



CITY COUNCIL MEETING AGENDA – February 5, 2024

Mason City Hall, 201 W. Ash Street, Mason, MI
Sycamore Room, 7:30 p.m.

Joint Recognition Award Ceremony will occur prior to City Council meeting,
in the Sycamore Room and may cause a delay.

1. **CALL TO ORDER**
2. **ROLL CALL**
3. **PLEDGE OF ALLEGIANCE AND INVOCATION**
4. **PUBLIC COMMENT**
5. **CONSENT CALENDAR**
 - A. Minutes:
 1. Approve Minutes of Regular Council Meeting January 15, 2024
 - B. Correspondence:
 1. Letter regarding Senior Citizens from Gloria Wright
 2. Receipt of Boards & Commissions 2024 Calendar
 - C. Financials:
 1. Approve Bills in the Amount of \$32,635.74
 2. Authorize Contract with Pilot Rock RJ Thomas Mfg. Co. Inc. Related the Maple Grove Cemetery Trash Receptacles/Section Signs Improvement (CIP: 2022-P2) in the Amount of \$21,237
 - D. Right of Ways and Use of Public Property:
 1. Approve Use of Public Right-of-Way for the Show Off Car Club, Mason Courthouse Car Show on July 4, 2024 and to Waive All Associated Fees
6. **PUBLIC HEARINGS**
 - A. Public Hearing of Necessity for Project No. 2024-1 Sidewalk and Driveway Improvements Special Assessment District
 1. Resolution 2024-07: Project No. 2024-1, Sidewalk and Driveway Improvements Special Assessment District, Resolution No. 3 of Special Assessment Process Proceeding with Improvement
 2. Resolution 2024-08: Project No. 2024-1, Sidewalk and Driveway Improvements Special Assessment District, Resolution No. 4 of Special Assessment Process Setting the Date for a Public Hearing on the Proposed Assessment Roll.
7. **UNFINISHED BUSINESS**

8. NEW BUSINESS

- A. Resolution 2024-09: Recommend Approval to the Michigan Liquor Control Commission (MLCC) for the Issuing of a Class C Redevelopment District License to Equal Part Libations, LLC at 427 S. Jefferson Street

9. COUNCILMEMBERS' REPORTS

10. CITY MANAGER'S REPORT (02/02/24)

11. ADJOURNMENT

**CITY OF MASON
REGULAR CITY COUNCIL MEETING MINUTES**

January 15, 2024

CALL TO ORDER

Mayor Whipple called the meeting to order at 7:30 p.m. in the Council Chambers at 201 W. Ash Street, Mason, Michigan.

ROLL CALL

Present: Councilmembers: Clark, Droscha, Ferris, Preadmore, Schaffer, Vogel, Whipple
Absent: Councilmembers: None
Also present: City Manager Stuart, City Clerk Jarvis

PLEDGE OF ALLEGIANCE AND INVOCATION

Mayor Whipple led the Pledge of Allegiance and offered the invocation.

PUBLIC COMMENT

Stuart Horton of 450 W. Harper Road thanked the council for their past support but asked that the council consider continuing to provide funding for trips/meals to all member of the Mason Area Seniors Citizens Welcome Club as part of the License Agreement and not just city residents. Mr. Horton reported that a third of their members live outside the city limits and this would cause great confusion within the club.

CONSENT CALENDAR

- A. Minutes:
 - 1. Approve Minutes of Closed Session Council Meeting January 3, 2024
- B. Financials:
 - 1. Receipt of Monthly Revenue and Expenditure Report for Period Ending December 31, 2023
 - 2. Receipt of Quarterly Investment Report for Period Ending December 31, 2023
- C. Resolutions:
 - 1. Resolution 2024-01: Approval of Mayoral Appointments to City Boards and Commissions

**CITY OF MASON
CITY COUNCIL RESOLUTION NO. 2024-01**

MAYORAL APPOINTMENT TO CITY COMMISSION

January 15, 2024

BE IT HEREBY RESOLVED, that that the Mayor, with approval from the City Council, does hereby make the following appointment to the specified commission of the City with the following term:

Board or Commission	Appointment	Term Expires
Historic District Commission	Marc Jordan	2025

BE IT FURTHER RESOLVED, that the term included as part of this resolution shall nullify and replace any other previously approved resolutions related to the term of this appointment to this Commission.

- 2. Resolution 2024-02: Adoption of Participation in Ingham County Payment Reduction Program – **Moved to New Business**

3. Resolution 2024-03: Authorizing an Application to the State Historic Preservation Office Certified Local Government Grant to Fund Mason Library Renovations – Exterior Building Improvements (CIP 2017-B5b) – **Moved to New Business**

D. Other:

1. Approve Rescheduling of City Council Meetings for Calendar Year 2024 (Returning the Second City Council Meeting in February 2024 to its Original Date of February 19) – **Moved to New Business**

MOTION by Droscha second by Preadmore,

to approve the Consent Calendar with the amendment of moving items C2, C3, and D1 to New Business

MOTION APPROVED UNANIMOUSLY

UNFINISHED BUSINESS

None

NEW BUSINESS

A. Approve Amended Special Assessment District Policy

MOTION by Preadmore second by Vogel,

to Approve Amended Special Assessment District Policy

MOTION by Schaffer second by Vogel,

to Amend Special Assessment District Policy in item 2b in the third sentence to read “Property owners will be assessed 100% for “the cost” for a new sanitary sewer and water main.

Yes (2) Ferris, Schaffer

No (5) Clark, Droscha, Preadmore, Vogel, Whipple

Absent (0)

MOTION FAILED

ORIGINAL MOTION APPROVED UNANIMOUSLY

B. Special Assessment District, Project 2024-01 (CIP 2018-S7, S29, S30, S31; 2019-S4, S6; 2023-S2)

1. Resolution 2024-04: Project 2024-1, Sidewalk and Driveway Improvements Special Assessment District, Resolution No. 1 of Special Assessment Process Declaring Intent for the Improvements to Proceed and Directs Staff to Prepare Necessary Information.

**CITY OF MASON
CITY COUNCIL RESOLUTION NO. 2024-04**

PROJECT NO. 2024-1, SIDEWALK AND DRIVEWAY IMPROVEMENTS SPECIAL ASSESSMENT DISTRICT, RESOLUTION NO. 1 OF SPECIAL ASSESSMENT PROCESS DECLARING INTENT FOR THE IMPROVEMENTS TO PROCEED AND DIRECTS STAFF TO PREPARE NECESSARY INFORMATION

January 15, 2024

WHEREAS, upon its own motion and without petition, the City Council of the City of Mason desires to be advised of the feasibility of certain sidewalk and driveway improvements within the City, generally described as follows:

The installation of sidewalks and related improvements, the installation of concrete driveways between the sidewalk and curb, seeding, fertilizing, and mulching in the public right-of-way of the following properties and along and adjacent

to the following streets: 304 Peachtree, 218 Peachtree, 210 Peachtree, 202 Peachtree, 101 Peachtree, 109 Peachtree, 201 Peachtree, 301 Peachtree, 309 Peachtree, 317 Peachtree, 700-710 W South, 501 Middlebury, 500 Middlebury, 528 Middlebury, 552 Middlebury, 799 Foxview, 761 Foxview, 600 Peachtree, 606 Peachtree, 712-718 Peachtree, 722-728 Peachtree, 505 Middlebury, 727-733 Peachtree, 737-743 Peachtree, 441 Peachtree, 601-607 Peachtree, 611-617 Peachtree, 621-629 Peachtree, 631-637 Peachtree, 521-543 Peachtree, 544 Peachtree, 532 Peachtree, 509 Middlebury, 116 McRoberts, 427-429 W Columbia, 113-115 McRoberts, 505-511 W Sycamore, 502 W Maple, 452 W Maple, 503 W Maple, 500 W Ash, 450 W Ash, 432 E Oak, 415 Steele

WHEREAS, an estimate of the expenses of the Project and engineering drawings must be made, and the proposed special assessment district therefore must be determined.

NOW THEREFORE BE IT RESOLVED, that

1. The City Council does hereby tentatively declare its intention to proceed with the Project;
2. The City Manager and/or Treasurer are hereby ordered to cause plans showing the Project, the location thereof, the proposed special assessment district, and estimates of the cost of the Project, to be prepared by Wolverine Engineers and Surveyors, Inc., Mason, Michigan;
3. The City Manager, when the engineering plans and estimates for the Project are completed, is ordered to file same with the City Clerk, and said plans and estimates shall be made available for public inspection;
4. The City Manager and/or Treasurer are hereby further authorized to proceed with all other necessary actions to initiate the Project;
5. All resolutions and parts of resolutions insofar as they conflict with the provisions of this resolution be, and the same are, hereby rescinded.

MOTION by Preadmore second by Clark,
to Adopt Resolution 2024-04: Project 2024-1, Sidewalk and Driveway Improvements Special Assessment District, Resolution No. 1 of Special Assessment Process Declaring Intent for the Improvements to Proceed and Directs Staff to Prepare Necessary Information.

MOTION APPROVED UNANIMOUSLY

2. Resolution 2024-05: Project No. 2024-1, Sidewalk and Driveway Improvements Special Assessment District, Resolution No. 2 of Special Assessment Process Establishes the Hearing of Necessity and Directs City Clerk to Notice Property Owners Abutting the Project to Allow for Public Comment

**CITY OF MASON
CITY COUNCIL RESOLUTION NO. 2024-05**

PROJECT NO. 2024-1, SIDEWALK AND DRIVEWAY IMPROVEMENTS SPECIAL ASSESSMENT DISTRICT, RESOLUTION NO. 2 OF SPECIAL ASSESSMENT PROCESS ESTABLISHES THE HEARING OF NECESSITY AND DIRECTS CITY CLERK TO NOTICE PROPERTY OWNERS ABUTTING THE PROJECT TO ALLOW FOR PUBLIC COMMENT

January 15, 2024

WHEREAS, the City Council has ordered plans and estimates of costs for the 2024 Street improvements described more specifically below, to be made; and

WHEREAS, the City Council of the City of Mason, deems it advisable and necessary for the public health, safety and welfare of the City and its inhabitants to carry out the following generally described sidewalk and driveway improvements project:

The installation of sidewalks and related improvements, the installation of concrete driveways between the sidewalk and curb, seeding, fertilizing, and mulching in the public right-of-way of the following properties and along and adjacent to the following streets: 304 Peachtree, 218 Peachtree, 210 Peachtree, 202 Peachtree, 101 Peachtree, 109 Peachtree, 201 Peachtree, 301 Peachtree, 309 Peachtree, 317 Peachtree, 700-710 W South, 501 Middlebury, 500 Middlebury, 528 Middlebury, 552 Middlebury, 799 Foxview, 761 Foxview, 600 Peachtree, 606 Peachtree, 712-718 Peachtree, 722-728

Peachtree, 505 Middlebury, 727-733 Peachtree, 737-743 Peachtree, 441 Peachtree, 601-607 Peachtree, 611-617 Peachtree, 621-629 Peachtree, 631-637 Peachtree, 521-543 Peachtree, 544 Peachtree, 532 Peachtree, 509 Middlebury, 116 McRoberts, 427-429 W Columbia, 113-115 McRoberts, 505-511 W Sycamore, 502 W Maple, 452 W Maple, 503 W Maple, 500 W Ash, 450 W Ash, 432 E Oak, 415 Steele

Further, the City Council deems it advisable to defray all or a portion of the cost of the Project through special assessments assessed against the properties specially benefited thereby; and

WHEREAS, the City Council desires to proceed further with the Project.

NOW THEREFORE BE IT RESOLVED, that:

- 1) The City Council tentatively declares its intention to proceed with the Project as generally described above, and to defray all or a portion of the cost thereof by special assessments against the properties specially benefited thereby in the proposed 2023 street improvements special assessment district;
- 2) There is hereby tentatively designated a special assessment district against which all or a portion of the costs of the Project are to be assessed, consisting of the lots and parcels of land described in **Exhibit A**, attached hereto and made a part hereof by reference;
- 3) The City Council shall meet at a regular meeting in the City Hall, 201 West Ash Street, Mason, Michigan 48854, on Monday, the 5th day of February 2024 at 7:30 p.m., at which time and place the City Council will hear any objections to the Project and to the proposed special assessment district therefore;
- 4) The City Clerk is hereby ordered to cause notice of such hearing to be made to the owners of the lots and parcels of land described in **Exhibit A**, attached hereto and made a part hereof by reference, pursuant to Section 66-4 of the Mason Code and the provisions of the City Charter. Said notice shall be in substantially the following form:

NOTICE OF HEARING

CITY OF MASON

INGHAM COUNTY, MICHIGAN

NOTICE OF PUBLIC HEARING ON THE SPECIAL ASSESSMENT ROLL FOR THE

2024 SIDEWALK AND DRIVEWAY IMPROVEMENTS SPECIAL ASSESSMENT PROJECT NO. 2024-1

TO THE RESIDENTS AND PROPERTY OWNERS OF THE CITY OF MASON, INGHAM COUNTY, MICHIGAN, the owners of the land described below within the proposed Special Assessment District 2024-1, and any other interested persons:

PLEASE TAKE NOTICE that the City Council of the City of Mason, acting on its own initiative, proposes to make the following generally-described sidewalk and driveway improvements project with respect to the proposed 2024 sidewalk and driveway improvements Special Assessment District-Project 2024-1:

The installation of sidewalks and related improvements, the installation of curb and gutter, the installation of concrete driveways between the sidewalk and curb, seeding, fertilizing, and mulching in the public right-of-way of the following properties and along and adjacent to the following streets: 304 Peachtree, 218 Peachtree, 210 Peachtree, 202 Peachtree, 101 Peachtree, 109 Peachtree, 201 Peachtree, 301 Peachtree, 309 Peachtree, 317 Peachtree, 700-710 W South, 501 Middlebury, 500 Middlebury, 528 Middlebury, 552 Middlebury, 799 Foxview, 761 Foxview, 600 Peachtree, 606 Peachtree, 712-718 & 722-728 Peachtree, 505 Middlebury, 727-723 Peachtree, 737-743 Peachtree, 441 Peachtree, 601-607 Peachtree, 611-617 Peachtree, 621-627 Peachtree, 631-637 Peachtree, 521-539 Peachtree, 544 Peachtree, 532 Peachtree, 509 Middlebury, 116 McRoberts, 427-429 W Columbia, 113-115 McRoberts, 505-509 W Sycamore, 502 W Maple, 452 W Maple, 503 W Ash, 500 W Ash, 450 W Ash, 432 E Oak, 415 Steele, and;

TAKE FURTHER NOTICE that the City Council will meet on Monday, **the 5th day of February 2024**, at 7:30, p.m., in the City Hall, 201 West Ash Street, Mason, Michigan 48854, for the purpose of hearing any objections to the proposed street improvements project and the proposed special assessment district therefore.

