain an occasionally used existing pipe
- Rerouting the 1 ½” Forcemain to discharge at the Primary Clarifier influent channel
- Adding wire and conduit for thermostats in the grit pump motor as recommended during the shop drawing review process
- Adding wire and conduit for the grit and screen system local control stations

These items are necessary for functionality of the improvements to the Wastewater Treatment Plant and we recommend approval of Change Order No. 1.

If you have any questions, please feel free to contact me.

Sincerely,

**Prein&Newhof**



Peter W. Brink, P.E.

# CITY OF MASON

## STAFF AGENDA REPORT TO CITY COUNCIL

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**Meeting Date:** November 9, 2016

**Agenda Item 6F**

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### **AGENDA ITEM**

Resolution – Adopt the 80%/20% Cost Sharing Model as Set Forth in Section 4 of Public Act 152

### **EXHIBITS**

None

### **STAFF REVIEW**

Eric Smith - Finance Director

### **SUMMARY STATEMENT**

In August 2011, the State of Michigan passed Public Act 152 in 2011 which is intended to lessen the burden on employers of employee health care costs by creating a hard cap on the amount the public employer may contribute to a medical benefit plan for its employees and/or elected officials. This Act provides alternative options to the hard cap for the City Council to choose from. Each year the City Council must elect an alternative option as required under PA 152, unless they want to implement the hard cap.

A summary of the options are described below:

- 1) Apply the hard cap. This selection caps the dollar amount each employer may pay toward an employee's health care cost and the cap is determined annually by the Department of Treasury. The estimate cost for this year is \$417,622.51.
- 2) Adopt by majority vote the 80%/20% cost-sharing model. This selection restricts the City to paying 80% of the annual premium with the employee paying 20%. The estimated cost for this year is \$318,068.98.
- 3) Opt out of the cost-sharing model as set forth in the Act. This selection is made by communities that would like to not be restricted by the amount of contribution they can make.

Of the options available, the City Council has elected the 80%/20% cost sharing model since Public Act 152 was enacted. Staff has reviewed the figures and continues to recommend selecting the 80%/20% cost sharing. By choosing this option, we are complying with State law by reducing unfunded liabilities.

### **CITY ADMINISTRATOR'S RECOMMENDED ACTIONS BY CITY COUNCIL**

Move to read and approve the resolution to adopt the 80%/20% cost sharing model as set forth in Section 4 of Public Act 152.

Introduced:  
Second:

**CITY OF MASON  
CITY COUNCIL RESOLUTION**

**ADOPT THE 80%/20% COST SHARING  
MODEL AS SET FORTH IN SECTION 4 OF PUBLIC ACT 152**

**November 9, 2016**

**WHEREAS**, Public Act 152 (PA 152) was designed to lessen the burden of employee healthcare costs on public employers;

**WHEREAS**, the communities are given three options for complying with the requirements of PA 152; and

**WHEREAS**, the options available to the City are:

- 1) apply the hard cap (capped dollar amount each employer may pay toward an employee's health care costs);
- 2) adopt by majority vote the 80%/20% cost-sharing model; or
- 3) opt out (exempt itself from) the cost-sharing model as set forth in the act and revisit it prior to the next plan year.

**NOW, THEREFORE, BE IT RESOLVED**, the Mason City Council will comply with the contribution limits contained in Section 4 of the Act, the 80%/20% cost sharing option, subject to the limitations contained in Section 5 of the Act pertaining to collective bargaining agreements.

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 Wednesday, November 9, 2016 the original of which is part of the City Council minutes.

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

# CITY OF MASON

## STAFF AGENDA REPORT TO CITY COUNCIL

---

**Meeting Date:** November 9, 2016

**Agenda Item:** 7A

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### **AGENDA ITEM**

Ordinance – Second Reading and Adoption – To Rezone 7.31 Acres of Land Located at 652 Hull Road from AG Single Family Residential to C-2 General Commercial by Amending the Use District Map

### **EXHIBITS**

Proposed Ordinance  
Planning Commission Resolution No. 2016-11  
Map of Rezoning Area

### **STAFF REVIEW**

David Haywood - Zoning & Development Director

### **SUMMARY STATEMENT**

Goodwill Industries of Michigan's Heartland Inc. applied to the Planning Commission to rezone the property at 652 Hull Road. The former use of the property was the Frederick farm, which was demolished in 2010. The applicant is seeking the C-2 zoning district in preparation for a new Goodwill retail store. Neither Vevay Township Board nor their Planning Commission have any concerns with this rezoning.

On October 11, 2016, the Planning Commission adopted Resolution No. 2016-11 recommending the City Council adopt an ordinance to rezone 7.31 acres of land from AG Single Family Agricultural to C-2 General Commercial. The Planning Commission felt the request to rezone is consistent with the standards of approval for zoning ordinance amendments listed in Section 94-396(a) of the Mason zoning ordinance, based on the following findings of fact:

1. That the request to rezone the property is consistent with the Future Land Use Map of the Master Plan.
2. That the subject property can be reasonably served by the necessary public utilities.
3. That there are no significant negative environmental impacts related to the rezoning request.
4. That the land uses permitted in the C-2 (General Commercial) zoning district will not adversely affect the value of the surrounding property.

