



**PLANNING COMMISSION**  
TUESDAY, MARCH 9, 2021  
Electronic Meeting - 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 12, 2021

**5. PUBLIC HEARING**

- A. Resolution 2021-01: Approval of the Capital Improvements Plan for the Fiscal Years 2021-2027
- B. Resolution 2021-02: Amber Nixon has requested a Special Use Permit to increase capacity of a family day care from its currently licensed maximum of six children to allow up to a maximum of twelve children at 914 S. Eugenia Drive, parcel 33-19-10-08-326-004, City of Mason, Ingham Co.

**6. UNFINISHED BUSINESS**

- A. Approved Minutes of Joint City Council & Planning Commission Meeting February 11, 2021
- B. Joint City Council and Planning Commission Meeting Monday, March 15, 2021 at 8:00pm – Master Plan Request for Proposals (finalize), packets will be distributed prior to the meeting.

**7. NEW BUSINESS**

- A. Michigan Association of Planning Training Opportunities <https://www.planningmi.org/regional-workshops>

**8. LIAISON REPORT**

- A. Council Member Report
- B. City Manager's Report

**9. ADJOURN**



# PLANNING COMMISSION ELECTRONIC MEETING INFORMATION

**PLEASE TAKE NOTICE** that the meeting of the City of Mason Planning Commission scheduled for **March 9, 2021, starting at 6:30 p.m.**, will be conducted virtually (online and/or by phone) due to health concerns surrounding Coronavirus/COVID-19.

The City of Mason will be using Zoom to host this meeting. A free account is required to use Zoom. Please take the time to download and set-up Zoom prior to the meeting. Zoom may be accessed here: <https://zoom.us/>

## MEETING INFORMATION:

Topic: **Planning Commission Meeting**

Time: **March 9, 2021 at 6:30 p.m.** Eastern Time

**Meeting ID: 840 1009 4192**

**Passcode: 930539**

Video Conference Information: **Link to join online:**

<https://us02web.zoom.us/j/84010094192?pwd=SFE2Z2dEVi96ZW5aV2oxbnJqZ3lidz09>

- You may also join a meeting without the link by going to [join.zoom.us](https://join.zoom.us) on any browser and entering the Meeting ID identified above.
- Phone Information:  
**Dial (312) 626 6799 (Enter meeting ID when prompted.)**

To comply with the **Americans with Disabilities Act (ADA)**, any citizen requesting accommodation to attend this meeting, and/or to obtain this notice in alternate formats, please contact Michigan Relay at <https://hamiltonrelay.com/michigan/index.html>.

**Resources:** More Questions? Please Contact our Customer Service Desk at 517.676.9155.

### Note on Public Comments:

If you would like to provide comments beforehand, please send those comments in an email by 3:00 pm on the day of the meeting to [stephanies@mason.mi.us](mailto:stephanies@mason.mi.us). They will be read aloud by Chair.

If you would like to speak during the meeting, you can send your name and address to [marciah@mason.mi.us](mailto:marciah@mason.mi.us) by 3:00 pm on the day of the meeting. You can still speak at the meeting if you do not notify us in advance.



# General Procedures Related to Electronic Meetings

As required under Public Act 228 of 2020, the following procedures outline the accommodation of meetings held, in whole or in part, electronically by City Council or a City Board or City Commission. Additional procedures will be adopted at a later date, by the Council, to accommodate members that are eligible and cannot attend in person for meetings held on or after January 1, 2021.

## Electronic Meeting Procedures for City Council, City Board or City Commission Members

- All attendees including City Council, City Board or City Commission Members will enter the meeting with a muted microphone.
- The meeting Chair's microphone will be unmuted to call the meeting to order.
- During initial roll call, each member will announce the physical location they are participating from by stating the county, city, township, or village and state which they are attending the meeting from.
- The meeting Chair will call for a motion and members will signify making a motion by either voice or the "Raise Hand" feature. The same process will be followed for a second to a motion. The meeting Chair will then acknowledge which member made the motion and which member seconded the motion.
- The meeting Chair will then ask if there is any discussion on the motion. Members will indicate a desire to discuss by either voice or the "Raise Hand" feature. The meeting Chair will then acknowledge the particular member granted the floor for discussion by name.
- Votes shall be taken by roll call.

## Electronic Meeting Procedures for Public

- All public participants entering the meeting will automatically be muted upon entering.
- All public participants should either turn off or leave off their video camera. Only City Council, City Board or City Commission Members will be allowed to have their video cameras on. Your video camera will be turned off for you if you do not turn it off yourself.
- Public rules are displayed in the "Chat" Feature; however, the chat feature will not be turned on to allow for chat comments to be added.
- Public comment:
  - Public only will be allowed to address the members during Public Comments
  - Public is allowed three (3) minutes to speak.
  - Public must state the name and address slowly and clearly before they start to address the Council.
  - Public comments will be addressed in the following order:
    1. Those provided the day of the meeting and sent to the designated person in the meeting instructions by a certain time will be read during the meeting.
    2. Those using the Video Conference Portion (not calling on a telephone) will be asked to use the "Raise Your Hand" Feature in Zoom. The meeting Chair will call on individuals to speak and they will be unmuted at that time.
    3. Participants that are available only by phone, after the meeting Chair requests.
- Inappropriate or disruptive participants will not be allowed or tolerated and will be removed from the meeting.
- Due to the electronic nature of this type of meeting the meeting Chair, at his discretion, may adjourn the meeting with or without notice for any reason. Every attempt will be made to remain connected to the meeting, however two examples of abrupt adjournment may be computer connectivity issues or lack of appropriate participation.

## ADDITIONAL ZOOM INSTRUCTIONS FOR PARTICIPANTS:

### PHONE INSTRUCTIONS - to join the conference by phone

1. On your phone, dial the teleconferencing number provided above.
2. Enter the **Meeting ID number** (provide with agenda) when prompted using your touch- tone (DTMF) keypad.