Appearance and protest at the hearing, in person or in writing, are required in order to appeal the action of the City Council in approving the proposed street, curb and gutter and sidewalk improvement project, the special assessment district or the amount of the special assessment to the state tax tribunal. A property owner or party in interest, or his or her agent, may appear in person at the hearing to protest the special assessment proceedings or may file his or her appearance and protest by letter and his or her personal appearance will not be required. The owner or any person having an interest in the real property who protests in person or in writing at the hearing may file a written appeal of a

special assessment with the state tax tribunal within 35 days of the date the special assessment roll is confirmed by the City Council.

Further information regarding the street and sidewalk improvement special assessment project is available at the City Clerk's offices, City Hall, 201 West Ash Street, Mason, Michigan 48854.

Dated: January 15, 2024

Sarah J. Jarvis, City Clerk
City of Mason, County of Ingham, State of Michigan

BE IT FURTHER RESOLVED, all resolutions and parts of resolutions insofar as they conflict with the provisions of this resolution be, and the same are, hereby rescinded.

MOTION by Clark second by Preadmore,
to Adopt 2024-05: Project No. 2024-1, Sidewalk and Driveway Improvements Special Assessment District, Resolution No. 2 of Special Assessment Process Establishes the Hearing of Necessity and Directs City Clerk to Notice Property Owners Abutting the Project to Allow for Public Comment

MOTION APPROVED UNANIMOUSLY

- C. City Parks Design Master Plans for City of Mason Parks
 - 1. Resolution 2024-06: Adoption of the 2024 Master Design Plans for the City of Mason Parks (CIP 2020-P6, P8, P12, P13, P14)

**CITY OF MASON
CITY COUNCIL RESOLUTION NO. 2024-06**

ADOPTION OF THE 2024 MASTER DESIGN PLAN FOR CITY OF MASON PARKS

January 15, 2024

WHEREAS, the City of Mason has adopted a City of Mason Parks, Recreation and Non-Motorized Plan (the "Plan") which describes the physical features, existing facilities, and the desired actions to be taken to improve and maintain recreation facilities during the planning period between 2020 and 2024 (Resolution 2020-04); and

WHEREAS, the Plan's Capital Improvement Schedule called for design work be done for all parks considering future needs of the park system; and

WHEREAS, the City prioritized the design work for the park in the Capital Improvement Plan and funded the work within the approved budget; and

WHEREAS, the City drafted a design plan and allowed citizens and stakeholders to provide input regarding these plans over the course of six months; and

WHEREAS, additional public input was received through meetings with every resident invited by direct mail; and

WHEREAS, the City of Mason considered that input and developed the Master Design Plan for City of Mason Parks for the benefit of the entire community and to adopt the Plan as an appendix within the Plan would assist in meeting the park, recreational and non-motorized needs of the community.

NOW THEREFORE BE IT RESOLVED, that the City Council adopts the City of Mason Parks, Recreation and Non-Motorized Plan 2020-2024 as a guideline for improving parks, recreation and non-motorized facilities for the residents of the City of Mason.

MOTION by Droscha second by Preadmore,
to Adopt Resolution 2024-06: Adoption of the 2024 Master Design Plans for the City of Mason Parks (CIP 2020-P6, P8, P12, P13, P14)

MOTION APPROVED UNANIMOUSLY

- 2. Approve Hayes Park 2024 Priority Projects (CIP 2020-P21) as Creating New Pickleball Courts Replacing Existing Tennis Courts, Improving Existing Basketball Court, and New Sidewalk to Improve Accessibility

MOTION by Vogel second by Droscha, to Approve Hayes Park 2024 Priority Projects (CIP 2020-P21) as Creating New Pickleball Courts Replacing Existing Tennis Courts, Improving Existing Basketball Court, and New Sidewalk to Improve Accessibility

MOTION APPROVED UNANIMOUSLY

- D. Direct Staff to Draft an Ordinance Allowing Two Retail Marihuana Licenses for City Council for Consideration

MOTION by Vogel second by Schaffer, to Direct Staff to Draft an Ordinance Allowing Two Retail Marihuana Licenses for City Council for Consideration

Yes (6) Clark, Droscha, Preadmore, Schaffer, Vogel, Whipple
No (1) Ferris
Absent (0)

MOTION APPROVED

- E. Resolution 2024-02: Adoption of Participation in Ingham County Payment Reduction Program

**CITY OF MASON
CITY COUNCIL RESOLUTION NO. 2024-02**

RESOLUTION FOR PARTICIPATION IN INGHAM COUNTY PAYMENT REDUCTION PROGRAM

January 15, 2024

WHEREAS, pursuant to the authority vested in the Ingham County Treasurer as foreclosing governmental unit under MCL 211.78g(8)(a), the Ingham County Treasurer has created a Payment Reduction Program to reduce payments of delinquent taxes due from persons who have received a poverty exemption from taxes under MCL 211.7u; and

WHEREAS, the Ingham County Treasurer has elected to use only one of three possible methods to reduce payments, as described in MCL 211.78g(8)(a)(iii): Cancel all of the interest, penalties, and fees required to be paid under this act; and

WHEREAS, all the costs of such a cancellation will be borne by Ingham County and not by any city, township, village, or other taxing authority; and

WHEREAS, parcels within the City of Mason will, pursuant to MCL 211.78g(10)(b)(ii), only be eligible for this program with the participation of the City of Mason through approval of this resolution; and

WHEREAS, any change in the terms of the Payment Reduction Program will take effect only after approval of an additional resolution.

NOW, THEREFORE, BE IT RESOLVED, that the City Council of the City of Mason, acting pursuant to MCL 211.78g(10)(b)(ii) elects to participate in the Payment Reduction Program for delinquent taxes adopted by the Ingham County Treasurer as described in this resolution; and

BE IT FURTHER RESOLVED, that, as provided by MCL 211.78g(10)(b) the City of Mason Treasurer is authorized to provide the Ingham County Treasurer with written notice of the City of Mason’s participation in the Payment Reduction Program.

MOTION by Preadmore second by Droscha,
to Adopt Resolution 2024-02: Adoption of Participation in Ingham County Payment Reduction Program

MOTION APPROVED UNANIMOUSLY

- F. Resolution 2024-03: Authorizing an Application to the State Historic Preservation Office Certified Local Government Grant to Fund Mason Library Renovations – Exterior Building Improvements (CIP 2017-B5b)

**CITY OF MASON
CITY COUNCIL RESOLUTION NO. 2024-03**

**AUTHORIZING AN APPLICATION TO THE STATE HISTORIC PRESERVATION OFFICE CERTIFIED LOCAL GOVERNMENT
GRANT TO FUND MASON LIBRARY RENOVATIONS – EXTERIOR BUILDING IMPROVEMENTS**

January 15, 2024

WHEREAS, the City of Mason is eligible to apply for the State Historic Preservation Office Certified Local Government Grant fund for the purpose of Mason Library renovations; and

WHEREAS, the City of Mason has identified the Mason Library, located at 145 W. Ash St., Mason, MI, as a valuable historic resource in our community that is eligible for construction renovations; and

WHEREAS, the City of Mason will file an application to the Michigan State Historic Preservation Office (SHPO) for the Certified Local Government (CLG) in the amount of \$100,000 for the Mason Library Renovations for the resource located at 145 W. Ash St., Mason, MI; and

WHEREAS, Deborah Stuart, City Manager from City of Mason is appointed as the Grant Project Manager who will oversee the CLG grant management and grant administration duties; and

WHEREAS, the City Manager is authorized and directed to file an application for the Mason Library Renovations and that upon approval of the Application by the Michigan State Historic Preservation Office (SHPO) the City Manager shall be authorized to sign the grant agreement, any necessary grant agreement amendments and other agreement-related documents; and

WHEREAS, the City Manager is authorized to sign the required historic preservation easement and record it at the County Register of Deeds before the grant reimbursement will be processed by the SHPO and; and

WHEREAS, the City of Mason acknowledges that the Certified Local Government (CLG) is an expense reimbursement program. The City of Mason authorizes expenditures in the amount of \$148,950 for the project work with the knowledge that eligible expenditures up to the approved grant amount will be reimbursed to City of Mason upon SHPO acceptance of final project work, SHPO acceptance of the final completion report, SHPO audit and acceptance of financial documentation for eligible costs and SHPO acceptance of a historic preservation easement recorded at the Register of Deeds.

NOW, THEREFORE, BE IT RESOLVED, the City Council of the City of Mason hereby authorizes the City Manager to submit a grant request to the Michigan State Historical Preservation Office for the Mason Library Renovations – Exterior Building Improvements (Zone F) 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 approves this capital item as an amendment to the current capital project within the fiscal year 2023-2024 budget consistent with this resolution, if selected for funding in the 2024 CLG Grant award year; and

BE IT FURTHER RESOLVED, the City Council hereby authorizes the Mayor to Write a Letter of Support on Behalf of the City Council as the Property Owner for the Project.

MOTION by Clark second by Droscha,
to Adopt Resolution 2024-03: Authorizing an Application to the State Historic Preservation Office Certified Local Government Grant to Fund Mason Library Renovations – Exterior Building Improvements (CIP 2017-B5b)

MOTION APPROVED UNANIMOUSLY

G. Approve Rescheduling of City Council Meetings for Calendar Year 2024 (Returning the Second City Council Meeting in February 2024 to its Original Date of February 19)

MOTION by Clark second by Vogel,
to Approve Rescheduling of City Council Meetings for Calendar Year 2024 (Returning the Second City Council Meeting in February 2024 to its Original Date of February 19)

MOTION APPROVED UNANIMOUSLY

COUNCILMEMBERS' REPORTS

- Clark asked the City Council to pause and honor the memory of Nancy Freeman-Klco who recently passed and who was a long-time employee for the City of Mason.
- Ferris reported that the Historic District Commission met on January 15, 2024, where they approved the SHPO Grant for the Mason Library Renovations.
- Vogel thanked her fellow colleagues on the City Council for their understanding during this difficult transition time within her family.
- Vogel cited a quote by Martin Luther King Jr. in honor of Martin Luther King Day.
- Vogel noted she will be providing an agenda item in regard to providing additional senior citizens resources regarding 911 and Utility Bills.
- Ferris reported that there will be a blood drive at St. James Catholic Church on February 1, 2024.
- Ferris reported that the test run of the warming center locations in Mason took place this last weekend during the winter storm.
- Whipple reported that he will no longer be able to attend the MML CapCon Conference and that if anyone else is interested they should let the City Manager know by the next meeting.
- Mayor Whipple reminded the City Council of the February 5, 2024 Joint Recognition Ceremony and the February 12, 2024 CIP Meeting.

CITY MANAGER'S REPORT (Verbal Report)

- Manager Stuart reported that it was a very busy weekend for our DPW, Utilities, and Fire Departments with attending to streets snow/ice removal, watermain breaks, down power lines, and other winter weather related issues.
- Manager Stuart reported that the City employees met for an In-Service today where City projects, workplace safety, ethics, and team building activities took place.

ADJOURNMENT

The meeting was adjourned at 8:16 p.m.

Sarah J. Jarvis, City Clerk
City of Mason, County of Ingham, State of Michigan

Feb 1, 2024

Mason City Council

RE: Senior Citizens

In case the weather doesn't cooperate next Monday night, I want to let you know how much the Mason Senior Citizens meant to my husband and I after we moved here.

The first year we moved here was Covid restrictions. After they were lifted we were able to get together with others here with Senior Citizens.

It is difficult for people our age to find activities to get out with others during the daytime.

We moved here because our daughter lives in Mason - my husband had Dementia and we needed to be closer to her. He loved being able to talk to others so this was perfect.

He has since passed away - I have
been here three plus years now,

It is more difficult for older people
to make friends when relocating.

I have enjoyed and appreciated having
Senior Citizens in a convenient location.

Thanks so much - hope we can continue
as is.

Sincerely,

Gloria Wright

945 S. Cedar St, Apt 3

Mason, MI 48854

517-604-3264



PUBLIC NOTICE

2024 Mason Public Meetings

**All public meetings will be held openly, at City Hall unless noted.
Dates, times, and locations are subject to change.**

Details on when and how the meeting will be held will be included with each meeting’s agenda; available on our website: mason.mi.us and posted to the front window of City Hall prior to each meeting.