The ordinance was introduced and read for the first time on October 17, 2016 and is now in form to read for the second time and adopt. The ordinance would be effective November 29, 2016.

### **CITY ADMINISTRATOR'S RECOMMENDED ACTIONS BY CITY COUNCIL**

Move to read for the second time and adopt the ordinance.

Introduced: October 17, 2016  
First Reading: October 17, 2016  
Second Reading: \_\_\_\_\_  
Adoption: \_\_\_\_\_  
Effective: \_\_\_\_\_

**CITY OF MASON  
ORDINANCE**

**AN ORDINANCE TO AMEND THE USE DISTRICT MAP,  
AS ADOPTED PURSUANT TO SECTION 94-62 OF THE  
MASON CODE, TO REZONE 7.31 ACRES OF LAND  
LOCATED AT 652 HULL ROAD FROM AG SINGLE  
FAMILY RESIDENTIAL TO C-2 GENERAL COMMERCIAL**

THE CITY OF MASON ORDAINS: The zoning map of the City of Mason adopted by Section 94-62 of Chapter 94 of the Mason City Code, being the zoning code of the City of Mason, is hereby amended to rezone the following property from AG Single Family Residential to C-2 General Commercial:

All that part of the southeast  $\frac{1}{4}$  of the northeast  $\frac{1}{4}$  of section 17, T2N, R1W, City of Mason, Ingham County, Michigan, lying east of highway US-127 right-of-way, except the south 430 feet thereof and also except the north 150 feet of the east 240 feet of said southeast  $\frac{1}{4}$  of the northeast  $\frac{1}{4}$  of section 17, T2N, R1W, City of Mason, Ingham County, Michigan; and

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

THE CITY OF MASON FURTHER ORDAINS: That the Planning Commission, at its October 11, 2016, meeting adopted Resolution No. 2016-11 recommending adoption of this ordinance; and

THE CITY OF MASON FURTHER ORDAINS: That the municipal water, sanitary sewer and storm sewer currently serves or are within the vicinity of the site; and

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

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

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

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

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

Ordinance No. \_\_\_\_ declared adopted this \_\_ day of \_\_\_\_, 2016.

---

Mike Waltz, Mayor

---

Deborah J. Cwierniewicz, City Clerk

Introduced: Waxman  
Seconded: Brown

**CITY OF MASON  
PLANNING COMMISSION RESOLUTION No. 2016-11**

**A RESOLUTION RECOMMENDING THAT THE CITY COUNCIL ADOPT AN  
ORDINANCE TO REZONE THE PROPERTY LOCATED AT 652 HULL ROAD  
FROM AG SINGLE FAMILY AGRICULTURAL TO C-2 GENERAL  
COMMERCIAL**

**October 11, 2016**

**WHEREAS**, a rezoning request has been received from Goodwill Industries of Central Michigan's Heartland, Inc. to rezone 7.31 acres of land located at 652 Hull Road (Parcel # 33-19-10-17-200-026); and

**WHEREAS**, the area subject to rezoning is legally described as: All that part of the southeast  $\frac{1}{4}$  of the northeast  $\frac{1}{4}$  of section 17, T2N, R1W, City of Mason, Ingham County, Michigan, lying east of highway US-127 right-of-way, except the south 430 feet thereof and also except the north 150 feet of the east 240 feet of said southeast  $\frac{1}{4}$  of the northeast  $\frac{1}{4}$  of section 17, T2N, R1W, City of Mason, Ingham County, Michigan; and

**WHEREAS**, The request to rezone is consistent with the standards of approval for zoning ordinance amendments listed in Section 94-396(a) of the Mason zoning ordinance, based on the following findings of fact:

1. That the request to rezone the property is consistent with the Future Land Use Map of the Master Plan.
2. That the subject property can be reasonably served by the necessary public utilities.
3. That there are no significant negative environmental impacts related to the rezoning request.
4. That the land uses permitted in the C-2 (General Commercial) zoning district will not adversely affect the value of the surrounding property.

