



**PLANNING COMMISSION**  
TUESDAY, MARCH 12, 2019  
Sycamore Room - 1<sup>st</sup> Floor - 6:30 P.M.  
201 West Ash Street, Mason MI

**AGENDA**

- 1. CALL TO ORDER**
- 2. ROLL CALL**
- 3. PUBLIC COMMENT**
- 4. APPROVAL OF MINUTES**
  - A. Approve Minutes of Regular Planning Commission Meeting January 15, 2019
  - B. Approve Minutes of City Council/ Planning Commission CIP Workshop February 25, 2019
- 5. PUBLIC HEARING**
  - A. Resolution 2019-02: Approval of the Capital Improvements Plan for the Fiscal Years 2019-2025
  - B. Resolution 2019-03: David Meredith, WCH LLC, has requested an amendment to the Mason Zoning Map to rezone Parcel 33-19-10-08-240-019, referenced also as 118 W. Oak Street, in downtown Mason from an O-1: General office district to a C-1: Central business district.
- 6. UNFINISHED BUSINESS**
- 7. NEW BUSINESS**
  - A. City Council Resolution 2019-03: Rules of Order for the City Council and For City Boards and Commissions
- 8. LIAISON REPORT**
  - A. Development Update: City Manager's Report (3/1/2019)
- 9. ADJOURN**

CITY OF MASON  
REGULAR PLANNING COMMISSION MEETING  
MINUTES OF JANUARY 15, 2019  
DRAFT

Sabbadin called the meeting to order at 6:31 p.m. in the Sycamore Room at 201 W. Ash Street, Mason MI.

Present: Barna, Droscha, Howe, Perrault, Sabbadin, Waxman  
Absent: Shattuck (gave notice)  
Also present: Elizabeth A. Hude, AICP, Community Development Director

**OATH OF OFFICE**

The City Clerk swore in Commissioners Sabbadin and Perrault.

**ELECTION OF LEADERSHIP**

Hude opened nominations for Chair.

Waxman nominated John Sabbadin for the position of Chair. Howe seconded.

Hude closed nominations for Chair.

Sabbadin: Yes (6) Barna, Droscha, Howe, Perrault, Sabbadin, Waxman  
No (0)  
Absent (1) Shattuck  
JOHN SABBADIN ELECTED CHAIR

Hude opened nominations for Vice-Chair.

Droscha nominated Seth Waxman for the position of Vice-Chair. Howe seconded.

Hude closed nominations for Vice-Chair.

Waxman: Yes (6) Barna, Droscha, Howe, Perrault, Sabbadin, Waxman  
No (0)  
Absent (1) Shattuck  
SETH WAXMAN ELECTED VICE-CHAIR

Hude opened nominations for Secretary.

Droscha nominated Anne Klein Barna for the position of secretary. Howe seconded.

Hude closed nominations for Secretary.

Barna: Yes (6) Barna, Droscha, Howe, Perrault, Sabbadin, Waxman  
No (0)  
Absent (1) Shattuck  
ANNE KLEIN BARNA ELECTED SECRETARY

## **PUBLIC COMMENT**

None.

## **APPROVAL OF MINUTES**

MOTION by Howe second by Droscha, to approve the corrected Planning Commission meeting minutes from December 11, 2018.

Yes (6) Barna, Droscha, Howe, Perrault, Sabbadin, Waxman

No (0)

Absent (1) Shattuck

## **PUBLIC HEARING**

**Resolution 2019-01:** James Giguere of Giguere Homes is requesting preliminary plat approval to create twenty residential lots and one private park and one remaining parcel for future development in the City of Mason located on Parcel # 33-19-10-04-426-002.

Sabbadin opened the public hearing at 6:36 p.m.

### **Public Comments/Discussion:**

Jon D. Kribs, representative for the Amy Doyle Trust, which owns property that abuts the proposed preliminary plat asked about the drainage plans for the proposed plat. He stated that the drainage is currently inadequate.

Community Development Director Hude responded that this issue originally came up when this application was received last year. There is one more phase to this application and construction plans will be provided in the future. This will give further detail about the drainage system. Mr. Kribs stated that there was supposed to be an existing natural easement to encourage proper drainage. Director Hude stated she would make a note of this and look further into the matter.

Ron Enger, engineer and surveyor, whose address is 805 North Cedar Street, spoke as a representative for Giguere Homes. He clarified that Mr. Kribs was inquiring about the West portion of the plat that abuts lots in Rayner Ponds Phase 3. He explained that area has a storm sewer pipe parallel to the west boundary line with three inlets to take water off the surface of the ground and take it to the pond. This should help the drainage in the corner of the subdivision. It will go to the pond on the Northside of the property. Rear yard drainage is also included in several locations in the plan.

David Parks, whose address is 848 Sanctuary Dr., came as a representative for the Pond Association. He stated that there are two associations within Rayner Ponds, the Homeowners Association and the Pond Association. He wanted to make sure that this development would be included in both associations.

Director Hude responded that the deed would need to be reviewed to make sure that new homeowners would be required to take part in both associations. It was confirmed already that deed suggested new homeowners in Rayner Ponds Phase 4 would be required to participate in the Homeowners Association. A copy of the letter sent to Mr. Giguere on April 15, 2018 from the Rayner Ponds Estates Community Association (RPECA) referencing the deed requirement is included in the current packet.

Sabbadin closed the public hearing at 6:43 p.m.

Director Hude recommended approval of the proposed resolution without any further conditions.

Commissioner Droscha confirmed that we (the Planning Commission) will see this application again.

Director Hude confirmed that the applicant is required to submit a final plat application. The final plat is subject to site plan review and they will be required to include a construction schedule.

**Vote:**

MOTION by Waxman, second by Howe to approve Resolution 2019-01.

Yes (6) Barna, Droscha, Howe, Perrault, Sabbadin, Waxman

No (0)

Absent (1) Shattuck

**MOTION APPROVED**

**UNFINISHED BUSINESS**

A. Development Update: City Manager's Report

**NEW BUSINESS**

A. Meeting Schedule

The meeting schedule for the year was distributed.

B. Capital Improvement Program (CIP) Schedule Announcement

- i. Joint City Council/Planning Commission Workshop - Monday, February 11, 2019 @ 6:30 pm
- ii. Public Hearing – March 12 @ 6:30 pm

C. Review Orientation Packet

The Orientation Packets were distributed and the contents were explained and reviewed.

D. Training Opportunities

Staff is working the American Planning Association and Michigan State University Extension to bring training to the area for commissioners.

Commissioner Barna encouraged fellow members to attend training.

**LIAISON REPORT**

Councilmember Droscha stated that City Council said goodbye to Councilmember Mike Waltz and welcomed new Councilmember Jerry Schafer.

**ADJOURN**

The meeting adjourned at approximately 7:00 p.m.

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Anne Klein Barna, Secretary

**CITY OF MASON  
PLANNING COMMISSION & CITY COUNCIL  
CAPITAL IMPROVEMENTS PROGRAM WORKSHOP  
MINUTES OF FEBRUARY 25, 2019  
DRAFT**

Sabbadin called the meeting to order at 7:01 p.m. in the Maple Room on the second floor at 201 W. Ash Street, Mason MI.

Present: Councilmembers: Schaffer, Madden, Brown, Vogel, Whipple, Droscha, Ferris  
Planning Commissioners: Sabbadin, Howe, Perrault, Barna, Shattuck  
Absent: Planning Commissioner: Waxman (gave notice)  
Also present: Deborah Stuart, City Manager, Michelle Pietsch, Director of Finance, Elizabeth A. Hude, AICP, Community Development Director, Nyjah Bunn, MSU- Spartan Newsroom Reporter

**PUBLIC COMMENT**

None.

**PRESENTATION ON PROPOSED CAPITAL IMPROVEMENTS PROGRAM 2019-2025**

City Manager Stuart presented the Capital Improvements Program (CIP). The CIP process was discussed. Members of both City Council and Planning Commission discussed recommended projects by category.

The Parks category of the CIP was discussed in further detail.

- Droscha noted improvements for Rayner Park are scheduled for 2023-2024. He suggested improvements for the park should be focused on before the other parks in the schedule because Rayner Park is important to the community.
- Schaffer supported Droscha on the issue of Rayner Park. Improvements cannot wait.
- Vogel also supported the idea, and discussed the rationale for the scheduled improvements for the parks. Vogel also noted that more engagement is needed on the matter.
- Brown asked questions about the quantity of use for the park. Moreover, is the trail included in the improvements?
- Whipple asked about a plan to survey the users of the park.
- Community Development Director Hude said that a part of the process is to survey the users of the park and give them opportunities for recommendations.

The Motor Vehicle Pool Category of the CIP was discussed in further detail.

- Vogel noted there are makes and models similarly priced to the Ford vehicles in the CIP, and questioned why the CIP has Ford vehicles included and no other makes.
- Schaffer noted Ford has problems with rear end exhausts.

The Library Category of the CIP was discussed in further detail.

- Droscha asked if the improvements would impact the roof. Staff answered that it would not.
- Brown asked for more information about other library renovations in the area and recent Capital Area District Libraries (CADL) investments in their facilities.
- Staff noted to investigate into specific items of discussion more and plans to provide feedback on these matters.

On March 12, 2019 at the Regular Planning Commission Meeting, there will be a public hearing regarding the

approval of the CIP. Prior to this hearing, staff is hosting an open house in the Sycamore Room from 4:30 – 6:00 p.m. to give the public an opportunity to give input.

#### **ADJOURNMENT**

The meeting adjourned at approximately 9:13 p.m.

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Anne Klein Barna, Secretary

Introduced:

Second:

**CITY OF MASON  
PLANNING COMMISSION RESOLUTION No. 2019-02  
A RESOLUTION APPROVING THE CAPITAL IMPROVEMENTS PROGRAM  
FOR THE FISCAL YEARS 2019-2025**

**March 12, 2019**

**WHEREAS**, the Capital Improvements Program is a result of significant review and consideration by the City of Mason administrative staff, Planning Commission and City Council of the numerous capital project requests from City department heads for the next six fiscal-year periods; and

**WHEREAS**, prioritization of projects listed in the program is based on the overall benefit to the community, especially when improving public health, safety and welfare, and so that the most-needed projects will be accomplished first and scarce financial resources are allocated appropriately; and

**WHEREAS**, the Capital Improvements Program is consistent with the Capital Improvements Programming component of the Master Plan.

**NOW THEREFORE BE IT RESOLVED**, that the City of Mason Planning Commission does hereby approve the Capital Improvements Program (CIP) for fiscal years 2019-2025.

Yes (0)

No (0)

Absent (0)

**CLERK'S CERTIFICATION:** I hereby certify that the foregoing is a true and accurate copy of a resolution adopted by the Planning Commission at its regular meeting held Tuesday, March 12, 2019 the original of which is part of the Planning Commission minutes.

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



# CAPITAL IMPROVEMENTS PROGRAM 2019 – 2025

Approved Month xx, 2019 – Planning Commission  
Accepted Month xx, 2019 – City Council





City of Mason Planning Commission

**Approved: Month X, 2019**

**Received: ~~Month X~~ February 12, 2019**

John Sabbadin, Chairperson  
Seth Waxman, Vice Chairperson  
Anne Klein Barna, Secretary

Jon Droscha, Council Liaison  
Mark Howe

Mitch Perrault  
Scott Shattuck

City of Mason City Council

**Accepted: Month X, 2019**

**Received: ~~Month X~~ February 12, 2019**

Russell Whipple, Mayor  
Marlon Brown, Mayor Pro Tem

Jon Droscha  
Elaine Ferris  
Angela Madden

Jerry Schaffer  
Rita Vogel

**Prepared by:**

Deborah Stuart, City Manager

Don Hanson, Chief of Police  
Don Heck, P.E., City Engineer  
Elizabeth Hude, AICP, Community Development Director  
Sarah Jarvis, City Clerk  
Kerry Minshall, Fire Chief  
Michelle Pietsch, Finance Director/Treasurer

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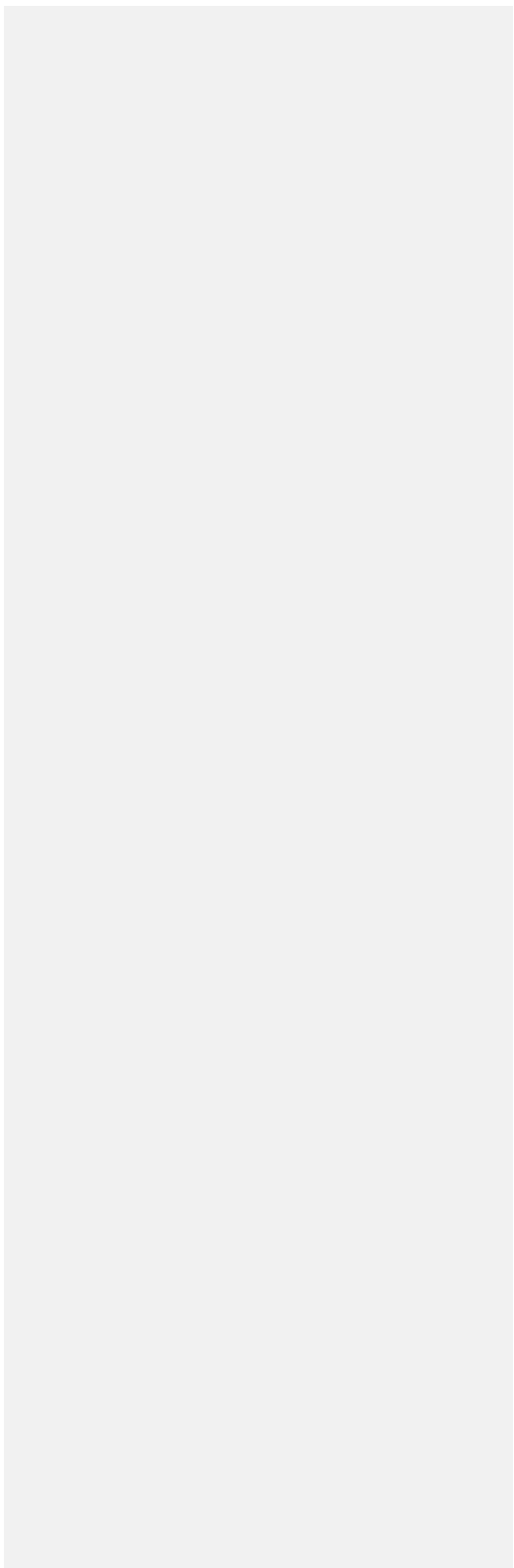
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# Introduction

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A Capital Improvements Program (CIP) is a multi-year planning instrument used to identify needs and financing sources for public infrastructure improvements. The purpose of a CIP is to facilitate the orderly planning of infrastructure improvements; to maintain, preserve, and protect the community of Mason's existing infrastructure system; and to provide for the acquisition or scheduled replacement of equipment to ensure the efficient delivery of services to the community. The CIP is also utilized to ensure that capital improvements are fiscally sound and consistent with the goals and policies of the governing body and the residents of the community.

A comprehensive CIP is an essential tool for the planning and development of the social, physical, and economic wellbeing of the community. This process is a necessary step in an organized effort to strengthen the quality of public facilities and services; provide a framework for the realization of community goals and objectives; and provide a sound basis on which to build a healthy and vibrant community.

The CIP informs Mason residents and stakeholders on how the municipality plans to address significant capital needs over the next six years. The CIP provides visual representations of the community's needs including maps that detail the timing, sequence, and location of capital projects. The CIP can also influence growth because infrastructure can impact development patterns.

Some of the many benefits the CIP provides for the residents and stakeholders include:

- Optimize the uses of revenue
- Focus attention on community goals, needs, and capabilities
- Guide future growth and development
- Encourage efficient government
- Improve intergovernmental and regional cooperation
- Help maintain a sound and stable financial program
- Enhance opportunities for the participation in federal and/or state grant programs

The projects identified in the CIP represent the community's plan to serve residents and anticipate the needs of a dynamic community. Projects are guided by various development plans and policies established by the planning commission, governing body, and administration.

Plans and policies include:

- 20-Year Masterplan
- Downtown Development Authority Plan
- Local Development Finance Authority TIF Plan
- Administrative Policies
- Five-Year Parks and Recreation Plan

### Definition of a Capital Improvement

The CIP allows for responsible and thoughtful planning of future major expenditures that are not necessarily financed or automatically included in the annual budgeting process. All capital projects that fit the description under the policy (see Page 4) should be part of this CIP.

### Legal Basis of the Capital Improvements Program

The CIP has been authorized by the Michigan Planning Enabling Act (Public Act 33 of 2008). This mandate gives responsibility for preparing a CIP for local Planning Commission bodies, and reads as follows:

**125.3865 Capital Improvements program of public structures and improvements/ preparation; basis. Sec. 65. (1)** To further the desirable future development of the local unit of government under the Masterplan, a planning commission, after adoption of a Masterplan, shall annually prepare a capital improvements program of public structures and improvements, unless the planning commission is exempted from this requirement by charter or otherwise. If the planning commission is exempted, the legislative body either shall prepare and adopt a capital improvements program, separate from or as a part of the annual budget, or shall delegate the preparation of the capital improvements program to the chief elected official or a nonelected administrative official, subject to final approval by the legislative body. The capital improvements program shall show those public structures and improvements, in the general order of their priority, that in the commission's judgment will be needed or desirable and can be undertaken within the ensuing 6-year period. The capital improvements program shall be based upon the requirements of the local unit of government for all types of public structures and improvements. Consequently, each agency or department of the local unit of government with authority for public structures or improvements shall upon request furnish the planning commission with lists, plans, and estimates of time and cost of those public structures and improvements.

### Planning and Benefits of the Capital Improvements Program

The CIP is, first and foremost, a planning tool and is dynamic. Each year all projects included within the CIP are reviewed, a call for new projects is made, and adjustments are made to existing projects arising from changes in the amount of funding required, conditions, or time line. A new year of programming is also added each year to replace the year funded in the annual operating budget. With thoughtful foresight and review as a result of a CIP, the many outstanding capital projects that Mason is faced with implementing every year can be viewed as one package, rather than as small, fragmented groups or lists, with no unified sense of focus and direction.

When capital improvements begin with careful planning and study, the City of Mason's chances for receiving state and federal grants are greatly enhanced. Some grants require the inclusion of a CIP with their application. Formulation of a CIP helps those involved to look at alternative funding mechanisms that might not have been considered before. Instead of relying on local revenue sources alone, the CIP allows the City to think more creatively to fulfill Masterplan for Land Use goals and policies. The CIP will continue to develop over time by adding features to gradually improve quality and sophistication. Greater attention shall be devoted to provide more detailed information about individual project requests, program planning, fiscal analysis, fiscal policies, and developing debt strategy. The CIP often avoids reactive planning, and instead replaces it with balanced growth initiatives.

### Impact of Capital Budget on the Operating Budget

As new policies and programs are approved, both the operating and capital budgets are impacted. For example, an increase in service levels approved as part of the operating budget would have long-term effects on the Capital Improvements Program. Conversely, a restrictive change to the use of long-term debt would slow capital programs. Regardless of the difference between the operating and capital budgets, the two are interdependent.

Approval of the CIP by the Mason Planning Commission does not mean they grant final approval of all projects contained within the plan. Rather by approving the CIP, the Planning Commission acknowledges that these projects represent a reasonable interpretation of the upcoming needs for the community and that projects contained in the first year of the plan are suitable for inclusion in the upcoming budget.

The community of Mason strives to maximize resources by maintaining a balance between operating and capital budgets. A continuous relationship exists between the CIP and the annual budget. A direct link can be seen between the two documents, as there should be in a strategic planning environment.

### Process

**Mason Leadership Team:** reviews all projects recommended from various areas of expertise, evaluates the prioritization of projects based on established criteria, considers funding options, and presents the recommendation to the Planning Commission.

- City Manager
- City Clerk/Human Resources Director
- Community Development Director
- Finance Director/Treasurer
- Fire Chief
- Police Chief
- Public Works Director

**City Manager:** clarifies any issues, finalizes the ratings and approves the CIP draft. The City Manager recommends the CIP draft at the Planning Commission workshop and presents the CIP at the Planning Commission public hearing.

**Mason Planning Commission:** reviews the Policy Group's recommendation, conducts workshops (if necessary), receives public input, conducts public hearings, adopts the plan, and requests the governing body to consider incorporating funding for the first-year projects into the budget plan.

**Mason City Council:** is encouraged to use the CIP as a tool in the adoption of the annual budget process in accordance with the governing body goals and objectives.

**Mason Residents:** are encouraged to participate in plan development by working with various boards and commissions at the Planning Commission workshops, the Planning Commission public hearings, and at the governing body's budget workshops and public hearings. As always, communication is open between residents, governing body representatives, Planning Commission representatives, and staff.

# Policy

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As used in the City of Mason Capital Improvements Program, a capital improvements project is defined as a major, nonrecurring expenditure that includes one or more of the following:

1. Any construction of a new facility (i.e., a public building, water/sanitary sewer mains, storm sewers, major/local roadways, recreational facilities), an addition to, or extension of, such a facility, provided the cost is \$5,000 or more and that the improvement will have a useful life of three years or more.
2. Any nonrecurring rehabilitation of all or part of a building, its grounds, a facility, or equipment, provided the cost is \$5,000 or more and the improvement will have a useful life of three years or more.
3. Any purchase or replacement of major equipment to support community programs provided the cost is \$5,000 or more and will be coded to a capital asset account.
4. Any planning, feasibility, engineering, or design study related to an individual capital improvements project or to a program that is implemented through individual capital improvements projects provided the cost is \$5,000 or more and will have a useful life of three years or more.
5. Any planning, feasibility, engineering, or design study costing \$10,000 or more that is not part of an individual capital improvements project or a program that is implemented through individual capital improvements projects.

# Funding Overview

Capital improvements projects involve the outlay of substantial funds making numerous sources of funding necessary to provide financing over the life of the project. Most capital funding sources are earmarked for specific purposes and cannot be transferred from one capital program to another. The CIP has to be prepared with some projections as to the amount of money available. The following is a summary of the funding sources for projects included in the CIP:

## Bonds

When the community of Mason sells bonds, purchasers are, in effect, lending the community money. The money is repaid, with interest, from taxes or fees over the years. The logic behind issuing bonds (or “floating a bond issue”) for capital projects is that the citizens who benefit from the capital improvements over a period of time should help the community pay for them.

**General Obligation (G.O.) bonds:** Perhaps the most flexible of all capital funding sources, G.O. bonds can be used for the design or construction of any capital project. These bonds are financed through property taxes. In financing through this method, the taxing power of the community is pledged to pay interest and principal to retire the debt. Voter approval is required if the community wants to increase the taxes that it levies and the amount is included in Mason’s state-imposed debt limits. To minimize the need for property tax increases, the community makes every effort to coordinate new bond issues with the retirement of previous bonds. G.O. bonds are authorized by a variety of state statutes.

- *Mason currently has one outstanding bond related to the infrastructure put in place on Temple Street. The bond has a remaining payment balance of \$105,000 with a final payment estimated in 11/2020.*
- *Mason also has one outstanding bond related to the City Hall/Police Station. The bond has a remaining payment balance of \$3,415,000 with a final payment estimated in 04/2040.*

**Revenue bonds:** Revenue bonds are sold for projects that produce revenues such as water and sewer system projects. Revenue bonds depend on user charges and other project-related income to cover their costs. Unlike G.O. bonds, Revenue bonds are not included in the community state-imposed debt limits because the full faith and credit of the community backs them. Revenue bonds are authorized by Public Act of 1933, the Revenue Bond Act. The City of Mason currently has no outstanding revenue bonds.

## Building Authority

The Mason Building Authority was established for the purpose of acquiring, furnishing, equipping, owning, improving, enlarging, operating, and maintaining a building or buildings, automobile parking lots or structures, recreation facilities and the necessary site or sites therefore thereof, and the payment of the bond principal and interest for any related debt incurred. The Building Authority functions as a mechanism to facilitate the selling of bonds to finance public improvements.

~~*Mason currently has one outstanding bond related to the Fire Station. The bond has a remaining payment balance of \$40,000 with a final payment estimated in 10/2018.*~~

## Enterprise Fund (Water and Sewer Fund)

In enterprise financing, funds are accumulated in advance for capital requirements. Enterprise funds not only pay for capital improvements, but also for the day-to-day operations of community services and the debt payment on revenue bonds. The community can set levels for capital projects; however, increases



in capital expenditures for water mains, for example, could result in increased rates. Enterprise fund dollars can only be used on projects related to that particular enterprise fund.

The revenues generated from the Mason's Water and Sewer system must be set aside and collected in accounts as designated by existing revenue bond ordinances. These revenues are pledged for the specific purposes and transferred in a manner specified by those ordinances.

The City of Mason charges for water service supplied by the system based on a rate schedule measured by water usage. These charges must be sufficient to provide adequate revenues for operations, maintenance, replacements, improvements, and debt retirement. The last utility rate study was completed in 2014, with an update planned in 2019.

- *Mason currently has one outstanding loan with the State of Michigan Drinking Water Revolving Fund (DWRF) related to the Water Treatment Plant. The loan has a remaining payment balance of \$4,213,674 with a final payment estimated in 04/2028.*

### Federal and State Funds

The federal and state governments make funds available to communities through numerous grants and aid programs. Some funds are tied directly to a specific program. The community has discretion (within certain guidelines) over the expenditure of others. For the most part, the community has no direct control over the amount of money received under these programs.

### Millages

The property tax is a millage that is one of the most important sources of community revenue. The property tax rate is stated in mills (one dollar per \$1,000 of valuation). This rate is applied to a property's net value, following the application of all exemptions and a 50% equalization ratio. Mason is authorized to utilize millages under Public Act 279 of 1909, the Home Rule Cities Act. The City of Mason's current millage rate is 15.25. Under the Headlee Amendment, the City of Mason City Council is authorized to raise the millage up to 18.0865 without a vote of the people.

### Special Assessments

Capital improvements that benefit particular properties, rather than the community as a whole, may be financed more equitably by special assessment, i.e., by those who directly benefit. Local improvements often financed by this method in Mason are sidewalk and drive approach improvements.

### State Shared Revenue

The City of Mason receives its share of various taxes and fees from programs and requirements by the State of Michigan. This refers to both constitutional and statutory Revenue Sharing payments.

- The Constitutional portion consists of 15% of gross collections from the 4% sales tax distributed to cities, villages, and townships based on their population. The Legislature cannot reduce or increase this amount.
- The Statutory portion is distributed by a formula, set in Public Act 532 of 1998. The Act calls for 21.3% of the 4% sales tax collections to be distributed in accordance with the formula. The Legislature has the ability to reduce the statutory portion based on the State's priorities for the State's budget.

### Tax Increment Financing (TIF)

TIF is a municipal financing tool that can be used to renovate or redevelop declining areas while improving their tax base. TIF applies the increase in various state and local taxes that results from a redevelopment project to pay for project-related public improvements.