CITY COUNCIL 7:30 PM (1 st & 3 rd Monday, unless indicated by*)	PLANNING COMMISSION 6:30 PM (2 nd Tuesday after the 1 st Monday)
January 3 & 15	January 9
February 5 & 19 (Maple Room)	February 13
March 4 & 18	March 12
April 1 & 15	April 9
May 6 & 20	May 14
June 3 & 17	June 11
July 1 & 15	July 9
August 7* & 19	August 13
September 3* & 16	September 10
October 7 & 21	October 15
November 6* & 18	November 12
December 2 & 16	December 10

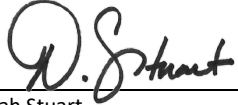
DOWNTOWN DEVELOPMENT AUTHORITY 10:00 AM (2 nd Monday, every other month)	HISTORIC DISTRICT COMMISSION 6:00 PM (3 rd Monday, quarterly)
January 8	January 15
March 11	April 15
May 13	July 15
July 8	October 21
September 9	
November 11	

Resources: More Questions? Please Contact our Customer Service Desk at 517.676.9155 or info@mason.mi.us.

INVOICE APPROVAL BY INVOICE REPORT FOR CITY OF MASON
 EXP CHECK RUN DATES 01/31/2024 - 02/07/2024
 BOTH JOURNALIZED AND UNJOURNALIZED
 BOTH OPEN AND PAID
 COUNCIL APPROVAL REPORT
 Monday, February 05, 2024

Vendor Code Invoice GL Number	Vendor Name Invoice Description GL Description	Invoice Date Amount
07778	ALL PHASE ELECTRIC SUPPLY	
3986-1066353		
101-448.00-970.000	2 - STREETLIGHT POLES - INS CLAIM	\$ 4,520.00
101-448.00-970.000	2 - LUMINAIRE GLOBES - INS CLAIM	\$ 2,386.66
Vendor Total:		\$ 6,906.66
05887	INGHAM COUNTY	
2023305		
101-305.00-818.000	17 - NETWORK CHARGE 7/1-12/31/23	\$ 8,321.50
101-305.00-970.013	CIP FUND 7/1-12/31/23	\$ 2,500.00
Vendor Total:		\$ 10,821.50
05434	INGHAM COUNTY DRAIN COMM.	
4598		
202-522.00-818.000	2023 AT LARGE DRAIN ASSESSMENT	\$ 11,700.95
592-557.00-818.000	2023 AT LARGE DRAIN ASSESSMENT	\$ 3,206.63
Vendor Total:		\$ 14,907.58
		\$ 32,635.74

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 Manager



Agenda Report: February 5, 2024 City Council Meeting

AGENDA ITEM

Authorize Contract with Pilot Rock RJ Thomas Mfg. Co. Inc., Related to the Maple Grove Cemetery Trash Receptacles/Section Signs Improvement (CIP: 2022-P2) in the Amount of \$21,237

RECOMMENDED ACTION

Authorize Contract with Pilot Rock RJ Thomas Mfg. Co. Inc., Related to the Maple Grove Cemetery Trash Receptacles/Section Signs Improvement (CIP: 2022-P2) in the Amount of \$21,237

HISTORY

The Cemetery is a high traffic area by citizens paying respect to those who have passed and by those using the Hayhoe Riverwalk Trail. Current trash receptacles are blue plastic barrels that have spray-painted section letters on them that don't accurately reflect our pride in our cemetery. The proposed trash receptacles are made with a composite material and have a metal lid (like the ones in our parks). We will attach section letter signs. By improving the look, quality, and section identification, the City will provide a more pleasant experience for those that visit.

Quotes were received as follows for trash receptacles:

Vendor	Location	Amount
Pilot Rock RJ Thomas Mfg. Co. Inc.	Cherokee, IA	\$21,237.00
Polly Products	Mulliken, MI	\$23,358.00
Belson Outdoors	Naperville, IL	\$21,781.76

Staff recommends contracting Pilot Rock RJ Thomas Mfg. Co. Inc. Signs will be provided separately by Sign Smith but do not require Council approval.

SUMMARY

Authority:

- [City Charter Sec. 8-8](#): Competitive prices for all purchases and public improvements shall be obtained, except when no advantage to the City would result from such procedure.
- [City Ordinance Sec. 2-84](#): (Related Excerpt): For purchases of more than \$5,000.00 and less than \$20,000.00, he (City Manager) shall be required to receive approval of the council; for purchases of more than \$20,000.00, he (City Manager) shall be required to receive sealed bids and shall present such bids to the council for approval or rejection. The City Manager shall advise the council as to whether or not any contract offered is desirable, or which of several contracts offered is most desirable, for the city. City Ordinance Sec. 2-84, (9): The City Council shall let all contracts for more than \$5,000

Urgency: Project will be started as quickly as possible following the City Council's approval.

Relation to Other Actions: None.

FISCAL IMPACT

Current/ Future Budget: \$28,000 was budgeted for this project in FY 2023/24 (CIP: 2022-P2). This contract, combined with purchase of signs will be under the budgeted amount.

ADDITIONAL MATERIAL

None



Agenda Report: February 5, 2024 City Council Meeting

AGENDA ITEM

Approve Use of Public Right-of-Way for the Show Off Car Club, Mason Courthouse Car Show on July 4, 2024 and to Waive All Associated Fees

RECOMMENDED ACTION

Approve Use of Public Right-of-Way for the Show Off Car Club, Mason Courthouse Car Show on July 4, 2024 and to Waive All Associated Fees

HISTORY

Show Off Car Club has submitted a Special Events Application for their Mason Courthouse Car Show on Thursday, July 4, 2024. They are requesting street closures from 6:00 a.m. until 4:00 p.m. as defined on the attached map. The street closures requested are:

- Maple St (S. Park to Barnes)
- Jefferson St (E. Ash to W. Sycamore)
- Barnes St (E. Ash to E. Maple, North and South-bound)
- Alley between W. Sycamore and E. Maple (S. Park to Barnes)

Staff reviewed the application and has no objection to the requested closures. Ingham County staff have also reviewed and are supportive of this event. Staff cost for this event will all occur within normal operations. The event coordinators have requested, and the City is allowed, to waive fees associated with Independence Day activities.

SUMMARY

Authority:

- [94-192 \(6\) a.](#): Any temporary use of public streets or public property shall be permitted only by the prior approval of the City Council.
- [MCL 123.85](#): Authorizes City to spend public funds on Independence Day related activities.

Urgency: Need approval at this meeting for the event to move forward as planned.

Relation to Other Actions: This action will be the only one necessary.

FISCAL IMPACT

Current/ Future Budget: None

ADDITIONAL MATERIAL

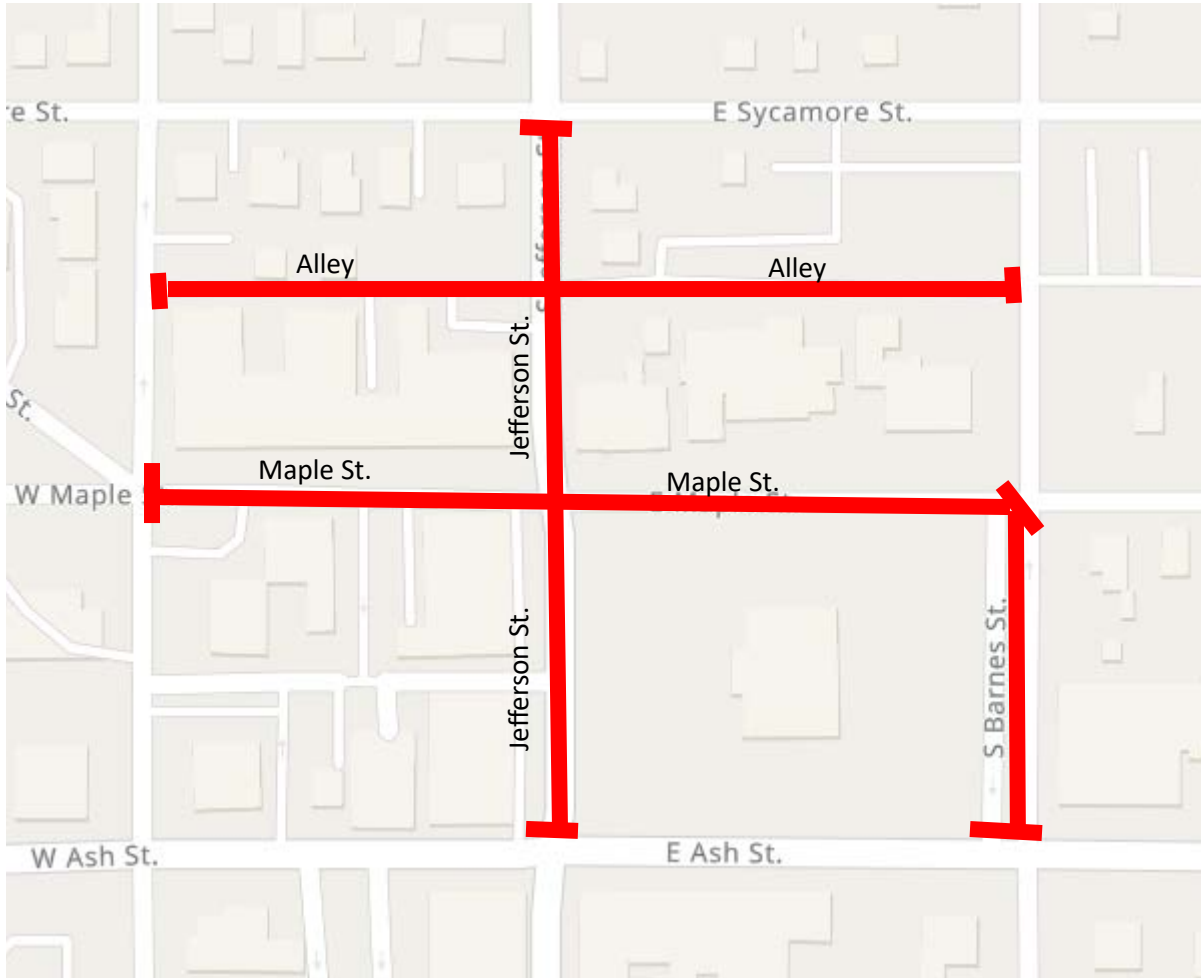
Event Map

Show Off Car Club - Mason Courthouse Car Show

July 4, 2024

Street Closure: 6:00 AM to 4:00 PM

Event: 6:00 AM to 4:00 PM



Red = Street Closure



Agenda Report: February 5, 2024 City Council Meeting

AGENDA ITEM

Public Hearing of Necessity for Project No. 2024-1 Sidewalk and Driveway Improvements Special Assessment District

- Resolution 2024-07: Project No. 2024-1, Sidewalk and Driveway Improvements Special Assessment District, Resolution No. 3 of Special Assessment Process Declaring Intent for the Improvements to Proceed and Directs Staff to Prepare Assessment Roll
- Resolution 2024-08: Project No. 2024-1, Sidewalk and Driveway Improvements Special Assessment District, Resolution No. 4 of Special Assessment Process Establishes the Hearing of Apportionment and Directs City Clerk to Notice Property Owners Abutting the Project to Allow for Public Comment

RECOMMENDED ACTION

- Approve Resolution 2024-07
- Approve Resolution 2024-08

HISTORY

Project 2024-1 is a Special Assessment for Sidewalk and Driveway Improvements including the installation of sidewalks and related improvements, the installation of concrete driveways between the sidewalk and curb, seeding, fertilizing, and mulching in the public right-of-way for the parcels listed on Exhibit A. The previous resolutions declared the Council's intent for the improvements to proceed and directed the City Engineers to make plans and estimates for the improvements. The resolution also ordered the City Clerk to notice property owners abutting the project of the Hearing of Necessity, which allows public comment on the improvements.

Residents were sent a certified mailing on January 18, 2024, and the notice was published in the Lansing State Journal on January 21, 2024.

This Hearing of Necessity gives homeowners a chance to make comments about the project and to view the plans and estimated cost of the project. Resolution 2024-07 declares the Council's approval for the plans and estimated cost of the project and directs the City Assessor to submit the special assessment roll. Resolution 2024-08 orders the City Clerk to notice property owners abutting the project of the Notice of Public Hearing, which allows public comment on the apportionment.

After the City Council approves these resolutions, the City Clerk will mail the notice of hearing to all the properties listed on Exhibit A. The Notice of Public Hearing is set for March 4, 2024, and is listed on the notice. This Notice of Public Hearing gives homeowners a chance to make comments about the project and to view the estimated cost of the project.

The sidewalk and driveway improvements are part of the 2024-2025 street plan and will be funded using the street appropriation from tax revenue. Following the policy on enhanced benefits, including new street, storm sewer, and curb and gutter, the City will contribute 50% with the remaining 50% being assessed to the benefiting property owners listed on Exhibit A.

SUMMARY

Authority: Section 11 and Section 66 of the City of Mason Charter provides guidelines for special assessment procedures. Additional State requirements are covered by: Act 246 of 1931, MCL 117.4d(1)(a) and MCL 211.741

Urgency: Project is planned for the 2024-2025 budget year with street construction work starting in spring.

Relation to Other Actions: Resolutions 1 & 2 were approved January 15, 2024.

FISCAL IMPACT

Current/Future Budgets: Funds will be budgeted for the above work in the 2024-2025 fiscal year with contributions from the Special Assessment District.