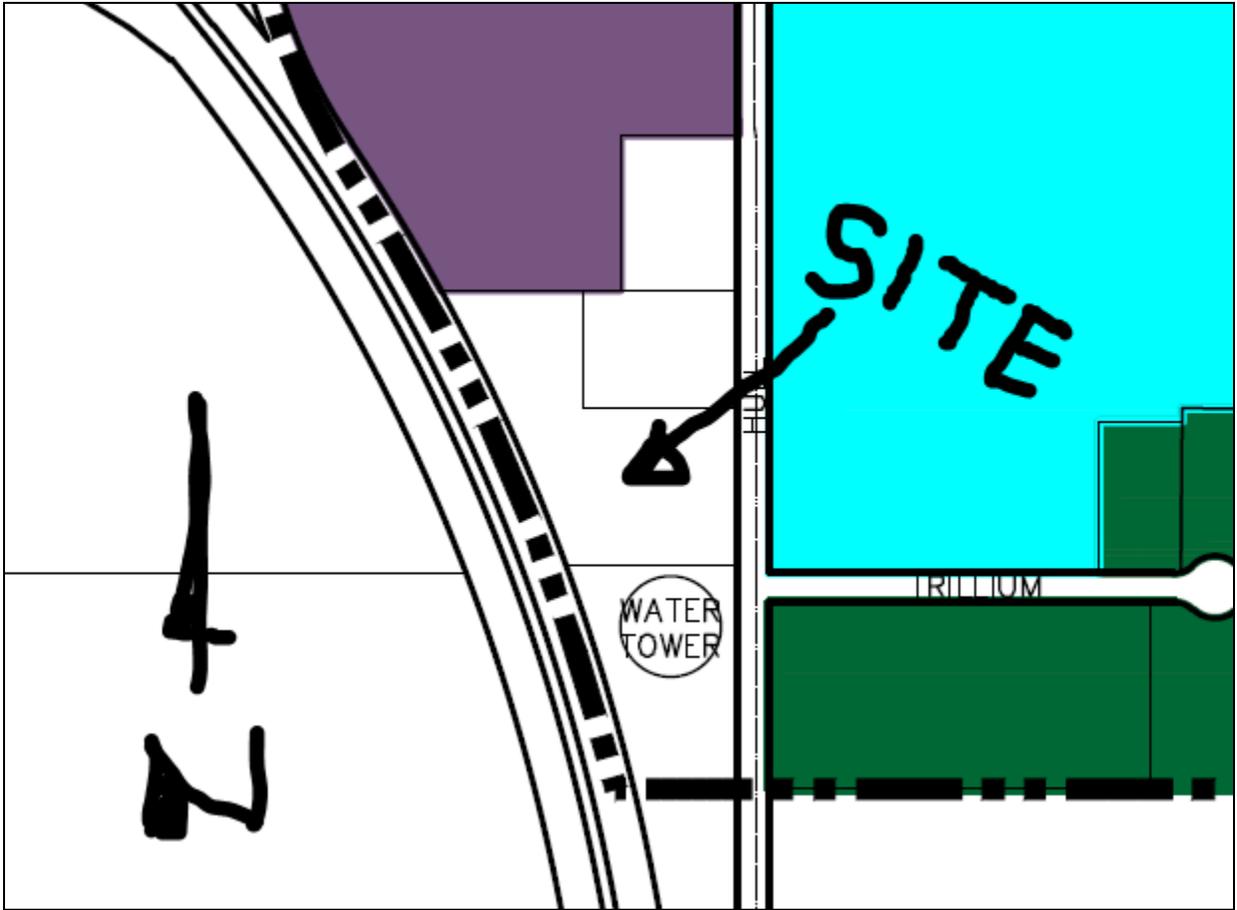
**NOW THEREFORE BE IT RESOLVED**, that the City of Mason Planning Commission does hereby recommend that the City Council adopt an ordinance to rezone 7.31 acres of land as described from AG Single Family Residential to C-2 General Commercial.

Yes (8) Barna, Brown, Fischer, Hagle, Howe, Hude, Sabbadin, Waxman

No (0)

Mason, MI

652 Hull Road



# CITY OF MASON

## STAFF AGENDA REPORT TO CITY COUNCIL

**Meeting Date:** November 9, 2016

**Agenda Item:** 9A

**AGENDA ITEM**

Resolution – Authorizing an Application to the Ingham County Regional Trails and Parks Millage Fund to the Extension of the Hayhoe Riverwalk Trail in the City of Mason

**EXHIBITS**

Construction Estimates  
Map of Regional Trail

**STAFF REVIEW**

Deborah Stuart, City Administrator

**SUMMARY STATEMENT**

The City of Mason is eligible to apply for Ingham County Trails and Parks Millage funds for extension of the Hayhoe Riverwalk Trail. This extension would continue from the northern end at Howell Road west to Kerns Road. This extension will also include a trailhead at the City's north Water Tower. This extension will address safety concerns along Howell where no sidewalk exists and eliminate parking on the side of the road, while adding to our linear park.

| Expenditures                                   | Estimated Project Costs |                   |                     | % of Project |
|------------------------------------------------|-------------------------|-------------------|---------------------|--------------|
|                                                | Trailhead               | Extension         | Total               |              |
| Estimated Construction Costs                   | \$ 28,990               | \$ 876,325        | \$ 905,315          |              |
| Design Fees                                    | \$ 2,900                | \$ 17,500         | \$ 20,400           | 2%           |
| Construction Engineering                       | \$ 2,900                | \$ 15,500         | \$ 18,400           | 2%           |
| Contingency                                    | \$ 4,400                | \$ 45,000         | \$ 49,400           | 5%           |
| Amenities from Dart Foundation                 | \$ 10,810               |                   | \$ 10,810           |              |
| <b>Total</b>                                   | <b>\$ 50,000</b>        | <b>\$ 954,325</b> | <b>\$ 1,004,325</b> |              |
| Match Contribution                             | Trailhead               | Extension         | Total               | % of costs   |
| Dart Foundation                                | \$ 50,000               |                   | \$ 50,000           | 5%           |
| George and Lisa Hayhoe                         |                         | \$ 200,000        | \$ 200,000          | 20%          |
| City of Mason- Pedestrian Bridge Reimbursement |                         | \$ 21,000         | \$ 21,000           | 2%           |
| City of Mason- Rayner Bond Fund                |                         | \$ 40,341         | \$ 40,341           | 4%           |
| <b>Total</b>                                   | <b>\$ 50,000</b>        | <b>\$ 261,341</b> | <b>\$ 311,341</b>   | 31%          |