- *For purposes of financing activities within the community of Mason's downtown district, the Downtown Development Authority adopted a 30-year TIF plan in 1984 (extended to expire in 2030) that generates roughly \$70,000 in revenue annually.*
- *For purposes of financing activities related to Mason's south industrial area, the Local Development Finance Authority Act adopted a 30-year TIF plan in 1989 that generates roughly \$500,000 in revenue annually.*

### **Weight and Gas Tax**

Based on a formula set by the State of Michigan, the community of Mason receives a portion of the tax placed on motor fuel and highway usage in the state. The restrictions placed on the expenditure of these funds insure that they will be spent on transportation-related projects or operations and services. These are commonly called Act 51 funds.

- *Mason on average receives \$700,000 split between the Major and Local Street Funds.*



# **CAPITAL IMPROVEMENTS PROGRAM 2019-2025**

## **LIST OF PROJECTS**

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# Streets, Sidewalks, Bridges (S)

## OVERVIEW

Transportation-related issues are a high priority for the City of Mason. The City of Mason contains both public and private roadways. Public roads are owned and operated by the Michigan Department of Transportation (MDOT), the Ingham County Road Commission, and the City of Mason. Private roads are owned and operated by private developments and homeowner groups. The City currently maintains 12.25 miles of major streets, 19.78 miles of local streets, 2.21 miles of cemetery drives, and 2.5 miles of non-motorized trail.

In order to define priorities for the local street and major road rehabilitation programs, the City has a formal asset management program that categorizes roads based on their Pavement Surface Evaluation and Rating (PASER) first. Table 1 illustrates PASER ratings for asphalt pavements.

**Table 1. PASER Rating Overview**

Rating	Visible Distress	General Treatment and Conditions
<b>10 Good</b>	None	New construction.
<b>9 Good</b>	None	Recent overlay.
<b>8 Good</b>	No longitudinal cracks except reflection of paving joints. Occasional transverse cracks, widely spaced (40' or greater). All cracks sealed or tight (open less than 1/4").	Recent sealcoat or new cold mix. Little or no maintenance required.
<b>7 Fair</b>	Very slight or no raveling, surface shows some traffic wear. Longitudinal cracks (open 1/4") due to reflection or paving joints. Transverse cracks (open 1/4") spaced 10' or more apart, little or slight crack raveling. No patching or very few patches in excellent condition.	First signs of aging. Maintain with routine crack filling.
<b>6 Fair</b>	Slight raveling (loss of fines) and traffic wear. Longitudinal cracks (open 1/4" – 1/2"), some spaced less than 10'. First sign of block cracking. Slight to moderate flushing or polishing. Occasional patching in good condition.	Shows signs of aging. Sound structural condition. Could extend life with sealcoat.
<b>5 Fair</b>	Moderate to severe raveling (loss of fine and coarse aggregate). Longitudinal and transverse cracks (open 1/2") show first signs of slight raveling and secondary cracks. First signs of longitudinal cracks near pavement edge. Block cracking up to 50% of surface. Extensive to severe flushing or polishing. Some patching or edge wedging in good condition.	Surface aging. Sound structural condition. Needs sealcoat or thin non-structural overlay (less than 2").
<b>4 Poor</b>	Severe surface raveling. Multiple longitudinal and transverse cracking with slight raveling. Longitudinal cracking in wheel path. Block cracking (over 50% of surface). Patching in fair condition. Slight rutting or distortions (1/2" deep or less).	Significant aging and first signs of need for strengthening. Would benefit from a structural overlay (2" or more).
<b>3 Poor</b>	Closely spaced longitudinal and transverse cracks often showing raveling and crack erosion. Severe block cracking. Some alligator cracking (less than 25% of surface). Patches in fair to poor condition. Moderate rutting or distortion (1" or 2" deep). Occasional potholes.	Needs patching and repair prior to major overlay. Milling and removal of deterioration extends the life of overlay.
<b>2 Poor</b>	Alligator cracking (over 25% of surface). Severe distortions (over 2" deep). Extensive patching in poor condition. Potholes.	Severe deterioration. Needs reconstruction with extensive base repair. Pulverization of old pavement is effective.
<b>1 Poor</b>	Severe distress with extensive loss of surface integrity.	Failed. Needs total reconstruction.

The lowest-rated roads in each of these categories would generally be addressed first. However, the last PASER evaluation was completed in 2017 so staff takes into account changes in conditions. PASER ratings will be scheduled and completed on a two-year cycle beginning in 2019.

Following the PASER evaluation, the City looks at underground utilities and considers whether the condition of those utilities would move a street project up in priority. This is followed by the impact to residents and how many property owners would be impacted positively due to the improvement.

Finally, the City considers the budget and how many streets can be completed within a year based on the resources available. Mason voters have approved that a minimum value equal to 4 mills must be used for road projects every year. Due to the construction season crossing fiscal years and unforeseen factors impacting the ability for a project to be completed, the City maintains a rolling summary to assure the City is meeting this requirement (see Table A). This allocation can be funded by numerous resources to meet this requirement.

The City's policy is to evaluate sidewalks on any road that is being improved and replace them as needed.

Once prioritized the road work will typically be completed in one of the three following ways:

- **Mill and Fill:** Consists of grinding the surface layer with a milling machine, hauling and disposing of the milled bituminous pavement. A new lift of hot mix asphalt (HMA) is placed over the milled surface. This treatment methodology can facilitate up to 10 years of additional service life without full reconstruction. This method of surface rehabilitation provides the greatest value in areas where the base layers of pavement do not have extensive cracking and utility repairs or replacements are not warranted. Sidewalks are evaluated and replaced as necessary.
- **Pulverize, Shape and Repave:** Consists of pulverizing the full depth of the existing pavement and intermixing the pulverized HMA with the aggregate base. This pulverized material is then graded and compacted to the original cross slope of the street. Any excess material is hauled off site. New HMA is placed upon this pulverized section in as many as three lifts. This method provides the equivalent of a new street cross-section without the added expenses of removing and replacing all of the concrete curb and gutter. In addition, the pulverized material can be temporarily stockpiled on the adjacent lane to facilitate any utility repairs or replacements. Sidewalks are evaluated and replaced as necessary.
- **Reconstruction:** Consists of the complete removal and replacement of all components of the street, including but not limited to concrete curb and gutter, existing pavement and gravel section. This method of construction is limited to areas deteriorated beyond the scope of the Mill and Fill or Pulverize, Shape and Repave methods. After removal, the street is completely rebuilt by re-grading the base, placing new aggregate, placing new concrete curb and gutter, and repaving the road. Often new drainage structures and storm sewer are installed as a reconstruction project. Typically, this method is reserved for circumstances such as a road widening or narrowing or the complete replacement or reconstruction of underground infrastructure such as sanitary sewer or water main. This is the costliest, most time-consuming and disruptive street construction.

Table 2. Road Appropriation Summary: 1998-2018

Fiscal Year	Required Appropriation	Actual Spent	Over/(Under)
98/99	521,918.00	862,454.56	340,536.56
99/00	558,522.00	477,509.15	(81,012.85)
00/01	629,313.00	858,359.18	229,046.18
01/02	666,271.00	1,658,096.87	991,825.87
02/03	764,684.00	454,414.70	(310,269.30)
03/04	792,587.00	888,647.89	96,060.89
04/05	828,705.00	976,705.77	148,000.77
05/06*	739,970.00	1,045,585.41	305,615.41
06/07	824,935.00	648,943.35	(175,991.65)
07/08	871,830.00	1,042,490.52	170,660.52
08/09	916,258.08	2,876,791.12	1,960,533.04
09/10	967,322.26	539,350.61	(427,971.65)
10/11	896,553.96	823,558.74	(72,995.22)
11/12**	871,232.00	3,573.02	(867,658.98)
12/13	860,205.00	68,164.78	(792,040.22)
13/14	869,376.00	1,477,869.35	608,493.35
14/15	853,096.00	480,704.23	(372,391.77)
15/16	864,892.00	1,509,285.83	644,393.83
16/17	853,788.00	369,815.29	(483,972.71)
17/18	872,460.00	1,172,037.23	299,577.23
18/19***	895,044.00	40,987.88	(854,056.12)
<b>Totals</b>	<b>16,918,962.30</b>	<b>18,275,345.48</b>	<b>1,356,383.18</b>

\* Note: 5 Mill to 4 Mill Requirement

\*\* Note: Street Construction Waived

\*\*\* Note: Partial Year

## Proposed Project Year: 2019-20

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### Project Number: 2017-S5 Walnut Street - Columbia Street to North End

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**Description:** Pulverize, shape and repave. The road was last worked on in 1989 and had a total reconstruction in that year. Sidewalks will be evaluated and replaced as necessary.

**Justification:** The road had a PASER rating of 3. Normal maintenance is no longer adequate. Eight homes will be directly impacted by this improvement.

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### Project Number: 2017-S10 Sidewalk Program: Northwest Quadrant of the City

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**Description:** This program will evaluate the sidewalks in a designated area of the City. This may be included in our Special Assessments as appropriate. The City will let a bidding package specifically for sidewalk work. See Figure 1.

**Justification:** The current evaluation of sidewalks only occurs when a street is being worked on, which can result in 20 years before that sidewalk is evaluated again. Without a systematic review of the sidewalks, we are currently only allocating resources on a spot basis when the problem becomes a safety hazard. This program will allow us to address affected areas proactively and receive the cost savings of bidding it with a concrete-specific project.

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### Project Number: 2017-S11 Kerns Road – Cedar Street to Howell Road

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**Description:** Full reconstruction of the road with the addition of sidewalks.

**Justification:** The road has a PASER rating of 1. Normal maintenance is no longer adequate. No reconstruction records could be found for this street. It does not have curb and gutter and the base of the road is failing due to the limited drainage system in place to serve the road. Eight businesses will be directly impacted by this improvement. This project has been delayed to 2019-2020 in order to coordinate work with the Hayhoe Trail Extension to Kerns and Howell Roads. (2018-P3)

---

### Project Number: 2017-S12 W. Elm Street - Henderson Street to Jefferson Street

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**Description:** Pulverize, shape and repave. The road was last worked on in 1998 and had a total reconstruction in that year. Undersized water main replacement and aged sanitary sewer repairs will be completed as a part of the street reconstruction. Sidewalks will be evaluated and replaced as necessary.

**Justification:** The road had a PASER rating of 4. Normal maintenance is no longer adequate. Seven homes will be directly impacted by this improvement.

---

### Project Number: 2017-S13 Park Street – Elm Street to Oak Street

---

**Description:** Pulverize, shape and repave. 1998 had total reconstruction in that year. Sidewalks will be



evaluated and replaced as necessary.

**Justification:** The road had a PASER rating of 4. Normal maintenance is no longer adequate. The project was moved back due to cost estimates increasing for Jefferson project (2017-S9).

### **Proposed Project Year: 2020-21**

#### **Project Number: 2017-S10 Sidewalk Program: Northeast Quadrant of the City**

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**Description:** This program will evaluate the sidewalks in a designated area of the City. This may be included in our Special Assessments as appropriate. The City will let a bidding package specifically for sidewalk work. See Figure 1.

**Justification:** The current evaluation of sidewalks only occurs when a street is being worked on, which can result in 20 years before that sidewalk is evaluated again. Without a systematic review of the sidewalks, we are currently only allocating resources on a spot basis when the problem becomes a safety hazard. This program will allow us to address affected areas proactively and receive the cost savings of bidding it with a concrete-specific project.

#### **Project Number: 2017-S14 East Cherry Street – Rogers Street to End**

---

**Description:** Mill and fill. The road was last worked on in 1997 and had a total reconstruction in that year. Sidewalks will be evaluated and replaced as necessary.

**Justification:** The road had a PASER rating of 5. Normal maintenance is no longer adequate. Thirty-two homes will be directly impacted by this improvement.

#### **Project Number: 2017-S15 S. Barnes Street – Ash Street to Kipp Road**

---

**Description:** Mill and fill. The road was last worked on in 1988 and had a total reconstruction in that year. Sidewalks will be evaluated and replaced as necessary.

**Justification:** The road had a PASER rating of 5. Normal maintenance is no longer adequate. Fifty-six homes will be directly impacted by this improvement.

#### **Project Number: 2017-S16 Maple Street Bridge Repair**

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**Description:** Bridge repair due to safety concerns. These repairs are only for the top of the bridge and further repairs will need to be done in the future.

**Justification:** Bridge was evaluated and the report shows that the concrete head walls have severe spalling and are in need of repair and hand rails on the bridge are not safe.

## Proposed Project Year: 2021-22

### Project Number: 2017-S10 Sidewalk Program: Southeast Quadrant of the City

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**Description:** This program will evaluate the sidewalks in a designated area of the City. This may be included in our Special Assessments as appropriate. The City will let a bidding package specifically for sidewalk work. See Figure 1.

**Justification:** The current evaluation of sidewalks only occurs when a street is being worked on, which can result in 20 years before that sidewalk is evaluated again. Without a systematic review of the sidewalks, we are currently only allocating resources on a spot basis when the problem becomes a safety hazard. This program will allow us to address affected areas proactively and receive the cost savings of bidding it with a concrete-specific project.

### Project Number: 2017-S17 Center Street – Walnut Street to N. Bush Street

---

**Description:** Mill and fill. Staff does not have any records indicating when the road was constructed. Sidewalks will be evaluated and replaced as necessary.

**Justification:** The road had a PASER rating of 5. Normal maintenance is no longer adequate. Eighteen homes will be directly impacted by this improvement.

### Project Number: 2017-S18 Brookdale Street - Judy Court to Willow Street

---

**Description:** Pulverize, shape and repave. The road was last worked on in 1997 and had a total reconstruction in that year. Sidewalks will be evaluated and replaced as necessary.

**Justification:** The road had a PASER rating of 5. Normal maintenance is no longer adequate. Sixteen homes will be directly impacted by this improvement.

### Project Number: 2017-S19 Cherry Street - McRoberts Street to Henderson Street

---

**Description:** Pulverize, shape and repave. The road was last worked on in 1998 and had a total reconstruction in that year. Sidewalks will be evaluated and replaced as necessary.

**Justification:** The road had a PASER rating of 5. Normal maintenance is no longer adequate. Twenty-six homes will be directly impacted by this improvement.

### Project Number: 2017-S20 Columbia Street – Orchard Lane to Walnut Street

---

**Description:** Pulverize, shape and repave. The road was last worked on in 2009 and was a mill and fill. Sidewalks will be evaluated and replaced as necessary.

**Justification:** The road had a PASER rating of 4. Normal maintenance is no longer adequate. Thirteen homes will be directly impacted by this improvement.

---

**Project Number:** 2017-S21      **Eaton Drive - All**

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**Description:** Pulverize, shape and repave. The road was last worked on in 1979 and had a total reconstruction in that year. Sidewalks will be evaluated and replaced as necessary.

**Justification:** The road had a PASER rating of 4. Normal maintenance is no longer adequate. Twenty-four homes will be directly impacted by this improvement.

---

**Project Number:** 2017-S22      **W. Elm Street – McRoberts Street to Henderson Street**

---

**Description:** Pulverize, shape and repave. The road was last worked on in 1998 and had a total reconstruction in that year. Sidewalks will be evaluated and replaced as necessary.

**Justification:** The road had a PASER rating of 4. Normal maintenance is no longer adequate. Twenty-five homes will be directly impacted by this improvement.

**Proposed Project Year: 2022-23**

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**Project Number:** 2017-S10      **Sidewalk Program: Southwest Quadrant of the City**

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**Description:** This program will evaluate the sidewalks in a designated area of the City. This may be included in our Special Assessments as appropriate. The City will let a bidding package specifically for sidewalk work. See Figure 1.

**Justification:** The current evaluation of sidewalks only occurs when a street is being worked on, which can result in 20 years before that sidewalk is evaluated again. Without a systematic review of the sidewalks, we are currently only allocating resources on a spot basis when the problem becomes a safety hazard. This program will allow us to address affected areas proactively and receive the cost savings of bidding it with a concrete specific project.

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**Project Number:** 2017-S23      **Rayner Street – Randolph Street to Columbia Street**

---

**Description:** Pulverize, shape and repave. The road was last worked on in 1996 and had a total reconstruction in that year. Sidewalks will be evaluated and replaced as necessary.

**Justification:** The road had a PASER rating of 3. Normal maintenance is no longer adequate. Eleven homes will be directly impacted by this improvement.

---

**Project Number: 2017-S24**      Eugenia Drive – Northbrook Street to End

---

**Description:** Pulverize, shape and repave. The road was last worked on in 1996 and had a total reconstruction in that year. Sidewalks will be evaluated and replaced as necessary.

**Justification:** The road had a PASER rating of 5. Normal maintenance is no longer adequate. Fifty homes will be directly impacted by this improvement.

---

**Project Number: 2017-S25**      Hall Blvd - Ash Street to South Street

---

**Description:** Pulverize, shape and repave. The road was last worked on in 1980 and had a total reconstruction in that year. Sidewalks will be evaluated and replaced as necessary.

**Justification:** The road had a PASER rating of 4. Normal maintenance is no longer adequate. Twenty-seven homes will be directly impacted by this improvement.

---

**Project Number: 2017-S26**      Columbia Street - Park Street to Jefferson Street to South Street

---

**Description:** Pulverize, shape and repave. The road was last worked on in 1999 and had a total reconstruction in that year. Sidewalks will be evaluated and replaced as necessary.

**Justification:** The road had a PASER rating of 5. Normal maintenance is no longer adequate. Four homes will be directly impacted by this improvement.

**Proposed Project Year: 2023-24**

---

**Project Number: 2017-S10**      Sidewalk Program: North West Quadrant of the City

---

**Description:** This program will evaluate the sidewalks in a designated area of the City. This may be included in our Special Assessments as appropriate. The City will let a bidding package specifically for sidewalk work. See Figure 1.

**Justification:** The current evaluation of sidewalks only occurs when a street is being worked on, which can result in 20 years before that sidewalk is evaluated again. Without a systematic review of the sidewalks, we are currently only allocating resources on a spot basis when the problem becomes a safety hazard. This program will allow us to address affected areas proactively and receive the cost savings of bidding it with a concrete specific project.

---

**Project Number: 2018-S27**      Peachtree Place - Columbia Street to South Street

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**Description:** Pulverize, shape and repave. The road was last worked on in 1997 and had a mill and repave. Sidewalks will be evaluated and replaced as necessary.

**Justification:** The road had a PASER rating of 4. Normal maintenance is no longer adequate. Sixty-three homes will be directly impacted by this improvement.

---

**Project Number: 2018-S29**      McRoberts Street - Columbia Street to Maple Street

---

**Description:** Pulverize, shape and repave. The road was last worked on in 1998 and had mill and fill work done. Sidewalks will be evaluated and replaced as necessary.

**Justification:** The road had a PASER rating of 4. Normal maintenance is no longer adequate. Nine homes will be directly impacted by this improvement.

---

**Project Number: 2018-S30**      Steele Street – Ash Street to Elm Street

---

**Description:** Pulverize, shape and repave. The road was last worked on in 1996 and had a total reconstruction in that year. Sidewalks will be evaluated and replaced as necessary.

**Justification:** The road had a PASER rating of 4. Normal maintenance is no longer adequate. Seven homes will be directly impacted by this improvement.

---

**Project Number: 2018-S31**      West Oak Street- McRoberts Street to Lansing Street

---

**Description:** Pulverize, shape and repave. The road was last worked on in 1998 and had a total reconstruction in that year. Sidewalks will be evaluated and replaced as necessary.

**Justification:** The road had a PASER rating of 5. Normal maintenance is no longer adequate. Seventeen homes will be directly impacted by this improvement.

**Proposed Project Year: 2024-25**

---

**Project Number: 2017-S10**      Sidewalk Program: Northeast Quadrant of the City

---

**Description:** This program will evaluate the sidewalks in a designated area of the City. This may be included in our Special Assessments as appropriate. The City will let a bidding package specifically for sidewalk work. See Figure 1.

**Justification:** The current evaluation of sidewalks only occurs when a street is being worked on, which can result in 20 years before that sidewalk is evaluated again. Without a systematic review of the sidewalks, we are currently only allocating resources on a spot basis when the problem becomes a safety hazard. This program will allow us to address affected areas proactively and receive the cost savings of bidding it with a concrete specific project.

---

**Project Number: 2019-S1**      **Walnut Court- Columbia Street to Ash Street**      **NEW**

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**Description:** Pulverize, shape and repave. Sidewalks will be evaluated and replaced as necessary.

**Justification:** The road had a current PASER rating of 5. This street is scheduled for six (6) years out and it anticipated that the maintenance demands will continue to escalate over those six (6) years. Twenty-four (24) homes will be directly impacted by this improvement.

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**Project Number: 2019-S2**      **Coppersmith Drive – Sanctuary Street to Wildemere Street**      **NEW**

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**Description:** Pulverize, shape and repave. Sidewalks will be evaluated and replaced as necessary.

**Justification:** The road had a current PASER rating of 5. This street is scheduled for six (6) years out and it anticipated that the maintenance demands will continue to escalate over those six (6) years. Ten (10) homes will be directly impacted by this improvement.

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**Project Number: 2019-S3**      **South Street – Barnes Street to Rogers Street**      **NEW**

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**Description:** Pulverize, shape and repave. Sidewalks will be evaluated and replaced as necessary.

**Justification:** The road had a current PASER rating of 4. This street is scheduled for six (6) years out and it anticipated that the maintenance demands will continue to escalate over those six (6) years. Eight (8) homes will be directly impacted by this improvement.

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**Project Number: 2019-S4**      **Foxview Street – Entire Length**      **NEW**

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**Description:** Pulverize, shape and repave. Sidewalks will be evaluated and replaced as necessary.

**Justification:** The road had a current PASER rating of 5. This street is scheduled for six (6) years out and it anticipated that the maintenance demands will continue to escalate over those six (6) years. Nine (9) homes will be directly impacted by this improvement.

---

**Project Number: 2019-S5**      Henderson Street– Entire Length      **NEW**

---

**Description:** Pulverize, shape and repave. Sidewalks will be evaluated and replaced as necessary.

**Justification:** The road had a current PASER rating of 4. This street is scheduled for six (6) years out and it anticipated that the maintenance demands will continue to escalate over those six (6) years. Six (6) homes will be directly impacted by this improvement.

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**Project Number: 2019-S6**      Middlebury Street – Entire Length      **NEW**

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**Description:** Pulverize, shape and repave. Sidewalks will be evaluated and replaced as necessary.

**Justification:** The road had a current PASER rating of 5. This street is scheduled for six (6) years out and it anticipated that the maintenance demands will continue to escalate over those six (6) years. Fifteen (15) homes will be directly impacted by this improvement.

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**Project Number: 2019-S7**      McRoberts Street – Maple Street to South Street      **NEW**

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**Description:** Pulverize, shape and repave. Sidewalks will be evaluated and replaced as necessary.

**Justification:** The road had a current PASER rating of 5. This street is scheduled for six (6) years out and it anticipated that the maintenance demands will continue to escalate over those six (6) years. Thirty-three (33) homes will be directly impacted by this improvement.

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**Project Number: 2019-S8**      Maple Street – Lansing Street to Park Street      **NEW**

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**Description:** Pulverize, shape and repave. Sidewalks will be evaluated and replaced as necessary.

**Justification:** The road had a current PASER rating of 4. This street is scheduled for six (6) years out and it anticipated that the maintenance demands will continue to escalate over those six (6) years. This project will impact the Business District.

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**Project Number: 2019-S9**      Maple Street – Jefferson Street to Barnes Street      **NEW**

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**Description:** Pulverize, shape and repave. Sidewalks will be evaluated and replaced as necessary.

**Justification:** The road had a current PASER rating of 4. This street is scheduled for six (6) years out and it anticipated that the maintenance demands will continue to escalate over those six (6) years. This project will impact the Business District and County Offices.

**Description:** Acquire land, design and construct an extension to Franklin Farms Drive south over Willow Creek to Kipp Rd.

**Justification:** A parcel of land was dedicated for the purpose of extending Franklin Farms south to Kipp Road in the 1990s but the project was never completed. There are currently 264 households with only one means of ingress/egress and emergency vehicle access via South Street to Northbrook Street, far exceeding the standards for residential development within the City of Mason which states in Sec. 94-17(e)(5) that no more than 25 dwellings shall be served by a single access point except upon finding that a second alternative and reasonable means of emergency vehicle access is available. When South Street is closed, residents and emergency responders must take a longer route via Columbia/College/Sitts or Kipp/College/Sitts to reach the area. If Northbrook were to be closed for any reason, there is no second alternative or reasonable means of access to/from the neighborhood.

Creating a second means of access by way of the Franklin Farms extension will significantly improve public safety for residents. The idea for connecting this neighborhood across Willow Creek to Kipp Rd is nearly 80 years old as it appears on the City's 1940 Road Plan, extending Eugenia Drive to Kipp Rd. As part of the future update to the Master Plan and CIP, extensions in other areas of the city will be recommended to support emergency access to neighborhoods with limited access; future residential developments will be required to provide secondary access when necessary.