ADDITIONAL MATERIAL

Resolution 2024-07

Resolution 2024-08 (with Exhibit A and Public Notice)

Special Assessment Roll for Project 2024-01

Citizen’s Guide to Special Assessment Districts

**CITY OF MASON
CITY COUNCIL RESOLUTION NO. 2024-07**

**PROJECT NO. 2024-1, SIDEWALK AND DRIVEWAY IMPROVEMENTS SPECIAL ASSESSMENT DISTRICT,
RESOLUTION NO. 3 OF SPECIAL ASSESSMENT PROCESS**

February 5, 2024

WHEREAS, the City Council of the City of Mason, pursuant to the provisions of Chapter 66 of the City’s Code of Ordinances and the relevant provisions of the City Charter, did on Monday, the 15th day of January 2024, adopt resolutions tentatively including installation of sidewalks and related improvements, the installation of concrete driveways between the sidewalk and curb, seeding, fertilizing, and mulching in the public right-of-way (the “Project,” described below), and the establishment of a special assessment district therefore for the purpose of defraying all or a portion of the cost of the Project, which Project and special assessment district therefore are more specifically hereinafter described; and

WHEREAS, this City Council did meet in the City Council Chambers, City Hall, 201 West Ash Street, Mason, Michigan, on Monday, the 5th day of February 2024, at 7:30 p.m., the time, date and place set by the City Council to conduct a public hearing to hear any objections to the Project and to the proposed special assessment district; therefore, and

WHEREAS, estimates of cost of said Project are on file with the City Clerk.

NOW, THEREFORE, BE IT RESOLVED THAT:

1) The City Council hereby determines to make the following described improvements:

The installation of sidewalks and related improvements, the installation of concrete driveways between the sidewalk and curb, seeding, fertilizing, and mulching in the public right-of-way of the following properties and along and adjacent to the following streets: 304 Peachtree, 218 Peachtree, 210 Peachtree, 202 Peachtree, 101 Peachtree, 109 Peachtree, 201 Peachtree, 301 Peachtree, 309 Peachtree, 317 Peachtree, 700-710 W South, 501 Middlebury, 500 Middlebury, 528 Middlebury, 552 Middlebury, 799 Foxview, 761 Foxview, 600 Peachtree, 606 Peachtree, 712-718 Peachtree, 722-728 Peachtree, 505 Middlebury, 727-733 Peachtree, 737-743 Peachtree, 441 Peachtree, 601-607 Peachtree, 611-617 Peachtree, 621-629 Peachtree, 631-637 Peachtree, 521-543 Peachtree, 544 Peachtree, 532 Peachtree, 509 Middlebury, 116 McRoberts, 427-429 W Columbia, 113-115 McRoberts, 505-511 W Sycamore, 502 W Maple, 452 W Maple, 503 W Maple, 500 W Ash, 450 W Ash, 432 E Oak, 415 Steele; and

2) The City Council hereby approves the plans and estimate of cost for the Project in the sum of \$134,757.38. Of the estimated total cost of \$134,757.38, the City Council determines to assess \$67,378.69 (50%) of that amount against benefiting property owners in the City.

3) The City Council determines that the special assessment district for the Project shall consist of the lots and parcels of land in the area of the City described in Exhibit A, attached hereto and incorporated herein by reference, and excluding all streets and other land deemed not benefited.

4) The City Council hereby directs the City Assessor to make, and report to the City Council within thirty (30) days from the date of this resolution, a special assessment roll in which shall be described all of

the parcels of land to be assessed as set forth with the names of the owners thereof, if known, and the total amount to be assessed against each parcel of land, which amounts shall be such relative proportion of the whole sum to be levied against all parcels of land in the special assessment district as, on a square foot basis, the benefit to such parcel bears to the total benefit of all parcels of land in the special assessment district, all in accordance with Section 66-7 of the City's Code of Ordinances, and subject to review and modification by the City Council.

- 5) When the City Assessor shall have completed the special assessment roll, he shall affix thereto his certificate, pursuant to Section 66-9 of the City's Code of Ordinances, stating that said roll was made pursuant to a resolution of the City Council, adopted on, February 5, 2024, for the purpose of paying that part of the cost which the City Council decided should be paid and borne by special assessment for the Project, that in making such assessment he has, as near as may be, and according to his best judgment, conformed in all things to the directions contained in the resolution of the City Council hereinbefore referred to, and the Charter of the City relating to such assessment, and the City Assessor shall then, within thirty (30) days from the date of this resolution, report the special assessment roll with his certificate attached thereto to the City Council.
- 6) All resolutions and parts of resolutions insofar as they conflict with the provisions of this resolution be, and the same are, hereby rescinded.

The foregoing Resolution was moved for adoption by Councilmember _____ and seconded by Councilmember _____ and declared adopted by the following vote:

Yes ()
No ()
Absent ()

RESOLUTION DECLARED _____.

STATE OF MICHIGAN)
COUNTY OF INGHAM) ss
CITY OF MASON)

I, the undersigned, the duly qualified and acting Clerk of the City of Mason, County of Ingham, State of Michigan, do hereby certify that the foregoing is a true and complete copy of a resolution adopted by the City Council of the City of Mason at a regularly scheduled meeting held on Monday, February 5, 2024, pursuant to the Michigan Open Meetings Act, the original of which is on file in my office as part of the Council minutes.

IN WITNESS WHEREOF, I have hereunto set my official signature, this _____ day of _____, 2024.

Sarah J. Jarvis, City Clerk
City of Mason, Ingham County, Michigan

**CITY OF MASON
CITY COUNCIL RESOLUTION NO. 2024-08**

**PROJECT NO. 2024-1, SIDEWALK AND DRIVEWAY IMPROVEMENTS SPECIAL ASSESSMENT DISTRICT,
RESOLUTION NO. 4 OF SPECIAL ASSESSMENT PROCESS**

February 5, 2024

WHEREAS, by resolution adopted Monday, January 15, 2024, the City Council of the City of Mason determined to install and construct the more particularly hereinafter-described improvements (the “Project”) and assess all or a portion of the cost thereof against the property deemed benefited by the Project, all in accordance with Chapter 66 of the City’s Code of Ordinances and the relevant provisions of the City Charter; and

WHEREAS, the City Assessor has prepared and reported to the City Council a special assessment roll assessing all or a portion of the cost of the Project to the property benefited thereby with his certificate attached thereto pursuant to Section 66-9 of the City’s Code of Ordinances; and

WHEREAS, the City Council desires to schedule a public hearing to review and hear objections to the special assessment roll.

NOW, THEREFORE, BE IT RESOLVED THAT:

1. The special assessment roll shall be filed with the office of the City Clerk and shall be available for public examination during regular business hours on regular business days.
2. The City Council shall meet at 7:30 o’clock in the p.m., on Monday, the 4th day of March 2024, in the City Council Chambers, City Hall, 201 West Ash Street, Mason, Michigan 48854, for the purpose of reviewing and hearing objections to the special assessment roll.
3. The City Clerk shall cause notice of the hearing and the filing of the special assessment roll to be given to all interested property owners as provided by Chapter 66 of the City’s Code of Ordinances and the relevant provisions of the City Charter. The notice as published and mailed shall be in substantially the following form:

NOTICE OF HEARING

**CITY OF MASON
INGHAM COUNTY, MICHIGAN**

**NOTICE OF PUBLIC HEARING ON THE SPECIAL ASSESSMENT ROLL FOR THE
SIDEWALK AND DRIVEWAY IMPROVEMENTS SPECIAL ASSESSMENT**

TO THE RESIDENTS AND PROPERTY OWNERS OF THE CITY OF MASON, INGHAM COUNTY, MICHIGAN,
the owners of the land described below within the 2024 Sidewalk and Driveway Improvements Special Assessment District 2024-1, and any other interested persons:

PLEASE TAKE NOTICE that the City Assessor has reported to the City Council and filed in the office of the City Clerk for public examination a special assessment roll prepared by him, which roll includes all properties that are within the 2024 Sidewalk and Driveway Improvements Special Assessment District 2024-1, and are benefited by the proposed improvement project generally described as follows:

The installation of sidewalks and related improvements, the installation of concrete driveways between the sidewalk and curb, seeding, fertilizing, and mulching in the public right-of-way of the following properties and along and adjacent to the following streets : 304 Peachtree, 218 Peachtree, 210 Peachtree, 202 Peachtree, 101 Peachtree, 109 Peachtree, 201 Peachtree, 301 Peachtree, 309 Peachtree, 317 Peachtree, 700-710 W South, 501 Middlebury, 500 Middlebury, 528 Middlebury, 552 Middlebury, 799 Foxview, 761 Foxview, 600 Peachtree, 606 Peachtree, 712-718 Peachtree, 722-728 Peachtree, 505 Middlebury, 727-733 Peachtree, 737-743 Peachtree, 441 Peachtree, 601-607 Peachtree, 611-617 Peachtree, 621-629 Peachtree, 631-637 Peachtree, 521-543 Peachtree, 544 Peachtree, 532 Peachtree, 509 Middlebury, 116 McRoberts, 427-429 W Columbia, 113-115 McRoberts, 505-511 W Sycamore, 502 W Maple, 452 W Maple, 503 W Maple, 500 W Ash, 450 W Ash, 432 E Oak, 415 Steele; and

The special assessment roll has been prepared for the purpose of assessing a portion of the costs of the acquisition and construction of the sidewalk improvement project and work incidental thereto within the special assessment district, as more particularly shown on the plans of the City's engineers, which are on file and available for public examination with the City Clerk at the City Hall, 201 West Ash Street, Mason, Michigan, within the City. The total estimated assessment there under is \$134,757.38.

PLEASE TAKE FURTHER NOTICE that the City Assessor has further reported that the assessment against each parcel of land within the special assessment district is such relative portion of the whole sum levied against all parcels of land in the special assessment district as the benefit to such parcel bears to the total benefit to all parcels of land in the district.

PLEASE TAKE FURTHER NOTICE that the City Council will meet on **Monday, the 4th day of March 2024, at 7:30 o'clock, p.m.**, in the City Council Chambers, City Hall, 201 West Ash Street, Mason, Michigan 48854, for the purpose of reviewing the proposed special assessment roll and hearing any objections thereto. The special assessment roll may be examined at the office of the City Clerk during regular business hours of regular business days until the time of the hearing and may further be examined at the hearing.

Appearance and protest at the hearing, in person or in writing, are required in order to appeal the action of the City Council in approving the special assessment roll, and/or the amount of an assessment, to the state tax tribunal. A property owner or party in interest, or his or her agent, may appear in person at the hearing to protest the special assessment proceedings or may file his or her appearance and protest by letter and his or her personal appearance will not be required. The owner or any person having an interest in the real property who protests in person or in writing at the hearing may file a written appeal of a special assessment with the state tax tribunal within 35 days of the date the special assessment roll is confirmed by the City Council.

Further information regarding the 2024 Sidewalk and Driveway Improvements special assessment project is available at the City Clerk's office, City Hall, 201 West Ash Street, Mason, Michigan 48854.

Dated: February 5, 2024

Sarah Jarvis, City Clerk
City of Mason, County of Ingham, State of Michigan

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

The foregoing Resolution was moved for adoption by Councilmember _____ and seconded by Councilmember _____ and declared adopted by the following vote:

Yes ()
No ()
Absent ()

RESOLUTION DECLARED _____.

STATE OF MICHIGAN)
COUNTY OF INGHAM) ss
CITY OF MASON)

I, the undersigned, the duly qualified and acting Clerk of the City of Mason, County of Ingham, State of Michigan, do hereby certify that the foregoing is a true and complete copy of a resolution adopted by the City Council of the City of Mason at a regularly scheduled meeting held on Monday, February 5, 2024, pursuant to the Michigan Open Meetings Act, the original of which is on file in my office as part of the Council minutes.

IN WITNESS WHEREOF, I have hereunto set my official signature, this _____ day of _____, 2024.