- The Dart Foundation has indicated in support contingent on final approval and naming rights for the trailhead
- George and Lisa Hayhoe have indicated they would support this project contingent on continued naming rights for this leg of the trail.
- City of Mason- This level of support will provide an additional point and make the project more competitive. We have been approved for reimbursement of the pedestrian bridge near the community garden for \$21,000, which I recommend reallocating to this project. I also recommend

allocating the additional funding from the Rayner Bond Fund. While I'm aware there are goals to get this to a certain level, it is estimated that will take over 12 years to get the fund to one million dollars. This extension will provide a connection to the Angel House, increased safety for our residents, and expansion of a linear park which are well within the goals of this fund.

The grant application requires a resolution from the City Council to show support for the submission. The resolution also allows for the budget to be amended with the numbers identified above, if the project is awarded funding by the County.

**CITY ADMINISTRATOR'S RECOMMENDED ACTION BY CITY COUNCIL**

Move to approve authorizing an application to the Ingham County Regional Trails and Parks Millage Fund to the extension of the Hayhoe Riverwalk Trail in the City of Mason.

Introduced:  
Seconded:

**CITY OF MASON  
CITY COUNCIL RESOLUTION**

**AUTHORIZING AN APPLICATION TO THE INGHAM COUNTY REGIONAL TRAILS  
AND PARKS MILLAGE FUND TO THE EXTENSION OF THE HAYHOE RIVERWALK  
TRAIL IN THE CITY OF MASON**

**November 9, 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 the Hayhoe Riverwalk Trail Extension (the "Project") as an eligible project under new construction;

**WHEREAS**, the Project 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 Council believes the Project will be an asset to the community and that allocating \$21,000 from the General Fund (reallocating funding reimbursed for the Pedestrian Bridge) and \$40,341 from the Rayner Bond Fund is in the best interest of the City of Mason residents and will leverage over 90% of the project costs;

**WHEREAS**, the estimated Project cost is \$1,004,325 and is expected to be funded by the following sources:

- Dart Foundation                      \$50,000
- Lisa and George Hayhoe        \$200,000
- City of Mason                         \$61,341; and

**WHEREAS**, the remaining gap for the Project will be requested of 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 Project and negotiate final terms of the grant agreement consistent with this resolution, if selected for funding; and

**BE IT FURTHER RESOLVED**, the City Council hereby authorizes the budget amendments within the current fiscal year required to facilitate this project consistent with this resolution, if selected for funding prior to July 1, 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 Wednesday, November 9, 2016, the original of which is part of the City Council minutes.

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

Hayhoe Riverwalk Extension  
Howell Road (Existing Riverwalk to Kerns Road)  
Engineer's Opinion of Probable Cost  
8/16/2016

| ITEM   | EST. QTY.                                                       | UNIT | DESCRIPTION                                                               | UNIT PRICE    | TOTAL         |
|--------|-----------------------------------------------------------------|------|---------------------------------------------------------------------------|---------------|---------------|
| 1      | 1,600                                                           | Lft  | 10' Wide Asphalt Trail (6" Agg Base, Geotex Fabric, 440#/syd Bit.)        | \$ 56.00      | \$ 89,600.00  |
| 2      | 750                                                             | Sft  | 6" Concrete ADA Ramps                                                     | \$ 7.50       | \$ 5,625.00   |
| 3      | 20                                                              | Ea   | ADA Ramp Panels (2.5'x2') EJIW                                            | \$ 180.00     | \$ 3,600.00   |
| 4      | 600                                                             | Cyd  | Excavation for Pathway                                                    | \$ 20.00      | \$ 12,000.00  |
| 5      | 1                                                               | LS   | Clearing & Grubbing                                                       | \$ 5,000.00   | \$ 5,000.00   |
| 6      | 1                                                               | LS   | 80' Long x 10' Wide Pre-Fab Foot Bridge, Incl. Transition Plates each end | \$ 144,000.00 | \$ 144,000.00 |
| 7      | 1                                                               | LS   | Bridge Footings & Abutment Walls                                          | \$ 40,000.00  | \$ 40,000.00  |
| 8      | 750                                                             | Lft  | 10' Wide Boardwalk                                                        | \$ 750.00     | \$ 562,500.00 |
| 9      | 4                                                               | Ea   | Removable Bollards                                                        | \$ 500.00     | \$ 2,000.00   |
| 10     | 1                                                               | LS   | Erosion Control                                                           | \$ 7,000.00   | \$ 7,000.00   |
| 11     | 1                                                               | LS   | Restoration & Cleanup                                                     | \$ 3,000.00   | \$ 3,000.00   |
| 12     | 1                                                               | LS   | Howell Road Traffic Control                                               | \$ 2,000.00   | \$ 2,000.00   |
|        |                                                                 |      | Total Estimated Construction Cost                                         |               | \$ 876,325.00 |
| NOTES: | 10' Wide Asphalt Trail Item Includes:                           |      |                                                                           |               |               |
|        | 12' Wide 6" Agg Base = 400 cyd @ \$45.00/cyd                    |      |                                                                           |               |               |
|        | 12' Wide Geotextile Separator Fabric = 2,200 syd @ \$4.50/syd   |      |                                                                           |               |               |
|        | 10' Wide Bit, 440#/syd, incl. 2 Lifts = 400 Tons @ \$150.00/ton |      |                                                                           |               |               |