### VIDEOCONFERENCE INSTRUCTIONS – to watch and speak, but not to be seen

#### **Before a videoconference:**

1. You will need a computer, tablet, or smartphone with speaker or headphones. You will have the opportunity to check your audio immediately upon joining a meeting.
2. Details, phone numbers, and links to videoconference or conference call is provided above. The details include a link to “Join via computer” as well as phone numbers for a conference call option. It will also include the 9-digit Meeting ID.

#### **To join the videoconference:**

1. At the start time of your meeting, enter the link to join via computer. You may be instructed to download the Zoom application.
2. You have an opportunity to test your audio at this point by clicking on “Test Computer Audio.” Once you are satisfied that your audio works, click on “Join audio by computer.”

If you are having trouble hearing the meeting, you can join via telephone while remaining on the video conference:

1. On your phone, dial the teleconferencing number provided above.
2. Enter the **Meeting ID number** when prompted using your touch- tone (DTMF) keypad.
3. If you have already joined the meeting via computer, you will have the option to enter your 2- digit participant ID to be associated with your computer.

#### **Participant controls in the lower left corner of the Zoom screen:**



Using the icons in the lower left corner of the Zoom screen, you can:

- Mute/Unmute your microphone (far left)
- Turn on/off camera (“Start/Stop Video”)
- Invite other participants
- View Participant list – opens a pop-out screen that includes a “**Raise Hand**” icon that you may use to raise a virtual hand during Call to the Public
- Change your screen name that is seen in the participant list and video window

Somewhere (usually upper right corner on your computer screen) on your Zoom screen you will also see a choice to toggle between “speaker” and “gallery” view. “Speaker view” shows the active speaker. “Gallery view” tiles all of the meeting participants.

**CITY OF MASON  
PLANNING COMMISSION MEETING  
MINUTES OF JANUARY 12, 2021  
DRAFT**

Clerk Jarvis administered the Oath of Office to Commissioners Barna, Husby, and Wren.

Director Hude called the meeting to order at 6:30 p.m. at 201 West Ash Street, Mason MI, via Zoom Teleconference.

Roll Call		Present	Absent	Location
Commissioner	Barna	x		Mason, Michigan
Council Liaison	Clark	x		Mason, Michigan
Commissioner	Howe	x		Mason, Michigan
Commissioner	Husby	x		Mason, Michigan
Commissioner	Perrault	x		Mason, Michigan
Commissioner	Sabbadin	x		Eaton Rapids, Michigan
Commissioner	Shattuck	x		Sarasota, Florida
Commissioner	Waxman	x		Mason, Michigan
Commissioner	Wren	x		Mason, Michigan

Also Present: Elizabeth A. Hude, AICP, Community Development Director, Mason, Michigan; Marcia Holmes, Administrative Assistant, Mason.

Sabbadin joined the meeting at 6:35pm.

**ELECTION OF OFFICERS**

Hude opened the first nomination for Chair.

Waxman nominated Sabbadin for position of chair.

Hude opened the second nomination for Chair.

There were no nominations.

Hude opened the third nomination for Chair.

There were no nominations.

Hude closed the nominations for Chair and called for a vote.

Sabbadin: Yes (9) Barna, Clark, Howe, Husby, Perrault, Sabbadin, Shattuck, Waxman, Wren  
No (0)

John Sabbadin is elected Chair with Roll Call Vote.

Hude opened the first nomination for Vice-Chair.

Sabbadin nominated Howe for position of Vice Chair.  
There were no other nominations for Vice Chair.

Hude opened the second nomination for Chair.

There were no nominations.

Hude opened the third nomination for Chair.

There were no nominations.

Hude closed the nominations for Vice-Chair and called for a vote.

Howe: Yes (9) Barna, Clark, Howe, Husby, Perrault, Sabbadin, Shattuck, Waxman, Wren  
No (0)

Mark Howe is elected Vice Chair via Roll Call Vote.

Hude opened the first nomination for Secretary.

Sabbadin nominated Barna for position of Secretary.

Barna asked if she could decline the nomination due to her current job constraints.

Howe nominated Wren for position of Secretary

Sabbadin withdrew his nomination of Barna.

Hude opened the second nomination for Secretary.

There were no nominations.

Hude opened the third nomination for Secretary.

There were no nominations.

Hude closed the nominations for Secretary and called for a vote.

Megan Wren: Yes (9) Barna, Clark, Howe, Husby, Perrault, Sabbadin, Shattuck, Waxman, Wren  
No (0)

Megan Wren is elected Secretary via Roll Call Vote.

## **PUBLIC COMMENT**

None.

## **APPROVAL OF MINUTES**

MOTION by Husby second by Waxman, to approve the Planning Commission meeting minutes from the meeting December 15, 2020.

Yes (9) Barna, Clark, Howe, Husby, Perrault, Sabbadin, Shattuck, Waxman, Wren

No (0)

Absent (0)

## **MOTION PASSED BY ROLL CALL VOTE**

## **UNFINISHED BUSINESS**

Hude recognized Thomas De La Fuente in attendance and shared that after discussing with City Manager Stuart that it will be a Volunteer position this year while staff works toward a more official position in the future. Sabbadin asked De La Fuente to introduce himself. De La Fuente shared that he is a Junior at Mason High School and he enjoys volunteering and is looking forward to participating. Sabbadin asked if this will go to City Council to be voted on and then a Resolution finalized. Hude clarified that this year will be working toward creating a permanent Junior Planning Commission member and that Tommy will work on putting together the formal position and they will need to see if any ordinances need to be amended to allow this. Hude said this will be a trial year. Sabbadin told Tommy that he would need to set the bar high. Clark noted that involving teens is not a new concept as City Council had youth involvement when the skate park was being created.

## **NEW BUSINESS**

Sabbadin noted the 2021 meeting schedule and reminded Commissioners to add the dates to their calendars.

Hude shared that the meeting times for the joint CC/PC CIP and Master Plan meetings have been modified to begin at 7:30 pm. There will be a discussion and staff will give a presentation. She hopes that with everyone's input the top concerns for the Master Plan can be determined.

Discussion took place regarding who has been signed up to participate in the Winter Cities workshop offered by the Michigan Association of Planning and if there were any others who would like to register.