Sarah J. Jarvis, City Clerk
City of Mason, Ingham County, Michigan

**Special Assessment Roll 2024-1
Sidewalk and Driveway Improvements Special Assessment District 2024-1**

EXHIBIT A

Parcel #	Owners Name	Property Address	Mailing Address	Legal Description	SF 4" Sidewalk	SF Drive Approach	Total Cost	Cost to Taxpayer (Total cost x 50%)	Comments
33-19-10					15.00	17.25			Price based bid + 15% Engineering
08-127-018	Bohl, Frederick L	304 Peachtree	645 Joan Dr, Mason MI 48854	See Attached		171.00	\$ 2,949.75	\$ 1,474.88	
08-127-020	Bousfield, Elizabeth J	218 Peachtree	218 Peachtree, Mason MI 48854	See Attached		171.00	\$ 2,949.75	\$ 1,474.88	
08-127-021	Kranz, James & Kelly	210 Peachtree	210 Peachtree, Mason MI 48854	See Attached		171.00	\$ 2,949.75	\$ 1,474.88	
08-127-022	Castle, Emily	202 Peachtree	202 Peachtree, Mason MI 48854	See Attached		171.00	\$ 2,949.75	\$ 1,474.88	
08-129-001	Etzel, Scott W & Amy M	101 Peachtree	101 Peachtree, Mason MI 48854	See Attached		171.00	\$ 2,949.75	\$ 1,474.88	
08-129-002	Wilson, James & Gladys	109 Peachtree	109 Peachtree, Mason MI 48854	See Attached		171.00	\$ 2,949.75	\$ 1,474.88	
08-129-005	Martin, Paul F	201 Peachtree	201 Peachtree, Mason MI 48854	See Attached		256.50	\$ 4,424.63	\$ 2,212.31	
08-129-009	Wesolek, Maggie	301 Peachtree	301 Peachtree, Mason MI 48854	See Attached		171.00	\$ 2,949.75	\$ 1,474.88	
08-129-010	McCrary, Kameron & Cassandra	309 Peachtree	309 Peachtree, Mason MI 48854	See Attached		171.00	\$ 2,949.75	\$ 1,474.88	
08-129-011	Martin, Darren L	317 Peachtree	317 Peachtree, Mason MI 48854	See Attached		218.50	\$ 3,769.13	\$ 1,884.56	
08-177-011	SPG South Peach LLC	700-710 W South	1137 N Meridian, Mason MI 48854	See Attached		176.00	\$ 3,036.00	\$ 1,518.00	
08-177-017	Voss, Timothy K & Nancy L	501 Middlebury	509 Middlebury, Mason MI 48854	See Attached	292		\$ 4,380.00	\$ 2,190.00	4" sidewalk
08-177-018	Hannon, Kelly Mclain & Barker, Calvin	500 Middlebury	500 Middlebury, Mason MI 48854	See Attached		171.00	\$ 2,949.75	\$ 1,474.88	
08-177-023	Mentzer, John & Patricia	528 Middlebury	528 Middlebury, Mason MI 48854	See Attached		180.50	\$ 3,113.63	\$ 1,556.81	
08-177-026	Rexhepi, Asad & Albana	552 Middlebury	552 Middlebury, Mason MI 48854	See Attached		204.25	\$ 3,523.31	\$ 1,761.66	
08-177-027	Parrish, Stacy A	799 Foxview	799 Foxview, Mason MI 48854	See Attached		166.25	\$ 2,867.81	\$ 1,433.91	
08-177-032	Meyer Dale & Carolyn	761 Foxview	Po Box 637, Mason MI 48854	See Attached		166.25	\$ 2,867.81	\$ 1,433.91	
08-177-033	Keson, Jeffrey A	600 Peachtree	600 Peachtree, Mason MI 48854	See Attached		246.00	\$ 4,243.50	\$ 2,121.75	
08-177-034	Stodolak, Richard M III	606 Peachtree	606 Peachtree, Mason MI 48854	See Attached		162.00	\$ 2,794.50	\$ 1,397.25	
08-177-036	Entrust New Direction IRA	712-718 Peachtree	1070 W Century Dr, #101, Louisville CO 80027	See Attached		100.00	\$ 1,725.00	\$ 862.50	shared approach with 722-728
08-177-037	Entrust New Direction IRA	722-728 Peachtree	1070 W Century Dr, #101, Louisville CO 80027	See Attached		100.00	\$ 1,725.00	\$ 862.50	shared approach with 712-718
08-177-041	Voss, Timothy K & Nancy L	505 Middlebury	509 Middlebury, Mason MI 48854	See Attached	256	0.00	\$ 3,840.00	\$ 1,920.00	4" sidewalk
08-178-008	Floyd Real Estate Investments	727-733 Peachtree	4617 S Green Gables Dr, Mason MI 48854	See Attached		90.00	\$ 1,552.50	\$ 776.25	shared approach with 737-743
08-178-009	MSWH LLC	737-743 Peachtree	901 N Edgar Rd, Mason MI 48854	See Attached		90.00	\$ 1,552.50	\$ 776.25	shared approach with 727-733
08-178-016	Courter, John & Jackie	441 Peachtree	441 Peachtree, Mason MI 48854	See Attached		209.00	\$ 3,605.25	\$ 1,802.63	
08-178-019	601 Peachtree Place LLC	601-607 Peachtree	1939 Auburn Ave, Holt MI 48842	See Attached		96.00	\$ 1,656.00	\$ 828.00	shared approach with 611-617
08-178-020	Fox Land Holdings LLC	611-617 Peachtree	Po Box 139, East Lansing MI 48826	See Attached		96.00	\$ 1,656.00	\$ 828.00	shared approach with 601-607
08-178-021	Sawaya, Charles P, Trust	621-629 Peachtree	580 Button Rd, Okemos MI 48864	See Attached		122.00	\$ 2,104.50	\$ 1,052.25	shared approach with 631-637
08-178-022	Sawaya, Charles P, Trust	631-637 Peachtree	580 Button Rd, Okemos MI 48864	See Attached		122.00	\$ 2,104.50	\$ 1,052.25	shared approach with 621-629
08-178-027	Fox Land Holdings LLC	521-543 Peachtree	Po Box 139, East Lansing MI 48826	See Attached		200.00	\$ 3,450.00	\$ 1,725.00	
08-179-008	Christman, Jeanine M	544 Peachtree	544 Peachtree, Mason MI 48854	See Attached		166.25	\$ 2,867.81	\$ 1,433.91	
08-179-009	Loomis, Derek S & Angela L	532 Peachtree	532 Peachtree, Mason MI 48853	See Attached		171.00	\$ 2,949.75	\$ 1,474.88	
08-179-015	Voss, Timothy K & Nancy L	509 Middlebury	509 Middlebury, Mason MI 48850	See Attached		171.00	\$ 2,949.75	\$ 1,474.88	
08-201-019	Todosciuk, Francis & Rewerts, Jena	116 McRoberts	116 McRoberts, Mason MI 48811	See Attached		247.50	\$ 4,269.38	\$ 2,134.69	
08-202-010	Edwards, Barry & Mark	427-429 W Columbia	PO Box 39, Dimondale MI 48821	See Attached		90.00	\$ 1,552.50	\$ 776.25	

**Special Assessment Roll 2024-1
Sidewalk and Driveway Improvements Special Assessment District 2024-1**

EXHIBIT A

Parcel #	Owners Name	Property Address	Mailing Address	Legal Description	SF 4" Sidewalk	SF Drive Approach	Total Cost	Cost to Taxpayer (Total cost x 50%)	Comments
08-202-011	Hablitzel, Jennifer	113-115 McRoberts	113 McRoberts, Mason MI 48811	See Attached		157.50	\$ 2,716.88	\$ 1,358.44	
08-204-005	Cheney, Richard & Sydney & Shaffer D	505-511 W Sycamore	3645 W Kipp Rd, Mason MI 48854	See Attached		270.00	\$ 4,657.50	\$ 2,328.75	
08-204-014	DeLeon Richard & Carol Ann	502 W Maple	502 W Maple, Mason MI 48854	See Attached		180.00	\$ 3,105.00	\$ 1,552.50	
08-205-010	Coulter, Laura	452 W Maple	452 W Maple, Mason MI 48854	See Attached		181.25	\$ 3,126.56	\$ 1,563.28	
08-206-008	Burns, Wendy	503 W Maple	503 W Maple, Mason MI 48854	See Attached		460.00	\$ 7,935.00	\$ 3,967.50	
08-206-017	Neumann, Robert E	500 W Ash	500 W Ash, Mason MI 48854	See Attached		258.50	\$ 4,459.13	\$ 2,229.56	
08-207-011	Richard, John & Jennifer R	450 W Ash	450 W Ash, Mason MI 48854	See Attached		168.00	\$ 2,898.00	\$ 1,449.00	
09-176-006	Allen, Harley & Joyce	432 E Oak	432 E Oak, Mason MI 48854	See Attached		168.00	\$ 2,898.00	\$ 1,449.00	
09-177-009	Johnson, Sadie	415 Steele	415 Steele, Mason MI 48854	See Attached		106.25	\$ 1,832.81	\$ 916.41	
Totals					548.00	7,335.50	\$ 134,757.38	\$ 67,378.69	

33-19-10-08-127-018
BOHL FREDERICK L
304 PEACHTREE

MASON MI 48854

LOT 25 FOXCROFT FARMS, SEC 8 T2N R1W
CITY OF MASON, INGHAM CO.

33-19-10-08-127-020
BOUSFIELD ELIZABETH J
218 PEACHTREE

MASON MI 48854

LOT 23 FOXCROFT FARMS, SEC 8 T2N R1W
CITY OF MASON, INGHAM CO.

33-19-10-08-127-021
KRANZ JAMES & KELLY
210 PEACHTREE

MASON MI 48854

LOT 22 FOXCROFT FARMS, SEC 8 T2N R1W
CITY OF MASON, INGHAM CO.

33-19-10-08-127-022
CASTLE EMILY
202 PEACHTREE

MASON MI 48854

LOT 21 FOXCROFT FARMS, SEC 8 T2N R1W
CITY OF MASON, INGHAM CO.

33-19-10-08-129-001
ETZEL SCOTT W & AMY M
101 PEACHTREE

MASON MI 48854

LOT 16 & THAT PRT OF VACATED
COLUMBIA ST BEG AT NE COR OF SD LOT -
W 113.11 FT - N 27 FT - E TO A PT ON E LN
LOT 16 EXT - S'LY TO POB FOXCROFT
FARMS SUB, SEC 8 T2N R1W CITY OF
MASON, INGHAM CO.

33-19-10-08-129-002
WILSON JAMES & GLADYS
109 PEACHTREE

MASON MI 48854

LOT 15, FOXCROFT FARMS, SEC 8 T2N R1W
CITY OF MASON, INGHAM CO.

33-19-10-08-129-005

MARTIN PAUL F
201 PEACHTREE

MASON MI 48854

LOT 12, FOXCROFT FARMS, SEC 8 T2N R1W
CITY OF MASON, INGHAM CO.

33-19-10-08-129-009

WESOLEK MAGGIE
301 PEACHTREE

MASON MI 48854

LOT 8, FOXCROFT FARMS, SEC 8 T2N R1W
CITY OF MASON, INGHAM CO.

33-19-10-08-129-010

MCCRARY KAMERON & CASSAN
309 PEACHTREE

MASON MI 48854

LOT 7, FOXCROFT FARMS, SEC 8 T2N R1W
CITY OF MASON, INGHAM CO.

33-19-10-08-129-011

MARTIN DARREN L
317 PEACHTREE

MASON MI 48854

LOT 6, FOXCROFT FARMS, SEC 8 T2N R1W
CITY OF MASON, INGHAM CO.

33-19-10-08-177-011

SPG SOUTHPEACH LLC
700 W SOUTH 700-710

MASON MI 48854

LOT 49, FOXCROFT FARMS, CITY OF MASON,
SEC 8 T2N R1W CITY OF MASON, INGHAM
CO.

33-19-10-08-177-017

VOSS TIMOTHY J & NANCY K
501 MIDDLEBURY

MASON MI 48854

LOT 59, FOXCROFT FARMS #2, SEC 8 T2N
R1W CITY OF MASON, INGHAM CO.

33-19-10-08-177-018
HANNON KELLY MCLAIN & BAR
500 MIDDLEBURY

MASON MI 48854

LOT 60 FOXCROFT FARMS #2, SEC 8 T2N R1W
CITY OF MASON, INGHAM CO.

33-19-10-08-177-027
PARRISH STACY A
799 FOXVIEW

MASON MI 48854

LOT 69 FOXCROFT FARMS #2, SEC 8 T2N R1W
CITY OF MASON, INGHAM CO.

33-19-10-08-177-023
MENTZER PATRICIA A
528 MIDDLEBURY

MASON MI 48854

LOT 65, FOXCROFT FARMS #2, SEC 8 T2N
R1W CITY OF MASON, INGHAM CO.

33-19-10-08-177-032
MEYER DALE & CAROLYN
761 FOXVIEW

MASON MI 48854

LOT 74, FOXCROFT FARMS #2, SEC 8 T2N
R1W CITY OF MASON, INGHAM CO.

33-19-10-08-177-026
REXHEPI ASAD & ALBANA
552 MIDDLEBURY

MASON MI 48854

LOT 68 FOXCROFT FARMS #2, SEC 8 T2N R1W
CITY OF MASON, INGHAM CO.

33-19-10-08-177-033
KESON JEFFREY A
600 PEACHTREE

MASON MI 48854

LOT 75, FOXCROFT FARMS #2, SEC 8 T2N
R1W CITY OF MASON, INGHAM CO.

33-19-10-08-177-034
STODOLAK RICHARD M III
606 PEACHTREE

MASON MI 48854

LOT 76, FOXCROFT FARMS #2, SEC 8 T2N
R1W CITY OF MASON, INGHAM CO.

33-19-10-08-177-036
ENTRUST NEW DIRECTION IRA
712 PEACHTREE 712-718

MASON MI 48854

N 45 FT OF LOT 50 & S 55 FT OF LOT 51,
FOXCROFT FARMS FARMS, SEC 8 T2N R1W
CITY OF MASON, INGHAM CO.

33-19-10-08-177-037
ENTRUST NEW DIRECTION IRA
722 PEACHTREE 722-728

MASON MI 48854

LOT 50 EXC THE N 45 FT, FOXCROFT FARMS,
SEC 8 T2N R1W CITY OF MASON, INGHAM
CO.

33-19-10-08-177-041
VOSS TIMOTHY K & NANCY L
505 MIDDLEBURY

MASON MI 48854

LOT 56 EXC E 122 FT & EXC S 30 FT THEREOF
- ALSO LOT 57 EXC E 122 FT THEREOF - ALSO
LOT 58 EXC S 30 FT THEREOF, AMENDED
PLAT OF LOTS 56,57,58 & 83, FOXCROFT
FARMS NO 2, SEC 8 T2N R1W CITY OF
MASON, INGHAM CO (2009 COMBO FROM 08-
177-040 & 08-177-038)

33-19-10-08-178-008
FLOYD REAL ESTATE INVESTME
727 PEACHTREE 727-733

MASON MI 48854

LOT 47, FOXCROFT FARMS, SEC 8 T2N R1W
CITY OF MASON, INGHAM CO.

33-19-10-08-178-009
MSWH LLC
737 PEACHTREE 737-743

MASON MI 48854

LOT 48, FOXCROFT FARMS, SEC 8 T2N R1W
CITY OF MASON, INGHAM CO.

33-19-10-08-178-016
COURTER JOHN & JACKIE
441 PEACHTREE

MASON MI 48854

PRT OF LOT 42 FOXCROFT FARMS DESCR AS
BEG AT A PT S0D12'30"W 420.75 FT FROM NW
COR LOT 40 - S0D12'30"W 89.25 FT -
S89D32'34"E 95.54 FT - N0D20'48"W 89.25 FT -
N89D32'34"W 95.76 FT TO POB SEC 8 T2NR1W
CITY OF MASON

33-19-10-08-178-019
601 PEACHTREE PLACE LLC
601 PEACHTREE 601-607

MASON MI 48854

COM AT NE COR LOT 43, S 00-20-48 W 100 FT,
N 89-32-34 W 65 FT TO POB, S 00-20-40 W
172.03 FT, S 36-20-48 W 64.57 FT, N 53-39-12 W
95 FT, N 36-20-48 E 84.74 FT, N 00-20-48 E 100
FT, S 89-32-34 E 65 FT TO POB, PRT LOT 43
FOXCROFT FARMS, SEC 8 T2N R1W CITY OF
MASON, INGHAM CO.