Hayhoe Riverwalk Extension  
 Trailhead Parking Lot at Howell Road Water Tower  
 Engineer's Opinion of Probable Cost  
 8/17/2016

| ITEM | EST. QTY. | UNIT | DESCRIPTION                                      | UNIT PRICE  | TOTAL        |
|------|-----------|------|--------------------------------------------------|-------------|--------------|
| 1    | 160       | Cyds | Earth Excavation                                 | \$ 12.00    | \$ 1,920.00  |
| 2    | 150       | Cyds | 8", 22A Agg Base                                 | \$ 30.00    | \$ 4,500.00  |
| 3    | 850       | Syds | Shape & Fine Grade                               | \$ 2.00     | \$ 1,700.00  |
| 4    | 185       | Tons | Bituminous Mixture 13A @ 440#/syd (2 lifts)      | \$ 82.00    | \$ 15,170.00 |
| 5    | 2         | Each | Furnish & Install 2 Barrier Free Signs and Posts | \$ 400.00   | \$ 800.00    |
| 6    | 1         | Each | Furnish & Install Trailhead Entrance Sign        | \$ 1,500.00 | \$ 1,500.00  |
| 7    | 1         | LS   | Pavement Markings                                | \$ 700.00   | \$ 700.00    |
| 8    | 1         | LS   | Soil Erosion & Sedimentation Control Measures    | \$ 1,200.00 | \$ 1,200.00  |
| 9    | 1         | LS   | Cleanup & Restoration                            | \$ 1,500.00 | \$ 1,500.00  |
|      |           |      |                                                  |             |              |
|      |           |      | Total Estimated Construction Cost                |             | \$ 28,990.00 |



**WOLVERINE ENGINEERS  
AND SURVEYORS, INC.**  
312 North St., Mason, MI 48854  
(517) 676-9200 Fax (517) 676-9396

JOB 16-0051  
SHEET NO. ① OF \_\_\_\_\_  
CALCULATED BY \_\_\_\_\_ DATE 8-17-16  
CHECKED BY \_\_\_\_\_ DATE \_\_\_\_\_  
SCALE 1" = 40' 8-17-16

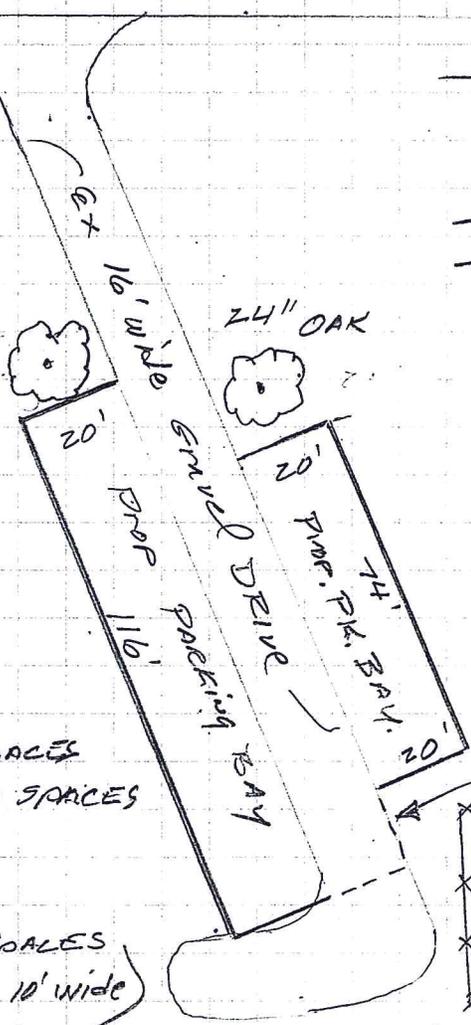
HAYMDE RIVERWALK EXTENSION  
TRAILHEAD PARKING LOT @ HOWELL RD WATER TOWER

HOWELL RD,

HOWELL RD



18" OAK



NOTES:

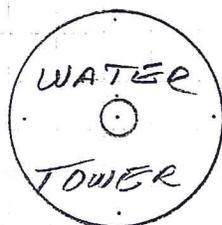
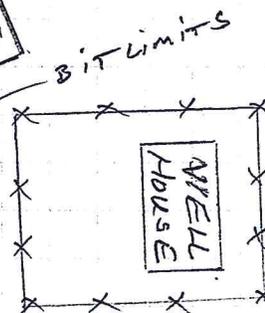
- EXCAVATE PARKING BAYS ALONG BOTH SIDES EX. GRAVEL DRIVE.
- INSTALL 8" ZZA, AGG.
- SHAPE AND FINE GRADE SHEET DRAIN TO EAST.
- INSTALL 4" BIT PAVEMENT IN 2 LIFTS, OVER DRIVEWAY AND NOW PARKING BAYS.
- AGG BASE TO BE ADDED TO EX. DRIVE TO BALANCE.

NOTES:

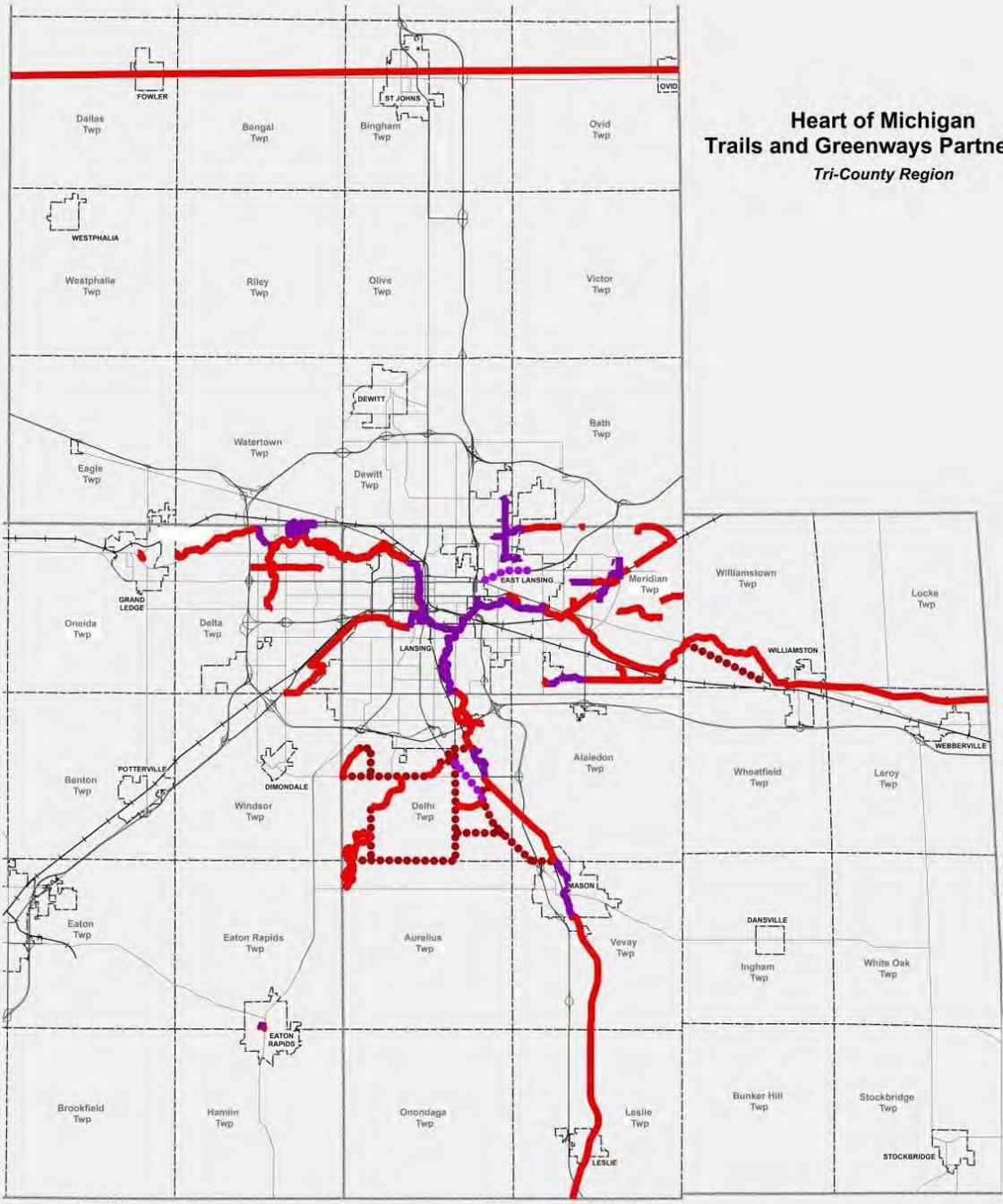
116' WEST BAY TO INCLUDE 10 EACH 9' SPACES AND 2 EACH 13' ADA SPACES