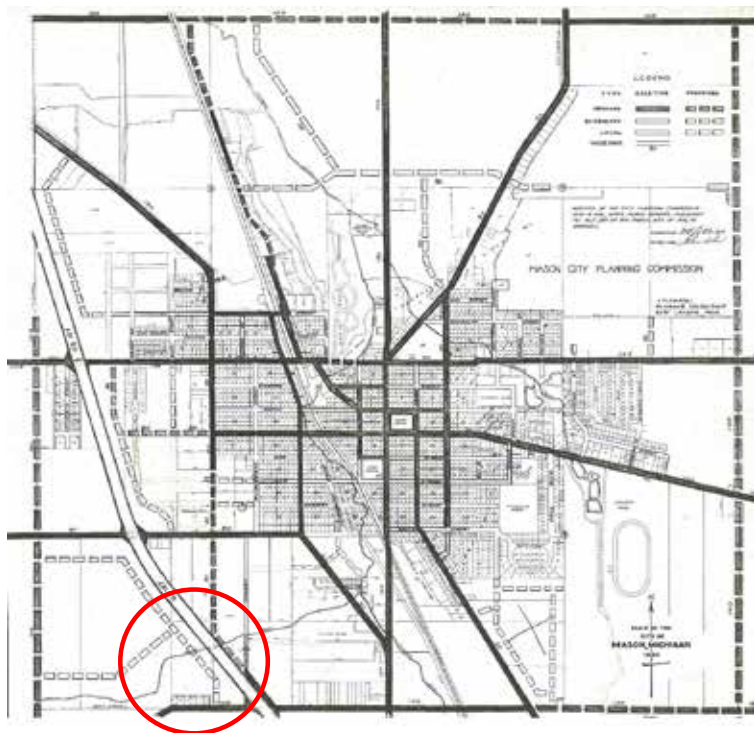
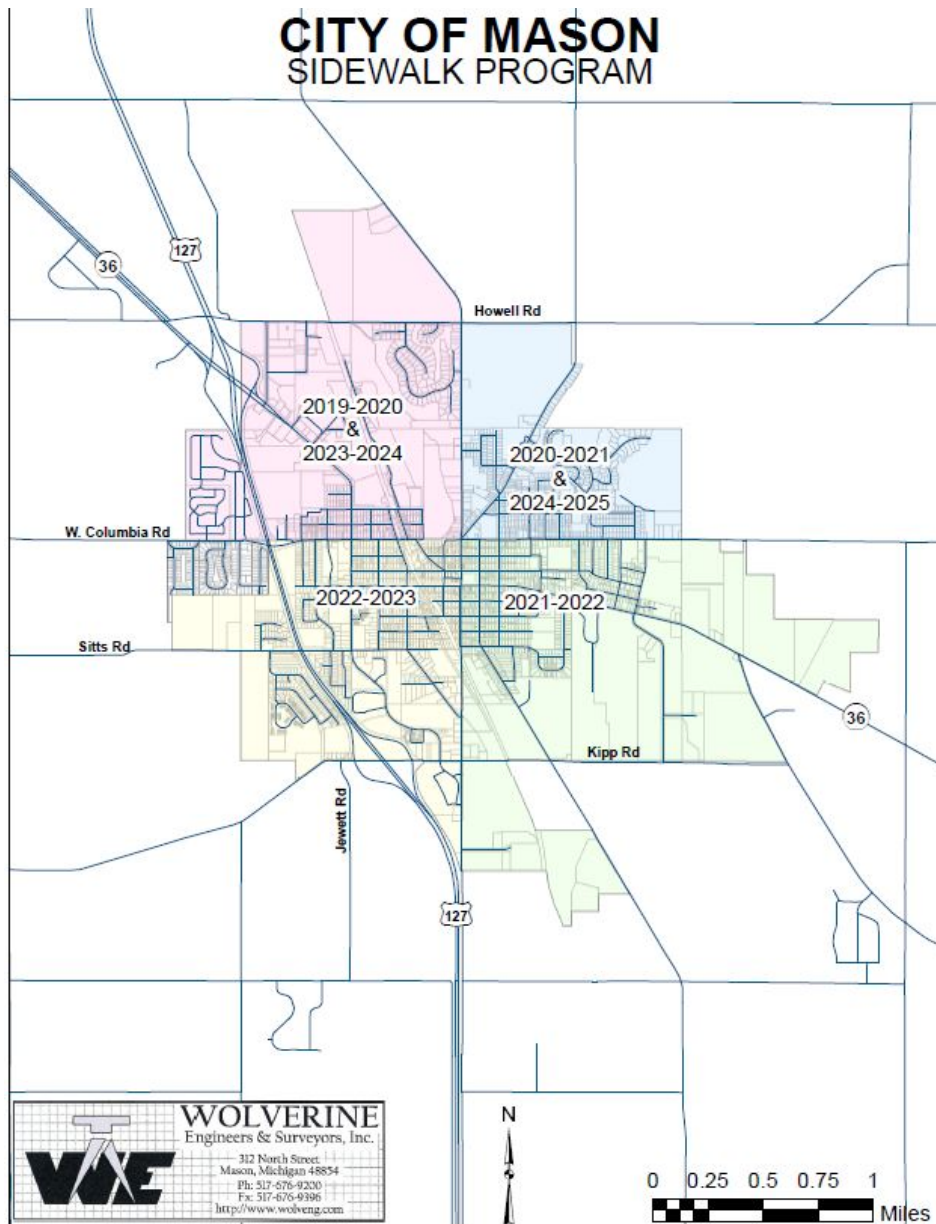


Figure 1  
City of Mason  
1940 Road Plan



Figure 2 - Sidewalk Program



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# Utilities: Sanitary Sewer, Storm Water, and Water Distribution (U)

## OVERVIEW

**Sanitary Sewer:** The sewage collection and treatment system consist of a 1.5 Million Gallons per Day (MGD) activated sludge treatment plant, 32 miles of sewer line including interceptors, and four lift stations. The City, like most other communities in Michigan, operates under a National Pollutant Discharge Elimination System permit (NPDES) administered by the MDEQ. This permit establishes the allowable effluent levels to be discharged to the receiving waters, namely Sycamore Creek.

A study was completed by Wolverine Engineers to determine the best method of providing sewer service to areas on the undeveloped east side of Mason. The feasibility study has identified six districts, known as the Rayner Creek Utility Districts, which are served via a common lift station and force main. During 2005, as part of the Temple Street extension from M-36 to Kipp Road, the sewer and pump station were constructed to serve District 3 as this area develops.

**Storm Water System:** The State of Michigan Department of Environmental Quality regulates Municipal Separate Storm Sewer Systems (MS4). The goal of the MS4 program is to reduce the discharge of pollutants to surface waters of the state. The current gravity system consists of concrete drainage pipes ranging from 6 inches to 42 inches in diameter, along with corrugated metal pipes up to 72 inches in diameter. These pipes are connected to the street network through a series of catch basins. Eventual outflow is to one of the three creeks flowing through town - Sycamore, Willow or Rayner - since the system is separated from the sanitary sewer system.

Maintenance of the storm water system is divided between the City and the Ingham County Drain Commission. The county has designated drains that flow through the City such as the Willow and Rayner Creek Drains.

**Water Distribution:** The City's water system consists of seven wells, two 500,000-gallon elevated storage towers, 600 fire hydrants and one one-million-gallon ground storage tank and approximately 45 miles of water main in various sizes (4" to 16"). The City has a centralized treatment facility; the water is pumped through raw water mains to the treatment plant to remove Radium 226 and 228 as well as iron.

The development of the proposed sanitary sewer and water projects is funded through the Water and Sewer Fund and is based upon system deficiencies and needed improvement to the treatment plant.

Utilities in streets are planned for the first three years of the CIP. The plan is to extend the Utility estimates out to six years next year.

**Lead and Copper:** The recent rule changes enacted by State of Michigan has resulted in an unfunded mandate in the water distribution system. The new rules state that the water utility will at its expense replace the entire water service beginning at the corporation valve to 18" inside the house if it is found to contain a "lead service line" (LSL). Lead service lines have been expanded to include services with lead

"goosenecks" and galvanized lines that are or were connected to LSLs. There is no longer any distinction between the municipal and customer owned portion of the water service where lead is concerned.

At present, the issue of spending public dollars on private property has not been solved and is the focus of a lawsuit against the State. For planning purposes, we are moving forward on the assumption that this issue will be solved.

To start, the city is required to do a preliminary distribution system material inventory that is due to the State by 1/1/2020. This involves compiling information from available records that will predict with reasonable certainty which service lines may be a lead service line. This process is under way. The next step will be undertaking a field verification of possible lead service lines in the distribution system material inventory. The completion deadline for this phase is 1/1/2025.

Over the years, during water main replacement, there has been a number of partial lead service lines replaced. At this time, it is being interpreted that the city will be required to replace the customer's side of the water service if it is determined to be made of lead/galvanized pipe.

It is estimated that the city has 600 to 800 suspected full lead service lines and 300 to 500 partial lead service lines in inventory of live water service lines. These figures have been derived from records of service line repairs, study of the records of home construction by year, and records of water main construction by year. The records do not indicate the specific makeup of materials used. Therefore, an estimate must be made to predict the likelihood of where to field verify for lead service lines.

By January 1, 2020, the city must provide an estimate to the Michigan Department of Environmental Quality (DEQ) of the number of suspected lead service lines that will need to be replaced. The City must then investigate and confirm the actual number of lead service lines to be replaced. This is to be documented in an asset management plan with a comprehensive materials list approved by the State by January 1, 2025. The plan must also show a schedule of the replacements that must be made at a minimum of 5% per year avg, however, all lead service line ~~replacements~~replacements must be complete within 20 years (2045) unless an alternate schedule for replacement is approved in the asset management plan. This project could require us to replace approximately 65 lead service lines a year with an average cost of \$5-8,000 per lead service line (or \$325,000- 520,000 total). This would be a significant impact on the City's dedicate water fund and could result in a rate increase.

At this time, we are still developing a strategy to address this new legislation. This may change the CIP priorities significantly in the next year for this ~~category.~~The category. The City will coordinate necessary replacements with roadwork to help reduce costs.

## Proposed Project Year: 2019-20

### Project Number: 2017-U11 Turbine Aeration Blower at POTW (Publicly Owned Treatment Work)

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**Description:** Variable speed turbine blower used to supply oxygen to the activated sludge process. This project was pushed back to year 2019-2020 because the study has not been completed yet.

**Justification:** The Hoffman Blowers currently in use supply oxygen to the activated sludge process. These blowers have become worn and less productive. During hot weather events these blowers do not supply enough oxygen to aeration tanks to maintain the desired dissolved oxygen levels needed to provide adequate ammonia removal. Ammonia removal is a critical process in treating waste water and must be achieved to maintain compliance with the NPEDS permit. It has been estimated that the electrical cost savings on this variable speed turbine blower could show a payback to the City within five years.

### Project Number: 2017-U15 Replace Two Fire Hydrants Behind Mason Plaza **MOVED FROM 18/19**

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**Description:** Replace two fire hydrants behind Mason Plaza. This project was carried over from previous CIP as it was discovered that additional research was necessary regarding easements on the property to access the hydrants.

**Justification:** These hydrants break easily and parts are difficult to source. It has also been determined by Fire Chief Minshall that the hydrants are too close to the building for safety during firefighting operations.

### Project Number: 2017-U19 Kerns Road – Cedar Street to Howell Road

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**Description:** New storm sewer and extend sanitary sewer to Cedar Street.

**Justification:** There are currently no storm sewer pipes on this street and the sanitary sewer only goes 3/4 of the way down the street. While we are putting in curb and gutter, it is the ideal time to address these issues. This project is connected to project number 2017-S11

### Project Number: 2017-U20 W. Elm Street - Henderson Street to Jefferson Street

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**Description:** Replace 4" water main under the bridge to Park Street then up to Oak Street with new 8" main and valves.

**Justification:** The water main that went under this bridge was washed out in the 1970s and there is very poor fire flow. This will also improve water quality as the current main is 4". This project is connected to project number 2017-S12.

### Project Number: 2017-U21 Park Street – Elm Street to Oak Street

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**Description:** New 8" water main from the bottom of the hill at Elm and Oak. This is part of the W. Elm to Henderson Project.

**Justification:** This is part of the water main loop from W. Elm to Oak and will eliminate a dead end. This will increase fire flow to the west side of town. This project is connected to project number 2017-S13.

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**Project Number: 2017-U23**      **Well No. 6 Rebuild and New Variable Frequency Drive (VFD)**

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**Description:** Franklin Farm Well No. 6 rebuild and new VFD

**Justification:** History of this well indicates the need to rebuild this well every five-to-six years and this well was last serviced in 2015. Well maintenance and replacement are critical to maintaining the water supply for our residents. Original VFD installed in 2008 on all other wells in 2008 have failed. Life cycle for VFDs of this size are 10 years. We have changed the VFD brand for better service.

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**Project Number: 2017-U24**      **Study of Sewer Flow on Mason Street**

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**Description:** Study of sewer flow on Mason Street.

**Justification:** This sewer is running over 80% full most of the time and the City needs to plan for the future of this line. The City will have to either upsize this line or put a second line in to relieve some flow off this line. This line takes the flow from Cedar Street and could be a limiting factor for future growth.

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**Project Number: 2017-U25**      **Gutters for Water Treatment Plant**

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**Description:** Rain gutters for entire Water Treatment Plant.

**Justification:** The Water Treatment Plant was constructed in 2008. In an effort to control construction costs, the rain gutters on the plant were reduced to installation over the doors. Water management for the administration portion of the Water Treatment Plant is essential to keep the foundation and sidewalk of the building stable. The process end of the Water Treatment Plant is in need of rainwater management to keep the asphalt around the plant from excessive wear and tear.

---

**Project Number: 2019-U1**      **Waste Water Treatment Plant –Design**      **PROJECT SPLIT**

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**Description:** Contingency, legal, engineering, and fiscal of a six million gallons per day (MGD) wastewater treatment plant.

**Justification:** The Waste Water Treatment Plant, formally ~~known~~ as the Publicly Owned Treatment Works (POTW) was originally constructed in the 1958 with additional improvements added in 1975, 1977, and 2011 and in 2016. Many of the tanks and building structures are approximately 60 years old. This includes the primary clarifiers, aeration tanks, and the blower building that are still in use. Much of the equipment in these structures was upgraded in the 1976 project. Therefore, most pumps and the aeration blowers are approximately 40 years old. An engineering firm is needed to perform the professional services required in constructing a wastewater treatment plant.

**Description:** A new facility will need to be built to allow for the Waste Water Plant to be expanded and because the existing facility is reaching the end of its useful life. This new facility will house all public works activities and equipment for the future needs of the City of Mason.

**Justification:** When the City upgrades the Waste Water Treatment Plant the DPW facilities may need to be relocated. This anticipated relocation provides the opportunity to consolidate all operations to a single point including streets, water, sewer, parks and cemeteries. The conceptual DPW facility will put all facets of the City Physical Plant operations under one roof. This will aid in streamlining the operations, supervision and coordination of the DPW.

The greatest amount of space will likely be dedicated to housing all vehicles and equipment indoors. This will reduce stresses particularly in the winter months and could result in an increase in vehicle longevity and/or salvage values. In addition, greater controls of consumable items, such as vehicle parts and water fittings, will be gained through the elimination of multiple storage areas. As was the case with the recently constructed Water Treatment Plant, an understanding of future needs and expansion will be given to the overall dimensions of the proposed DPW building. The building will also include storage currently housed at Fire Station 2, so that property can be sold and provide for additional document storage needed for the City Hall facility.

### Proposed Project Year: 2020-21

**Description:** Supervisory Control and Data Acquisition (SCADA) Control Work Upgrades on PLC, power supply and any control panel issues form the original installation. This project is to do three wells at a time to help reduce costs on this project.

**Justification:** Control Wave Programmable Logic Computer boards are the originals installed in 2002. These PLCs are not available or repairable. The low voltage power supplies for the control panels are experiencing stability issues. There are control issues at all three sites. The upgrades to sites will allow staff to be more effective and efficient with system operations. This is the first phase of the three-year replacement cycle for the three controllers plan.

**Description:** A new facility will need to be built to allow for the Waste Water Plant to be expanded and because the existing facility is reaching the end of its useful life. This new facility will house all public works activities and equipment for the future needs of the City of Mason.

**Justification:** When the City upgrades the Waste Water Treatment Plant the DPW facilities may need to be relocated. This anticipated relocation provides the opportunity to consolidate all operations to a single point including streets, water, sewer, parks and cemeteries. The conceptual DPW facility will put all facets

of the City Physical Plant operations under one roof. This will aid in streamlining the operations, supervision and coordination of the DPW.

The greatest amount of space will likely be dedicated to housing all vehicles and equipment indoors. This will reduce stresses particularly in the winter months and could result in an increase in vehicle longevity and/or salvage values. In addition, greater controls of consumable items, such as vehicle parts and water fittings, will be gained through the elimination of multiple storage areas. As was the case with the recently constructed Water Treatment Plant, an understanding of future needs and expansion will be given to the overall dimensions of the proposed DPW building. The building will also include storage currently housed at Fire Station 2, so that property can be sold and provide for additional document storage needed for the City Hall facility.

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**Project Number: 2017-U26**      **New Well at Franklin Farms**      **MOVED FROM 19/20**

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**Description:** New well at Franklin Farms site. The proposal is to drill a small-bore deep well at the Franklin site and case off the bore past the zone of collapse. A submersible pump would be installed to pull water from the lower formation. If approved, the original vertical turbine pump of Well No. 6 would be reengineered and a more economical submersible pump would be installed during the well rebuild scheduled for this year. This would be similar to the setup of Wells No. 9 and No. 10. This will save considerable funds as opposed to building a new well site. The configuration will likely yield more water from this site than current production.

**Justification:** The well bore for the Franklin well is compromised. There is screen in the bottom of this well to stabilize the bore from collapse. The bore is also not aligned with the screen so total well cleaning is not possible. The production has fallen off from the original level to approximately 30%. An additional well at the Franklin Well No. 6 site is being requested.

The likelihood of the City of Mason utilizing Well No. 3 at the north tower site is unlikely. It will be too expensive to install a water main to pump to the Water Plant or install treatment on site. To keep this well on standby status is also expensive. Monthly and quarterly testing is a draw on resources that will bear no fruit.

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**Project Number: 2017-U27**      **Cherry Street – Rogers Street to End**

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**Description:** Sewer main replacement and manhole replacement.

**Justification:** The sanitary sewer was constructed in 1940 and needs to be replaced. It has clay tile and inflow problems. The sanitary manholes are brick and in poor shape, requiring replacement.

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**Project Number: 2017-U28**      **S. Barnes Street – Ash Street to Kipp Road**

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**Description:** New water main and valves to replace existing 4" and dual mains.

**Justification:** This is an old water main from the early 1900s from Ash Street to Bond. Upsizing to 8" water mains and eliminating places where dual mains exist will help with firefighting ability and water quality. It



will also allow staff to isolate for water main breaks.

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**Project Number: 2017-U29**      Generators for ISD\* and Curtis Street Lift Stations

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**Description:** Install standby generators for ISD and Curtis Street lift stations.

**Justification:** Staff gets called out to these locations multiple times a year for power-related problems. This requires them to have a bypass pump or set up portable generators for as long as three days at a time for power outages.

*\*ISD = Ingham Intermediate School District. When this station was originally installed, ISD was the only user. While the users have changed, the name of the lift station has remained.*

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**Project Number: 2018-U32**      South Water Tower Interior Maintenance and Repair

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**Description:** Clean out inside the bowl and sand blast and repaint the wet interior of the south water tower.

**Justification:** The South water tower was inspected in 2017 and was found to have some paint flaking and bare metal showing on the interior of the bowl where the water is stored. It was recommended to have the interior wet section of the bowl sand blasted and repainted to extend the life of the tower. There was also ice damage to the ladder inside the bowl that will need to be fixed.

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**Project Number: 2018-U33**      Well No. 4 Rebuild

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**Description:** Hayes Park Well No. 4 Rebuild

**Justification:** History of this well indicates the need to rebuild this well every 5-6 years and this well was last serviced in 2015. Pump efficiency testing will be another tool to use for indicating the need to rebuild this well at the time. Well maintenance and replacement are critical to maintaining the water supply for our residents.

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**Project Number: 2019-U3**      Waste Water Treatment Plant – Construction      **PROJECT SPLIT**

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**Description:** Construct a 6 MGD activated sludge wastewater treatment plant.

**Justification:** The Publicly Owned Treatment Works (POTW) was originally constructed in 1958 with additional improvements added in 1975, 1977, and 2011 and in 2016. Most of the unit processes in the City of Mason's wastewater treatment plant are operating beyond their typical useful lifespan. Maintaining compliance with the National Pollutant Discharge Elimination System (NPDES) permit requirements, the current system creates significant challenges and under certain conditions does not provide adequate capacity to handle full treatment of the City's wastewater. High flows entering the wastewater treatment plant have caused sanitary sewer overflows (SSO's) which is a violation of the City's NPDES permit and has also caused damage to the primary tanks. The current wastewater treatment plant

is designed to treat a maximum of 1.5 million gallons of wastewater per day (MGD). The average flow of the wastewater entering the plant is approximately 1.13 MGD and during certain weather events the recorded wastewater flows have been as high as 6 MGD.

### **Proposed Project Year: 2021-22**

**Project Number:** 2018-U34      **Well No. 5 Rebuild**

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**Description:** Ash Street Well No. 5 Rebuild

**Justification:** History of this well indicates the need to rebuild this well every five-to-six years and this well was last serviced in 2016. Well maintenance and replacement are critical to maintaining the water supply for our residents.

**Project Number:** 2019-U4      **Study – Wastewater Solids System Handling Rate**      **NEW**

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**Description:** Perform a study to provide a cost / benefit analyses and /or options for the handling and disposal of the solids generated by the wastewater treatment plant.

**Justification:** The digesters at the wastewater treatment plant have operated beyond their typical useful lifespan. Currently the digesters are operating properly with no issues, but they will have to be replaced in the future. There are now different options available in the handling of the biosolids that should be considered before the digesters are in need of being replaced.

### **Proposed Project Year: 2022-23**

**Project Number:** 2018-U37      **Well No. 10 Rebuild**

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**Description:** Temple Street Well No. 10 Rebuild

**Justification:** History of this well indicates the need to rebuild this well every five-to-six years and this well was last serviced in 2016. Well maintenance and replacement are critical to maintaining the water supply for our residents.

**Project Number:** 2019-U5      **Post-Construction Demolition of Unused Structures**      **NEW**

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**Description:** Remove unused buildings and / or structures after the wastewater treatment plant construction.

**Justification:** After the wastewater treatment construction there will be buildings and structures that will have to be removed.

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**Project Number: 2019-U6**      Wastewater Solids Handling System

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**NEW**

**Description:** Construction of a wastewater solids handling system to dispose of the solids that are generated from the wastewater treatment plant.

**Justification:** The two digesters operating at the wastewater treatment plant will have to be replaced in the future. There are now other options available in solid handling other than digestion. These other options should be investigated to determine if the cost and safety issues would benefit the City.

**Project Year: 2023-24**

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**Project Number: 2017-U8**      Replace Programmable Logic Controllers (PLC) on Three (3) Wells

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**Description:** Supervisory Control and Data Acquisition (SCADA) Control Work- Upgrades on PLC, power supply and any control panel issues from the original installation. Wells are improved on a three-year cycle, three wells at a time, which helps to reduce project costs. This is the second phase of the three-year replacement plan for three controllers.

**Justification:** Control Wave Programmable Logic Computer boards are the originals installed in 2002. These PLCs are not available or repairable. The low voltage power supplies for the control panels are experiencing stability issues. There are control issues at all three sites. The upgrades to sites will allow staff to be more effective and efficient with system operations.

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**Project Number: 2018-U39**      Well No. 9 Rebuild

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**Description:** Temple Street Well No. 9 Rebuild.

**Justification:** History of this well indicates the need to rebuild this well every five-to-six years and this well was last serviced in 2016. Well maintenance and replacement are critical to maintaining the water supply for our residents.

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**Project Number: 2018-U40**      North Water Tower Exterior/Interior Evaluation and Repaint

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**Description:** This is a place holder and estimate for a repaint for the North water tower.

**Justification:** During the last inspection of the North water tower it was suggested that the City plan for a tower repaint in 20 years. This is only a recommendation from the inspector; the tower will be inspected every five years and this time line may be extended.

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**Project Number: 2019-U7**      Convert POTW Property to Public Space

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**NEW**

**Description:** Convert some unused POTW property to public open space or a Riverwalk Trail access.

**Justification:** When the DPW is relocated, and after the wastewater treatment plant construction, there may be some property to the North of the POTW that will not be used. This property could be utilized as a green area or a Riverwalk Trail access for the public

### **Proposed Project Year: 2024-25**

**Project Number: 2019-U8**      Wastewater Plant Office Building Re-model      **NEW**

**Description:** Remodel and upgrade existing laboratory, restrooms and offices at the wastewater plant.

**Justification:** After the wastewater treatment plant construction there will be areas of the administration/laboratory building that can be utilized for other uses. The laboratory area, restroom, offices and break area are old and need of an upgrade

**Project Number: 2019-U9**      New Chlorine Generator      **NEW**

**Description:** This is a place holder and estimate for a new chlorine generator at the water plant.

**Justification:** The current chlorine generator is 10 years old we have up till this point been able to obtain parts for this system. We have over the years up-dated the current system by replacing two of the three operating cells and the third being done in fiscal year 2019-2020. Past that, the manufacturer has indicated that parts will at some point not be available for the ~~current~~current system. The ~~manufacturers~~manufacturer's warranty for the anode cells is seven years.

**Project Number: 2019-U10**      Water Plant Filter Media Replacement      **NEW**

**Description:** This is a place holder and estimate for the filter system at the water plant.

**Justification:** The current filter media is ten years old. According to the latest radiological survey from MDEQ 5/15/2018 the residual radium in the filter media may approach a level of concern in the next five to ten years regarding disposal options in the future. The water department will do regular testing to predict the proper replacement timetable.

**Project Number: 2019-U11**      Well No. 8 Rebuild      **NEW**

**Description:** Ash Street Well No. 8 Rebuild

**Justification:** History of this well indicates the need to rebuild this well every five-to-six years and this well was last serviced in 2017. Well maintenance and replacement are critical to maintaining the water supply for our residents.

# Parks, Cemetery and Forestry (P)

## OVERVIEW

The City of Mason operates Mason's only cemetery, Maple Grove Cemetery, located in the central portion of the City within the northern sector. Established in 1844, it comprises approximately 38 acres with additional acreage available for expansion. Sycamore Creek flows along the eastern edge of the property which is important to the development of the Hayhoe Riverwalk Trail throughout the City. Approximately 50 burials are performed on average per year. The older portion of the cemetery has been listed on the National Register of Historic Places.

The City of Mason owns and operates eight municipal parks within the City limits totaling 92.74 acres and includes a wide variety of seasonal recreation activities.

**Table 3. City of Mason Inventory of City Parks**

Property	Park Type*	Service Area**	Acres	Description/Facilities
Laylin Park	NP	CQ	7.2	Two stocked fishing ponds w/fishing docks, catch/release, picnic shelter, restrooms, picnic tables, grills, playground equipment
Lee Austin Park	NP	N	0.9	Sycamore Creek/Hayhoe Riverwalk Trail, picnic tables, grill, workout equipment
Hayes Park	CP	VS	9.22	Lighted softball field, basketball court, two tennis courts, sledding hill, playground equipment, shelter, restrooms, picnic tables, grills
Bond Park	NP/SU	N	5.3	Lighted softball field, skateboard park, roller hockey rink, drinking fountain, restrooms, Rayner Creek
Griffin Park	NP	N	0.65	Historical markings, landscape plantings, picnic table, gazebo
Bicentennial Park	SU	VS	2.27	Pink school house, serves as one of Mason Historical Society museums
Maple Grove Park	NRA	CQ	5.2	Undeveloped property, Sycamore Creek, used for nature walking
Rayner Park	CP	EC	62	Playground, one large soccer playing field, one small soccer practice field, basketball court, one baseball field, picnic shelter, picnic tables, grills, nature area
Hayhoe Riverwalk Trail	PT	VS	2.5 miles	Nature walk/trail heads
Community Garden	CF	CQ		Community garden plots, water service for irrigation; plots can be rented by any Mason resident for a small fee. Surplus harvest from the designated Donation plot is offered to the community and local food bank for free.