33-19-10-08-178-020
FOX LAND HOLDINGS LLC
611 PEACHTREE 611-617

MASON MI 48854

COM NE COR LOT 43, S 00-20-48 W 100 FT TO
POB, S 00-20-48-00 W 269.75 FT, N 53-39-12 W
118.15 FT, N 36-20-48 E 64.57 FT, N 00-20-48 E
172.03 FT, S 89-32-34 E 65 FT TO POB, LOT 43
FOXCROFT FARMS, SEC 8 T2N R1W CITY OF
MASON, INGHAM CO.

33-19-10-08-178-021
SAWAYA CHARLES P TRUST
621 PEACHTREE 621-629

MASON MI 48854

N 91.74 FT OF LOT 44, FOXCROFT FARMS
SUB, SEC 8 T2N R1W CITY OF MASON,
INGHAM CO.

33-19-10-08-178-022
SAWAYA CHARLES P TRUST
637 PEACHTREE 631-637

MASON MI 48854

S 94 FT OF LOT 44, FOXCROFT FARMS, SEC 8
T2N R1W CITY OF MASON, INGHAM CO.

33-19-10-08-178-027
FOX LANDING HOLDINGS LLC
521 PEACHTREE 521-543

MASON MI 48854

THAT PART OF LOT 43, FOXCROFT FARMS
DESC AS: BEG AT NE COR OF SD LOT 43, S 00-
20-48 W 100 FT ALNG E LN OF SD LOT, N 89-
32-34 W 130 FT, S 00-20-48 W 100 FT, S 36-20-48
W 84.74 FT TO E LN OF PEACHTREE PL, N 53-
39-12 W 24.89 FT ALNG SD E LN 203.98 FT,
HAVING RAD OF 216.98 FT & CHD BRG N 26-
43-21 W 196.55 FT, N 00-12-30 E 79.22 FT ALNG
SD E LN TO NW COR OF SD LOT 43, S 89-32-34
E 289.58 FT TO POB, SEC 8 T2N R1W CITY OF
MASON, INGHAM CO.

33-19-10-08-179-008
CHRISTMAN JEANINE M
544 PEACHTREE

MASON MI 48854

LOT 77, FOXCROFT FARMS # 2, SEC 8 T2N
R1W CITY OF MASON, INGHAM CO.

33-19-10-08-179-009
LOOMIS DEREK S & ANGELA J
532 PEACHTREE

MASON MI 48854

LOT 79 FOXCROFT FARMS #2, SEC 8 T2N R1W
CITY OF MASON, INGHAM CO.

33-19-10-08-179-015
VOSS TIMOTHY K & NANCY L
509 MIDDLEBURY

MASON MI 48854

LOT 83, EXC S 10 FT, ALSO S 30 FT OF LOT 58,
ALSO S 30 FT OF W 33 FT OF LOT 56,
AMENDED PLAT OF LOTS 56,57,58 & 83,
FOXCROFT FARMS #2 , SEC 8 T2N R1W CITY
OF MASON, INGHAM CO.

33-19-10-08-201-019
TODOSCIUK FRANCIS & REWER
116 MCROBERTS

MASON MI 48854

S 1 RD OF LOT 9 ,ALSO LOT 18 EXC S 66 FT,
ALSO S 4 RDS OF N 5 RDS OF LOT 17, BLOCK
55, SEC 8 T2N R1W CITY OF MASON, INGHAM
CO.

33-19-10-08-202-010
EDWARDS BARRY B & MARK
427 W COLUMBIA 427-429

MASON MI 48854

LOT 1, BLOCK 54, SEC 8 T2N R1W CITY OF
MASON, INGHAM CO.

33-19-10-08-202-011
HABLITZEL JENNIFER
113 MCROBERTS

MASON MI 48854

LOT 7, BLOCK 54, SEC 8 T2N R1W CITY OF
MASON, INGHAM CO.

33-19-10-08-204-005
CHENEY RICHARD & SYDNEY &
505 W SYCAMORE 505-511

MASON MI 48854

E 17.38 FT OF LOT 7 AND ENTIRE LOTS 8 & 9,
BLOCK 48, SEC 8 T2N R1W CITY OF MASON,
INGHAM CO.

33-19-10-08-204-014
DELEON RICHARD M & CAROL A
502 W MAPLE

MASON MI 48854

LOT 18, BLOCK 48, SEC 8 T2N R1W CITY OF
MASON, INGHAM CO.

33-19-10-08-205-010
COULTER LAURA
452 W MAPLE

MASON MI 48854

LOT 10 AND W 1/2 OF LOT 11 BLOCK 49, SEC
8 T2N R1W CITY OF MASON, INGHAM CO.

33-19-10-08-206-008
BURNS WENDY R
503 W MAPLE

MASON MI 48854

E 1/2 OF LOT 8 & ENTIRE LOT 9 BLOCK 47,
SEC 8 T2N R1W CITY OF MASON, INGHAM
CO.

33-19-10-08-206-017
NEUMANN ROBERT E
500 W ASH

MASON MI 48854

LOT 18 BLOCK 47, SEC 8 T2N R1W CITY OF
MASON, INGHAM CO.

33-19-10-08-207-011
RICHARD JOHN & JENNIFER R
450 W ASH

MASON MI 48854

LOT 10 & W 8 FT OF LOT 11 BLOCK 46, SEC 8
T2N R1W CITY OF MASON, INGHAM CO.

33-19-10-09-176-006
ALLEN HARLEY & JOYCE
432 E OAK

MASON MI 48854

LOT 6, BLOCK 2 HOLT & STEELE ADDN, SEC
9 T2N R1W, CITY OF MASON, INGHAM CO.

33-19-10-09-177-009
JOHNSON SADIE
415 STEELE

MASON MI 48854

S 4 RDS OF W 1/2 OF BLOCK 4, HOLT &
STEELE ADDN, SEC 9 T2N R1W, CITY OF
MASON, INGHAM CO.



CITIZEN'S GUIDE: SPECIAL ASSESSMENT DISTRICTS (SAD)

Updated – January 16, 2024

General Information

What is a Special Assessment?

The City of Mason's Charter allows for the City Council to have the power to determine, by resolution, that the whole or any part of the expense of any public improvement shall be defrayed by special assessment upon the property especially benefited. The legal theory behind special assessments is that the owners' share of the cost assessed against their property will be offset by a reasonably proportionate increase in the value of the property resulting from the improvement.

What types of improvements are financed by Special Assessment?

The most common types of improvements in Mason are road improvements, sanitary sewer, water mains, storm sewers, street lighting, and sidewalks.

How do you allocate the cost of the benefit?

There are several different methods commonly used to allocate or spread the costs for the improvement against those properties within the Special Assessment District (SAD), including, but not limited to, front foot, land area, site/lot, lot depth, value, or a combination of these methods. The City Assessor will define the method to be used which will vary according to the nature of the improvement and the type and characteristics of the properties contained within the SAD.

While front foot may be the simplest method to allocate costs, and is most often used, it may not necessarily be the most appropriate. The primary goal when selecting a method is for the special assessment against each parcel to be related to the benefit received by the parcel.

Once the process is started, can it be stopped?

The City Council views this process as a partnership between the City and the residents. The ordinance does state that property owners can request to stop the process at any time until the City Council adopts Resolution #5 (as explained further herein); however, since the City incurs significant planning and design expenses at the onset of the process, the City Council has the right to approve or deny such request.

According to the City Charter, "no original special assessment roll shall be finally confirmed, except by the affirmative vote of five of the members of the City Council, if, prior to such confirmation, written objections to the proposed improvements have been filed, either by the owners of property which will be required to bear more than fifty per cent of the amount of such special assessment, or by more than fifty per cent of the number of owners of property which is to be assessed.

How many years can the SAD payments be spread over and what is the payment schedule?

While a special assessment can be paid in full at the onset, most property owners choose to make installment payments. The term of special assessment installment payments varies by type of project; however, the term is normally less than the life expectancy of the improvement (not to exceed 15 years for roads and 20 years for all other utilities). Installment payments shall be paid annually and are billed with the summer property tax bill. The City Council shall set the rate of interest on the unpaid balance.

Typically, the interest rate set by the City Council is one (1) percent over the average rate of the bonds if sold to finance the project or is related to other measures such as Prime. The additional one (1) percent is added to provide sufficient cash flow for administration, and if issued, bond principal and interest payments.

If I move or sell my property, am I still responsible for the payment?

Once the roll is confirmed, the City places a lien on the properties and assumes the position of first lien holder. The City does not require that the assessment be paid off during a real estate transfer; however, individuals should consult with a title company as typically payment is required to obtain clear title.

What if I can't afford the Assessment?

Per Section 66-19 of the City's Ordinances, the City Manager may grant a deferment of the annual installment payments due on homestead properties, subject the following:

1. The payment of special assessment installments may be deferred for owners who meet the terms and conditions of this section annually for a period not to exceed ten years or until the property is sold or until one year after the owner's death, however, the death of a spouse shall not terminate deferral of an assessment on homestead property owned by a husband and wife. The gross amount of the annual special assessment installment eligible for deferment under this section shall not be less than \$300.00.
2. To receive deferment, the owner shall annually certify to the City Manager on or before July 1st that his annual household income does not exceed HUD Section 8 income limits.
3. The owner shall execute and deliver to the City Clerk a lien in recordable form in favor of the City indicating the amount of the annual special assessment deferred, plus interest as provided in subsection (4), and identifying the homestead.
4. The payment of special assessment installments deferred under this section which are subsequently made by the owner or owner's estate shall include interest computed at the rate of one-half of one percent (0.005) per month or fraction of a month.
5. The City Treasurer shall not report, as delinquent, any special assessment installment which is deferred under this section for which a lien has been recorded in favor of the city, until such time as the term of the deferment expires as provided in subsection 66-19(1) above.
6. A hardship deferment shall not be granted by the City Manager where the owner of homestead property is eligible for a deferment of special assessment on that homestead pursuant to 1976 PA 225, MCL 211.761 et seq.

Process

The project is typically identified due to a need brought forward by City staff and/or residents. These projects are incorporated into the City's Capital Improvement Plan (CIP). The CIP process evaluates all capital projects based on predefined ranking criteria. The ranked capital projects include budget estimates and a proposed fiscal year for implementation. Once the project is identified for the next fiscal year, the budget includes the estimated costs, and the Special Assessment District process begins.

First City Council Meeting:

- **Resolution No. 1:** City Council makes three tentative determinations: the necessity of the improvement; the conclusion on whether to proceed with the improvement; and the establishment of a proposed district of properties that will be specially benefited by the improvement (the proposed "special assessment district"). Once such determinations are made, the City Council directs staff to have plans and a cost estimate prepared for the improvement.
- **Resolution No. 2:** City Council confirms the tentative necessity of the improvement, sets a public hearing date on the issues to be considered for Resolution # 3, and directs the City Clerk to provide notice of the public hearing as provided in the City Code.

Second City Council Meeting:

- **Public Hearing No. 1: Hearing of Necessity (Specific Public Input Opportunity):**

The first Public Hearing is held to allow the City Council to hear comments and objections on the proposed improvement.

Advance notice of Public Hearing # 1 will be published in a newspaper circulating in the City before the hearing; the first publication shall be at least 10 days before the date of the hearing. Notice will be mailed to all property owners of record to be assessed at least ten (10) days before the date of the hearing by the City Clerk.

Objections can be made in one of two ways:

1. Written letter delivered to the Clerk before or at the time of the Public Hearing #1 described above.
2. Attend the Public Hearing #1 to state objections in person.

If a property owner wishes to challenge the improvement, district, and/or special assessment, an official protest shall only be heard by the City Council at the appropriate public hearing as indicated above.

- **Resolution No. 3:** Following the public hearing, the City Council again determines whether to proceed with the improvement. If so, this resolution approves the preliminary plans and cost estimate, designates the special assessment district, and directs the City Assessor to prepare a proposed special assessment roll, reflecting the total cost of designing, financing, and constructing the improvement and the amount each property in the special assessment district will have to pay.

- **Resolution No. 4:** City Council receives the proposed special assessment roll prepared by the City Assessor, sets a date for a public hearing on the proposed assessment roll, and directs the City Clerk to provide notice of the public hearing as provided in the City Code.

Third City Council Meeting:

- **Public Hearing # 2: Hearing of Apportionment (Specific Public Input Opportunity):**

A second Public Hearing is held to allow the City Council to hear comments and objections on the proposed special assessment roll.

Advance notice of Public Hearing # 2 will be published in a newspaper circulating in the City before the hearing; the first publication shall be at least 10 days before the date of the hearing. Notice will be mailed to all property owners of record to be assessed at least ten (10) days before the date of the hearing by the City Clerk.

Objections can be made in one of two ways:

1. Written letter delivered to the Clerk before or at the time of the Public Hearing #2 described above.
2. Attend the Public Hearing #2 to state objections in person. If a property owner wishes to challenge the improvement, district, and/or special assessment, an official protest shall only be heard by the City Council at the appropriate public hearing as indicated above.

- **Resolution # 5:** Following the public hearing, City Council makes the final determination on proceeding with the improvement and confirms the special assessment roll, either as presented or as modified based upon comments and objections received at the public hearing. The City Council will also determine the number of annual installments and the interest rate to be charged on future installments.

The approved improvement is then pursued, and properties are assessed in accordance with Resolution # 5.