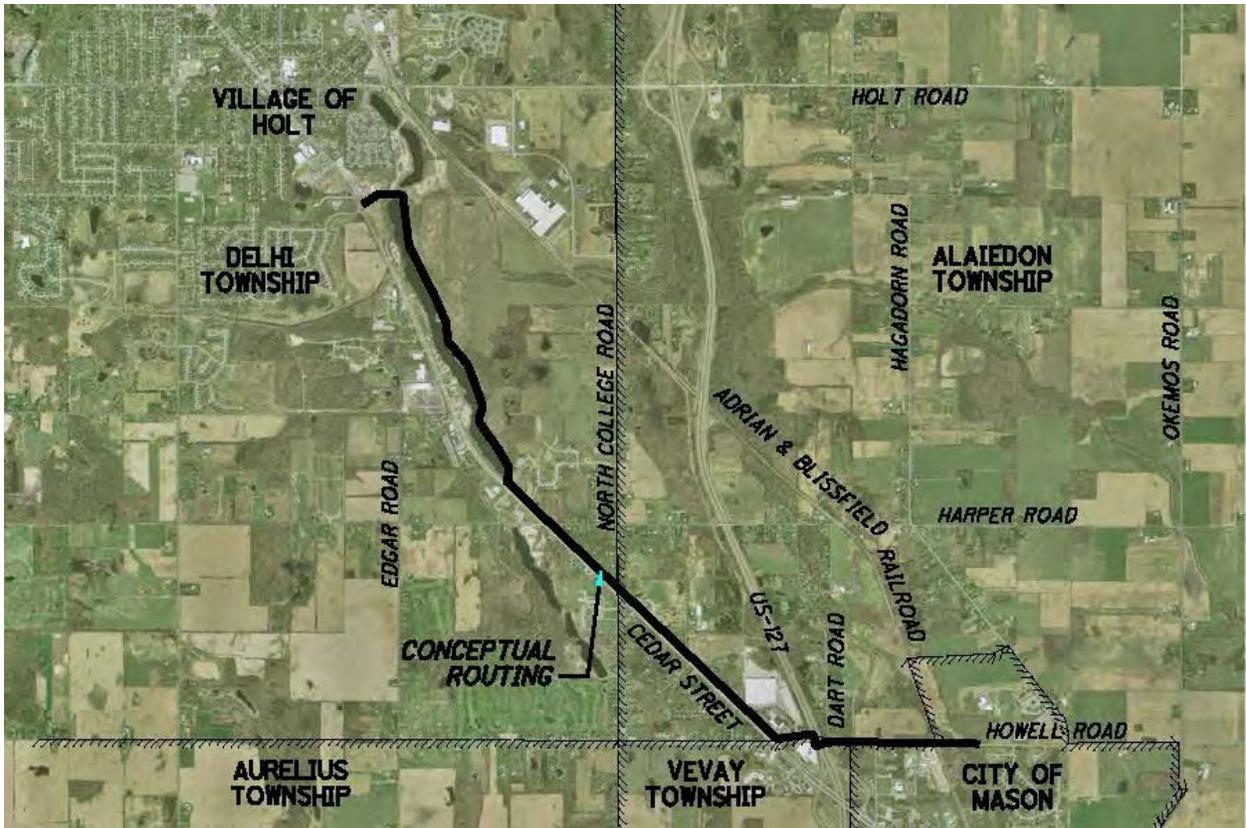
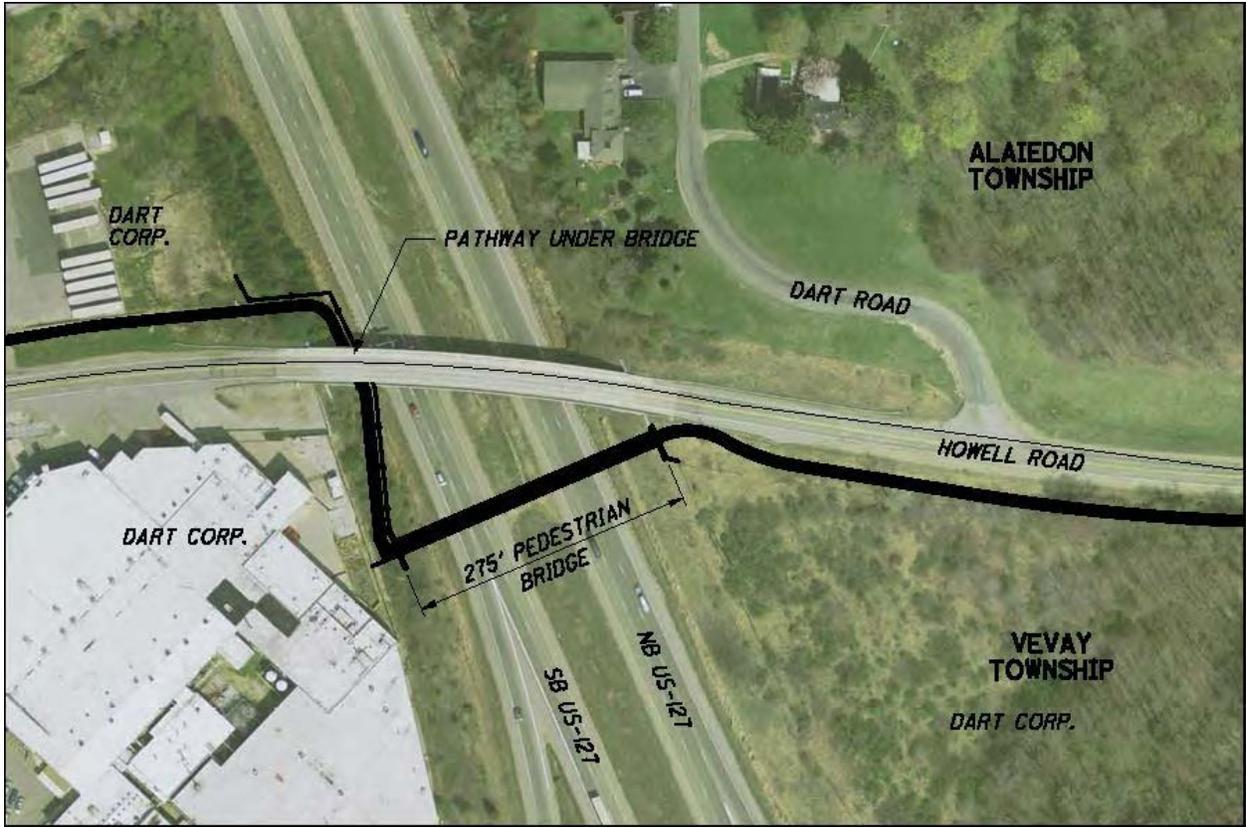
74' EAST BAY TO INCLUDE 8 EACH 9' SPACES (OUTSIDE SPACES TO BE 10' WIDE)