Sabbadin noted that the Planning Commission Handbook was included in the packet and let the Commissioners know that if they would like a paper copy to let Director Hude know.

**LIAISON REPORT**

Sabaddin noted the City Managers Report in the packet and encouraged everyone to look it over.

**ADJOURN**

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





# Agenda Report: March 9, 2021 Planning Commission

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## AGENDA ITEM:

- Public Hearing on the Capital Improvements Program
- Resolution 2021-01: A Resolution Recommending that City Council Adopt the Capital Improvements Program for the Fiscal Years 2021-2027

## RECOMMENDED ACTION

- Conduct the Public Hearing
- Approve 2021-01

## HISTORY

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 joint workshop between the Planning Commission and the City Council was held on February 11, 2021. After hearing the questions regarding the Columbia Street Bridge crossing, staff added the construction of that protected walkway to the plan. The change is highlighted in yellow.

Staff recommends the attached document for the Capital Improvements Program for the Fiscal Years 2021-2027.

## SUMMARY

### Authority

Michigan Planning Enabling Act (Public Act 33 of 2008) gives responsibility for preparing a Capital Improvement Program to local Planning Commission bodies, unless they are exempted.

### Urgency

None

### Relation to Other Actions

Projects will be incorporated in to budget proposal as funding allows.

## FISCAL IMPACT

**Current/ Future Budgets:** Project identified will be incorporated into future budget proposals.

## ADDITIONAL MATERIAL

Resolution 2021-01

Proposed Capital Improvements Program for the Fiscal Years 2021-2027 with Highlighted Changes

Introduced:

Second:

**CITY OF MASON  
PLANNING COMMISSION RESOLUTION No. 2021-01  
A RESOLUTION RECOMMENDING THAT  
CITY COUNCIL ADOPT THE CAPITAL IMPROVEMENTS PROGRAM  
FOR THE FISCAL YEARS 2021-2027**

**March 9, 2021**

**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 recommend that City Council adopt the Capital Improvements Program (CIP) for fiscal years 2021-2027.

Yes ()

No ()

Absent ()

**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 9, 2021, 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 2021 – 2027

Adopted XXXX XX, 2021 – City Council  
Prepared XXXX XX, 2021 – Planning Commission

## **2.19.21 DRAFT**

*Staff Draft Proposal Presented to City Council/ Planning Commission: 2.11.21. Substantial changes since that presentation are highlighted in yellow.*





City of Mason City Council

**Adopted: XXXXX XX, 2021**

Russell Whipple, Mayor  
Marlon Brown, Mayor Pro Tem

Leon Clark	Jerry Schaffer
Jon Droscha	Rita Vogel
Elaine Ferris	

City of Mason Planning Commission

**Prepared: XXXX XX, 2021**

John Sabbadin, Chairperson  
Mark Howe, Vice Chairperson  
Megan Wren, Secretary

Leon Clark, Council Liaison	Mitch Perrault
Thomas Husby	Scott Shattuck
Anne Klein Barna	Seth Waxman

**Prepared by:**

Deborah Stuart, City Manager  
Michael Olson, Assistant City Manager, DPW Director  
Don Hanson, Police Chief  
Don Heck, P.E., City Engineer  
Elizabeth Hude, Community Development Director  
Sarah Jarvis, City Clerk/ Director of Employee and Customer Engagement  
Kerry Minshall, Fire Chief / Facilities  
Michelle Pietsch, Finance Director / Treasurer



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

## 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 5) 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 key implementation tool for a community's planning efforts and is dynamic. Each year all projects included within the CIP are reviewed for consistency with planning documents, 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.

## Authorization Flow Chart



### 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.

Preparation of the CIP by the Planning Commission does not mean they grant final approval of all projects contained within the plan. Rather by recommending approval of the CIP by the City Council, 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.

# CIP Process

**Project Submission:** New projects are submitted with the Project Application Form that outlines how projects will be evaluated and prioritized:

- Does the project contribute to health, safety and welfare?
- Is the project required to comply with a law?
- Does the project conform with adopted programs, policies, or plans?
- Does the project remediate an existing or projected deficiency?
- Will the project upgrade facilities?
- What is the service area impact of the project?
- Does the project deliver a level of service desired by the community?

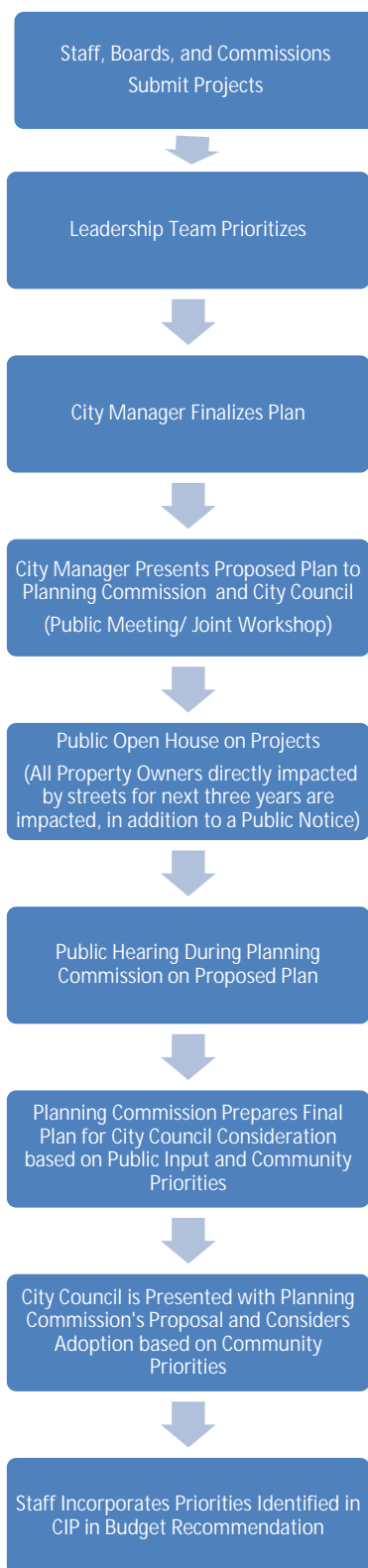
**Mason Leadership Team:** reviews all projects recommended from various areas of expertise, evaluates the prioritization of projects based on established criteria above, considers funding options, and presents the recommendation to the Planning Commission.