Policy

Since the greatest benefits of local street improvement accrue to the owners of property along those streets, a portion of the costs of these improvements are borne by the benefiting property owners in many municipalities. The City of Mason, like many other municipalities, has very limited resources for local street improvement and does not receive an adequate level of funding through general property taxes or existing voted millage to bear the sole cost of paving the local gravel streets, making street improvements, or constructing new sidewalks. For this reason, the City has adopted the Special Assessment District (SAD) approach to finance said improvements.

City Council Policy Adopted 12.3.1973, Amended 3.4.2019, Amended 1.15.2024

1. **New Street** includes the establishment of a street that previously did not exist that meets current engineering standards consistent with City ordinances. Property owners within the SAD will be assessed for 100% of the establishment of a New Street and required sidewalks, driveway approaches and utilities, including storm sewer, sanitary sewer and/or water main.
2. **Street Improvement** includes any enhancements that did not exist previously such as storm sewer, curb and gutter, and/or pavement. All work shall meet current engineering standards consistent with City ordinances.
 - a. Major Streets: Property owners within the SAD will be assessed for 50% of all street improvements, including storm sewer. The City will pay 100% for sanitary sewer and/or water main replacement. Property owners will be assessed 100% for new sanitary sewer and/or water main.
 - b. Local Streets: Property owners within the SAD will be assessed for 66% of all street improvements, including storm sewer. The City will pay 100% for sanitary sewer and/or water main replacement. Property owners will be assessed 100% for new sanitary sewer and/or water main.
3. **Street Maintenance** includes the ongoing street maintenance program which does not provide any enhancements, but repairs and/or replaces existing infrastructure.
4. **Driveway Approaches** (only as part of a Street Improvement or Street Maintenance project). The owner of each parcel with a driveway within the SAD will be assessed 50% for one standard concrete driveway approach if a concrete approach does not exist or must be replaced, as determined by the City Engineer. The width of a standard driveway approach will be defined pursuant to section 70-36 of the Mason City Code. If the parcel owner requests a wider approach, or more than one approach, and if what is requested is allowed under City ordinance, the requested work will be included in the project and the parcel owner will be assessed 100% of the cost difference from standard.
5. **Sidewalks** (only as part of a Street Improvement project, Street Maintenance project or sidewalk project). Property owners will be assessed for 50% of all standard width sidewalk (minimum 4' wide or matching adjacent) that did not previously exist on both major and local streets. Replacement sidewalk will be funded 100% by the City.
6. **Assessment Calculations**
 - a. Grants committed to the project prior to Resolution No. 5 will reduce the overall cost per foot so that both the property owner and the City receive the benefit of that funding.
 - b. Corner lots: If both frontages are assessed within a 15-year period, the property owner will be assessed for the longest side only and the City will pay 100% for the shortest side. No property owner can be assessed on the same property more than once for like improvements within a 15-year period.
 - c. The term of special assessment installment payments varies by type of project; however, the term is normally less than the life expectancy of the improvement (not to exceed 15 years for roads and driveway approaches and 20 years for all sanitary sewer and water infrastructure).

- d. First installment will be billed without interest charge. All future installment bills will include interest charges on the unpaid balance. Per Sec 11.3(4) of the City Charter, the rate shall not exceed the greater of six per cent per year or the interest rate on any special assessment bonds sold for such improvement plus one percent (1%).
7. **Other:** Where private property items, such as fencing, lamps, irrigation systems, ornamental or monument mailboxes, landscaping, etc., are in the public right-of-way, the City will give notice to the property owner to remove the private property. If not removed by the owner, the City will remove the private property and will not replace, or be responsible for damage to, said private property.

Resources: More Questions? Please Contact our Customer Service Desk at 517.676.9155 or info@mason.mi.us.



Agenda Report: February 5, 2024 City Council Meeting

AGENDA ITEM

Resolution 2024-09: Recommend Approval to the Michigan Liquor Control Commission (MLCC) for the Issuing of a Class C Redevelopment District License to Equal Part Libations, LLC at 427 S. Jefferson Street

RECOMMENDED ACTION

Approve Resolution 2024-09

HISTORY

The Michigan Liquor Control Commission (MLCC) is the issuing authority for licenses for the sale of alcoholic beverages throughout the State. Their approval process for on-premises licenses requires that the local legislative body make a recommendation regarding whether license requests should be approved through resolution.

Class C licenses allow for the sale and consumption of beer, wine, and spirits on the premises of restaurants in the City. Beyond that license, restaurants have access to other license types within the City such as the Redevelopment Project Area (RPA) or Development District (DD) licenses. These special license types are available in certain locations pursuant to MCL 436.1521a. It should be noted that these licenses are only available when a quota license is “not readily available”.

On January 30, 2024, Equal Part Libations, LLC submitted the attached letter of request to the City Council for consideration of an RPA for their proposed business at 427 S. Jefferson Street. Please note that the applicant is not eligible for an RPA, but they are eligible for a DD license. This was an error.

The proposed application outlines the applicant’s requirements and what they have completed. In addition, the attached letter outlines how the applicant meets these requirements and staff recommends approving Resolution 2024-09.

SUMMARY

Authority: [Michigan Liquor Control Code of 1998 \(EXCERPT\) MCL 436.1521a](#)

Urgency: The applicant requested action as quickly as possible to allow them to move to the next step in the process.

Relation to Other Actions: None.

FISCAL IMPACT

Current/Future Budgets: None.

ADDITIONAL MATERIAL

Resolution 2024-09

Letter of Request

Draft Application

**CITY OF MASON
CITY COUNCIL RESOLUTION NO. 2024-09**

**RECOMMEND APPROVAL TO THE MICHIGAN LIQUOR CONTROL COMMISSION LIQUOR LICENCE
FOR THE ISSUING A CLASS C REDEVELOPMENT DISTRICT LICENSE TO
EQUAL PARTS LIBATIONS, LLC AT 427 S. JEFFERSON STREET**

February 5, 2024

BE IT RESOLVED THAT, it is the consensus of this body that it recommends that the application from Equal Parts Libations, LLC be considered for approval, by the Michigan Liquor Control Commission, for the following licenses: Redevelopment License within Downtown District (Class C) and SDM License, to be located at 427 S. Jefferson Street, Mason, MI 48854.

The foregoing Resolution was moved for adoption by Councilmember _____ and seconded by Councilmember _____ and declared adopted by the following vote:

Yes ()
No ()
Absent ()

RESOLUTION DECLARED _____.

STATE OF MICHIGAN)
COUNTY OF INGHAM) ss
CITY OF MASON)

I, the undersigned, the duly qualified and acting Clerk of the City of Mason, County of Ingham, State of Michigan, do hereby certify that the foregoing is a true and complete copy of a resolution adopted by the City Council of the City of Mason at a regularly scheduled meeting held on Monday, February 5, 2024, pursuant to the Michigan Open Meetings Act, the original of which is on file in my office as part of the Council minutes.

IN WITNESS WHEREOF, I have hereunto set my official signature, this _____ day of _____, 2024.

Sarah J. Jarvis, City Clerk
City of Mason, County of Ingham, State of Michigan

Dear Council Members,

Equal Parts Libations LLC is requesting approval for a new on-premises Redevelopment District License (RDA) for a cocktail bar located at 427 S. Jefferson St. Below we address the requirement needs and how we meet those requirements to be eligible for this RDA license. Thank you for your time and consideration.

(6) The following apply to a license issued under subsection (1)(b):

(a) The amount expended for the rehabilitation or restoration of the building that housed the licensed premises shall be not less than \$75,000.00 over a period of the preceding 5 years or a commitment for a capital investment of at least that amount in the building that houses the licensed premises, that must be expended before the issuance of the license.

Please see both below attachments:

A: Building Permit #PB21-0028. This is work that has been completed on 427 S. Jefferson within the last five years.

\$34,187.70

B: This is an estimate of the proposed build out including; demolition, plumbing, concrete, framing, HVAC, electrical, Etc. For the proposed cocktail bar at 427 S. Jefferson St.

\$225,000

(b) The total amount of public and private investment in real and personal property within the development district or area shall not be less than \$200,000.00 over a period of the preceding 5 years as verified to the commission by means of an affidavit from the assessor, as certified by the clerk of the city, village, or township.

(c) The licensed business is engaged in dining, entertainment, or recreation, is open to the general public, and has a seating capacity of not less than 25 persons.

The cocktail bar will be open to the general public for alcoholic and nonalcoholic beverages as well as appetizers and snacks. The space will have a compacity of around 45 (still need to go through plan review for final count, but it will be over the required 25)

(9) The individual signing the application for the license shall state and demonstrate that the applicant attempted to secure an appropriate on-premises escrowed license or quota license issued under section 531 and that, to the best of his or her knowledge, an on-premises escrowed license or quota license issued under section 531 is not readily available within the county in which the applicant proposes to operate.

Danielle French (member of Equal Parts Libations LLC) pulled all active escrowed class C on premises license is Ingham County from the State of Michigan escrow license search page. A certified letter with a requested return was sent to all addresses listed by the State of Michigan. We have all of these documented with successful or non-successful returns that were handed over to. We received no communication back from any license holder in regard to selling any escrowed licenses in Ingham County. Therefore, the only option for us to obtain a class C on premises license is to apply for this requested RDA license.

(10) As used in this section:

(a) "Escrowed license" means a license in which the rights of the licensee in the license or to the renewal of the license are still in existence and are subject to renewal and activation in the manner provided for in R 436.1107 of the Michigan administrative code.

(b) "Readily available" means available under a standard of economic feasibility, as applied to the specific circumstances of the applicant, that includes, but is not limited to, the following:

(i) The fair market value of the license based on where the applicant will be located, if determinable.

(ii) The size and scope of the proposed operation.

(iii) The existence of mandatory contractual restrictions or inclusions attached to the sale of the license.

We received no feedback from any of the escrowed license holders, therefore none of the above are applicable.

Again, we thank you for your time and consideration.

AuthentiSIGN
Krista Dowding 01/30/24

Krista Dowding

AuthentiSIGN
Danielle French 01/30/24

Danielle French

AuthentiSIGN
Robert Dowding 01/30/24

Robert Dowding

AuthentiSIGN
Zachary Fell 01/30/24

Zachary Fell



New On-Premises Redevelopment or Development District License Questionnaire

Complete and submit this questionnaire along with a fully completed [On-Premises Retailer License & Permit Application \(LCC-100a\)](#) with the documents required to be submitted with that form and any other documents required as listed below.

Part 1 - Applicant Information

Individuals, please state your legal name. Corporations or Limited Liability Companies, please state your name as it is filed with the State of Michigan Corporation Division.

Applicant name(s): Equal Parts Libations, LLC			
Address to be licensed: 427 S. Jefferson Street			
City: Mason		Zip Code: 48854	
City/township/village where license will be issued: City of Mason			County: Ingham
Contact Name: Danielle French	Phone: 517-214-0098	Email: frenchd4@gmail.com <i>equalpartslibations@gmail.com</i>	
Mailing address (if different from above): 434 Ravenwood Court			
City: Mason		Zip Code: 48854	

I am applying for the following on-premises redevelopment or development district license:

MCL 436.1521a(1)(a) - Redevelopment (RDA) License - Complete Parts 2a, 3, 4, & 5

Select one: Class C B-Hotel Tavern A-Hotel

- The proposed licensed premises must be located in a redevelopment project area defined by the local governmental unit and the investment in the redevelopment project area must meet one (1) of following requirements:
 - Investment of not less than \$50 million in cities, townships, or villages having a population of 50,000 or more
 - Investment of not less than \$1 million per 1,000 people in cities, townships, or villages having a population of less than 50,000
- The licensed business must be engaged in activities related to dining, entertainment, or recreation and provide that activity not less than five (5) days per week
- The licensed business must be open to the public not less than ten (10) hours per day, five (5) days per week
- The initial enhanced license fee for a license issued under this section is \$20,000.00

MCL 436.1521a(1)(b) - Development District (DDA) License - Complete Parts 2b, 3, 4, & 5

Select one: Class C B-Hotel Tavern A-Hotel

- The proposed licensed premises must be located in one of the development districts or areas listed in MCL 436.1521a(1)(b):
 - Tax Increment Finance Authority District Under Part 3 of Public Act 57 of 2018 (Formerly Public Act 450 of 1980)
 - Corridor Improvement Authority Act Development Area under Part 6 of Public Act 57 of 2018 (Formerly Public Act 280 of 2005)
 - Downtown Development Authority (DDA) District under Part 2 of Public Act 57 of 2018 (Formerly Public Act 197 of 1975)
 - Principal Shopping District under Public Act 120 of 1961
- The total investment in real and personal property within the development district or area shall not be less than \$200,000.00 over a period of the preceding five (5) years.
- The building may be new construction or the restoration or rehabilitation of an existing building.
- The building that will house the proposed licensed premises must have at least \$75,000.00 expended for new construction or the rehabilitation or restoration of the building over the preceding five (5) years or a commitment for a capital investment of at least \$75,000.00 in the building that must be expended before the license is issued.
- The licensed business must be engaged in activities related to dining, entertainment, or recreation.
- The licensed business must be open to the general public and have a seating capacity of not less than 25 persons.
- The initial enhanced license fee for a license issued under this section is \$20,000.00.

Please Note: Pursuant to MCL 436.1521a(8) a license issued under MCL 436.1521a cannot be transferred to another location and if the licensee goes out of business the license issued under MCL 436.1521a shall be surrendered by the licensee to the Commission and the Commission will terminate the license.