\*Park types: NP (Neighborhood Park), CP (Community Park), NRA (Natural Resource Area), SU (Special Land Use), PP (Private Park), PT (Park Trail), CF (Community Facility)

\*\*Service area: N (Neighborhood), CQ (City Quadrant), VS (Village/Surrounding Townships), EC (Entire County)

## Proposed Project Year: 2019-20

**Project Number: 2017-P8**      Laylin Park Improvements – Phase II to 2018-2019 Project

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**Description:** Rebuild two bridges over open drain. Enhance existing walking path with a new walking path entrance off Columbia St. Upgrade pavilion with rest room improvements, new roof and electrical. Add permanent handicap accessible picnic tables and grills to north side of park.

**Justification:** Final design estimates came back higher than anticipated. An additional \$200,000 is required to complete the full list of improvements. All the above listed improvements were presented to and discussed at a neighborhood forum in December 2017. The attendees voted on improvements offered during the forum.

**Project Number: 2018-P3**      Kerns Road - Hayhoe Riverwalk Trail Extension

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**Description:** Extension of Hayhoe Riverwalk Trail along the east side of Kerns Road from Howell to Cedar Street, due to land constraints on the west side. This will connect to the Howell Road Extension CIP 2018-P1 anticipated to be completed in the Summer of 2018. This project would be done in coordination with the complete reconstruction of Kern Road. During the ongoing analysis of the Howell Road extension, it became clear that many pedestrians, especially from Angel House, are currently walking on Kerns Road to Howell to get to the trail. Based on that, the City believes a better solution would be a wider 10' extension of the trail instead of the planned sidewalk.

**Justification:** No sidewalks currently exist along this road and it is one of the few City roads remaining that does not have pedestrian access. This extension will address safety concerns along Kerns Road where no sidewalk exists and encourage use of the trail to get to business establishments. The City is currently pursuing grant funding to help offset the costs of this extension.

## Proposed Project Year: 2020-21

**Project Number: 2017-P10**      Bond Park Improvements

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**Description:** This project has been moved from 2019-2020. Public input was received during several community events in 2018 – Spring Fling, Down Home Days and the City Open House. Neighbors adjacent to the park received information and survey questions by mail. Staff is summarizing the input received and will carry it forward into the update of the Parks and Recreation Plan that will be updated this year. A final recommendation for proposed improvements will be made once that work is complete.

**Justification:** Parks play an important role in the economic, environmental and social welfare of a community. The standard for access to recreational facilities is a ~~3-5 minute~~ 3-5-minute walk. Bond Park is an important location for residents in the northeast quadrant of Mason, however, it does not provide the standard park amenities necessary to accommodate shared use for families and children of different ages, interests and abilities that live in the area. Staff is currently working with a potential sponsor on a grant to support the purchase and installation of playground equipment.

### **Proposed Project Year: 2021-22**

**Project Number: 2017-P11**      Hayes Park Improvements

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**Description:** TBD based upon Recreation Plan recommendations

**Justification:** Evaluate usage and input from the neighborhood to determine improvements.

### **Proposed Project Year: 2022-23**

**Project Number: 2017-P4**      Lee Austin Park Improvements

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**Description:** TBD based upon Recreation Plan recommendations.

**Justification:** Evaluate usage and input from the neighborhood to determine improvements.

**Project Number: 2017-P14**      Griffin Park Improvements

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**Description:** TBD based upon Recreation Plan recommendations.

**Justification:** Evaluate usage and input from the neighborhood to determine improvements.

**Project Number: 2019-P1**      Pavilion/Parking Improvements (adjacent to Lee Austin Park)      **NEW**

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**Description:** Replace pavilion and improve parking on the Consumers Energy lot adjacent to Lee Austin park (top of the hill).

**Justification:** The pavilion was constructed in the 1950s. The structure has exceeded its useful life. City staff is working with Consumers Energy and the Railroad to examine alternatives for replacing the pavilion and improving parking on the lot.

### **Proposed Project Year: 2023-24**

**Project Number: 2017-P12**      Rayner Park Improvements

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**Description:** TBD based upon Recreation Plan recommendations.

**Justification:** Evaluate usage and input from the neighborhood to determine improvements.

**Project Number: 2018-P3**      Planning: Parks/Recreation Plan – 5-Year Update

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**Description:** The City of Mason Parks/Recreation plan outlines the plan for operations, maintenance,

capital improvements and programming of the City's parks and trails. Public engagement is a critical component of the planning process and community input will be obtained to inform decisions about park and trail improvements. A major update is recommended to account for changes related to the Master Plan update and the 2020 Census data.

**Justification:** The Parks/Recreation plan is required by statute in order to be eligible for grants, in particular, the Michigan Department of Natural Resources (DNR). An update should occur every five years and be coordinated with the update to the Masterplan. The plan provides detailed descriptions of our parks spending and ensure that the community members' vision for and usage of the parks is considered in the decision-making process for improvements. The plan also serves as documentation of our compliance with State and Federal requirements such as the Americans with Disabilities Act.

**Proposed Project Year: 2024-2025**

**Project Number:** 2018-P5,6,7,8 Hayhoe Trail Internal Loops **MOVED FROM 23/24**

**Description:** TBD based upon Recreation Plan recommendations.

**Justification:** Dependent upon final plans.

**Project Number:** 2018-P15 Second Drive - Cemetery **MOVED FROM 23/24**

**Description:** Put second entrance into the Cemetery on East Street.

**Justification:** This project was moved from 2023-20234 to coincide with the restroom improvements (2019-P2). This is a second entrance into the Cemetery that will help with traffic and give our residents a second entrance.

**Project Number:** 2019-P2 Cemetery/Trailhead Restroom **NEW**

**Description:** Install a new public restroom at the trail head in front of the cemetery off Jefferson Street to replace existing use of deteriorating restroom.

**Justification:** The current restroom behind the cemetery building is deteriorating and in need of replacement. Staff came up with an idea of a new ~~restroom~~ ~~that~~ ~~restroom that~~ could be put at the trail head that would allow the public to have a restroom half way along the Riverwalk trail and still have a restroom for the staff that work in the cemetery.



# Motor Vehicle Pool (MVP)

The City of Mason maintains a motor vehicle pool (MVP) consisting of over 59 trucks, cars, and pieces of motorized equipment. Each vehicle has a lifespan determined by a combination of information from the manufacturers, condition based upon maintenance records including number of miles/hours between repairs, and the trade-in value compared to estimated maintenance costs. The primary goals are that the vehicles in the MVP are safe, reliable and provide the necessary functionality at an economical cost.

~~The City of Mason maintains a motor vehicle pool (MVP) consisting of over 59 trucks, cars and pieces of motorized equipment. The primary goals are that the vehicles in the MVP are safe, reliable and provide the necessary functionality at an economical cost.~~

Most motor vehicle fleets use one of three options in determining a vehicle's replacement point:

- 1) Replacement is determined based on established intervals of age and mileage. This method is simple to implement but may not result in the most economical cost because it does not consider variability among vehicles.
- 2) Replacement is made when repairing exceeds the value of the vehicle. This method is often referred to as the "drive it till it dies" approach, which typically occurs when a major component fails, such as a transmission or engine. Major components tend to start failing on vehicles in the 100,000 miles range.
- 3) Replacement is based on lifecycle costing analysis. This method considers the point in the vehicle or equipment's life when the sum of all ownership and operating costs reaches a minimum. Typical parameters included in these analyses are depreciation, cost of repairs, insurance, fuel and maintenance.

The City's current guidelines target vehicle replacement at approximately 10 years or 100,000 miles on pickup trucks and ¾ ton trucks. The police fleet replacement schedule is 5 years for front line police cars and 8-10 years or 100,000 miles on administrative cars. Large equipment like dump trucks, vactors and street sweepers, the goal is 20 years for replacement, however these have to be planned for as they are large impact items on the MVP budget.

The City mechanic reviews all MVP equipment annually and prepares a report detailing the condition of the vehicles in the fleet. This report is helpful when preparing for the budget and impacts the ~~decision making~~decision-making process when updating the replacement schedule.

In the next CIP plan the public works department will be reviewing the MVP replacement plan to adapt it to the American Public Works Association model for asset management, which bases replacement ~~on~~ lifecycle costing analysis (number three above).

Table 4. City of Mason Fleet Summary and Replacement Schedule

Department	Type	Units	Lifespan	# of Years Between Replacement	# of Replacements Per Rotation
Police*	Patrol Cars	5	5	1	1
Police	Detective Car	1	10	10	1
Fire	Command Truck	2	10	5	1
Fire	Brush Truck	1	5	5	1
Fire	Rehab truck	1	20	20	1
DPW	Mowers	5	5	1	1
DPW	5-yard Dump/Plow Truck	4	20	5	1
DPW	Salt Spreaders	2	20	20	2
DPW	3/4 Ton 4x4 Front V-plow Pick-up	2	10	5	1
DPW-WTP	3/4 Ton 4x4 Front V-plow Pick-up	1	10	10	1
DPW-WWTP	Mower	1	5	1	1
DPW	½ Ton 2x4 Pickup Trucks	9	10	1	1
DPW	SUV-Personnel	1	8	8	1
DPW	1 1/4 ton Front Plow Dump Truck	1	15	15	1
DPW	Man lift truck	1	25	25	1
DPW	Street Sweeper	1	25	25	1
DPW	Vactor/Sewer Rodding Truck	1	25	25	1
DPW	Front End Material Loader	1	3	3	1
DPW	Back Hoe	1	25	25	1
DPW	4x4 Universal Terrain Vehicle (UTV) - Tool Cat	1	15	15	1
DPW	6x4 UTV (currently JD Gator, to be replaced with Tool Cat)	1	15	15	1
DPW	20-yard Leaf Loader	2	25	25	2
DPW	Utility Tractor with Front Loader and Belly Mower	1	25	25	1
DPW	Utility Tractors with Brush Hog	1	25	25	2
DPW	High Cubic Feet per Minute (CFM) Air Compressor with Jack Hammer	1	25	25	1
DPW	Trailers in various configurations	6	20	20	6
DPW	75 kilowatt (kw) Stand By Portable Generators	2	40	40	2
DPW	Other equipment		20	as needed	as needed
	<b>Total Vehicles/Equipment</b>	<b>59</b>	<b>17</b>		
	plus Other Equipment		Avg. Lifespan		

### Proposed Project Year: 2019-2020

Project Number: 2017-MVP11      Vehicle No. 13 Replacement

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Description: Replacement of vehicle number 13, 1/2 Ton 2x4 Pickup Truck utilized for general maintenance use by the DPW for hauling trash, checking wells, etc.

Justification: Replacement due to life of vehicle. Replacement will be with like vehicle.

Project Number: 2017-MVP12      Mower No. 75 Replacement

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Description: Replacement of mower number 75, utilized for parks and cemetery.

Justification: Replacement due to life of equipment. Replacement will be with like equipment.

Project Number: 2017-MVP13      Vehicle No. 6 Replacement

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Description: Replacement of vehicle number ~~6~~, with 6, with a 1/2 Ton 2x4 Pickup Truck utilized for general use by the DPW.

Justification: Police vehicle number 85 needs to be replaced due to life of vehicle. Our current police vehicles are pursuit-rated Ford Taurus that are being discontinued. Staff has evaluated alternative vehicles including Chargers, Mustangs, and Explorers. The Explore provided the best utilization of space for our officers and passengers with minimal increase in cost. Police vehicle number 5 (Detective and pursuit rated) will replace 85. DPW vehicle number 6 (DPW Admin) will be equipped and replace 5 for Detective use, as it does not need to be pursuit rated. Vehicle 6 will be replaced with a Pickup Truck which is a better fit for the uses required of DPW. \$6,000- equipping 6 and \$24,000 for the Pickup Truck.

Project Number: 2019-MVP1      Vehicle No. 25 Equipping      PROJECT SPLIT

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Description: Equipping of plow truck that was replaced in 2018-2019 budget.

Justification: This is for the outfitting of truck number 25 with plows, salter and dump body.

### Proposed Project Year: 2020-2021

Project Number: 2017-MVP15      Vehicle No. 16 Replacement

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Description: Replacement of vehicle number 16, 1/2 Ton 2x4 Pickup Truck utilized for facility maintenance/code enforcement.

Justification: Replacement due to life of vehicle. Replacement will be with like vehicle

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**Project Number: 2017-MVP16**      **Mower No. 77 Replacement**

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**Description:** Replacement of mower number 77, utilized for general maintenance of cemetery, parks and forestry.

**Justification:** Replacement due to life of equipment. Replacement will be with like equipment.

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**Project Number: 2017-MVP17**      **Vehicle No. 86 Replacement**

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**Description:** Replacement of vehicle number 86 with a 4-door Explorer police utility vehicle utilized as a police car.

**Justification:** Replacement due to life of equipment. Replacement will be with ~~with~~ an Explorer. Our current police vehicles are pursuit-rated Ford Taurus that are being discontinued. Staff has evaluated alternative vehicles including Chargers, Mustangs, and Explorers. The Explorer provided the best utilization of space for our officers and passengers with minimal cost increase.

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**Project Number: 2017-MVP18**      **Vehicle No. 24 Replacement**

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**Description:** Replacement of vehicle number 24, 5-yard Dump/Plow Trucks utilized by DPW for plowing, salting streets and water main breaks.

**Justification:** Replacement due to life of equipment. Replacement will be with like equipment.

**Proposed Project Year: 2021-2022**

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**Project Number: 2017-MVP20**      **Vehicle No. 18 Replacement**

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**Description:** Replacement of vehicle number 18, 1/2 Ton 2x4 Pickup Truck utilized for general maintenance of cemetery, parks and forestry.

**Justification:** Replacement due to life of vehicle. Replacement will be with like vehicle

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**Project Number: 2017-MVP21**      **Mower No. 66 Replacement**

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**Description:** Replacement of mower number 66, utilized for general maintenance of cemetery, parks and forestry.

**Justification:** Replacement due to life of equipment. Replacement will be with like equipment.

**Project Number: 2017-MVP22**      **Vehicle No. 83 Replacement**

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**Description:** Replacement of vehicle number 83 ~~with a~~ 4-door Explorer police utility vehicle utilized as a police car.

**Justification:** Replacement due to life of equipment. Replacement will be with ~~with~~ an Explorer. Our current police vehicles are pursuit-rated Ford Taurus that are being discontinued. Staff has evaluated alternative vehicles including Chargers, Mustangs, and Explorers. The Explorer provided the best utilization of space for our officers and passengers with minimal cost increase.

**Project Number: 2017-MVP23**      **Vehicle No. 21 Replacement**

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**Description:** Replacement of vehicle number 21, 3/4 Ton Pickup Truck utilized by DPW winter maintenance and cemetery, parks and forestry for summer maintenance.

**Justification:** Replacement due to life of equipment. Replacement will be with like equipment.

**Project Number: 2018-MVP24**      **Vehicle No. 59 Replacement**

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**Description:** Replacement of an asphalt roller and ~~trailer, vehicle~~ trailer, vehicle number 59 utilized by DPW for street maintenance.

**Justification:** Replacement due to life of equipment. Replacement will be with like equipment.

**Proposed Project Year: 2022-2023**

**Project Number: 2017-MVP25**      **Vehicle No. 6 Replacement**

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**Description:** Replacement of vehicle number 6 ~~with a~~ 4-door Explorer police utility vehicle utilized as a police car.

**Justification:** Replacement due to life of vehicle. Replacement will be with like vehicle

**Project Number: 2017-MVP26**      **Mower No. 69 Replacement**

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**Description:** Replacement of mower number 69, utilized for cemetery, parks and forestry.

**Justification:** Replacement due to life of equipment. Replacement will be with like equipment.

**Project Number: 2017-MVP27**      **Vehicle No. 84 Replacement**

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**Description:** Replacement of vehicle number 84 ~~with a~~ 4-door Explorer police utility vehicle utilized

as a police car utilized as police cars.

**Justification:** Replacement due to life of equipment. Replacement will be with ~~with~~ an Explorer. Our current police vehicles are pursuit-rated Ford Taurus that are being discontinued. Staff has evaluated alternative vehicles including Chargers, Mustangs, and Explorers. The Explorer provided the best utilization of space for our officers and passengers with minimal cost increase.

**Project Number:** 2018-MVP29      **Equipment No.** 69 Replacement

**Description:** Purchase of John Deer ~~Gator, vehicle~~ Gator, vehicle number 37 utilized cemetery, parks and forestry winter and summer maintenance.

**Justification:** Replacement due to life of equipment. Replacement will be with like equipment.

**Project Number:** 2019-MVP2      **Addition of Vehicle No.** 82      **NEW VEHICLE**

**Description:** Addition of vehicle number 82 ~~,with a~~ 4-door Explorer police utility vehicle utilized as a police car to be utilized as police vehicle.

**Justification:** The City plans to add a specialized school and traffic safety officer at this time which would bring our full-time sworn staffing would be back to 13. An addition vehicle will need to be added to the fleet at that time.

### **Proposed Project Year: 2023-2024**

**Project Number:** 2018-MVP1      **Vehicle No.** 22 Replacement

**Description:** Replacement of vehicle number 22, 1/2 Ton 2x4 Pickup Truck utilized for cemetery, parks and forestry general use.

**Justification:** Replacement due to life of vehicle. Replacement will be with like vehicle

**Project Number:** 2018-MVP2      **Mower No.** 75 Replacement

**Description:** Replacement of mower number 75, utilized for cemetery, parks and forestry.

**Justification:** Replacement due to life of equipment. Replacement will be with like equipment.

**Project Number:** 2018-MVP3      **Vehicle No.** 85 Replacement

**Description:** Replacement of vehicle number 85 ~~with a~~ 4-door Explorer police utility vehicle utilized as a police car.

Justification: Replacement due to life of equipment. Replacement will be with like equipment.

**Project Number: 2018-MVP4**      **Vehicle No. 31 Replacement**

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**Description:** Replacement of vehicle number 31, 3/4 Ton Pickup Truck utilized by DPW winter maintenance and cemetery, parks and forestry summer maintenance.

**Justification:** Replacement due to life of equipment. Replacement will be with like equipment.

**Project Number: 2018-MVP5**      **Back Hoe No. 30 Replacement**

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**Description:** Replacement of Back Hoe number 30 utilized by multiple departments – DPW, storm water, sanitary sewer, and ~~cemetery~~cemetery burials

**Justification:** Replacement due to life of equipment. Replacement will be with like equipment.

**Proposed Project Year: 2024-25**

**Project Number: 2019-MVP3**      **Vehicle No. 15 Replacement**      **NEW**

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**Description:** Replacement of vehicle number 15, 1/2 Ton 2x4 Pickup Truck utilized by Water Treatment Plant staff for general travel and site inspections.

**Justification:** Replacement due to life of vehicle. Replacement will be with like vehicle.

**Project Number: 2019-MVP4**      **Mower No. 74 Replacement**      **NEW**

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**Description:** Replacement of mower number 74, utilized for cemetery, parks and forestry.

**Justification:** Replacement due to life of equipment. Replacement will be with like equipment.

**Project Number: 2019-MVP5**      **Vehicle No. 86 Replacement**      **NEW**

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**Description:** Replacement of vehicle number 86 ~~with a~~ 4-door Explorer police utility vehicle utilized as a police car.

**Justification:** Replacement due to life of equipment. Replacement will be with like equipment.

**Project Number: 2019-MVP6**      **Vehicle No. 802 Replacement**      **NEW**

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**Description:** Replacement of vehicle number 802, Expedition utilized by the Assistant Chief of the Fire Department for emergency services.

**Justification:** Replacement due to life of equipment. Replacement will be with like equipment.

**Project Number:** 2019-MVP7

**Vehicle No.** 28 Replacement

**NEW**

**Description:** Purchase of ~~5-yard~~5-yard Dump Truck with Plow number 28 utilized by DPW for winter maintenance and water main breaks.

**Justification:** Replacement due to life of equipment. Replacement will be with like equipment.



# Building, Property and Equipment (B)

## OVERVIEW

**Administrative Services and City Hall:** The current City Hall was built in 2010 and houses the following Departments: Administration, Clerk/Customer Service/Human Resources, Assessing/ Finance, Police, and Community Development. The building also includes Mason Public Schools as a tenant.

The Sycamore Room is located on the main floor of City Hall and can be divided into two meeting rooms by tract walls, facilitating more than one event at a time. It is primarily used for City Council meetings, various other board and commission meetings, election precincts for all elections, as well as the Mason Area Seniors Club. This room is used by a variety of groups and residents for various functions.

**Fire Services and Fire Stations:** The Fire Department operates out of two stations. Station 1 (12,403 square feet) was built in 1998 and is located at 221 West Ash Street adjacent to City Hall. The building houses the administrative offices as well as most of the firefighting equipment. Station 2 is located at 615 Curtis Street and was built in 1976. The 1,800 square-foot building currently houses reserve firefighting equipment, training equipment and a DPW pump. The City plans to relocate the items in Station 2 to the new DPW facility and sell the property to reduce maintenance costs. The fire service area includes the City of Mason, Aurelius Township and ~~Vevay~~Vevey Township, and a portion of Alaiedon Township for a total of 85 square miles serving a population of approximately 16,000 residents.

**Library:** The Mason Library at 145 West Ash is owned by the City of Mason and operated by the Capital Area District Library as part of its 13-branch library system serving 13 communities and 23 municipalities. The building was commissioned by Mr. Albert Hall and constructed in 1938 as a memorial to his wife, Ada. Through the years it has undergone two expansions/renovations bringing the total area used to 6,424 square feet on three floors.

## Proposed Project Year: 2019-20

**Project Number: 2017-B5**      **Building: Library Improvements – Phase 1**

*Based on ~~preliminary~~ preliminary results of the Library Facilities Evaluation, this line restores the original project description (2017) into phases - Phase I and Phase II. Phase 2 is subject to modification pending the results of the Library Facilities Evaluation to be completed in 2019.*

**Description:** Improvements to the first floor of the library building necessary to meet safety and accessibility requirements, and to improve utilization. Phase 1 work\* will result in a new front entrance with a ramp, two handicapped bathrooms on the first floor, interior renovation of the first floor to relocate the circulation desk, staff area, computers and materials, create a reading area centered around the fireplace, restore the fireplace to working condition (gas or water vapor), and to create an area for teens. One of the new bathrooms will be accessible through the external door of the library. When the library is closed and the interior door is locked, the external door can remain open and the bathroom made available to the public. All improvements will meet the standards of the Americans with Disabilities Act (ADA).

**Justification:** The building is nearly 80 years old and in need of upgrades that will support prolonged use and ~~accessibility~~ accessibility for all community members of all abilities. Investment in the building and its use as a library in downtown is consistent with the community vision, policy and laws adopted through the Master Plan, Sections 2-4 (Community Character, Historic Preservation and the Environment) and 5-6 (Capital Improvements Programming); the City's ordinance Ch. 31 Historic Preservation which, in 1976, establishes the Historic District Commission specifically to provide for preservation of historic and within historic districts; and the commitment made in 2004, through the Certified Local Government (CLG) Agreement, which requires Mason to enforce appropriate federal, ~~stat~~ state and local legislation for the designation and protection of historic properties. The CLG program offers grants that can be used as a match to support improvements. Staff is researching further how the City's investment can be leveraged to match other grants and private funding sources.

As an economic generator, the library is one of the busiest civic institutions in Mason with over 84,000 visitors per year. Those visitors also support the banks, post office, restaurants and retail shops.

In 2018, the library provided the following support to community members:

- Circulation of materials – 140,225 items
- Attendance at events/programs – 6,114 people
- Computer sessions – 8,570
- Wireless sessions – 12,484

**Project Number: 2017-B7**      **Building: Parking Lot Repairs**

**Description:** Repairs to City Hall parking lot including additional curb, curb and asphalt repair

**Justification:** Over time, parking lot surfaces and curb shrink and expand with changing weather systems. The parking lot asphalt surface at City Hall is showing signs of settling and cracking. Crack sealing has been performed for the past few years. However, there are a few areas that are beginning to crumble to the point where sealing will no longer provide the required fix. Also, there are several curbs with

significant chunks broken out. There isn't any curb or gutter at the west end allowing the water runoff to erode the dirt onto the railroad tracks. Some of the parking lot is very old and broken and was not replaced at the time of the City Hall project and was not built to withstand the fire trucks.

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**Project Number: 2017-B10**      **Fire: Station 1- Furnace/AC, Office Area and Training Room**

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**Description:** Replacement of furnaces and air conditioners. Fire Station 1 has two furnaces and air conditioners - one for the basement training room and the other for the office areas.

**Justification:** The furnaces are original to the station in 1998 and will likely need replacing in the near future.

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**Project Number: 2017-B11**      **Fire: Station 1- Commercial Washing and Drying Machines**

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**Description:** Replacement of ~~Heavy-Duty~~ Heavy-Duty Commercial Washing and Drying Machines located within Fire Station 1

**Justification:** NFPA 1851: Standard on Selection, Care, and Maintenance of Structural Firefighting Protective Ensembles requires the regular cleaning and advanced cleaning of all turnout gear every six months or sooner depending on use to help prevent exposures to toxins and carcinogens. Our commercial washer and dryer were purchased in 1994 and have been repaired several times. They should be considered for replacement.

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**Project Number: 2017-B12**      **IT: New Servers**

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**Description:** New Windows and Exchange Servers

**Justification:** The servers need to be upgraded on a five-year rotation to keep up with the technology changes and meet the needs of both the staff and citizens. Microsoft begins limiting updates to older servers as new versions are released.

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**Project Number: 2018-B10**      **IT: BS&A Module for Online Permitting**

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**Description:** Software module to allow for building permits and development applications to be submitted and paid for online, and processed for internal review.

**Justification:** The City of Mason is growing as a place for new and renewed investment. The need to expedite permit applications at higher volumes will require additional support. The Online Permitting module will allow our customers to submit applications and plans online, pay permit fees, receive permits and inspection results by email, and check on the status of permits - all at their convenience 24/7/365. The Planning module automates the review process, serves as a central database of permits and development applications, reviewer comments, inspection results, and code enforcement activity connected with Assessors property records and searchable by any staff member with BS&A access. By using these modules in BS&A, data will be more readily available for the purposes of monitoring

development activity in the City, meeting statutory reporting requirements (Census), and providing leadership with better information for planning and decision making.

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**Project Number: 2018-B12**      **Building: City Hall Carpet Replacement**

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**Description:** Replace foyer/Community Room and worn/stained areas

**Justification:** The carpeting in these areas gets the most use and is getting worn and stained. The Community Room gets rented often with food and drinks getting spilled. This is part of a regular replacement program to keep the facility updated.

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**Project Number: 2018-B13**      **Fire: Extrication Tools (Jaws of Life) Replacement**

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**Description:** New extrication tools (Jaws of Life) to replace 20-year-old set in Engine 809's

**Justification:** Extrication tools are primarily used by the Fire Department to cut patients out of their vehicles that have been involved in a serious accident. The current set of extrication tools is our oldest set and was purchased about 20 years ago. It only allows us to run one tool at a time and doesn't have the strength to cut through some of the newer vehicles. The new sets allow for simultaneous tool operation and have more cutting power.