**City Manager:** clarifies any issues, finalizes the ratings and approves the CIP draft. The City Manager recommends the CIP draft at the Joint Workshop, presents any clarification of the CIP at the Planning Commission and City Council meetings.

**Mason Planning Commission:** reviews the Policy Group's recommendation, conducts workshops (if necessary), receives public input, conducts public hearings, prepares the plan, and requests the governing body to consider adoption.

**Mason City Council:** is encouraged to adopt the CIP and 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, attending the Open House and/or 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

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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 also has one outstanding bond related to the City Hall/Police Station. The bond has a remaining payment balance of \$3,195,000 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.

## 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 started in 2019 with estimated completion and rate increases expected in mid-2020, but the COVID pandemic has delayed the final study results and rate recommendations.

- *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 \$3,443,674 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 \$90,000 in revenue annually.*
- *For purposes of financing activities related to Mason's south industrial area, the Local Development Finance Authority Act adopted a TIF plan in 1989 that generates roughly \$440,000 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 ensure that they will be spent on transportation-related projects or operations and services. These are commonly called Act 51 funds.

- *Mason on average receives \$800,000 split between the Major and Local Street Funds.*

**NOTE:** Numbers in this section are current per the audited financial statements dated June 30, 2020.





# **CAPITAL IMPROVEMENTS PROGRAM 2021-2027**

## **LIST OF PROJECTS**

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# Streets, Bridges, Signals (S)

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## 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
10 Good	None	New construction.
9 Good	None	Recent overlay.
8 Good	No longitudinal cracks except reflection of paving joints. Occasional transverse cracks, widely spaced (40' or greater).	

The lowest-rated roads in each of these categories would generally be addressed first. However, the last PASER evaluation was completed in 2019 so staff takes into account changes in conditions. Our staff was trained this year on PASER and the next PASER evaluation will in house or by Wolverine.

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. 20 Year Road Appropriation Summary: 2000-2020**

Fiscal Year	Required Appropriation	Actual Spent	Over/(Under)
00/01	629,313	858,359	229,046
01/02	666,271	1,658,097	991,826
02/03	764,684	454,415	(310,269)
03/04	792,587	888,648	96,061
04/05	828,705	976,706	148,001
05/06 *	739,970	1,045,585	305,615
06/07	824,935	648,943	(175,992)
07/08	871,830	1,042,491	170,661
08/09	916,258	2,876,791	1,960,533
09/10	967,322	539,351	(427,972)
10/11	896,554	823,559	(72,995)
11/12**	871,232	3,573	(867,659)
12/13	860,205	68,165	(792,040)
13/14	869,376	1,477,869	608,493
14/15	853,096	480,704	(372,392)
15/16	864,892	1,509,286	644,394
16/17	853,788	369,815	(483,973)
17/18	872,460	1,172,037	299,577
18/19	868,820	263,751	(605,069)
19/20	884,585	1,396,589	512,004
20/21***	903,080	1,021,406	118,327
<b>Totals</b>	<b>17,599,963</b>	<b>19,576,140</b>	<b>1,976,177</b>

\* Note: 5 Mill to 4 Mill Requirement

\*\* Note: Street Construction Waived

\*\*\* Note: Partial Year includes up to 12/31/20

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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:** PASER Rating- 3. 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:** PASER Rating- 5. 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:** PASER Rating- 4. Twenty-seven homes will be directly impacted by this improvement.

---

**Project Number: 2017-S26**      Columbia St- 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:** PASER Rating- 5. Four homes will be directly impacted by this improvement.

---

**Project Number: 2019-S9b**      Maple Street/ Jefferson Street Signal Evaluation      *(Moved from 20-21)*

---

**Description:** Evaluation the need for a replacement traffic signal at this location.

**Justification:** Ingham County Road Commission has concerns about the existing signal. There is also concern that a traffic light is not necessary at this location instead a four-way stop may be more appropriate. The City will complete a traffic study to determine the need. If the signal needs to be replaced, it is estimated to cost \$250,000 and will be coordinated with this project. Due to COVID, staff did not feel a traffic study in the would have been representative of traffic at this location. Staff anticipates completing the traffic study in the current fiscal year when restrictions are lifted, but that would result in any replacement now occurring in 2021-22 fiscal year.

---

**Project Number: 2017-S14**      E. 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:** PASER Rating- 5. This project will include utility CIP Project 2017-U27. Thirty-two homes will be directly impacted by this improvement. This project will be coordinated with construction of improvements at Steele Street School.

---

**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:** PASER Rating- 5. This project will include utility CIP Project 2017-U28. Fifty-six homes will be directly impacted by this improvement.

---

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

---

**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:** PASER Rating- 4. 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:** PASER Rating- 4. 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:** PASER Rating- 4. This project will include utility CIP Project 2021-U3. 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:** PASER Rating- 5. Seventeen homes will be directly impacted by this improvement.

---

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

---

**Description:** Pulverize, shape and repave. The Street was last worked on in 1999. Sidewalks will be evaluated and replaced as necessary.

**Justification:** PASER Rating- 5. Twenty-four (24) homes will be directly impacted by this improvement.

---

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

---

**Description:** Pulverize, shape and repave. The Street was last worked on in 1980. Sidewalks will be evaluated and replaced as necessary.

**Justification:** PASER Rating- 5. Ten (10) homes will be directly impacted by this improvement.

---

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

---

**Description:** Pulverize, shape and repave. The Street was last worked on in 1998. Sidewalks will be evaluated and replaced as necessary.

**Justification:** PASER Rating- 4. Eight (8) homes will be directly impacted by this improvement.

---

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

---

**Description:** Pulverize, shape and repave. The Street was last worked on in 2006. Sidewalks will be evaluated and replaced as necessary.