PROPOSED PAVEMENT MARKINGS TO BE 18' LONG, CREATING 18' SPACES AND 20' DRIVE LANE.



**Heart of Michigan  
Trails and Greenways Partnership  
Tri-County Region**





MEMORANDUM

TO: Mason City Council  
FROM: Thomas M. Hitch, City Attorney   
RE: **CITY ATTORNEY REPORT**  
DATE: November 4, 2016

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

1. ***J & J Properties v Mason Public Schools (Ingham County Circuit Court)***

The stipulation to settle the case, a Settlement Agreement between the parties (other than the City), and documents from the engineer regarding design issues continue to be circulated. It is anticipated that all of this will be resolved by November 9<sup>th</sup>, which is the last day for the City to sign the Notice to Proceed. I believe all of this will be resolved by November 7<sup>th</sup>, so that the Notice to Proceed can be executed on the 8<sup>th</sup> or the 9<sup>th</sup>.

2. ***Esquire Development & Construction, Inc. v City of Mason (Michigan Tax Tribunal Docket Nos. 14-5644 and 15-4504)***

I have been working with both Heidi Roenicke and Scott Cunningham to obtain the appropriate documentation and figures necessary for the preparation of the Prehearing Statement. As the appeal involves 24 separate properties, this has entailed a significant amount of work from Heidi and Scott as well as me in preparing the documents necessary to file with the Tax Tribunal. The Prehearing Statement and our Valuation Disclosures will be filed no later than November 7, 2016.

3. ***O'Brian v City of Mason, et al (U.S. District Court, Western District of Michigan)***

I attended the deposition of plaintiff Marcia O'Brien. We are in the process of scheduling the deposition of her husband, Richard, and expect that Sgt. Reckling's deposition will occur in the next 30 days.

4. **Gestamp Mason, LLC**

I had a meeting and several conversations with the City Administrator regarding the proposed expansion of Gestamp Mason, LLC, within the City. I have prepared a draft agreement for Gestamp, Mason, which must be signed and filed with the application for the industrial facilities exemption.

5. **Miscellaneous Ordinances and Memos**

I have reviewed the vegetation and off-road vehicle ordinances. In addition, I have reviewed the memorandum of understanding with the Friends of Lansing Regional Trails.

6. **District Court Proceedings**

In the Diversion Program, we have had activity in all three programs involving Marijuana Diversion, MIP Diversion, and the Retail Fraud Diversion. There is one person participating in the MIP Diversion Program as well as being a participant in the Retail Fraud Diversion Program. As it relates to the Retail Fraud Diversion Program, there are four individuals participating in the program (including the one noted above). We had one outstanding invitation to participate, but we have not received a response so we will be preparing a complaint and warrant for this individual. As it pertains to the Marijuana Diversion Program, there are three people participating in the program. There were three invitations extended to participate. One individual has agreed to participate in the program and we have yet to receive a response from the other two individuals.

In terms of court appearances and the handling of pretrials, there were 18 pretrial cases and one arraignment for which we appeared. Our office also responded to the appeal of Neil Burcroff by filing our appellate brief with the Ingham County Circuit Court.

bks