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**Project Number: 2018-B15**      **Fire: Sprinkler System in Truck Bay**

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**Description:** Install new automatic sprinkler system for truck bay.

**Justification:** The Mason Fire Station was built in 1998 and at the time the fire sprinkler system was not extended from the office to the apparatus bays. The Mason Fire Station currently houses roughly 3.2 million dollars in vehicles along with other costly equipment. Staff recommends that the fire sprinkler system in Station 1 be expanded from the office area to include the apparatus bays. This fire station provides essential services to the community which should be protected in order to avoid interruption of emergency response service capabilities. The time and future cost to repair or rebuild the Fire Station as well as replace or repair the damaged vehicles and equipment would be difficult. Automatic sprinkler protection should be considered a means for protecting the community's investment in the Fire Station.

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**Project Number: 2018-B16**      **Fire: Station 1 Rear Approach**

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**Description:** Rebuild rear approach to Fire Station 1

**Justification:** The rear approach of Fire Station 1 currently has the original concrete from 1998 when the building was built. The concrete is worn, crumbling and in need of repair. The rear approach is used by fire trucks as they enter the garage. The concrete approach needs to be stable, bear heavy weight and create a safe driving condition for the parking of the fire apparatus.

**Project Number: 2018-B18**      **Police: Taser Units**      **MOVED FROM 20/21**

**Description:** This item has been moved up from 2020-2021. ~~New Conductive Electrical Weapons (CEWs) commonly known as tasers. The purchase of (10) units would also include holsters, required training cartridges and duty cartridges, download capability for record keeping and a 4 year warranty. (10) units will be an appropriate number to assign field officers as well as reserves during large special events as well as adequate back up for a unit(s) to be taken out of inventory for repair / support.~~

**Justification:** ~~The department currently owns (6) units, all still in service since 2009 but their life cycle is ending and support from the manufacturer is no longer available. The new and old CEW systems are not compatible. The new units are needed and are safer due to advances in "smart" technology, which monitors the device when in use and adjusts the output to reduce harm to the subject while increasing the effectiveness of the device. At times during large community events (6) units have not been enough to field the police force during the event. CEWs have proven themselves to be a safe less than lethal control option for officers in the field while reducing risk to the public, suspects and officers. CEWs are recognized industry wide as an outstanding and strongly endorsed risk management option. So endorsed by risk management, that MMRMA provided a \$500 per unit grant reducing the price from \$18,000 to \$13,000.~~

**Project Number: 2018-B19**      **IT: Wireless connectivity - City Hall to Jefferson Street (DPW/POTW) and to Avery Lane (Water)**

**Description:** Install equipment on the City Hall radio tower and three buildings to provide wireless connection with the city's server to DPW, POTW and Water.

**Justification:** Current connectivity speed at City facilities on Jefferson Street and Avery Lane (DPW, POTW and Water) is less than 3 megabits per second (mbps). This upgrade will increase the speed to at least 400 mbps. Staff negotiated with T-Mobile to assure the tower was structurally capable of supporting the radio antenna equipment necessary to make this connection. The negotiation also led to a payment of \$8,000 to support the purchase and installation of equipment. During the feasibility study for this project, it was discovered that the tree line interfered with connection between City Hall and Avery Lane. Staff has inquired with the middle school regarding placement of a radio antenna on their roof that directs the signal from City Hall to Avery Lane. Given that the City Hall radio tower currently supports school district radio equipment for transportation services at no charge, we anticipate a successful reciprocal arrangement to allow the City to place equipment at the middle school.

Note: This estimate is subject to change based upon plans for the new DPW/Wastewater Treatment Plant on Jefferson Street.

**Project Number: 2019-B1**      **Clerk: Election Tabulator Machines**      **NEW**

**Description:** Precinct tabulator machine or high-speed tabulator

**Justification:** Due to the passing of State Proposal 18-3 which will allow for "No Reason" Absentee Ballot requesting, this has the potential to increase the number of absentee ballot requests for the 2020 election year. Currently we have one tabulator assigned to our Absent Voter Counting Board. This tabulator can only process about 1200 ballots during election day. With over 6000 registered voters in the City of

Mason we have the potential for a higher number of voters requesting absentee ballots.

Since this proposal only recently passed it is difficult to determine whether two regular ICX Tabulator Machines can be programmed for one Absentee Voter Counting Board or if it will be required for us to purchase one High-Speed Tabulator. Once State Election processes have been updated and the Election Vendors have had more time to prepare for these changes with the law, a determination of what type of tabulator to purchase will be made.

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**Project Number:** 2019-B2      **Building:** City Hall - Phase I      **NEW**

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**Description:** Improvements focused on first floor to accommodate staffing changes and optimum ~~utilization~~utilization of space

**Justification:** Due to realignment of staff and a focus on customer service, the first floor requires a redesign. Having utilized the space for a significant amount of time, it is clear we are at consistent staffing levels and understand the improvements required to work most effectively in the space. This would include making the customer service desk viable as a workspace and addressing our customer windows that are no longer utilized. Creating confidential spaces as needed for both the Clerk and Police. Creating a shared space and conference area for customer interactions that are sensitive in nature. Materials used would be movable in the future, so as the organization evolves the space can continue to adapt. This phase will not complete the first floor, but will provide for high priority items.

### **Proposed Project Year: 2020-21**

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**Project Number:** 2018-B14      **Fire:** Rehab 815 Replacement      **MOVED FROM 19/20**

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**Description:** Mason Fire Rehab 815, formerly Squad 815, is a Chevrolet 3500 HD Ambulance Body. It is used to bring extra equipment, manpower and rehabilitation supplies to fire incidents. Rehab is important to help keep our firefighters rested and safe from heat stroke and dehydration. It provides a place to get vitals checked, get out of the weather and get air tanks changed.

**Justification:** The vehicle is currently 26 years old and is becoming unreliable. It is an ambulance box and is not user friendly as a rehab truck. Staff recommends replacing it with a vehicle more conducive to rehab operations and also with the capacity to transport more personnel to and from fire incidents.

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**Project Number:** 2017-B17      **Fire:** Self-Contained Breathing Apparatus (SCBA) units

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**Description:** Air Packs-SCBA 24 units were purchased in 2008 through a FEMA grant and are required by our Fire Department for entering into atmospheres immediately dangerous to life and health. Each pack is required to have an extra cylinder for a total of 48. The confined entry cart is used for more constricted areas where an SCBA won't fit or where we may have need for a longer work time. It must be compatible with the SCBA's being used.

**Justification:** The ~~Self-Contained~~Self-Contained Breathing Apparatuses (SCBA) and the confined entry cart are currently sufficient and in good working order. SCBA packs are flow-tested annually and repaired as

necessary. Many of components on the packs were originally warranted for 10 years. They are now 10 years old the costs to service them has gone up. Availability of parts will begin to become more difficult. The cylinders have service life of 15 years from the manufacture date and cost about \$1,000 each today.

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**Project Number: 2018-B20**      **Fire: Carpet Replacement for Station 1**

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**Description:** Replace the carpet in the office building at Fire Station 1. It is the original carpet that was laid when the building was built in 1998.

**Justification:** The carpet in Fire Station 1 is 20 years old and suffers from general wear and tear. The walking paths are worn and the general meeting areas are worn and stained. It is now at the point of being unable to clean at an acceptable level. The Fire Station is used regularly for fire training classes, bi-weekly meetings and firefighter training, other local meetings and is open to the public. Staff recommends re-carpeting Fire Station 1 to maintain an appearance of excellence in our community.

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**Project Number: 2018-B23**      **Planning: Masterplan/Zoning 5-year Update (Major): Phase I**

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**Description:** The City of Mason Masterplan is a 20-year roadmap for how the City of Mason ~~a-~~ wishes to evolve over time, and the basis for future budget, policy and ordinance decisions. The Masterplan is comprised of professional technical studies, graphics, maps, analysis and recommendations for ensuring that land uses, public facilities and infrastructure investments are well coordinated in a manner that supports the public's health, safety and social/economic/environmental welfare consistent with the community's vision. This phase will focus on community engagement and technical analysis.

**Justification:** The City of Mason is growing as a place for new and renewed investment. Available land for development is becoming scarcer. As development pressures challenge Mason's desire to retain its "small town character," it is critical that we proactively identify ways to harness economic opportunity to support the community's vision. In order to implement the Masterplan, the City's Zoning Ordinance will need to be updated to ensure alignment between the ordinances and the Masterplan. The Masterplan will also serve as an important foundation for the City's Capital Improvement Program.

Further, a Masterplan is required by State of Michigan statute for communities that have adopted the Michigan Zoning Enabling Act, which Mason has. The Masterplan is required to be updated every ~~five~~ years~~five years~~. Staff recommends that investment in this effort be made to make a major update following the 2020 Census. The City of Mason's boundary will also be expanding as the 425 Agreements expire, resulting in more land and infrastructure to be managed.

A professional master planning process will position Mason to maximize capital funding, grants, zoning, private investment, and partnerships with economic partners, Michigan Department of Transportation and Ingham County to ensure changes in the community over time are well-planned and carefully coordinated.

Note - The Masterplan investment is phased over three fiscal years - community engagement and technical analysis in phases one and two (FY2021 and 2022) with the city ordinance updates taking place in phases two and three (FY2022 and 2023).

**Project Number: 2019-B3**      **Building: City Hall Renovations- Phase II**      **NEW**

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**Description:** Continued improvements to first floor and second floor to accommodate staffing changes and optimum ~~utilization~~utilization of space

**Justification:** Due to realignment of staff and a focus on customer service, the first floor and second floor (East ~~Side~~—requiresSide) requires a redesign. Having utilized the space for a significant amount of time, it is clear we are at consistent staffing levels and understand the improvements required to work most effectively in the space. This would include more efficient use of finance area and determining if there is additional usable space for small tenant. This redesign would address the customer window that has been closed. Materials used would be movable in the future, so as the organization evolves the space can continue to adapt. This phase will not complete the project, but will provide for high priority items.

### **Proposed Project Year: 2021-22**

**Project Number: 2017-B13**      **IT: AV Room Technology Replacement**      **MOVED FROM 20/21**

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**Description:** Replacement of failing audio, video, and camera equipment by which meetings of City Council, boards and commissions may be recorded, televised and streamed.

**Justification:** Staff continues to have challenges with the existing equipment due to the programs no longer being supported and the aging technology. We will need to upgrade the equipment in the near future to assure we continue to provide public viewing of our meetings through the website and the cable access channel. This project would include comprehensive system design, equipment selection, bid packets, bid analysis, integration, testing, training, and as-built documentation.

**Project Number: 2017-B15**      **Fire: Rescue Boat and Motor**

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**Description:** One Rescue Boat and Motor

**Justification:** The boat is used for ice and water rescues in lakes, ponds, or streams by the Fire Department. This equipment was initially purchased in reaction to a double drowning in Columbia Lakes that the Fire Department did not have the equipment to respond to. This was originally purchased by the Fire Association, but will need to be replaced in the near future.

**Project Number: 2018-B21**      **Police: Interview Digital Recording System**      **MOVED FROM 20/21**

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**Description:** Purchase and update two existing interview room camera systems in both the non-secure interview room (near Customer Service) and the secure interview room (within the PD). These are the two primary areas where both complainants/citizens and suspects are interviewed and quality equipment that is user-friendly, reliable and which meets statutory standards should be purchased and installed. Our current system is actually an older in-car system converted to be used indoors and are several years old and even a generation older than our last in-car system. Another goal is to research and purchase



equipment using a systems approach making it part of either our in-car system or facility system. Both of which are possibilities.

**Justification:** The State of Michigan, by statute, mandates interrogations involving major felonies and some serious misdemeanors. The Mason Police Department requires all interviews and or contacts, with rare exception, identified by policy be recorded. This is a critical technology the Department must maintain in order to comply with SOM statute.

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**Project Number: 2018-B22      Police: Body Worn Cameras and Redaction Software**

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**Description:** Body Worn Camera which have redaction capable software.

**Justification:** The City's current BWCs were purchased in 2015. In 2016, L3 MobilVision recognized a factory defect and replaced each unit under warranty. The cameras when working perform well, but are overall unreliable and were an early version of BWCs and break often. In addition, although they download to the same server as our in-car systems footage cannot be redacted. By the 2021 – 2022 Fiscal Year BWCs will be common and more reliable due to technology advances. Our goals are to spend fewer police hours on repairs, warranty claims, sending units in for repairs and move to a robust user-friendly system. The BWCs are critical to the functions of the Department for a myriad of reasons including, but not least, as best evidence in criminal and internal quality controls, personnel audits and both internal and external transparency. The Michigan Municipal Risk Management Authority considers BWCs a high quality and effective risk management tool. The internal auditing, quality control and evidentiary features alone insure their value of these tools. (16) BWCs will provide one for each sworn personnel, (3) reserve officers and the CEO.

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**Project Number: 2018-B23      Planning: Masterplan/Zoning 5-year Update (Major): Phase II**

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**Description:** The City of Mason Masterplan is a 20-year roadmap for how the City of Mason wishes to evolve over time, and the basis for future budget, policy and ordinance decisions. The Masterplan is comprised of professional technical studies, graphics, maps, analysis and recommendations for ensuring that land uses, public facilities and infrastructure investments are well coordinated in a manner that supports the public's health, safety and social/economic/environmental welfare consistent with the community's vision. This phase will focus on technical analysis and city ordinance updates.

**Justification:** The Masterplan investment is phased over three fiscal years - community engagement and technical analysis in phases one and two (FY2021 and 2022) with the city ordinance updates taking place in phases two and three (FY2022 and 2023).

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**Project Number: 2018-B23A      Planning: Cedar/127 Corridor Sub-area Plan      **MOVED FROM 18/19****

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**Description:** Sub-area corridor study along the Cedar/127 Corridor to evaluate transportation infrastructure improvements that support and maximize land-use development opportunities in accordance with the community's vision and Masterplan.

**Justification:** The City of Mason is growing as a place for new and renewed investment. Available land

for development is becoming scarcer. The Cedar/127 Corridor is an area that is served by existing infrastructure, contains undeveloped and under-developed land and is easily accessible to/from highway U.S. 127. This area was identified in the community's Masterplan as an area to incentivize future growth. A professional corridor study will position Mason to maximize capital funding, grants, zoning, and partnerships with Michigan Department of Transportation and Ingham County to ensure changes in this corridor result in a well-planned area that supports quality development for current and future residents and businesses.

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**Project Number: 2018-B23B**    **Planning: Kipp Road/Temple Street Sub-area Plan**    **MOVED FROM 19/20**

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**Description:** Sub-area corridor study along both Kipp Road and the Temple Street Corridors to evaluate transportation infrastructure improvements that support and maximize land-use development opportunities in accordance with the community's vision and Masterplan.

**Justification:** The City of Mason is growing as a place for new and renewed investment. Available land for development is becoming scarcer. Kipp Road serves as access from US 127 to Temple Street. Both corridors are areas that are served by existing infrastructure, contain undeveloped and under-developed land and are easily accessible to/from the highway U.S. 127. These areas were identified in the community's Masterplan as an area to incentivize future growth. A professional corridor study will position Mason to maximize capital funding, grants, zoning, and partnerships with Michigan Department of Transportation and Ingham County to ensure changes in this corridor result in a well-planned area that supports quality development for current and future residents and businesses.

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**Project Number: 2018-B24**    **Building: Rental Space Furniture Replacement**

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**Description:** Replace tables, chairs and other items as necessary in the rental space

**Justification:** The City Hall offers space available to our community for rent to accommodate special events such as parties and club meetings. Average wear and tear on tables, chairs and other furniture in those spaces is to be expected. Chairs that are worn and stained need to be replaced, as well as tables with wear or damage that make them unsafe.

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**Project Number: 2019-B3**    **Clerk: Upgrade to Laserfiche Avante Platform**    **NEW**

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**Description:** Upgrade to Laserfiche Avante software for electronic records storage. By upgrading the system, we will have the ability to set-up workflows internally for approval or filing purposes of documents. Product will allow web access as well as mobile app access. Product also comes with Forms Essentials which allows the ability to create electronic forms. Product comes with a Records Management Module allowing for pre-determined retention schedules to be set that automatically purge documents. Comes with a ~~three day~~three-day on-site training to set up Records Management module.

**Justification:** Currently we are running under and outdated version of Laserfiche. This product is still supported by MCCi but no upgrades will be made to the current version. It is essential for the City to continue moving towards electronic records. This program will also take the manual labor out of determine when to purge documents.

Project Number: 2019-B4

Building: City Hall Renovations- Phase III

NEW

**Description:** Continued improvements to second floor to accommodate staffing changes and optimum ~~utilization~~utilization of space.

**Justification:** Due to realignment of staff and a focus on customer service, the second floor (East ~~Side~~ ~~requires~~Side) requires a redesign. Having utilized the space for a significant amount of time, it is clear we are at consistent staffing levels and understand the improvements required to work most effectively in the space. This would include more efficient use of finance area and determining if there is additional usable space for small tenant. This redesign would address the customer window that has been closed. Materials used would be movable in the future, so as the organization evolves the space can continue to adapt. This phase should complete the project.

### Proposed Project Year: 2022-23

Project Number: 2018-B23

Planning: Masterplan/Zoning 5-year Update (Major): Phase III

**Description:** The City of Mason Masterplan is a 20-year roadmap for how the City of Mason wishes to evolve over time, and the basis for future budget, policy and ordinance decisions. The Masterplan is comprised of professional technical studies, graphics, maps, analysis and recommendations for ensuring that land uses, public facilities and infrastructure investments are well coordinated in a manner that supports the public's health, safety and social/economic/environmental welfare consistent with the community's vision. This final phase will focus on city ordinance updates.

**Justification:** The Masterplan investment is phased over three fiscal years - community engagement and technical analysis in phases one and two (FY2021 and 2022) with the city ordinance updates taking place in phases two and three (FY2022 and 2023).

Project Number: 2018-B25

Police: In-Car Digital Recording System

MOVED FROM 23/24

**Description:** (5) patrol cars to receive replacement in-car digital recording systems.

**Justification:** This project has been moved from 2023-2024. Our L3 MobilVision in-car digital recording systems will be well beyond 5-years old and beyond their life expectancy. The Department must replace (4-5) in-car digital recording systems. Due to expected technology changes the department will purchase an HD system and server to record, store and manage data from the patrol car fleet. An emphasis must be placed on the system being a robust system which is user friendly and has reasonable redaction capabilities. The digital recording system used by patrol operations is a significant tool for mitigating risk to the City, along with the recorded interview rooms and BWCs. The patrol car systems, including impact detectors and back seat recorders are excellent tools for risk management, quality control, training opportunities and evidentiary purposes. The Department mandates usage with only few exceptions to protect certain privacies. By the 2022-2023 Fiscal Year, it is unknown what technology will be available at what cost but we must plan on a technological investment due to our current system being old, unsupported and unreliable by that time.

**Project Number: 2018-B26**      **Police: Patrol Car Modem Upgrades**

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**Description:** Six (6) Patrol Car Modems

**Justification:** The department intends to upgrade the patrol car modems which were installed in 2017, and maintain a spare unit for replacement if a unit in use needs to be removed for repairs or maintenance. Modems have a certain amount of data capacity for communications from the car to the recipient and back again. As patrol car technology becomes faster and more efficient, the amount of data produced increases as well. With the amount of data exchange a modern patrol car is expected to be capable of higher capacity modems are imperative to keep the car's systems on-line and operating efficiently.

**Project Number: 2019-B5**      **IT: Geographic Information System (GIS) - Phase 1**      **NEW**

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**Description:** Implement GIS to support asset management (roads, utilities), public safety, planning and decision making

**Justification:** The City of Mason currently does not have a GIS. A variety of key datasets and GIS files exist, but without GIS, staff cannot open or utilize the data as it is intended and still relies on paper maps and records. GIS is the industry standard for asset management, planning and decision making that utilizes geospatial data for informed decision making and analysis. Phase 1 will include the initial identification of existing datasets, implementation of storage, software and licensing, training for staff on basic use, and the definition of priorities for future phases. Staff will primarily rely on services available through the City Engineer, County and State for technical support but will budget for additional services to provide customized datasets that require additional capabilities. Once in place, GIS files for zoning, tree inventory, roads/PASER ratings, subdivision and development as-built plans, utilities, public safety, and environmental information, can all be accessed from a desktop, and can be layered to improve decision making. Maps can be generated and saved as .pdf files to share on the website or by other electronic means. Implementation of a public access interface to GIS files is suggested for Phase 3 in 2021-2022. This will correspond with the completion of the City of Mason Masterplan/Zoning/CIP update - improving access to information for developers, residents, businesses and property owners.

**Project Number: 2019-B6**      **Building: Library Improvements – Phase 2**      **PROJECT SPLIT**

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*Phase 2 is subject to modification pending the results of the Library Facilities Evaluation to be completed in 2019.*

**Description:** Phase 2 work will include the renovation of the basement to create community event space and related storage; first floor renovations to include a building addition to incorporate an elevator and space for the Friends of the Mason Library – Bookwork Heaven, relocation of ~~childrens~~children's area to the east side of the building where it will be expanded into the garage, expansion of space and creation of study/meeting rooms for public use; second floor renovations for staff offices and tenant space (Ingham County ~~Geneological~~Genealogical Society). All improvements will meet the standards of the Americans with Disabilities Act (ADA).

**Justification:** See Project Number: 2017-B5.

### Proposed Project Year: 2023-24

Project Number: 2019-B7 IT: Geographic Information System (GIS) - Phase 2 NEW

**Description:** Implement GIS to support asset management (roads, utilities), public safety, planning and decision making

**Justification:** The City of Mason currently does not have a GIS. A variety of key datasets and GIS files exist, but without GIS, staff cannot open or utilize the data as it is intended and still relies on paper maps and records. GIS is the industry standard for asset management, planning and decision making that utilizes geospatial data for informed decision making and analysis. Phase 2 will include development and implementation of primary asset inventories and core datasets as determined in Phase 1, as well as the protocols for asset management including customized web applications for field personnel. Staff will primarily rely on services available through the City Engineer, County and State for future technical support but will budget for additional services to provide customized datasets that require additional capabilities. Once in place, GIS files for zoning, tree inventory, roads/PASER ratings, subdivision and development as-built plans, utilities, public safety, and environmental information, can all be accessed from a desktop, and can be layered to improve decision making. Maps can be generated and saved as .pdf files to share on the website or by other electronic means. Implementation of a public access interface to GIS files is suggested for Phase 3 in 2021-2022. This will correspond with the completion of the City of Mason Masterplan/Zoning/CIP update - improving access to information for developers, residents, businesses and property owners.

Project Number: 2019-B8 Police: Car Port (3-bays) NEW

**Description:** A three (3) unit carport in the police parking lot to protect up to (3) patrol vehicles and their technology for police service from the elements to help preserve patrol vehicles, improve response capability and improve overall police efficiency.

**Justification:** Mason patrol cars run 24/7/365 regardless of extreme heat, cold, ice, snow or any other environmental situations. ~~Generally~~Generally, there are no more than (3) officers, including a sergeant, who would need to respond to an emergency at one time. By protecting up to (3) patrol vehicles, Mason PD will be in a better position to act and respond regardless of environmental conditions and better protect patrol car and technology investments – which will ultimately better serve our citizens. A (3) unit carport located in the police lot would serve this need, and patrol cars can be rotated as needed during unfriendly conditions.

### Proposed Project Year: 2024-25

Project Number: 2019-B9 IT: Geographic Information System (GIS) - Phase 3 NEW

**Description:** Implement GIS to support asset management (roads, utilities), public safety, planning and decision making

**Justification:** The City of Mason currently does not have a GIS. A variety of key datasets and GIS files exist,

but without GIS, staff cannot open or utilize the data as it is intended and still relies on paper maps and records. GIS is the industry standard for asset management, planning and decision making that utilizes geospatial data for informed decision making and analysis. Phase 3 will include development and implementation of a public online presence, development and implementation of secondary asset inventories and datasets, and completion of city-wide GIS implementation as determined in Phase 1. This final phase will correspond with the completion of the City of Mason Masterplan/Zoning/CIP update - improving access to information for developers, residents, businesses and property owners.

**Project Number:** 2019-B10      **IT: New Servers**

**NEW**

**Description:** New Windows and Exchange Servers

**Justification:** The servers need to be upgraded on a five-year rotation to keep up with the technology changes and meet the needs of both the staff and citizens. Microsoft begins limiting updates to older servers as new versions are released. According to analyst firm, International Data Corporation (IDC), upgrading your server infrastructure on a regular schedule improves relative performance, consolidation, management efficiency and reliability.