**Justification:** PASER Rating- 5. Nine (9) homes will be directly impacted by this improvement.

---

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

---

**Description:** Pulverize, shape and repave. The Street was last worked on in 2006. Sidewalks will be evaluated and replaced as necessary.

**Justification:** PASER Rating- 5. Fifteen (15) homes will be directly impacted by this improvement.

---

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

---

**Description:** Pulverize, shape and repave. The Street was last worked on in 1998. Sidewalks will be evaluated and replaced as necessary.

**Justification:** PASER Rating- 5. Thirty-three (33) homes will be directly impacted by this improvement.

---

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

---

**Description:** Pulverize, shape and repave. The Street was last worked on in 1996. Sidewalks will be evaluated and replaced as necessary.

**Justification:** PASER Rating- 4. This project will impact the Business District, trail users and access to the park and downtown by neighborhood to the west of the bridge.

---

**Project Number: 2017-S16**      Maple Street Bridge Repair/Replacement

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**Description:** Bridge replacement due to bridge deteriorating and safety concerns.

**Justification:** Bridge was evaluated and the report shows that the concrete head walls have severe spalling and are in need of repair/replacement and hand rails on the bridge are not safe. Project will be timed with adjacent park improvements to minimize impact to citizens.

---

**Project Number: 2020-S1**      Rogers Street – Ann Street to Columbia Street

---

**Description:** Pulverize, shape and repave. The Street was last worked on in 1991. Sidewalks will be evaluated and replaced as necessary.

**Justification:** PASER Rating- 5. Thirteen (13) homes will be directly impacted by this improvement.



---

**Project Number: 2020-S2**      South Street – Rogers Street to Hall Blvd.

---

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

**Justification:** PASER Rating- 4. Twenty-Eight (28) homes will be directly impacted by this improvement.

---

**Project Number: 2020-S3**      State Street – Sycamore Street to Maple Street

---

**Description:** Pulverize, shape and repave. The Street was last worked on in 2004. Sidewalks will be evaluated and replaced as necessary.

**Justification:** PASER Rating- 5. Ten (10) homes will be directly impacted by this improvement.

---

**Project Number: 2020-S4**      Steele Street – Sycamore Street to Maple Street

---

**Description:** Pulverize, shape and repave. The Street was last worked on in 2001. Sidewalks will be evaluated and replaced as necessary.

**Justification:** PASER Rating- 4. Six (6) homes will be directly impacted by this improvement.

---

**Project Number: 2020-S5**      Stratford Drive – Eaton Drive to Columbia Street

---

**Description:** Pulverize, shape and repave. The Street was last worked on in 1979. Sidewalks will be evaluated and replaced as necessary.

**Justification:** PASER Rating- 5. Fifteen (15) homes will be directly impacted by this improvement.

---

**Project Number: 2020-S6**      Wildemere Drive – Coppersmith Drive to Stratford Drive

---

**Description:** Pulverize, shape and repave. The Street was last worked on in 1980. Sidewalks will be evaluated and replaced as necessary.

**Justification:** PASER Rating- 5. Fifty-One (51) homes will be directly impacted by this improvement.

---

**Project Number: 2019-S10**      Franklin Farms Extension

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*(Moved from 25-26)*

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

**Justification:** There are currently 264 households with only one means of ingress/egress, far exceeding the standards for residential development (25 households) within the City. 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. 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.



---

**Project Number: 2021-S1**      Avery Lane —Entire Length **(NEW)**

---

**Description:** Pulverize, shape and repave. The road was last worked on in 2009 wear course was put on after construction of the Water Treatment Plant was completed.

**Justification:** PASER Rating- 6. The Water Treatment Plant will be directly impacted by this improvement.

---

**Project Number: 2021-S2**      E. Sycamore Street—Jefferson to Steele Street **(NEW)**

---

**Description:** Pulverize, shape and repave. The road was last worked on in 2003 and had a mill and repave. Sidewalks will be evaluated and replaced as necessary.

**Justification:** PASER Rating- 3 (Jefferson to Barnes) and 4 (Barnes to Steele). Thirty-four properties will be directly impacted by this improvement.

---

**Project Number: 2021-S3**      W. Sycamore Street—Jefferson to State Street **(NEW)**

---

**Description:** Pulverize, shape and repave. The road was last worked on in 2001 and had a mill and repave. Sidewalks will be evaluated and replaced as necessary.

**Justification:** PASER Rating- 5. Twenty-one properties will be directly impacted by this improvement.

---

**Project Number: 2021-S4**      W. Sycamore Street -- Cedar Street to S. Lansing Street **(NEW)**

---

**Description:** Pulverize, shape and repave. The road was last worked on in 2006 and had a mill and repave. Sidewalks will be evaluated and replaced as necessary.

**Justification:** PASER Rating- 2 (Cedar to McRoberts) and 1 (McRoberts to Lansing). Twenty-three properties will be directly impacted by this improvement.

---

**Project Number: 2021-S5**      Vanderveen Drive—Entire Length **(NEW)**

---

**Description:** Pulverize, shape and repave. The road was last worked on in 2006 and had a mill and repave. Sidewalks will be evaluated and replaced as necessary.

**Justification:** PASER Rating- 3. Seventeen properties will be directly impacted by this improvement.

---

**Project Number: 2021-S7**      Windjammer Court – Entire Length **(NEW)**

---

**Description:** Pulverize, shape and repave. The road was last worked on in 2008. Sidewalks will be evaluated and replaced as necessary.

**Justification:** PASER Rating- 2. Five homes will be directly impacted by this improvement.

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

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## 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 Environment, Great Lakes, and Energy (EGLE) 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.

**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.

To start, the city was required to complete a preliminary distribution system material inventory that was due to the State by January 1, 2020. This involves compiling information from available records that will predict with reasonable certainty which service lines may be a lead service line. The City completed the

required preliminary material assessment of the distribution system materials and reported the following for our 2918 water service lines:

- 535: Likely (but not visibly confirmed) to contain some level of lead (including galvanized previously connected to lead)
- 885: Unknown but may contain lead
- 530: Unknown but unlikely to contain lead
- 979: Confirmed to NOT contain lead.