Part 2a - MCL 436.1521a(1)(a) - Redevelopment (RDA) License Required Documents

Resolution from local governmental unit establishing the redevelopment project area

Affidavit from the assessor, certified by the city, township, or village clerk, which states the following:

- The amount of investment money expended for manufacturing, industrial, residential, and commercial development within the redevelopment project area during the preceding three (3) years (must specifically state start and end dates for the investment, i.e. January 1, 2013, to December 31, 2015).
- Statement that the amount of commercial investment in the redevelopment project area constitutes not less than 25% of the total investment in real and personal property in the area.

Legible map of the redevelopment project area which clearly labels all street names

Part 2b - MCL 436.1521a(1)(b) - Development District (DDA) License Required Documents

Resolution from local governmental unit establishing the development district or area which specifically references the statute under which the area was established:

- Part 3 of Public Act 57 of 2018 (Formerly Public Act 450 of 1980) for Tax Increment Finance Authorities
- Part 6 of Public Act 57 of 2018 (Formerly Public Act 280 of 2005) for Corridor Improvement Authorities
- Part 2 of Public Act 57 of 2018 (Formerly Public Act 197 of 1975) for Downtown Development Authorities
- Public Act 120 of 1961 for Principal Shopping Districts

Affidavit from the assessor, certified by the city, township, or village clerk, which states the following:

- The total amount of public and private investment in real and personal property within the development district or area over a period of the preceding five (5) years (must specifically state start and end dates for the investment, i.e. January 1, 2011, to December 31, 2015).

Legible map of the development district or area which clearly labels all street names

Part 3 - Available License Search

MCL 436.1521a(9) requires any person signing an application for an on-premises Redevelopment or Development District license to verify that he or she attempted to purchase any of the on-premises licenses that are in escrow that do not have a pending transfer on file with the MLCC within the county in which the applicant for the on-premises Redevelopment or Development District license proposes to operate.

You should not apply for an on-premises Redevelopment or Development District license if there is an available quota license in the local governmental unit in which the proposed licensed business will be located. You may verify the availability of quota licenses on the Commission's website using the [Local Government Quota search page](#).

I verify that I have attempted to purchase any readily available on-premises escrowed licenses that do not have pending transfers on file with the MLCC in the county where the proposed licensed business will be located.

- Applicant should provide a notarized affidavit outlining all attempts and responses (or lack thereof) to secure a readily available on-premises license.
- Applicant should send certified letters of inquiry as to the availability of the license to each licensee at the address listed on the licensee listing report provided by the MLCC.
- Applicant should submit copies of the letters sent, certified tags, signed certified return receipts, copies of any envelopes returned by the USPS, and copies of any correspondence received from the licensees.
- Applicant should provide dates, the name of the person contacted, and a synopsis of the conversation if escrowed licensees are contacted by telephone.
- Applicant should provide documentation regarding the fair market value of the license based on where the applicant will be located, if determinable, the size and scope of the proposed operation, and/or the existence of mandatory contractual restrictions or inclusion attached to the sale of the license when indicating to the MLCC that purchase of a license is not economically feasible or the license is not readily available.

There are no readily available on-premises licenses in escrow in the county where the proposed licensed business will be located.

There are no unissued, on-premises quota licenses readily available in the local governmental unit where the proposed licensed business will be located.

Part 4 - Local Governmental Approval

An applicant for a new on-premises Redevelopment or Development District license requires approval by the legislative body of the local governmental unit in which the licensed premises will be located. Applicants for a license in a city that has a population of 600,000 or more do not require local governmental approval. Please use the [Local Governmental Unit Approval Form \(LCC-106\)](#) or obtain a resolution from the local governmental unit that contains the same information required on the form. The form or a resolution from the city, village, or township must specifically state the applicant's legal name, if an individual person, or the corporate name of the business, the proposed licensed address, and contain a recommendation for the issuance of a license under one of the two following options:

- New Class C* license issued under the provisions of MCL 436.1521a(1)(a)
- New Class C* license issued under the provisions of MCL 436.1521a(1)(b)

**May substitute other license types such as Tavern, A-Hotel, or B-Hotel licenses*

Part 5 - Signature of Applicant

I certify that the information contained in this form is true and accurate to the best of my knowledge and belief. I agree to comply with all requirements of the Michigan Liquor Control Code and Administrative Rules. I also understand that providing **false** or **fraudulent** information is a violation of the Liquor Control Code pursuant to MCL 436.2003.

I certify that I understand that pursuant to MCL 436.1521a(8) a license issued under MCL 436.1521a cannot be transferred to another location and that if the licensee goes out of business the license issued under MCL 436.1521a shall be surrendered by the licensee to the Commission and the Commission will terminate the license.

Danielle French, Member



1/11/2024

Print Name of Applicant & Title

Signature of Applicant

Date

Please return this completed form along with corresponding documents:
 Michigan Liquor Control Commission
 Mailing address: P.O. Box 30005, Lansing, MI 48909
 Hand deliveries: Constitution Hall - 525 W. Allegan, Lansing, MI 48933
 Overnight packages: 2407 N. Grand River Ave., Lansing, MI 48906
 Fax to: 517-763-0059

David Taylor Builder L.L.C.
 9487 Island Hwy.
 Eaton Rapids Mi.48827

Estimate

Date	Estimate #
1/30/2024	1612

Name / Address
C/O Robert Dowding Brian Risdale 427 S. Jefferson Mason Mi. 48854

Bill To
Equal Parts Libations 427 S. Jefferson Mason Mi. 48854

Due Date	Project
1/30/2024	

Description	Qty	Total
PRELIMINARY ESTIMATE		
This estimate is based on information that has been provided to David Taylor Builder llc at this time.		
Price is to include all demolition of asphalt for the installation of bathroom underground plumbing, install concrete to finish		0.00
All framing per print		0.00
all HVAC, Electrical, Plumbing		0.00
all Wall finishes to include drywall through finish, painting per plan		0.00
All finishes to include but not limited to install doors, trim, building bars		0.00
Floor coverings		0.00
		225,000.00
Total		\$225,000.00

Signature _____

Payee	\$
Lowes	\$1,665.70
Flooring	\$4,150.00
Menards	\$3,620.48
Ace	\$688.88
Amazon	\$256.95
Blair/Labor Materials	\$341.93
Checks/Labor	\$3,642.00
Family Farm	\$29.60
Home Depot	\$493.48
Lansing Recycling	\$80.00
Garden Shop	\$18.94
FBS/Materials	\$1,499.37
Rooter Guy	\$525.00
Facade	\$2,000.00
Railing	\$1,190.00
Ceiling	\$400.00
Branch Labor	\$295.00
Doors	\$197.40
Tub Glazing	\$550.00
Chris Meyer	\$1,715.39
Paint Javi	\$1,200.00
Windows	\$409.00
Chris Meyer	\$1,218.58
Labor	\$8,000.00
Total	\$34,187.70



City Manager's Report: February 2, 2024

IMPORTANT DATES

- Monday, February 5, 2024, 6:30 PM – Joint City of Mason & Mason Public Schools Recognition Ceremony, Sycamore Room, City Hall
- Monday, February 12, 2024, 6:00 PM – Joint City Council & Planning Commission CIP Workshop, Sycamore Room, City Hall
- Saturday, February 17-25, 2024, 8:00 a.m. – 4:00 p.m., except on Wednesday, February 21, 2024, the hours are 11:00 a.m. – 7:00 p.m. - Early voting available for Presidential Primary.
- Tuesday, February 27, 2024, Election Day for the Presidential Primary.
- Monday, April 8, 2024, 6:30 PM- City Council Budget, Maple Room, City Hall
- Tuesday, April 23, 2024, 4:00 PM- Deadline to file City Council filing packets for 2024 election. They are available now for pick up from the City Clerk.

OPERATIONS

General:

- Property Assessing Reform P.A. 660 of 2018, provides a statutory framework to ensure proper assessing in order to guarantee the highest quality assessments for taxpayers as well as local units. The first round of audits took place in 2023 and the City received a perfect score on the Assessment Audit Review from the State Tax Commission.
- Early Voting for the Presidential Primary will start Saturday, February 17, 2024 – Sunday, February 25, 2024.
- The City received a donation from the Friends of the Library for the Library Renovation Project in the amount of \$12,100.

Personnel:

- **Staffing Updates**

RESIGNATIONS

- Hayden Wildfong, full-time Police Officer resigned effective January 22, 2024
- Dillon Allen, full-time Laborer resigned effective February 2, 2024
- Mark Wriggelsworth full-time Police Chief resigning effective February 9, 2024

NEW HIRES

- Christine Waltz temporary part-time Election Assistant started January 30, 2024

OPEN POSITIONS - 7

- Laborer (2) – External posting closed 1/26/2024 and applications are under review.
- Utility Operator (1) – First round interviews were conducted, 2nd round interviews to take place 2/5/2024.
- Administrative Assistant – DPW – Part-Time (1) – Posting under review.
- Police Officer (1) – Posting under review.
- Police Chief (1) – Considering potential applicants.
- Seasonal Part-time Crossing Guard (1) - open until filled.

- **Training Updates**

- All officers attended Low Light Firearms Training on January 22, 2024.
- Investigator Chick attended Behavioral Threat Assessment & Management Training on January 25, 2024.
- Sergeant Budd attended Leadership for Police Supervisors January 29 – 31, 2024.

CAPITAL IMPROVEMENT PROGRAM PROJECTS

Removed after one notice of complete.

FY 2023-2024				
Project	Project Name/Description		Status	Completed
STREETS, BRIDGES, SIGNALS(S)				
2017-S16	Maple Street Bridge: Replacement		3Q project (re-bidding), considering moving back to coordinate with Maple Street work under the recommendation of DDA.	
UTILITIES: SANITARY SEWER, STORM WATER, AND WATER DISTRIBUTION (U)				
2019-U3b	WWTP Plant Construction		Pay Application 2 is being reviewed.	
2022-U1	WWTP Headworks Huber Screen		3Q Project for Feb bid.	
2023-U40	WWTP: Curtis Street Lift Station Replacement		Curtis Street Lift station is scheduled for repairs once new pumps arrive. Construction bid for gravity line anticipated to be released in Spring.	
PARKS/ CEMETERY/ FORESTRY/ NONMOTORIZED (P)				
2020-P4	Hayhoe Riverwalk Trail: Trail Wayfinding		4Q Project may delay further due to available grant funding.	
2020- P6/ 8/12/13/14	Plan/ Design-Rayner, Lee Austin, Bond, Hayes Parks		January	Complete
2020-P9	DDA: Downtown Wayfinding Signage		DDA established a sub-committee that is meeting to prepare RFP.	
2020-P11	Rayner Park- Phase 1 Construction		Site plan and play equipment options are available for review - here . Documents are being prepared for winter bidding to be submitted for DNR approval. Staff is working on board removal process for community.	
2020-P15	Jefferson Trailhead/ Comm Garden		Under construction, due to supply chain issues, project is requiring an extension to March.	
2020-P21	Hayes Park: Capital Improvements		Bid package being prepared	
2022-P2	Maple Grove Cemetery: Trash Receptacles/ Section Signs		Being considered at February 5, 2024 meeting.	
2023-P3	DDA: Tree Replacement		Awarded, Spring installation.	
MOTOR VEHICLE POOL (MVP)				
2017-MVP18	Vehicle No. 24	Dump/Plow Truck	Ordered, receipt anticipated in 2024	
2018-MVP3	Vehicle No. 84	Police Patrol	Anticipate being able to order in Feb.	
2019-MVP6	Vehicle No. 802	Fire Expedition	Received with equipping being scheduled.	
2023-MVP1	Vehicle No. 88	New Police Patrol	Anticipate being able to order by Feb.	

BUILDING, PROPERTY, EQUIPMENT (B)			
2017-B5b	Building: Library Phase 1, Part 1	Interior work expected to be finished by March. CADL/City are continuing to apply for a grant to fill the gap and CADL is launching a local fundraising campaign.	
2018-B23	Planning: Master Plan/Zoning Update	Zoning updates are in progress, Zoning Ordinance Review Committee mtg is meeting monthly, but hasn't scheduled their Jan meeting.	
2018-B23a	Cedar/127 Corridor Sub-area Plan	Bids expected to be released by February	
2019-B2b	City Hall Renovations: Phase 1 /Carpet	3Q Project	
2019-B8	Police: Car Port (7-Car Unit)	3Q Project	
2020-B4	DPW: Facility Design Build	Staff met with MPS and financial experts. Requested MPS decide on whether it is feasible for them to financially move forward with the project based on the possible agreement options by March 1. If they agree, a Pre-Construction Agreement will be negotiated for City Council consideration.	
2022-B1	Ordinance Update: Planning, Subdivision, Signs, STR	3Q Project	
2023-B1	City Hall: HVAC Controls Replacement	In progress	
2023-B4	Planning: Public Participation Plan & Communication Strategy	3Q Project	

ACTIVE PROJECTS STATUS UPDATES (PROJECTS NOT COORDINATED BY THE CITY)

None.



Agenda Report: February 5, 2024 Packet Updates

TYPO and OTHER CORRECTIONS TO PACKET

The following changes have been made to the electronic packet to ensure the record is accurate:

(Updated 2.5.24 4:30 pm):

Page Number	Agenda Item	Described Change
1	Agenda	<p>The following typos were corrected in the agenda. The ARs within the packet had accurate language, but the agenda had not been updated prior to posting.</p> <p>5.B.2 Receipt of Boards & Commissions 2024 Calendar</p> <p>5.C.2 Authorize Contracts with Pilot Rock RJ Thomas Mfg. Co. Inc., and Signs from Sign Smith Related the Maple Grove Cemetery Trash Receptacles/Section Signs Improvement (CIP: 2022-P2) in the Amount of \$22,691\$21,237</p> <p>8.A. Resolution 2024-09: Recommend Approval to the Michigan Liquor Control Commission (MLCC) for the Issuing of a Class C Redevelopment District License to Equal Part Libations, LLC at 427 S. Jefferson Street</p>