# CAPITAL IMPROVEMENTS PROGRAM 2018-2024

## BUDGET

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CAPITAL IMPROVEMENTS PROGRAM 2019-2025  
Approved xxxxx - Planning Commission  
Accepted xxxxx- City Council

STREETS, SIDEWALKS, BRIDGES (\$)					FORECAST		PROJECTIONS		Total Project Cost	
Requester	Project Number	Category	Project Name/Description	Funding Source	2019-20	2020-2021	2021-2022	2022-2023	2023-2024	2024-2025
Heck	2017-S5	Streets/ Sidewalks	Walnut- Columbia Street to North End	Local	\$ 71,954					\$ 71,954
Heck	2017-S10	Streets/ Sidewalks	Sidewalk Program - Northwest Quadrant of the City (Doesn't count toward 4 mil)	General Fund	\$ 20,000					\$ 20,000
Heck	2017-S11	Streets/ Sidewalks	Kerns Road - Cedar Street to Howell Road	Major	\$ 709,217					\$ 709,217
Heck	2017-S12	Streets/ Sidewalks	W. Elm Street - Henderson Street to Jefferson Street (Sewer/Water improvements)	Local	\$ 95,589					\$ 95,589
Heck	2017-S13	Streets/ Sidewalks	Park Street - Elm Street to Oak Street	Local	\$ 42,317					\$ 42,317
Heck	2017-S10	Streets/ Sidewalks	Sidewalk Program - Northeast Quadrant of the City (Doesn't count toward 4 mil)	General Fund		\$ 20,000				\$ 20,000
Heck	2017-S14	Streets/ Sidewalks	East Cherry Street - Rogers Street to End	Local		\$ 109,608				\$ 109,608
Heck	2017-S15	Streets/ Sidewalks	S. Barnes Street - Ash Street to Kipp Road	Major		\$ 755,160				\$ 755,160
Heck	2017-S16	Bridge	Maple Street Bridge Repair	Local		\$ 20,000				\$ 20,000
Heck	2017-S10	Streets/ Sidewalks	Sidewalk Program - Southeast Quadrant of the City (Doesn't count toward 4 mil)	General Fund			\$ 20,000			\$ 20,000
Heck	2017-S17	Streets/ Sidewalks	Center Street - Walnut Street to N. Bush Street	Local			\$ 100,920			\$ 100,920
Heck	2017-S18	Streets/ Sidewalks	Brookdale Street - Judy Court to Willow Street	Local			\$ 84,100			\$ 84,100
Heck	2017-S19	Streets/ Sidewalks	Cherry- McRoberts Street to Henderson Street	Local			\$ 218,660			\$ 218,660
Heck	2017-S20	Streets/ Sidewalks	Columbia Street - Orchard Lane to Walnut Street	Local			\$ 58,870			\$ 58,870
Heck	2017-S21	Streets/ Sidewalks	Eaton Drive - All	Local			\$ 168,200			\$ 168,200
Heck	2017-S22	Streets/ Sidewalks	W. Elm Street - McRoberts Street to Henderson Street	Local			\$ 210,250			\$ 210,250
Heck	2017-S10	Streets/ Sidewalks	Sidewalk Program - Southwest Quadrant of City (Doesn't count toward 4 mil)	General Fund				\$ 20,000		\$ 20,000
Heck	2017-S23	Streets/ Sidewalks	Rayner Street - Randolph Street to Columbia Street	Local				\$ 53,430		\$ 53,430
Heck	2017-S24	Streets/ Sidewalks	Eugenia Drive - Northbrook Street to End	Local				\$ 316,680		\$ 316,680
Heck	2017-S25	Streets/ Sidewalks	Hall Blvd - Ash Street to South Street	Local				\$ 422,240		\$ 422,240
Heck	2017-S26	Streets/ Sidewalks	Columbia Street - Park Street to Jefferson Street	Major				\$ 75,690		\$ 75,690
Heck	2017-S10	Streets/ Sidewalks	Sidewalk Program - Northwest Quadrant of City (Doesn't count toward 4 mil)	General Fund					\$ 20,000.00	\$ 20,000
Heck	2018-S27	Streets/ Sidewalks	Peachtree Place Columbia Street to South Street	Major					\$ 457,720.00	\$ 457,720
Heck	2018-S29	Streets/ Sidewalks	McRoberts Street - Columbia Street to Maple Street	Local					\$ 84,355.00	\$ 84,355
Heck	2018-S30	Streets/ Sidewalks	Steele Street - Ash Street to Elm Street	Local					\$ 68,900.00	\$ 68,900
Heck	2018-S31	Streets/ Sidewalks	W. Oak Street - McRoberts Street to Lansing Street	Local					\$ 130,188.00	\$ 130,188
Heck	2017-S10	Streets/ Sidewalks	Sidewalk Program - Northeast Quadrant of the City (Doesn't count toward 4 mil)	General Fund						\$ 20,000
Heck	2019-S1	Streets/ Sidewalks	Walnut Court - Columbia Street to Ash Street	Local						\$ 118,940.00
Heck	2019-S2	Streets/ Sidewalks	Coppersmith - Sanctuary Street to Wildemere Street	Local						\$ 126,150.00
Heck	2019-S3	Streets/ Sidewalks	South Street - Barnes Street to Rogers Street	Local						\$ 173,275.00
Heck	2019-S4	Streets/ Sidewalks	Foxview Street - Entire Length	Local						\$ 52,780.00
Heck	2019-S5	Streets/ Sidewalks	Henderson Street - Entire Length	Local						\$ 52,780.00
Heck	2019-S6	Streets/ Sidewalks	Middlebury - Entire Length	Local						\$ 90,480.00
Heck	2019-S7	Streets/ Sidewalks	McRoberts Street - Maple Street to South Street	Local						\$ 278,980.00
Heck	2019-S8	Streets/ Sidewalks	Maple Street - Lansing Street to Park Street	Major						\$ 120,640.00
Heck	2019-S9	Streets/ Sidewalks	Maple Street - Jefferson Street to Barnes Street	Major						\$ 60,320.00
Heck	2019-S10	Streets/ Sidewalks	Franklin Farms Extension	Major						\$ 3,500,000.00
					\$ 939,076	\$ 904,768	\$ 861,000	\$ 888,040	\$ 761,163	\$ 4,594,345

UTILITIES: SANITARY SEWER, STORM WATER, AND WATER DISTRIBUTION (U)					FORECAST		PROJECTIONS		Total Project Cost	
Requester	Project Number	Category	Project Name/Description	Funding Source	2019-20	2020-2021	2021-2022	2022-2023	2023-2024	2024-2025
Bibler	2017-U11	POTW	Turbine Aeration Blower at POTW	Water/Sewer	\$ 260,000					\$ 260,000
Crawford	2017-U15	DPW	Replace Two Fire Hydrants Behind Mason Plaza	Water/Sewer	\$ 25,000.00					\$ 25,000.00
Heck	2017-U19	Streets/ Sidewalks	Kerns Road - Cedar Street to Howell Road	Water/Sewer	\$ 96,461					\$ 96,461
Heck	2017-U20	Streets/ Sidewalks	W. Elm Street - Henderson Street to Jefferson Street	Water/Sewer	\$ 170,520					\$ 170,520
Heck	2017-U21	Streets/ Sidewalks	Park Street - Elm Street to Oak Street	Water/Sewer	\$ 33,802					\$ 33,802
Silsby	2017-U23	DPW	Well No. 6 Rebuild and New Variable Frequency Drive (VFD)	Water/Sewer	\$ 45,000					\$ 45,000
Heck	2017-U24	DPW	Study of Sewer Flow on Mason Street	Water/Sewer	\$ 15,000					\$ 15,000
Silsby	2017-U25	DPW	Gutters for Water Treatment Plant	Water/Sewer	\$ 7,000					\$ 7,000
Bibler	2019-U1	POTW	Waste Water Treatment Plant - Design	Water/Sewer	\$ 3,000,000					\$ 3,000,000
Bibler	2019-U2	DPW	Department of Public Works Facility Design	Water/Sewer	\$ 1,000,000					\$ 1,000,000
Silsby	2017-U8	DPW	Replace Programmable Logic Controllers (PLC) on 3 Wells	Water/Sewer		\$ 40,000				\$ 40,000
Crawford	2017-U14	DPW	Department of Public Works Facility Construction	Water/Sewer		\$ 6,780,000				\$ 6,780,000
Silsby	2017-U26	DPW	New Well Franklin Farms	Water/Sewer		\$ 400,000				\$ 400,000
Heck	2017-U27	Streets/ Sidewalks	Cherry Street - Rogers Street to End	Water/Sewer		\$ 160,800				\$ 160,800
Heck	2017-U28	Streets/ Sidewalks	S. Barnes Street - Ash Street to Kipp Road	Water/Sewer		\$ 546,360				\$ 546,360
Silsby	2017-U29	DPW	Generators for ISD and Curtis Street Lift Stations	Water/Sewer		\$ 40,000				\$ 40,000
Silsby	2018-U32	DPW	South Water Tower Interior Maintenance and Repair	Water/Sewer		\$ 300,000				\$ 300,000
Silsby	2018-U33	DPW	Well No. 4 Rebuild	Water/Sewer		\$ 40,000				\$ 40,000
Bibler	2019-U3	POTW	Waste Water Treatment Plant - Construction	Water/Sewer		\$ 10,000,200				\$ 10,000,200
Silsby	2017-U34	DPW	Well No. 5 Rebuild	Water/Sewer			\$ 40,000			\$ 40,000
Bibler	2019-U4	POTW	Study - Wastewater Solids System Handling Rate	Water/Sewer			\$ 20,000			\$ 20,000
Silsby	2018-U37	DPW	Well No. 10 Rebuild	Water/Sewer				\$ 40,000		\$ 40,000
Bibler	2019-U5	POTW	Post-Construction Demolition of Unused Structures	Water/Sewer				\$ 200,000		\$ 200,000
Bibler	2019-U6	POTW	Wastewater Solids Handling System	Water/Sewer				\$ 1,000,000		\$ 1,000,000
Silsby	2017-U8	DPW	Replace Programmable Logic Controllers (PLC) on Three (3) Wells	Water/Sewer					\$ 45,000	\$ 45,000
Silsby	2018-U39	DPW	Well No. 9 Rebuild	Water/Sewer					\$ 40,000	\$ 40,000
Silsby	2018-U40	DPW	North Water Tower Exterior/Interior Evaluation and Repaint 20 Year	Water/Sewer					\$ 750,000	\$ 750,000
Bibler	2019-U7	POTW	Convert POTW Property to Public Space	Water/Sewer					\$ 100,000	\$ 100,000
Bibler	2019-U8	POTW	Wastewater Plant Office Building Remodel	Water/Sewer						\$ 500,000
Silsby	2019-U9	Water	New Chlorine Generator	Water/Sewer						\$ 75,000
Silsby	2019-U10	Water	Water Plant Filter Media Replacement	Water/Sewer						\$ 175,000
Silsby	2019-U11	Water	Well No. 8 Rebuild	Water/Sewer						\$ 45,000
					\$ 4,652,783	\$ 18,307,360	\$ 60,000	\$ 1,240,000	\$ 935,000	\$ 750,000

PARKS/ CEMETERY/ FORESTRY/ NONMOTORIZED (P)					FORECAST		PROJECTIONS		Total Project Cost	
Requester	Project Number	Category	Project Name/Description	Funding Source	2019-20	2020-2021	2021-2022	2022-2023	2023-2024	2024-2025
Hude	2017-P8	Laylin	Laylin Park Improvements - Phase II to 2018-2019 Project	Rayner Bond	\$ 200,000					\$ 200,000
Heck	2018-P3	Non-Motorized	Kerns Road - Hayhoe Riverwalk Trail Extension	Grant Funding	\$ 160,000					\$ 160,000
Hude	2017-P10	Bond	Bond Park Improvements	Rayner Bond/Grants		\$ 300,000				\$ 300,000
Hude	2017-P11	Hayes	Hayes Park Improvements	Rayner Bond/Grants			\$ 200,000			\$ 200,000
Hude	2018-P4	Austin	Lee Austin Park Improvements	Rayner Bond/Grants				\$ 100,000		\$ 100,000
Hude	2017-P14	Griffin	Griffin Park Improvements	Rayner Bond/Grants				\$ 20,000		\$ 20,000
Stuart	2019-P1	Austin-Consumers	Pavillion/Parking Improvements (adjacent to Lee Austin Park)	TBD				\$ 50,000		\$ 50,000
Hude	2017-P12	Rayner	Rayner Park Improvements	Rayner Bond					\$ 150,000	\$ 150,000

Hude	2018-P3	All	Planning: Parks/Recreation Plan - 5 year update	Rayner Bond																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																									
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MOTOR VEHICLE POOL (MVP)												
					FORECAST				PROJECTIONS			
Requester	Project Number	Category	Project Name/Description	Funding Source	2019-20	2020-2021	2021-2022	2022-2023	2023-2024	2024-2025	Total Project Cost	
Crawford	2017-MVP11	Equipment- DPW	Vehicle No. 13 Replacement	MVP	\$ 26,000						\$	26,000
Crawford	2017-MVP12	Equipment- DPW	Mower No. 75 Replacement	MVP	\$ 11,000						\$	11,000
Crawford	2017-MVP13	Equipment- DPW	Vehicle No. 6 Replacement	MVP	\$ 30,000						\$	30,000
Crawford	2019-MVP1	Equipment- DPW	Vehicle No. 25 Equippping	MVP	\$ 85,000						\$	85,000
Crawford	2017-MVP15	Equipment- DPW	Vehicle No. 16 Replacement	MVP		\$ 26,000					\$	26,000
Crawford	2017-MVP16	Equipment- DPW	Mower No. 77 Replacement	MVP		\$ 11,000					\$	11,000
Crawford	2017-MVP17	Equipment- DPW	Vehicle No. 86 Replacement	MVP		\$ 39,000					\$	39,000
Crawford	2017-MVP19	Equipment- DPW	Vehicle No. 24 Replacement	MVP		\$ 150,000					\$	150,000
Crawford	2017-MVP20	Equipment- DPW	Vehicle No. 18 Replacement	MVP			\$ 26,000				\$	26,000
Crawford	2017-MVP21	Equipment- DPW	Mower No. 66 Replacement	MVP			\$ 11,000				\$	11,000
Crawford	2017-MVP22	Equipment- DPW	Vehicle No. 83 Replacement	MVP			\$ 39,000				\$	39,000
Crawford	2017-MVP23	Equipment- DPW	Vehicle No. 21 Replacement	MVP			\$ 35,000				\$	35,000
Crawford	2017-MVP24	Equipment- DPW	Vehicle No. 59 Replacement	MVP			\$ 12,000				\$	12,000
Crawford	2017-MVP25	Equipment- DPW	Vehicle No. 6 Replacement	MVP				\$ 26,000			\$	26,000
Crawford	2017-MVP26	Equipment- DPW	Mower No. 59 Replacement	MVP				\$ 11,000			\$	11,000
Crawford	2017-MVP27	Equipment- DPW	Vehicle No. 84 Replacement	MVP				\$ 39,000			\$	39,000
Crawford	2017-MVP29	Equipment- DPW	Equipment No. 69 Replacement	MVP				\$ 10,000			\$	10,000
Crawford	2019-MVP2	Equipment- DPW	Addition of Vehicle No. 82	MVP				\$ 39,000			\$	39,000
Crawford	2018-MVP1	Equipment- DPW	Vehicle No. 22 Replacement	MVP					\$ 26,000		\$	26,000
Crawford	2018-MVP2	Equipment- DPW	Mower No. 75 Replacement	MVP				\$ 11,000			\$	11,000
Crawford	2018-MVP3	Equipment- DPW	Vehicle No. 85 Replacement	MVP				\$ 39,000			\$	39,000
Crawford	2018-MVP4	Equipment- DPW	Vehicle No. 31 Replacement	MVP				\$ 35,000			\$	35,000
Crawford	2018-MVP5	Equipment- DPW	Back Hoe No. 30 Replacement	MVP				\$ 130,000			\$	130,000
Crawford	2019-MVP2	Equipment- DPW	Vehicle No.15 Replacement	MVP						\$ 29,263	\$	29,263
Crawford	2019-MVP3	Equipment- DPW	Mower No. 74 Replacement	MVP						\$ 12,381	\$	12,381
Crawford	2019-MVP4	Equipment- DPW	Vehicle No. 86 Replacement	MVP						\$ 43,894	\$	43,894
Crawford	2019-MVP5	Equipment- DPW	Vehicle No. 802 Replacement	MVP						\$ 45,000	\$	45,000
Crawford	2019-MVP6	Equipment- DPW	Vehicle No. 28 Replacement	MVP						\$ 175,000	\$	175,000
					\$ 152,000	\$ 226,000	\$ 123,000	\$ 125,000	\$ 241,000	\$ 305,538	\$	1,172,538

BUILDING, PROPERTY, EQUIPMENT (B)												
					FORECAST				PROJECTIONS			
Requester	Project Number	Category	Project Name/Description	Funding Source	2019-20	2020-2021	2021-2022	2022-2023	2023-2024	2024-2025	Total Project Cost	
Minshall	2017-B5	Building- Library	Building: Library Improvements, Phase I	General Fund/Grants/CADL	\$ 330,000						\$	330,000.00
Minshall	2017-B7	Building- City Hall	Building: Parking Lot Repairs	General Fund	\$ 40,350						\$	40,350.00
Minshall	2017-B10	Building- Fire	Fire: Fire Station 1- Furnace/AC, Office Area and Training Room	General Fund	\$ 20,000						\$	20,000.00
Minshall	2017-B11	Equipment- Fire	Fire: Fire Station 1- Commercial Washing and Drying Machines	General Fund	\$ 7,500						\$	7,500.00
Pietsch	2017-B12	Equipment- IT	IT: New Servers	General Fund	\$ 30,000						\$	30,000.00
Hude	2018-B10	Equipment- IT	IT: BS&A Module for Online Permitting	General Fund	\$ 6,260						\$	6,260.00
Minshall	2018-B12	Building- City Hall	Building: City Hall Carpet Replacement	General Fund	\$ 20,000						\$	20,000.00
Minshall	2018-B13	Equipment- Fire	Fire: Extrication Tools (Jaws of Life) Replacement	General Fund	\$ 50,000						\$	50,000.00
Minshall	2018-B15	Building- Fire	Fire: Sprinkler System in Truck Bay	General Fund	\$ 25,000						\$	25,000.00
Minshall	2018-B16	Building- Fire	Fire: Station 1 Rear Approach	General Fund	\$ 25,000						\$	25,000.00
Hanson	<del>2018-B18</del>	<del>Equipment- Police</del>	<del>Police: Taser Units</del>	<del>General Fund</del>							<del>\$</del>	
Pietsch	2018-B19	Equipment- IT	IT: Wireless connectivity - City Hall to Jefferson Street (DPW and POTW) and Avery Lane via middle school (Water)	General Fund/T-Mobile	\$ 18,000						\$	18,000.00
Jarvis	2019-B1	Equipment	Clerk: Election Tabulator Machines	General Fund	\$ 11,000						\$	11,000.00
Minshall	2019-B2	Building- City Hall	Building: City Hall - Phase I	General Fund	\$ 100,000						\$	100,000.00
Minshall	2018-B14	Equipment- Fire	Fire: Rehab 815 Replacement	General Fund		\$ 75,000.00					\$	75,000.00
Minshall	2017-B18	Equipment- Fire	Fire: Self-Contained Breathing Apparatus (SCBA) units	General Fund		\$ 205,000.00					\$	205,000.00
Minshall	2018-B20	Building- Fire	Fire: Carpet Replacement for Station 1	General Fund		\$ 15,000.00					\$	15,000.00
Hude	2018-B23	Planning	Planning: Masterplan/Zoning 5-year Update (Major): Phase I	General Fund		\$ 25,000.00					\$	25,000.00
Minshall	2019-B2	Building- City Hall	Building: City Hall - Phase II	General Fund		\$ 100,000.00					\$	100,000.00
Pietsch	2017-B13	Equipment- IT	IT: AV Room Technology Replacement	General Fund			\$ 150,000.00				\$	150,000.00
Minshall	2017-B15	Equipment- Fire	Fire: Rescue Boat and Motor	General Fund			\$ 10,000				\$	10,000.00
Hanson	2018-B21	Equipment- Police	Police: Interview & Interrogation Digital Recording System	General Fund			\$ 13,308				\$	13,308.00
Hanson	2018-B22	Equipment- Police	Police: Body Worn Cameras and Redaction Software	General Fund			\$ 15,000				\$	15,000.00
Hude	2018-B23	Planning	Planning: Master Plan/Zoning 5-year Update (Major): Phase II	General Fund			\$ 100,000				\$	100,000.00

Hude	2018-B23B	Planning	Planning: Cedar/127 Corridor Sub-area Plan	General Fund			\$	50,000.00				\$	50,000.00					
Hude	2018-B23A	Planning	Planning: Kipp Road/Temple Street Sub-area Plan	General Fund			\$	30,000.00				\$	30,000.00					
Minshall	2018-B24	Building- City Hall	Building: Rental Space Furniture Replacement	General Fund			\$	5,000				\$	5,000.00					
Jarvis	2019-B3	Equipment-Clerk	Clerk Upgrade to Laserfiche Avante Platform	General Fund			\$	20,000				\$	20,000.00					
Minshall	2019-B4	Building- City Hall	Building: City Hall - Phase III	General Fund			\$	100,000				\$	100,000.00					
Hude	2018-B23	Planning	Planning: Masterplan/Zoning 5-year Update (Major): Phase III	General Fund					\$	25,000.00		\$	25,000.00					
Hanson	2018-B25	Equipment-Police	Police: In-Car Digital Recording System	General Fund					\$	50,000.00		\$	50,000.00					
Hanson	2018-B26	Equipment-Police	Police: Patrol Car Modem Upgrades	General Fund					\$	5,000.00		\$	5,000.00					
Hude	2019-B5	Equipment - IT	IT: Geographic Information System (GIS) - Phase 1	General Fund					\$	17,000.00		\$	17,000.00					
Hude	2019-06	Building- Library	Building: Library Improvements, Phase II	General Fund/ Grants					\$	850,000.00		\$	850,000.00					
Hude	2019-B7	Equipment - IT	IT: Geographic Information System (GIS) - Phase 2	General Fund						\$	15,000.00		\$	15,000.00				
Hanson	2019-B8	Equipment	Police: Car Port (3-Car Unit)	General Fund						\$	50,000.00		\$	50,000.00				
Hude	2019-B9	Equipment - IT	IT: Geographic Information System (GIS) - Phase 3	General Fund							\$	15,000.00	\$	15,000.00				
Pietsch	2019-B10	Equipment-IT	IT: New Servers	General Fund								\$	40,000.00	\$	40,000.00			
					\$	683,110.00	\$	420,000.00	\$	493,308.00	\$	947,000.00	\$	65,000.00	\$	55,000.00	\$	2,663,418.00

	FORECAST		PROJECTIONS				
	2019-20	2020-2021	2021-2022	2022-2023	2023-2024	2024-2025	Total Project Cost
GRAND TOTALS	\$ 6,786,969.88	\$ 20,158,128.00	\$ 1,737,308.00	\$ 3,370,039.60	\$ 2,167,163.00	\$ 5,774,883.00	\$ 39,994,491.48



## **STAFF AGENDA REPORT TO PLANNING COMMISSION**

**Public Hearing: March 12, 2019**

**Agenda Item: 5B**

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### **AGENDA ITEM:**

Public Hearing for Ordinance 226 to Amend the Mason Zoning Map by rezoning parcel 33-19-10-08-240-019 (118 W. Oak Street) from an O-1: General office district to a C-1: Central business district.

### **RECOMMENDED ACTION**

Move to approve Resolution No. 2019-03 recommending City Council adopt Ordinance 226 amending the Zoning Map by rezoning parcel 33-19-10-08-240-019 (118 W. Oak Street) from an O-1: General office district to a C-1: Central business district.

### **HISTORY**

In October, staff received an application from David Meredith, WCH LLC, requesting the rezoning of property he owns identified as parcel 33-19-10-08-240-019, 118 W. Oak Street, also known as the old school administration building, from an O-1: General office district to C-1: Central business district. The re-zoning is necessary as a step toward the Planning Commission's consideration of a separate application for site plan approval to operate an arcade on the first floor and an escape room on the second floor.

The property has frontage on Oak Street to the south and a public alley to the north. There is a C-1 district to the north, O1 district to the east and west, and RM Multiple Family Residential District to the south. The adjacent property to the west is currently in use as residential, the property to the east is in use as a parking lot.

### **SUMMARY**

#### **Authority**

Chapter 94 Article XII. Amendments of the Mason Code Section 94-391 provides for amendments to this chapter initiated by the city council or by the planning commission, or by petition of one or more persons having an interest in property located within the jurisdiction of this chapter. The Michigan Zoning Enabling Act, which the City of Mason has adopted, authorizes municipalities to adopt and amend zoning ordinances and districts.

Notice of the Public Hearing was made in accordance with Sec. 94-101 of the City Ordinance.

#### **Urgency**

The property owner would like to complete the necessary permitting processes to open the business as soon as possible. Staff anticipates a request for Site Plan Approval on the April 9 agenda for the Planning Commission.

#### **Relation to Other Actions**

Re-zoning is necessary in order for the property owner to pursue zoning and building permits to operate an arcade on the first floor, and an escape room on the second floor. The City Council held a first reading of Ordinance 226 at their meeting on March 4, 2019. If the Planning Commission approves Resolution No. 2019-03, their recommendation would be presented at the second reading at the next City Council meeting on March 18, 2019. The application for site plan approval will be considered following the public hearing for the re-zoning. If approved, the site plan approval would be subject to the City Council's adoption of Ordinance 226.

### **FISCAL IMPACT**

There is no direct cost to the city related to the request. The increased use of the property will likely lead to more support of the surrounding retail and restaurant businesses. The eligible uses for the property will increase to those listed in Sec. 94-141 C-1: Central business district, making it more marketable. A copy of the allowable uses for both districts is attached.

## **ADDITIONAL MATERIAL**

Proposed Ordinance 226

Map showing parcel to be re-zoned

Zoning Map

Ordinance 218 – O-1 Office District amended Sec. 94-131

Sec. 94-141. C-1: Central business district.

Application Materials

Introduced:  
Second:

**CITY OF MASON  
PLANNING COMMISSION RESOLUTION NO. 2019-03**

**A RESOLUTION RECOMMENDING THAT THE CITY COUNCIL ADOPT  
ORDINANCE NO 226 – AN ORDINANCE TO AMEND THE MASON  
ZONING MAP.**

**March 12, 2019**

**WHEREAS**, David Meredith, WCH LLC, has requested an amendment to the Mason Zoning Map to rezone Parcel 33-19-10-08-240-019, referenced also as 118 W Oak Street in downtown Mason are to be rezoned from an O-1: General office district to a C-1: Central business district.

**WHEREAS**, the Planning Commission finds that proposed Ordinance 226 is consistent with the Section 94-396(a) and offers the following as findings of fact:

- 1. Compliance with the Master Plan of the city.** *The proposed amendment supports several objectives of the City of Mason Master Plan including Future Land Use; Growth Management, Public Services, and Quality of Life; Community Character, Historic Preservation and the Environment; Economic Development. It demonstrates the principles of Smart Growth and walkability.*
- 2. What, if any, identifiable conditions related to the proposed amendment have changed which justify the proposed amendment?** *Significant investment in Downtown Mason over the years has made it more attractive for economic development; land use practices today are encouraging a return to mixed-uses in downtowns which is consistent with the historical pattern in Downtown Mason.*
- 3. What, if any, error in judgment, procedure or administration was made in the original chapter which justifies the petitioner's change in zoning?** *There is no known error of this sort.*
- 4. What are the precedents and the possible effects of such precedent which might result from the approval or denial of the petition?** *Land use practices have shifted to promote more mixed-use zoning in downtown districts. The approval of the petition may result in increased property values, more economic activity, an increase in pedestrian activity, and improved vitality overall.*
- 5. What is the impact of the amendment on the ability of the City and other governmental agencies to provide adequate public services and facilities, and/or programs that might reasonably be required in the future if the petition is approved?** *There is no impact. The site is currently served with public utilities.*
- 6. Does the proposed amendment adversely affect the value of the surrounding property?** *There appears to be no unique impact to the value of the surrounding properties. The amendment may result in an increase in property values due to the increased potential for development on the site.*
- 7. Are there any significant environmental impacts which would reasonably occur if the petitioned zoning change and resulting allowed structures were built?** *There are no known environmental impacts associated with the proposed amendment.*

- 8. The ability of the property in question to be put to a reasonable economic use in the zoning district in which it is presently located.** *The amendment will improve the ability of the property to be put to a reasonable economic use as it increases the options for uses within the zoning district.*

**NOW THEREFORE BE IT RESOLVED,** that the City of Mason Planning Commission does hereby recommend that the City Council adopt Ordinance No. 226 – an ordinance to amend the Mason Zoning Map to rezone Parcel 33-19-10-08-240-019, referenced also as 118 W Oak Street in downtown Mason in downtown Mason are to be rezoned from an O-1: General office district to a C-1: Central business district.