The City now 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 must be complete within 20 years (2045) unless an alternate schedule for replacement is approved in the asset management plan. The City plans to match our street construction schedule and prioritize lead likely areas. Based on the preliminary data, the City will be targeting 75 line per year. That process will be to either visibly confirm they do not contain lead or removing the line. Currently these expenditures will be covered in our operating budget. However, they may be shifted to the CIP at a later time.

In calendar year 2020, the City exceeded their mark by either replacing lead service lines identified or confirming the absence of a lead service lines at seventy seven (77) properties.

Please note: Street utility work for years four through six (2023-2026) are not included due to the work associated with accurately estimating costs.

---

**Project Number: 2017-U15**      **Replace Two Fire Hydrants Behind Mason Plaza**

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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 the Fire Chief that the hydrants are too close to the building for safety during firefighting operations.

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

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

**Justification:** This type of well typically needs a rebuild every five-to-six years and this well was last serviced in 2016. Well maintenance and replacement are critical to maintaining the water supply.

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**Project Number: 2019-U3a**      **Wastewater Treatment Plant – Design** **(SPLIT)**

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**Description:** Construct an activated sludge wastewater treatment plant.

**Justification:** The Publicly Owned Treatment Works (POTW) was originally constructed in the late 1940s and into 1958 with additional improvements added in 1975, 1977, and 2011 and in 2016. Most of the unit processes in the 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. Project split to allow to more accurately depict when portions of the project will be funded.

---

**Project Number: 2021-U1**      **High-Pressure Pump Variable Frequency Drive – WTP** **(NEW)**

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**Description:** One of the three high-pressure pump Variable Frequency Drives (VFDs) needs to be repaired.

**Justification:** The high-pressure pump variable frequency drives allow for the plant to run in an automated process when the water towers call for water to fill up in order to maintain the water system pressure needed for both domestic use and fire protection. Recently two of the three VFDs were repaired as part of an insurance claim, however the third VFD was not included and had failed prior to the other two VFDs failing. With three functioning VFDs the plant will be able to function as it was intended to with the important redundancies in place to produce available drinking water.

---

**Project Number: 2021-U2**      **Replacement of Valves – WTP** **(NEW)**

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**Description:** This project would involve the replacement of three (3) sixteen gate valves that control water flow to and from the ground water storage tanks and the bypass between the two lines. In addition to the gate valves, one sixteen-inch butterfly valve would need to be replaced inside the plant located on the line between the filtration process and the ground storage tank. Prior to the replacement of the valves,

an analysis of the cause to the premature failure of the valves must be determined to mitigate this type of early failure in the future.

**Justification:** Isolation with the use of valves at the Water Treatment Plant is vital to perform repair when needed. When the water plant operators last tried to isolate sections of the Water Treatment Plant, they were unable to stop the flow of water to perform the necessary repairs to the plant. After meeting with staff, engineers, and the valve manufacture we have concluded that the valves did not function properly and need to be replaced.

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**Project Number: 2017-U27**      **Cherry Street Utilities – 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. This project will include street CIP Project 2017-S14.

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**Project Number: 2017-U28**      **S. Barnes Street Utilities – 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. This project will include street CIP Project 2017-S15.

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

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

**Justification:** This type of well typically needs a rebuild every five-to-six years and this well was last serviced in 2016. Well maintenance and replacement are critical to maintaining the water supply.

---

**Project Number: 2019-U3b**      **Wastewater Treatment Plant – Construction** **(SPLIT)**

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**Description:** Construct an activated sludge wastewater treatment plant.

**Justification:** See Project Number 2019-U3a. Project split to allow to more accurately depict when portions of the project will be funded.

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**Project Number: 2019-U6**      **Wastewater Solids Handling System** **(Moved from 21-22)**

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**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. This project will be coordinated with Project Number 2019-U3b.

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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: 2017-U26**      **New Well at Franklin Farms** *(Moved from 22-23)*

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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. 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 Farms 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%. The project has been moved to even out capital costs in this fund.

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

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

**Justification:** This type of well typically needs a rebuild every five-to-six years and this well was last serviced in 2016. Well maintenance and replacement are critical to maintaining the water supply.

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

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**Description:** Repaint 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. The tower will be inspected every five years and this time line may be extended.

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

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**Description:** Convert some unused DPW 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 WWTP that will not be used. This property could be utilized as a green area or a Riverwalk Trail access for the public.



**Project Number: 2021-U3**      Steele Street Utilities – Ash Street to Elm Street **(NEW)**

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**Description:** Replacement of water and sanitary sewer infrastructure

**Justification:** The 4" watermain was installed in 1934 and the sanitary sewermain was installed around 1934. This project will include street CIP Project 2018-S30.

**Project Number: 2019-U5**      Post-Construction Demolition of Unused Structures *(Moved from 22-23)*

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

**Justification:** After the construction there will be buildings and structures that will have to be removed that are not part of the actual project. This will ensure the site is left in an appropriate condition.

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

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**Description:** New chlorine generator at the Water Treatment Plant.

**Justification:** The current chlorine generator is 10 years old and we have, up until 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 become limited current system.

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

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**Description:** Filter system replacement at the Water Treatment Plant.

**Justification:** The current filter media is ten years old. According to the latest radiological survey from EGLE done May 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

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

**Justification:** This type of well typically needs a rebuild every five-to-six years and this well was last serviced in 2017. Well maintenance and replacement are critical to maintaining the water supply.

**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 staff 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 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: 2019-U8**      **WWTP Office Building Remodel**

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**Description:** Remodel and upgrade existing laboratory, restrooms and offices at the Wastewater Treatment Plant.

**Justification:** The WWTP construction will free up 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.

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**Project Number: 2020-U2**      **Cedarwoods Retention Pond Cleaning**

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**Description:** Improvements at Cedarwoods retention ponds which accept water from the City storm water system on Cedar St.

**Justification:** In a 2001, the City committed to assuming 15% cost of cleaning/maintaining the drainage system. Residents on McRoberts have reported concerns related to the condition of the ponds and are experiencing drainage issues on the rear of their property which abuts the Cedarwoods development.

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**Project Number: 2021-U3**      **Advanced Metering Infrastructure** **(NEW)**

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**Description:** Installation of an Advanced Metering Infrastructure (AMI) which would include four (4) data collectors, software, belt clip reader, and all necessary components.

**Justification:** The installation of an AMI would improve Water and Sewer customer service, reduce staff time spent on collecting water meter readings, and improve Inflow and Infiltration (I&I) efforts. The customer service improvements would include detecting water leaks at a home or business, this could save customers hundreds or thousands of dollars. We currently drive around every month to collect meter reading and staff is dispatched to conduct final readings for water meters as well, AMI collects the meter reading data in real-time, eliminating the need for DPW staff to drive the truck around for monthly readings and final readings, instead staff at City Hall can gain the necessary data from the computer when needed. When looking at I&I flow data having AMI we would be able to extract the water use of a particular area and compare it to the sewer flow data to identify the amount of I&I in the sewer system.



# Parks, Cemetery, Forestry, Non-Motorized (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. The City currently maintains sidewalks along most of the 12.25 miles of major streets and 19.78 miles of local streets. There are 2.21 miles of cemetery drives, and 3.32 miles of non-motorized trail with three trailheads that make up the Hayhoe Riverwalk Trail.

**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 a 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)

The City of Mason's five-year Parks, Recreation, and Non-motorized Plan 2020-2024 evaluated parks and prioritized needs using the 5C's:

listed in the section were identified and prioritized as the action steps necessary to meet the Plan's Objective and Goals:

OBJECTIVE	GOALS
Sustain Existing Facilities	<ol style="list-style-type: none"><li>1. Bring 100% of facilities into a state of good repair within 10 years through renovation or replacement.</li><li>2. Ensure 100% of neighborhoods have non-motorized connectivity to facilities within 10 years by connecting sidewalk and trail gaps between parks.</li></ol>

Projects will be expedited as funding becomes available. Funding for the projects listed here will come from the General Fund, Act 51, DDA funds, the Iva Bond (IB) Fund, Grants, private donations, and, potentially, a dedicated Park Millage. Projects in later years of the CIP may be moved up and completed sooner if additional funds become available.

*All projects have been renamed, numbers and descriptions are based on the 2020 Parks, Recreation, and Non-Motorized Plan.*

**Project Number: 2020-P3** Hayhoe Riverwalk Trail – Evaluation and Repair

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**Description:** Conduct an evaluation of the full length of the Hayhoe Riverwalk Trail and repair any sections deemed to be in need of repair.

**Justification:** The Hayhoe Riverwalk Trail tied for the highest priority by the 5Cs parameters. There are several areas along the trail that are in need of repair. According to the public opinion survey, the trail is one of Mason's most utilized assets and many respondents expressed concerns about the condition of the trail.

**Project Number: 2020-P6** Lee Austin Park Improvements – Plan/ Design *(Moved from 20-21)*

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**Description:** Design and development of construction plans for Lee Austin Park. Planning will need to be coordinated with the Downtown Development Authority, Consumers Energy, and the railroad, and with the Maple Street roadway and bridge repairs scheduled for 2024-2025 and 2025-2026 fiscal years (2025 spring-fall construction season).

**Justification:** Lee Austin Park tied for the highest priority by the 5Cs parameters. It does not currently meet ADA standards and there are significant safety concerns about the trail grades and the state of the current shelter, which sits on property owned by Consumers Energy. The plan/design will also consider opportunities and needs for this park related to stormwater detention and soil erosion. The plan will consider timing of improvements with the Maple Street roadway and bridge repairs scheduled for 2024-2025 and 2025-2026 fiscal years (2025 spring-fall construction season).

**Project Number: 2020-P10** Non-Motorized 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 2.

**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: 2020-P11** Rayner Park Improvements – Phase 1 Construction

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**Description:** Repair or replace current playground structure and construct additional features outlined as Phase I in the Rayner Park Master Plan.

**Justification:** The playground and restroom building are in need of major repair or replacement. The previously developed Rayner Park Master Plan will guide the improvements to ensure the best layout and use of space within the park while also accounting for the surrounding properties and their connectivity with the fairgrounds and high school. Construction of Phase 1 will be coordinated with the Ingham County Drain Commission and the dredging of the ponds. *NOTE: Rayner Park Improvements – Phase 2 Construction will be determined by the Rayner Park Master Plan*

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**Project Number: 2020-P4**      Hayhoe Riverwalk Trail –Trail Signage      *(Moved from 21-22)*

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**Description:** Install gateway, wayfinding and emergency mile marker signage along the Hayhoe Riverwalk Trail.

**Justification:** Additional signage will increase visibility, navigability and safety along the trail. The markers will serve as a means of location identification in the event of an emergency where first responders may need to be dispatched or for reporting other safety or maintenance related issues. The project was moved to even out capital costs in this fund.

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**Project Number: 2020-P12**      Bond Park Improvements – Plan/Design

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**Description:**

**Justification:**

Bond Park is an important location for residents in the northeast quadrant, and is unique in that it offers a skate bowl and roller hockey rink. However, it does not provide the standard park amenities necessary to accommodate shared use for families needs and children of different ages, interests and abilities that live in the area. Community input included suggestions for replacing the hockey rink with a play structure, adding shade sails over the skate bowl, allowing graffiti as public art in the skate area; and, reducing the size of the park, relocating the softball field and selling outlots for residential development. This input was included in the update of the Parks, Recreation, and Non-motorized Plan 2020-2024. A Bond Park Master Plan is necessary to finalize decisions about the future of this park.

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**Project Number: 2020-P13**      Griffin Park Improvements – Plan/Design

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**Description:** Develop a plan for Griffin Park.

**Justification:** The future of Griffin park needs to be explored. Should Griffin Park be leased to a private entity to be used as parking, should it be converted to a natural area, or should it continue to operate as is? These are the questions that should be answered in this planning effort.

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**Project Number: 2020-P14**      Hayes Park Improvements – Plan/Design

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**Description:** Design and development of construction plans for Hayes Park improvements.