Yes (0)

No (0)

Absent (0)

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



Introduced: March 4, 2019  
First Reading: March 4, 2019  
Second Reading: \_\_\_\_\_  
Adopted: \_\_\_\_\_  
Effective: \_\_\_\_\_

## **CITY OF MASON**

### **MASON ZONING MAP**

#### **AN ORDINANCE TO AMEND THE MASON ZONING MAP**

#### **THE CITY OF MASON ORDAINS:**

The Mason Zoning Map is hereby amended as follows:

Parcel 33-19-10-08-240-019, referenced also as 118 W. Oak Street in downtown Mason is to be rezoned from an O-1: General office district to a C-1: Central business district.

**Sunset Provision.** None.

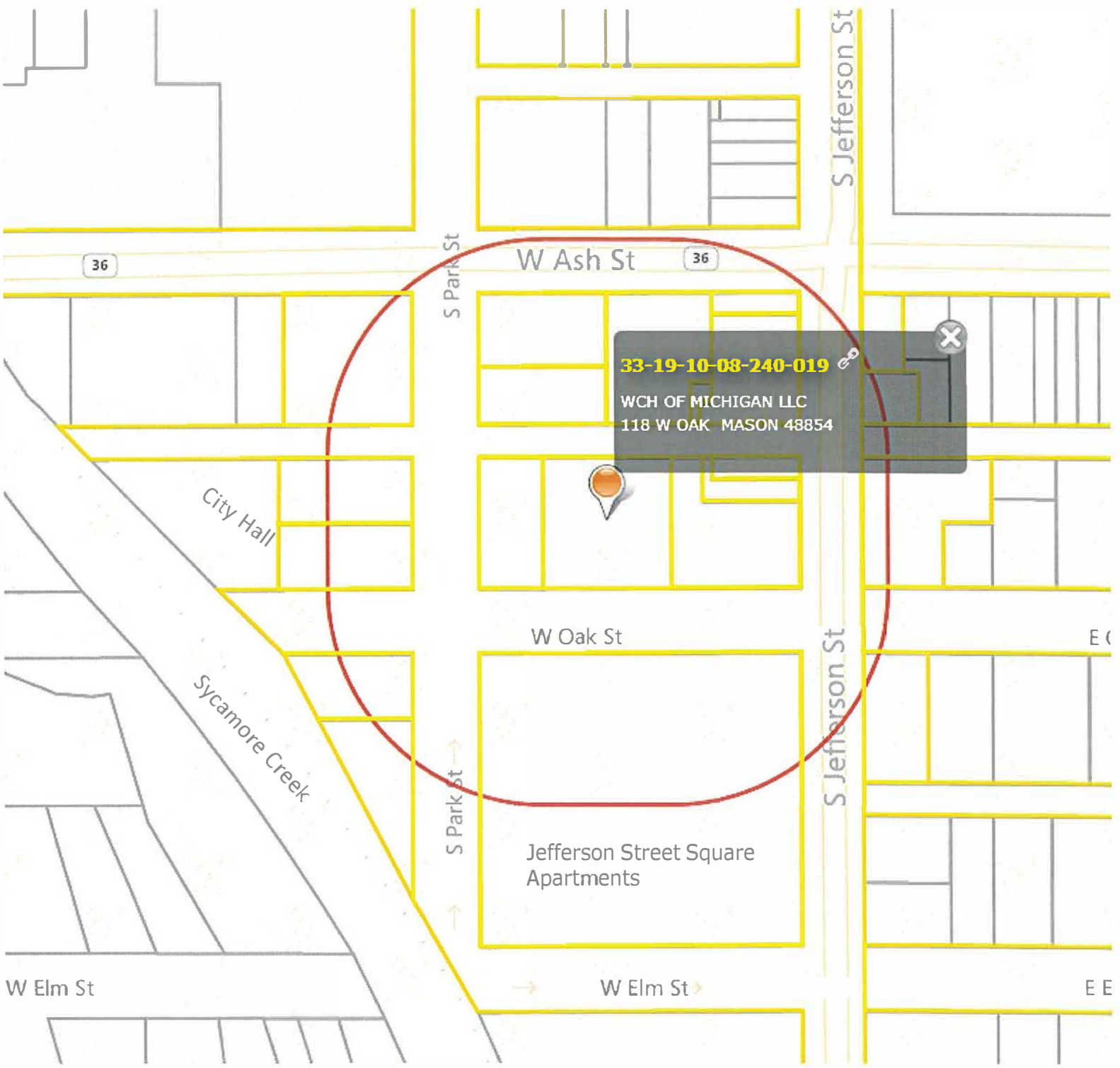
**Effective Date.** This ordinance shall take effect immediately upon publication of the notice of adoption in a newspaper of general circulation within the city.

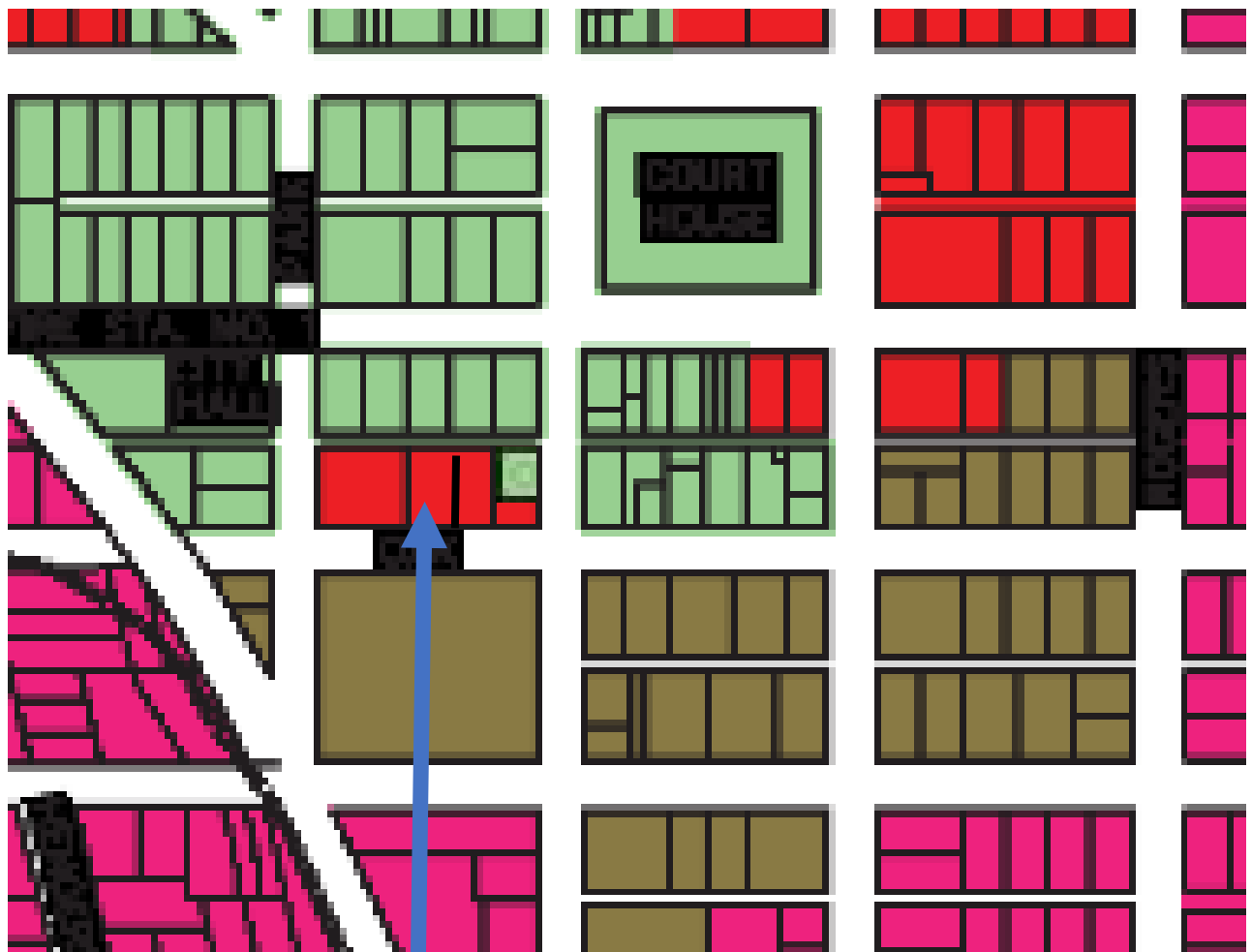
The foregoing Ordinance was moved for adoption by Council Member \_\_\_\_\_ and supported by Council Member \_\_\_\_\_, with a vote thereon being: YES ( ) NO ( ), at a regular meeting of the City Council held pursuant to public notice in compliance with the Michigan Open Meetings Act, on the \_\_\_\_\_ day of \_\_\_\_\_, 2019. Ordinance No. 226 declared adopted this \_\_\_\_\_ day of \_\_\_\_\_, 2019.

\_\_\_\_\_  
Russell Whipple, Mayor

\_\_\_\_\_  
Sarah J. Jarvis, City Clerk

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





118 W. Oak Street  
 Petition to re-zone from  
 O-1 Office District to  
 C-1 Central Business District

#### LEGEND

	RS-1 SINGLE FAMILY RESIDENTIAL DISTRICT
	RS-2 SINGLE FAMILY RESIDENTIAL DISTRICT
	RS-3 SINGLE FAMILY RESIDENTIAL DISTRICT
	AG SINGLE FAMILY AGRICULTURAL DISTRICT
	MH SINGLE FAMILY MOBILE HOME DISTRICT
	R2F TWO FAMILY RESIDENTIAL DISTRICT
	RM MULTIPLE FAMILY RESIDENTIAL DISTRICT
	O1 OFFICE DISTRICT
	O2 SPECIALIZED OFFICE DISTRICT
	C-1 CENTRAL BUSINESS DISTRICT
	C-2 GENERAL COMMERCIAL DISTRICT
	C-3 LOCAL COMMERCIAL DISTRICT
	M-1 LIGHT MANUFACTURING DISTRICT
	M-2 GENERAL MANUFACTURING DISTRICT
	PUD PLANNED UNIT DEVELOPMENT DISTRICT
	C-2 GENERAL COMMERCIAL DISTRICT (CONDITIONAL)

Introduced: May 7, 2018  
First Reading: May 7, 2018  
Second Reading: \_\_\_\_\_  
Adopted: \_\_\_\_\_  
Effective: \_\_\_\_\_

## CITY OF MASON

### OFFICE DISTRICT REGULATION

#### AN ORDINANCE TO AMEND CHAPTER 94 – ZONING – BY ADDING RESIDENTIAL USES TO O-1 GENERAL OFFICE AND O-2 SPECIALIZED OFFICE ZONING DISTRICTS

#### THE CITY OF MASON ORDAINS:

Chapter 94 of the Mason City Code is hereby amended by adding residential uses to Sec. 94-131 and Sec. 94-132, which amended, article shall read as follows:

#### Chapter 94 Zoning

##### **Sec. 94-131. 0-1: General office district**

- (a) *Intent and purpose.* It is the primary purpose of this district to provide opportunities for business establishments that are predominantly comprised of professional offices, medical offices, administrative offices, and other businesses of a similar office character.
- (b) *Uses permitted by right.*
- (1) Offices for attorneys, accountants, architects, engineers, and similar professions.
  - (2) Offices for financial institutions, real estate offices, insurance offices, investment brokers, credit reporting agencies, business management and consulting, information technology services and consulting, and similar business offices.
  - (3) Photographic studios.
  - (4) Professional services establishments providing human health care on an outpatient basis.
  - (5) Medical, optical and dental offices and laboratories.
  - (6) Offices for non-profit organizations, professional associations, labor unions, civic-social-fraternal organizations, political organizations, and religious organizations.
  - (7) Music, dance, or performing arts studios.
  - (8) Personal service establishments.
  - (9) Single family residences (refer to section 94-123)**
  - (10) Two-family residences (refer to section 94-124).**
- (c) *Permitted accessory uses.*
- (1) Accessory uses and structures as defined in this chapter.
  - (2) Automatic teller machines (walk-up only).
- (d) *Uses authorized by special use permit.*
- (1) Religious institutions and structures for religious worship (refer to section [94-192\(8\)](#)).
  - (2) Day care facility or foster care facility providing care for more than six but not more than 12 individuals in a state licensed residential facility, except adult foster care facilities for care and

treatment of persons released from or assigned to or at adult correctional facilities (refer to section [94-192\(8\)](#)).

- (3) Public buildings including nonresidential governmental, utility, or public service use excluding storage yards, transformer stations, and substations (refer to section [94-192\(8\)](#)).
- (4) Public or private educational structures or uses (refer to section [94-192\(8\)](#)).
- (5) Mortuaries and funeral homes (not including crematories).
- (6) Research, development, and prototype manufacturing.
- (7) Any use permitted in this district involving one or more structures that occupy, either individually or collectively, more than 15,000 square feet of gross floor area.

**(8) Multiple-family residences (refer to section 94-125).**

(e) *Development standards.* Any use of land or structures in this district shall comply with the general development standards of section [94-121\(c\)](#) of this chapter

**Sec. 94-132. O-2: Specialized office district.**

(a) *Intent and purpose.* It is the primary purpose of this district to provide in areas of a predominantly residential character, opportunities for office establishments which, because of the uses authorized and the required site development standards, are deemed compatible with such residential areas and which may be a benefit to such areas as a result of the services provided.

(b) *Uses permitted by right.*

- (1) Offices for professional practitioners in the component fields of medicine, dentistry, psychiatry, and psychology including practitioners committed to ministering to individual and community health. These offices can include group or clinical practice and therapeutic paramedical services.
- (2) Offices for the practice of law, professional services, business services, scientific endeavors, creative activities, and the operation of professional associations, societies, and institutes.

**(3) Single family residences (refer to section 94-123).**

(c) *Permitted accessory uses.* Accessory uses and structures as defined in this chapter.

(d) *Uses authorized by special use permit.*

- (1) Day care facility or foster care facility providing care for more than six but not more than 12 individuals in a state licensed residential facility, except adult foster care facilities for care and treatment of persons released from or assigned to or at adult correctional facilities (refer to section [94-192\(8\)](#)).

**(2) Two-family residences (refer to section 94-124)**

~~(2) Owner occupied single family residential use when attached to a permitted office use.~~

- (3) Bed and breakfast (refer to section [94-192\(7\)](#)).

- (4) Any use permitted in this district involving one or more structures that occupy, either individually or collectively, more than 15,000 square feet of gross floor area.

(e) *Development standards.* Any use of land or structures in this district shall comply with the general development standards of section [94-121\(c\)](#) of this chapter.

(f) *Uses specifically prohibited.* Consistent with the specialized purpose of this district, the following uses are specifically prohibited.

- (1) Veterinary clinics.
- (2) Hospitals, sanitariums, nursing homes, adult foster care large group home (13 to 20 individuals), and adult foster care congregate facility (more than 20 individuals).
- (3) Retail sales and services.
- (4) Personal services such as hair, cosmetic, and body care.

- (5) Materials processing such as photo labs, chemical and testing labs.
- (6) Mortuaries and funeral homes.
- (7) Any land use which produces noise, glare, vibration, or odor at the property line.
- (8) Any land use which generates vehicular and/or pedestrian movement in excess of that which is normally prevailing in the district or adjoining districts.

**Sunset Provision.** None.

**Effective Date.** This ordinance shall take effect immediately upon publication of the notice of adoption in a newspaper of general circulation within the city.

The foregoing Ordinance was moved for adoption by Council Member \_\_\_\_\_ and supported by Council Member \_\_\_\_\_, with a vote thereon being: YES ( ) NO ( ), at a regular meeting of the City Council held pursuant to public notice in compliance with the Michigan Open Meetings Act, on the \_\_\_\_\_ day of \_\_\_\_\_, 2018. Ordinance No. 218 declared adopted this \_\_\_\_\_ day of \_\_\_\_\_, 2018.

\_\_\_\_\_  
Russell Whipple, Mayor

\_\_\_\_\_  
Sarah J. Jarvis, City Clerk

**Sec. 94-141. C-1: Central business district.**

(a) *Intent and purpose.* It is the primary purpose of this district to provide opportunities for business establishments in the area generally referred to as the Downtown Center in the city master plan that address the local day-to-day office, retail, and service needs of residents of, and visitors to, the city. It is the intent of this district to prohibit uses that draw from a regional population causing excessive traffic levels or that may otherwise undermine the intended function and character of the historic business area of the city.

(b) *Uses permitted by right.*

(1) Offices for financial institutions, real estate offices, insurance offices, investment brokers, credit reporting agencies, business management and consulting, information technology services and consulting, and similar business offices.

(2) Photographic studios.

(3) Professional services establishments providing human health care on an outpatient basis.

(4) Medical, optical and dental offices and laboratories.

(5) Offices for non-profit organizations, professional associations, labor unions, civic-social-fraternal organizations, political organizations, and religious organizations.

(6) Music, dance, or performing arts studios.

(7) Offices for professional practitioners in the component fields of medicine, dentistry, psychiatry, and psychology including practitioners committed to ministering to individual and community health. These offices can include group or clinical practice and therapeutic paramedical services.

(8) Offices for the practice of law, professional services, business services, scientific endeavors, creative activities and similar professions, and the operation of professional associations, societies, and institutes.

(9) Retail trade, office and personal service businesses including financial institutions, hardware and appliance stores, barber and beauty shops, clothing, food, restaurants, with or without outdoor food and drink service (refer to section 94-173(j)), drug, variety, furniture, jewelry, self-service and/or drop-off laundry including dry cleaning performed off-premise, small job printing provided non-explosive fluids are used and similar uses when conducted within a building and no part of which consists of manufacturing or processing on the premises.

(10) Bed and breakfast (refer to section 94-192(7)).

(11) Residential use located above a business use that meets the minimum floor area standards of the RM multiple-family residential district.

(12) Establishments licensed for the sale of alcoholic beverages where consumption is allowed on and/or off the premises.

(13) Public assembly buildings, indoor theaters, and auditoriums.

(c) *Permitted accessory uses.* Accessory uses and structures as defined in this chapter.

(d) *Uses authorized by special use permit.*

(1) Public buildings including nonresidential governmental, utility, or public service use excluding storage yards, transformer stations, and substations (refer to section 94-192(8)).

(2) Public or private educational structures or uses (refer to section 94-192(8)).

(3) Vehicular drive-in service when associated with a principal use.

(4) Off-street public or private parking facilities (refer to section 94-192(8)).

(5) Boarding and rooming houses.

(6) Pub, tavern, or restaurant with outdoor entertainment, including music.

(7) Any use permitted in this district involving one or more structures that occupy, either individually or collectively, more than 15,000 square feet of gross floor area.

(8) Monopole telecommunication towers and antennae in accordance with the requirements of section 94-173(d)(13)(a)5.

(e) *Development standards.* Any use of land or structures in this district shall comply with the general development standards of section 94-121(c) of this chapter.

(Ord. No. 152, 5-1-2006; Ord. No. 156, 9-5-2006; Ord. No. 161, 9-4-2007; Ord. No. 166, 8-4-2008)





## APPLICATION – REZONING

### **City of Mason**

Planning Department • 201 W. Ash Street, Mason, MI 48854

Phone: 517/676-9155 • Fax: 517/676-1330

www.mason.mi.us

<b>Applicant– Please indicate the following:</b>	
Current Zoning District(s):	01 Office District
Requested Zoning District(s):	C-1 Central Business District

<b><u>PLANNING DEPARTMENT USE ONLY</u></b>
Application Received: _____
Tax ID: _____
Fee: _____
Receipt #: _____

#### **I. APPLICANT INFORMATION**

Name David Meredith

Organization WCH LLC

Address 480 Promec Dr., Grand Ledge, MI 48837

Telephone Number 517-627-8532 Facsimile Number 517-627-2565

Interest in Property (owner, tenant, option, etc.) Owner

**Note:** If applicant is anyone other than owner, request must be accompanied by a signed letter of authorization from the owner.

#### **II. PROPERTY INFORMATION**

Owner WCH LLC - David Meredith Telephone Number 517-627-8532

Property Address 118 W Oak St., Mason, MI 48854

Legal Description: If in a Subdivision: Subdivision Name \_\_\_\_\_ Lot Number \_\_\_\_\_

If Metes and Bounds (can be provided on separate sheet): \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

#### **APPLICANT CERTIFICATION**

By execution of this application, the person signing represents that the information provided and the accompanying documentation is, to the best of his/her knowledge, true and accurate. In addition, the person signing represents that he or she is authorized and does hereby grant a right of entry to City officials for the purpose of inspecting the premises to determine compliance with the requirements of the Zoning Code district requested by the applicant and compliance with conditions precedent to the granting of the Zoning District change requested.

Signature \_\_\_\_\_ Date 10-01-2018

III. **REQUEST DESCRIPTION**

A. **Site Area**

Indicate the size of the site subject to the request for change of zoning:

In square feet (if under one (1) acre): 28,050

In acres (if over one (1) acre): \_\_\_\_\_

B. **Master Plan**

Future Land Use Designation (from Master Plan): Not sure

Does the proposed Zoning District conform to this designation? ☐ YES ☐ NO Not Sure

C. **Available Services**

Public Water ☒ YES ☐ NO

Public Sanitary Sewer ☒ YES ☐ NO

Paved Road(s) (Asphalt or Concrete) ☒ YES ☐ NO

Public Storm Sewer ☐ YES ☐ NO

Note: Health Department Certification may be required where public water and/or sanitary sewer are not available

D. **Current Use**

Are there any structures currently on the property? ☒ YES ☐ NO

If so, describe the number of structures and how the structures are used (attach additional sheets, if necessary):

It is an old school. We have rented the space to the food bank,  
rented to an artist, and rented storage space in the garage area

E. **Soils Data**

Has soil bearing capacity and septic suitability of the ground been tested? ☐ YES ☒ NO

If so, attach 30 copies. Note: such testing may be required if conditions warrant.

IV. **APPLICATION MATERIALS**

The following is a checklist of items that generally must be submitted with applications for Rezoning. The applicant must submit 30 copies. Incomplete applications will not be processed.

- ☒ Completed application form
- ☒ Plot Plan of area proposed for Rezoning (see "A" below)
- ☒ Legal description of area proposed for Rezoning
- ☒ Proof of ownership or owner authorization to request Rezoning
- ☒ Fee (see "B" below)
- ☐ Any other information deemed necessary

A. **Plot Plan**

The Plot Plan shall be drawn to a readable scale and shall show all of the following information:

1. Existing structures and parking areas, with setback dimensions from property lines
2. Survey pins or monuments
3. All easements on the property
4. Overhead and underground utilities
5. Floodplain and wetlands
6. Topography (where land characteristics have a bearing on the request)
7. Surface drainage, indicated by directional arrows
8. Existing zoning and use of surrounding properties

**B. Application Fee \$300.00** All requests must be accompanied by a fee, as established by City Council. (Effective October 16, 2006)

**V. APPLICATION DEADLINES**

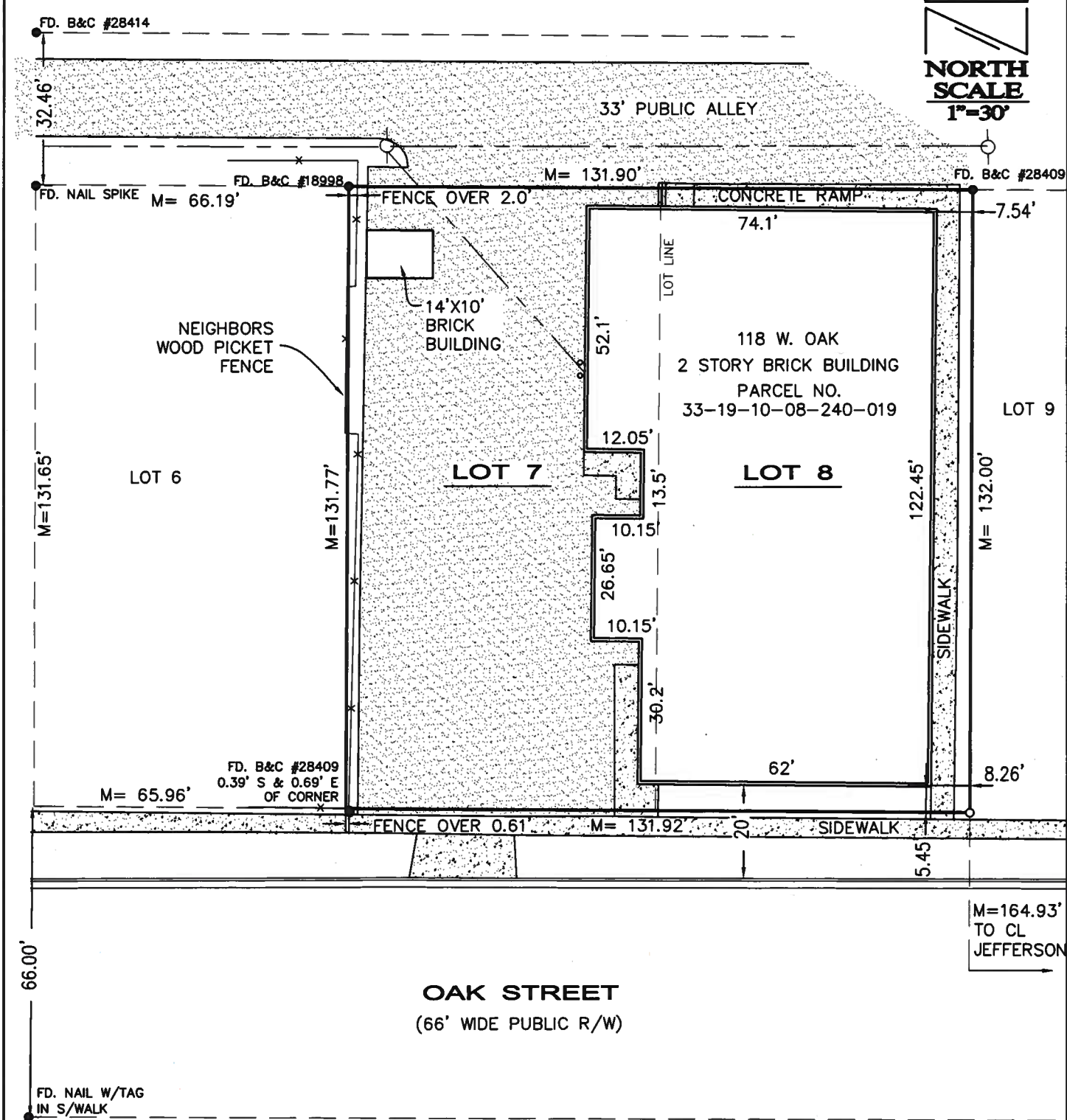
Complete applications must be received at least 45 days in advance of a Planning Commission meeting. A public hearing will be scheduled at the next Planning Commission meeting after the 45 day period. At that time the Planning Commission will make a recommendation to the City Council, which has the final authority to approve or deny an application for Rezoning.

Planning Commission meetings are held on the second Tuesday after the first Monday of every month. The City Council will consider recommendations from the Planning Commission at their regular meeting on the third Monday of the month. If any Monday is a City recognized holiday, the meeting is held on the following day (Tuesday).

**VI. STAFF REPORT**

The Planning Department Staff will prepare a report to the Planning Commission regarding an application for Rezoning. The report will explain the request and review whether it complies with the standards in the Zoning Code and the Master Plan. Staff will present the findings of that report during the Planning Commission meeting. An applicant who wishes to obtain one (1) copy of that report, at no cost, prior to the meeting must provide a written request to the Planning Department. The report is generally complete on the Friday before the meeting and can be mailed to the applicant or picked up by the applicant in the Planning Department.

CERTIFIED LOT SURVEY



CERTIFICATION:

I, DARIN L. THELEN, BEING A LICENSE SURVEYOR, HEREBY CERTIFY THAT I HAVE SURVEYED AND MAPPED THE LOTS HEREON DESCRIBED AND THAT THE RELATIVE POSITIONAL PRECISION OF EACH CORNER IS WITHIN THE LIMITS ACCEPTED BY THE PRACTICE OF PROFESSIONAL SURVEYING AND THAT THIS SURVEY COMPLIES WITH THE REQUIREMENTS OF P.A. 132 OF 1970, AS AMENDED.

DARIN L. THELEN  
PROFESSIONAL SURVEYOR NO. 53090

NOTES/REFERENCES:

1. A title commitment was not provided for this parcel so the affects of easements or any other encumbrances of record or unknown.

LEGAL DESCRIPTION:

Lots 7 & 8, Block 16, of the original plat of Mason, Ingham County, as recorded in plats of Ingham County Register of Deeds.

LEGEND:

- = PROPERTY BOUNDARY
- x - x - = FENCE LINE
- o = SET NAIL & CAP #53090
- = FOUND PROPERTY CORNER AS NOTED
- (M) = MEASURED BEARING OR DISTANCE
- (R) = RECORDED BEARING OR DISTANCE
- ↗ = DISTANCE NOT TO SCALE

<b>D. L. THELEN</b> Land Surveying & Mapping, LLC 6025 Claremont Ct. Lansing, MI 48917 (517) 449-8330	FOR: WCH OF MICHIGAN, LLC		PG. 1 OF 1	
	LOCATION: 118 W. OAK, MASON, MI 48854 LOTS 7 & 8, BLOCK 16, CITY OF MASON, INGHAM COUNTY, MICHIGAN			
	DATE: 1-14-19	DRAWN: DLT	CHK'D: DLT	PROJ. NO.: 19-0001



# CITY OF MASON 2018 Summer

## MESSAGE TO TAXPAYER

INTEREST ADDED SEPTEMBER 1ST.  
POSTMARKS DO NOT COUNT.  
CREDIT CARDS ACCEPTED ON OUR WEBSITE  
WWW.MASON.MI.US

\*PLEASE READ REVERSE SIDE OF STATEMENT\*

## PAYMENT INFORMATION

This tax is due by: 08/31/2018

Pay by mail to: CITY OF MASON  
PAUL BORLE, TREASURER  
201 W. ASH ST. PO BOX 370  
MASON, MI 48854-0370

## PROPERTY INFORMATION

Property Assessed To:  
WCH OF MICHIGAN LLC  
480 PRO-MEC DR.  
GRAND LEDGE, MI 48837

MASON PUBLIC  
School: 33130

Prop #: 33-19-10-08-240-019  
Prop Addr: 118 W OAK

Legal Description:  
LOTS 7 & 8 BLK 16, SEC 8 T2N R1W CITY OF MASON, INGHAM CO

## TAX DETAIL

Taxable Value:	134,501	COMM-IMPROVED
State Equalized Value:	140,010	Class: 201
PRE/MBT %:	0.0000	DDA
		Mort Code:

Taxes are based upon Taxable Value.  
1 mill equals \$1.00 per \$1000 of Taxable Value.  
Amounts with no millage are either Special  
Assessments or other charges added to this bill.

DESCRIPTION	MILLAGE	AMOUNT
CITY TAX	15.25000	2,051.14
INGHAM ISD	5.99870	806.83
L.C.C.	3.80720	512.07
STATE ED FUND	6.00000	807.00
MPS OPERATING	17.93880	2,412.78
COUNTY	6.80000	914.60

Date Received: 7-3-18

GL Account:

CC:

Mgr Initials: *[Signature]*

## OPERATING FISCAL YEARS

The taxes on bill will be used for governmental  
operations for the following fiscal year(s):

County:	01/01/18 - 12/31/18
Twn/Cty:	07/01/18 - 06/30/19
School:	07/01/18 - 06/30/19
State:	10/01/18 - 09/30/19

Does NOT affect when the tax is due or its amount

Total Tax	55.79470	7,504.42
Administration Fee		54.53
<b>TOTAL AMOUNT DUE</b>		<b>7,558.95</b>

Please detach along perforation. Keep the top portion.



CITY OF MASON  
P.O. BOX 370  
201 W. ASH ST.  
MASON MI 48854-370  
Phone : (517) 676-9155  
WWW.MASON.MI.US

Received From:  
WCH OF MICHIGAN  
PO BOX 513  
GRAND LEDGE MI 48837

Date: 03/05/2019 Time: 3:07:43 PM  
Receipt: 100244356  
Cashier: KM

118 W OAK  
REZONING  
ZONING PERMIT - SITE PLAN REVIEW

ITEM REFERENCE	AMOUNT
PERBUS PERMIT-VARIOUS BUS LICENSE & PERMIT S	
REZONING	\$300.00
PERBUS PERMIT-VARIOUS BUS LICENSE & PERMIT S	
ZONING PERMIT - SITE PLAN REV	\$100.00
TOTAL	\$400.00
CHECK 002160	\$300.00
CASH	\$100.00
Total Tendered:	\$400.00
Change:	\$0.00

Introduced: Droscha

Second: Brown

**CITY OF MASON  
CITY COUNCIL RESOLUTION NO. 2019-03**

**RULES OF ORDER FOR THE CITY COUNCIL  
AND FOR CITY BOARDS AND COMMISSIONS**

**January 21, 2019**

**WHEREAS**, the process of government in the City of Mason includes the activity of a City Council as well as numerous Boards and Commissions sanctioned by the City Council, each of which can play a significant role in the conduct of the affairs of the City; and

**WHEREAS**, the citizens of the City of Mason are best served by a City Council as well as by City Boards and Commissions that function smoothly with a firm basis for resolving questions of procedure that may arise; and

**WHEREAS**, the City Council and City Boards and Commissions must each conduct business with the greatest measure of protection for the people and City of Mason, as well as for the Council and each Board and Commission as a body; and

**WHEREAS**, the City Council and City Boards and Commissions must each conduct business with the greatest measure of protection and consideration of the rights of individual members and the rights of individual citizens; and

**WHEREAS**, the application of parliamentary law is the best method yet devised to enable the City Council and City Boards and Commissions to arrive at the general will on the maximum number of questions of varying complexity in a minimum amount of time and under the most diverse set of conditions, ranging from total harmony to impassioned division of opinion, with due regard for the opinion of each member and for the right of every citizen to address the Council, a Board or a Commission; and

**WHEREAS**, Rules of Order are the written rules of parliamentary law and are critical to ensure the most effective and efficient operation of any deliberative body; and

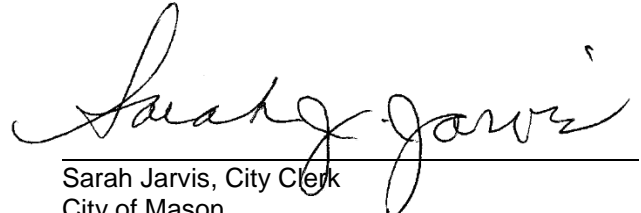
**WHEREAS**, the citizens of the City of Mason will be best served when the meetings of all public bodies are conducted according to similar procedures.

**NOW, THEREFORE, BE IT RESOLVED**, that these Rules of Order shall be the parliamentary law of the City Council and all City Boards and Commissions of the City of Mason, and shall nullify and replace any other previously approved Rules of Order; and

**BE IT FURTHER RESOLVED**, that these Rules of Order shall be consistently applied and actively enforced at all times in relation to the orderly transaction of business in meetings, and in relation to the duties of officers in the conduct of meetings, of the City Council, as well as all City Boards and Commissions, and shall take effect at the first meeting following approval of this resolution.

Yes ( 7 ) Brown, Droscha, Ferris, Madden, Schaffer, Vogel, Whipple  
No ( 0 )

**CLERK'S CERTIFICATION:** I hereby certify that the foregoing is a true and accurate copy of a resolution adopted by the City Council at its regular meeting held Monday, January 21, 2018, the original of which is part of the meeting minutes.



---

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



## **RULES OF ORDER FOR THE CITY COUNCIL AND FOR CITY BOARDS AND COMMISSIONS**

City Council Resolution No. 2019-03  
City of Mason, Michigan

### **1) ORDER OF BUSINESS**

a) City Council: At each regular meeting of the City Council the business to be considered shall be taken up, when applicable, for consideration and disposition in the following order:

1. Oath of Office
2. Call to Order
3. Roll Call
4. Pledge of Allegiance and Invocation
5. Election of Mayor and Mayor Pro Tem
6. Public Comment
7. Presentations
8. Consent Calendar
9. Public Hearings
10. Unfinished Business
11. New Business
12. Council Member Reports
13. City Manager's Report
14. Adjourn (Adjourn Sine Die)

b) City Boards and Commissions: At each regular meeting of a City Board or Commission the business to be considered shall be taken up, when applicable, for consideration and disposition in the following order:

1. Oath of Office
2. Call to Order
3. Roll Call
4. Election of Leadership
5. Public Comment
6. Presentations
7. Approval of Minutes (if no Consent Calendar)
8. Correspondence (if no Consent Calendar)
9. Consent Calendar
10. Public Hearings
11. Unfinished Business
12. New Business
13. Liaison Report
14. Adjourn

- 2) **MANAGEMENT OF THE ORDER OF BUSINESS.** Any item of business to be considered shall be appropriately filed with the City Manager, or assigned secretary to the board/commission, by noon on the Wednesday preceding the subject meeting. Requests by members of the body and the City Manager/secretary shall be automatically included in the Order of Business if filed in a timely manner. The City Manager/secretary shall send a complete Order of Business with supporting materials to each member by close of business on the last business day of the week preceding the subject meeting. Each item submitted for inclusion in the Order of Business shall include sufficient explanation to indicate intent. Any issue introduced at a meeting that does not appear on the Order of Business may be deferred for inclusion on the Order of Business of a subsequent meeting upon the request of any one member of the body, except that said issue may be added to the current Order of Business if so approved by a majority vote of the members present.
- 3) **PUBLIC COMMENT**
- a) It is the intent of these Rules to encourage public comment and participation by interested persons that is constructive, informative, and factual in a manner conducive to the conduct of an organized, efficient and professional business meeting. Public comment shall be allowed only during the Public Comment, Presentation and Public Hearing business items, or when permitted by the meeting Chair.
  - b) The Public Comment business item is intended to receive comment on any topic a member of the public would like to bring to the attention of the body. A member of the public who wants to speak to a specific Order of Business item may inform the Chair that they would like to reserve their comments to a specific item of interest. The Chair will make note of the request. Prior to the debate of the specific business item by the body, the Chair will call on the individual, who may speak regarding that business item in accordance with subsection (c).
  - c) All public comment shall be appropriate to the conduct of a public business meeting and, if applicable, the matter under consideration. Each person shall be allowed to speak for a maximum of three (3) minutes and the Chair may limit the number of times each person is allowed to speak. The limits on time and quantity for speaking may be extended at the discretion of the Chair.
  - d) Any person in attendance at a meeting shall comply with the direction of the Chair as to the appropriateness of their actions or comments. The Chair shall retain discretion to disallow or stop a person from speaking or to temporarily recess the meeting at any time to maintain the order of the meeting.
  - e) Any person that speaks before the body shall state for the record their name, residence address and group affiliation, if any.
- 4) **PRESENTATIONS.** Presentations will provide a venue in the Order of Business for brief presentations that do not require formal action.
- 5) **PUBLIC HEARINGS.** Business items requiring a public hearing shall be placed under the related Public Hearing item for immediate consideration following the public hearing.

- 6) **CONSENT CALENDAR.** A Consent Calendar may be used to allow the body to take action on numerous items at one time. Items in the Consent Calendar may include, but are not limited to, non-controversial matters such as approval of minutes, payment of bills, approval of simple motions, street closures, correspondence, etc. The body shall act upon all items listed in the Consent Calendar by a single vote without debate. Upon request by any member made prior to the vote on the Consent Calendar, an item in the Consent Calendar shall be removed from the Consent Calendar and placed in the Order of Business appropriately as determined by the Chair.
- 7) **MINUTES.** Meeting minutes requiring approval shall be distributed to each member with the Order of Business for the next regular meeting. There shall not be a reading of the minutes at the meeting. If the Order of Business includes a Consent Calendar, approval of the minutes shall be included in the Consent Calendar. If the minutes are removed from, or not part of, the Consent Calendar and a substantial correction, as determined by the Chair, is suggested by the Chair or a member, said correction shall be agreed to by a two-thirds vote of the members present. Corrections not determined to be substantial shall be considered agreed to by consensus unless any member challenges such determination, in which case said correction shall be treated as a substantial correction. Minutes shall be considered approved by consensus without a vote if no corrections are suggested or after all suggested corrections are agreed to as required.
- 8) **UNFINISHED BUSINESS.** Items considered under Unfinished Business are items or matters that have been previously addressed by the body but have not received final action
- 9) **NEW BUSINESS.** Items considered under New Business are items or matters that may require immediate or future action by the body.
- 10) **COUNCIL MEMBER REPORTS.** A Council member may provide information regarding an event, a meeting or a conference that might be of interest to the City Council or local residents. A Council Member Report should not exceed three minutes. If the subject matter requires additional time the Council member may place the matter on the Order of Business of a subsequent meeting.
- 11) **CONDUCT OF BUSINESS**
  - a) Parliamentarian: The meeting Chair shall serve as Parliamentarian unless that duty is assigned and accepted by another member. The application and enforcement of these rules is the responsibility of the Chair.
  - b) Reconsideration: A motion to reconsider enables a majority to bring back for further consideration a motion that has been voted on previously. The motion to reconsider can be made only by a member voting on the prevailing side and is in order only until the adjournment of the next regular meeting following the meeting during which the motion to be reconsidered was acted upon.
  - c) Appeal to Chair: Any decision of the Chair in applying or interpreting these Rules of Order may be appealed by a motion made at the time of the ruling being appealed and before any debate or business has intervened. The Chair shall be allowed to speak first to an appeal with each member allowed to speak once. The Chair may speak one last time after all members have been given an opportunity to speak. The question before the body on an

appeal of the Chair shall be "Shall the decision of the Chair be sustained?" A majority or tie vote shall sustain the decision of the Chair.

- d) Abstain from Voting: No member of the body shall vote on any question in which the member has a financial interest, other than the common public interest, or on any question concerning the conduct of the member, but, on all other questions, each member who is present shall vote unless excused by unanimous consent of the remaining members present.
- e) Considering a Motion: A motion that does not receive a second shall not be considered to be in order.

12) ELECTION OF LEADERSHIP

- a) Election: The Chair (Mayor), Vice-Chair (Mayor Pro Tem) and any other leadership of the body shall be elected pursuant to the applicable provisions of the City Charter or of the City Code if such provisions exist. Absent Charter or Code requirements, election shall be by majority vote of the members present during the first regular meeting of each calendar year.
- b) Absence: In the absence or disability of the Chair and the Vice-Chair, the members present shall select by majority vote a member to be designated as Acting Chair to perform the duties of the Chair as necessary.

13) RULES OF ORDER

The rules contained in the current edition of Robert's Rules of Order Newly Revised shall govern the City Council and all City Boards and Commissions in all applicable cases in which Robert's Rules are consistent with these Rules of Order, the City Charter, City Code, and State Statute.

14) SUSPEND RULES

A request to suspend the Rules of Order shall be granted only by unanimous vote of the members present.



## City Manager's Report: March 1, 2019

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

Project Name	Status
318 W. Kipp - Klavon's 228 W. Kipp - Klavon's	Building permit active for construction of new restaurant.
322 S. Jefferson Commercial Bank – Downtown Mason	Two building permits are active for interior and exterior renovations to restore two entrance doors on Jefferson St.; replace door and add concrete pad at alley entrance.
402 S. Jefferson (former Baja Grill)	Project is on track for grant authorization.
201 W. Ash City Hall	Anticipate installation of equipment to begin this winter.
	<i>Subdivisions require three stages of approval before site plan approval and building permits can be issued: (1) Tentative Preliminary Plat, (2) Final Preliminary Plat, (3) Final Plat.</i>
Enclave at Rayner Ponds Subdivision (19 lots, 1 park)	The City has approved a Tentative Preliminary Plat (Stage 1) and is waiting to receive an application for Final Preliminary Plat (Stage 2).
Rayner Ponds – Phase 4 Subdivision (16 lots)	The City approved a Tentative Preliminary Plat in January of 2018 (Stage 1). Staff received an application for Final Preliminary Plat (Stage 2) in December of 2018. A public hearing was held by the Planning Commission on January 15 resulting in a recommendation for approval to City Council. City Council approved the Final Preliminary Plat on January 21, 2019. The applicant will submit a Final Plat for approval (Stage 3) next.
154 W. Maple (former shoe store)	Staff is working with the applicant to develop a demolition/construction schedule and maintenance of traffic plan that will minimize impacts to traffic and businesses in the surrounding area.
600 Buhl St. Ingham Animal Shelter	Building permit active for new construction.
652 Hull Rd New Goodwill	The City of Mason and Vevay Township Joint Planning Commission met on 2/12/2019 and approved Resolution 2019-01, approving a preliminary site plan, final site plan, and special use permit for Goodwill Industries of Central Michigan's Heartland, Inc. to construct a new 15,772 square foot commercial building located at 652 Hull Road.
400 S. Cedar St Harvey Education Center / Mason Public Schools	State building permit active for construction of new addition as part of the Phase 1 Bond Project. More information available at: <a href="http://bondprojects.masonk12.net/">http://bondprojects.masonk12.net/</a> .
MDOT – Ash/Cedar (M-36)	MDOT has started the signal upgrade project at the intersection of Ash and Cedar (M-36) next week. The Contractor completed installation of the signal foundations. The signals themselves and the sidewalk work will take place at a later time TBD. This 2nd phase of work will take approximately 1-2 weeks and will have the following traffic impacts: Periodic daily lane closures on M-36 for the Contractor to perform the work. The intersection will not be closed at any time and traffic will be maintained through the intersection.
801 N. Cedar St. (City Limits)	City Limits, has requested a preliminary/final site plan approval to construct a 4,828 square foot addition along with additional parking. The project will be reviewed at the March 12, 2019 Planning Commission meeting.
118 W. Oak St. (Old MPS Admin. Bldg.)	The Planning Commission will hold a public hearing on March 12, 2019 to consider a request from applicant, David Meredith, WCH, LLC, to rezone the property from an O-1: General office district to a C-1: Central business district.

## OPERATIONS AND COMMUNITY RELATIONS

- **March 9, 2019 at 8:30 am (Saturday)** Planning Commission and Councilmember Tour of Large Capital Projects proposed in CIP. If you would like to attend, you must contact Dana Martin by Wednesday, March 6<sup>th</sup> so we can coordinate the agenda and determine if the meeting needs to be posted. Those that have confirmed their attendance will receive more information directly.
- **March 12, 2019 at 6:30 pm**, the Mason Planning Commission will conduct a public hearing in the Sycamore Room at City Hall. The purpose of the hearing is to take public comment on the Capital Improvements Program (CIP) for the fiscal years of 2019-2025.
- **March 18, 2019 at 11:00 am, Representative Kara Hope** will be at Bestsellers Bookstore and Coffee for a community outreach event. She will be there to meet the public and talk about issues affecting our community and State.
- **The MML- 2019 Capital Conference in Lansing will be March 19 and 20, 2019.** The representatives from Mason will be City Manager Stuart, Mayor Whipple, and Councilmembers Brown, Ferris, and Schaffer.
- **April 13, 2019 (Saturday)** is tentatively planned for the 2019 Budget meeting; please hold the date.
- The City of Mason received a Certificate of Achievement from the State of Michigan to acknowledge the receipt of a perfect score on its 2018 AMAR Review and its continued efforts to provide fair and equitable assessing.
- In February, due to a database error, Invoice Cloud did not properly provide billing information to approximately 200 paperless or ACH customers. Customers are being notified of the issue and will be provided with alternate payment methods.
- Staff is in the process of turning off comments to the City of Mason Facebook Page. This change will allow for posts to be shared, liked/disliked, but would not allow individual comments. We have determined the use of this platform is best used to provide factual information regarding the City operations and one-way communication on the site will do that. While we know the disadvantage of this change is lack of immediate feedback, we have not been able to monitor that as fast as many users expect. We will encourage our visitors to use our website customer inquiry request if they have questions or concerns, as that form is directed to a general email that is monitored by multiple individuals to ensure the fastest response.

### Staffing Updates:

- New Hires/ Promotions/ Retirements: Michael Parisian was hired on 2-20-2019 as a DPW Laborer
- Open Positions: Police Officer position has been offered and accepted, background check is in process; Project Specialist has been posted externally with applications due 3-8-2019; Part-Time Code Enforcement/Community Resource Officer position is open until filled.

## LARGE CITY PROJECTS

FY 2018-2019			
Project	Project Name/Description	Status	Completed
<b>STREETS, SIDEWALKS, BRIDGES (S)</b>			
<b>2017-S6</b>	South St - Northbrook to City Limits	Complete	Sep
<b>2017-S7</b>	Avon Street - All	Complete	Sep
<b>2017-S8</b>	Northbrook - South to Carom Circle	Complete	Sep
<b>2017-S9</b>	S. Jefferson - Oak Street to Kipp Road	Cannot begin construction before June 9 per contract. Pre-Con meeting will be held in May.	
<b>2017-S10</b>	Sidewalk Program - Summerwood	Notice of Award sent to Contractor – Awaiting return of bonds and insurances	
<b>2018-S1</b>	MDOT- Temple Street Safety Grant	MDOT Grade Inspection has been completed	
<b>2018-S32</b>	Columbia - Cedar to US 127	Complete	Sep
<b>UTILITIES: SANITARY SEWER, STORM WATER, AND WATER DISTRIBUTION (U)</b>			
<b>2018-U1</b>	Utilities for Properties on Kipp Road	Complete	Sep
<b>2017-U3.2</b>	Waste Water Treatment Plant Upgrades	Complete	Oct
<b>2017-U3.3</b>	Design of the New DPW Facility	Delayed until future FY	N/A
<b>2017-U6</b>	Abandon Wells by Airport	Delayed until future FY	N/A
<b>2017-U9</b>	Northbrook - South to Carom Circle	Complete	Sep
<b>2017-U10</b>	S. Jefferson - Oak St to Kipp Road	See 2017-S9	
<b>2017-U12</b>	300,000 G Storage Tank Top Sealing	Delayed until future FY	N/A
<b>2017-U13</b>	Well No. 7 Rebuild	Well work is complete. The motor is on order.	

<b>2017-U15</b>	Replace Two Fire Hydrants Behind Mason Plaza	Delayed until future FY	N/A
<b>2017-U16</b>	Cathodic Protection for Ground Storage Tank	Planning stage	
<b>2017-U17</b>	High Service Pump No. 1 Rebuild	In progress	
<b>2017-U18</b>	Replace Chlorine Analyzer	Complete	Aug
<b>2018-U35</b>	BS&A Work Order Application	Award of project anticipated in May	
<b>2018-U36</b>	Sewer Push Camera Replacement	Complete	Nov
<b>2018-U37</b>	Log Jam Removal Sycamore Creek	Complete	Nov
<b>PARKS/ CEMETERY/ FORESTRY/ NONMOTORIZED (P)</b>			
<b>2017-P8</b>	Laylin Park Improvements	Staff is evaluating final work priorities for the spring.	
<b>2018-P1</b>	Howell Road - Hayhoe Riverwalk (Dart Trailhead)	Complete	Nov
<b>2018-P2</b>	Howell Road - Hayhoe Riverwalk Trail Extension	Complete	Nov
<b>2018-P3</b>	Planning: 5 yr Parks/Recreation Plan; Bond Park Improvements	In progress	
<b>2018-P5</b>	City Tree Evaluation	Notice of Award Sent to Contractor – Awaiting return of Insurances	
<b>MOTOR VEHICLE POOL (MVP)</b>			
<b>2017-MVP6</b>	1/2 Ton 2x4 Pickup Truck	Complete	Sep
<b>2017-MVP7</b>	Mower	Complete	Jul
<b>2017-MVP8</b>	Police Cars	Complete	Jan
<b>2017-MVP9</b>	Large Items (Leaf Vacuum)	Complete	Nov
<b>2017-MVP10</b>	5-yard Dump/Plow Truck	Cab/Chassis Ordered	
<b>2017-MVP18</b>	Command Vehicle	Complete	Oct
<b>2017-MVP30</b>	Front End Material Loader	Complete	Nov
<b>BUILDING, PROPERTY, EQUIPMENT (B)</b>			
<b>2017-B1</b>	Library- Facility Evaluation	A public open house will be held on Tuesday, March 12, 2019 to gain feedback on the results of the library feasibility study	
<b>2017-B3.1</b>	Police: Portable Radios	Complete	Oct
<b>2017-B4</b>	City Hall Landscaping and Lighting	Phase 1 completed. Phase 2/3 scheduled for the spring as time and budget allows.	
<b>2017-B6</b>	Fire: Fire Engine 809/Tower 808	City Council Approved Change Order, Feb 18	
<b>2018-B4</b>	IT: BS&A Timesheet Program	Not started, connection issues with offsite facilities	
<b>2018-B4</b>	IT: BS&A Cemetery and HR Upgrade	Complete	Nov
<b>2018-B6</b>	IT: AV Room Technology Patch	Evaluation is complete; staff are reviewing	
<b>2018-B7</b>	Planning: Cedar/127 Corridor (Transportation and Land Use)	Moved to 2019-2021 – integrate with master plan	N/A
<b>2018-B24</b>	City Hall Rental Space Furniture Replacement	Old rectangle tables have been replaced with plastic ones. New chairs are currently being evaluated.	

<b>FY 2019-2020</b>			
<b>Project</b>	<b>Project Name/Description</b>	<b>Status</b>	<b>Completed</b>
	2019 Local Streets	Seeking City Council Approval of Award, Mar 4, 2019	