**Justification:** Hayes Park has several existing issues such as poor drainage, lack of restroom accessibility, and features that are in a poor state of repair. The tennis courts are in need of major repair/replacement and community input suggests converting them or creating additional capacity for their use as Pickle Ball courts. Plans need to be developed to address these issues.

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**Project Number: 2020-P15**      Jefferson Trailhead / Cemetery / Community Garden

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**Description:** Construct restrooms (vault toilet), shade, and drinking fountain at the Jefferson Trailhead which also serves the Cemetery and Community Garden.

**Justification:** The current cemetery restrooms are difficult to find, not ADA Accessible, have deteriorated beyond good repair and are in need of replacement. A drinking fountain and shade are needed for community gardeners, trail users and their dogs.

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**Project Number: 2020-P17**      Non-Motorized 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 2.

**Justification:** 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: 2021-P2**      Columbia Street Bridge- Protected Walkway Construction      **(NEW)**

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**Description:** Designate a marked pedestrian pathway over US-127 on Columbia Street Bridge and construct the sidewalk connections from existing sidewalks east and west of bridge to address safety concern.

**Justification:** This project will be the construction of the design created in Project Number 2020-P2. If authorized by MDOT, this project will connect residents that live west of US-127 with non-motorized access across US-127. Pedestrians are currently walking in traffic lanes and access to the shopping center and park are restricted and unsafe due to lack of infrastructure. This crossing would provide access from the western neighborhoods to parks, schools, the downtown district and the rest of the city. Staff met with MDOT to discuss a solution to providing non-motorized access over US-127 on Columbia St. Bridge. It was determined that a short-term possibility was to work within the existing ROW of the bridge; there may be room to mark a small path and install lightweight bollards for separating non-motorized from motorized traffic. Sidewalks would need to be installed on the land in the gaps on either side of the bridge. This project was added based on conversation during and feedback after the CIP Workshop.

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**Project Number: 2020-P9**      Signage Plan: DDA/Historic Districts      *(Moved from 21-22)*

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**Description:** Install wayfinding signage per the City-wide Signage Plan in the Downtown Development District/Historic District.

**Justification:** Wayfinding signage improves safety, navigability, and economic growth. The signage design plan reinforces the brand and community vision. Signage will be installed in the DDA/Historic District as part of this phase. The project was moved to even out capital costs in this fund.

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**Project Number: 2020-P18**      Bond Park Improvements - Construction

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**Description:** Implement decisions and construct improvements based upon the Bond Park Master Plan.

**Justification:** Tied to results of Project Number: 2020-P12

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**Project Number: 2020-P16**      Non-Motorized: Kipp Rd./Cedar St.      *(Moved from 22-23)*

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**Description:** Construct sidewalks along the north side of Kipp road from Cedar St. to the US-127 overpass and construct sidewalks from the Kipp Rd./Cedar St. intersection to Meijer. Coordination is required through planning with MDOT and Ingham County Road Department who have jurisdiction over the right of way and will be a major focus of the Sidewalk Program for the Southwest quadrant scheduled in this fiscal year.

**Justification:** Currently there is no non-motorized connection to the businesses west of Cedar St. on Kipp Rd. or to Meijer. Meijer is where most residents purchase their groceries. It is also a major employer in

the city, and also the sites of an MDOT commuter lot and CATA transit stop. Therefore, providing safe non-motorized access to the area is very important for maintaining walkability in Mason, and for serving those without vehicles. This project will be coordinated with outcomes of the City of Mason Master Plan update which includes sub-area corridor studies for Cedar St. from US-127 to Kipp Rd and Kipp Rd from US-127 to Temple St. The project was moved to even out capital costs in this fund.

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**Project Number: 2020-P20**      **Non-Motorized 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 2.

**Justification:** 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: 2020-P19**      **Signage Plan: Major Corridors** *(Moved from 23-24)*

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**Description:** Install wayfinding signage per the City-wide Signage Plan along major corridors. Coordination is required through planning with MDOT and Ingham County Road Department who have jurisdiction over the right of way.

**Justification:** The City is in need of a more cohesive wayfinding system. Wayfinding signage improves safety, navigability, and economic growth. The signage design plan reinforces the brand and community vision. This phase of installation will be coordinated with outcomes of the City of Mason Master Plan update which includes sub-area corridor studies for Cedar St. from US-127 to Kipp Rd and Kipp Rd from US-127 to Temple St. The project was moved to even out capital costs in this fund.

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**Project Number: 2020-P21**      **Hayes Park Improvements – Construction**

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**Description:** Construction of Hayes Park improvements.

**Justification:** Tied to results of Project Number: 2020-P14

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**Project Number: 2020-P22**      **Non-Motorized 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 2.

**Justification:** 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: 2018-P23**      **Planning: Parks/Recreation Plan – 5-Year Update**

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**Description:** The Parks/Recreation plan outlines the plan for operations, maintenance, capital improvements and programming of the City's parks and trails. This update will be a progress check on implementation of projects in the past five years and outline projects for the next five. It will also incorporate goals identified in the Master Plan update which includes sub-area corridor studies that will inform future land use and non-motorized projects.



**Justification:** The Parks/Recreation plan is required by statute in order to be eligible for grants and for coordination with other jurisdictions, in particular, the Michigan Department of Natural Resources (DNR), Michigan Department of Transportation (MDOT), and Ingham County – Drain Commission and Road Department (ICDC and ICRD). The plan also serves as documentation of our compliance with State and Federal requirements such as the Americans with Disabilities Act.

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**Project Number: 2020-P24**      Lee Austin Park Improvements- Construction

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**Description:** Implement construction plans for Lee Austin Park. Construction will be coordinated with the Downtown Development Authority, Consumers Energy and the railroad, and with the Maple Street roadway and bridge repairs (2025 spring-fall construction season).

**Justification:** Tied to results of Project Number: 2020-P6

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**Project Number: 2020-P25**      Non-Motorized 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 2.

**Justification:** 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: 2020-P26**      Second Drive - Cemetery

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

**Justification:** This is a second entrance into the Cemetery that will improve traffic circulation and emergency access in the event the main entrance is closed or obstructed for any reason.

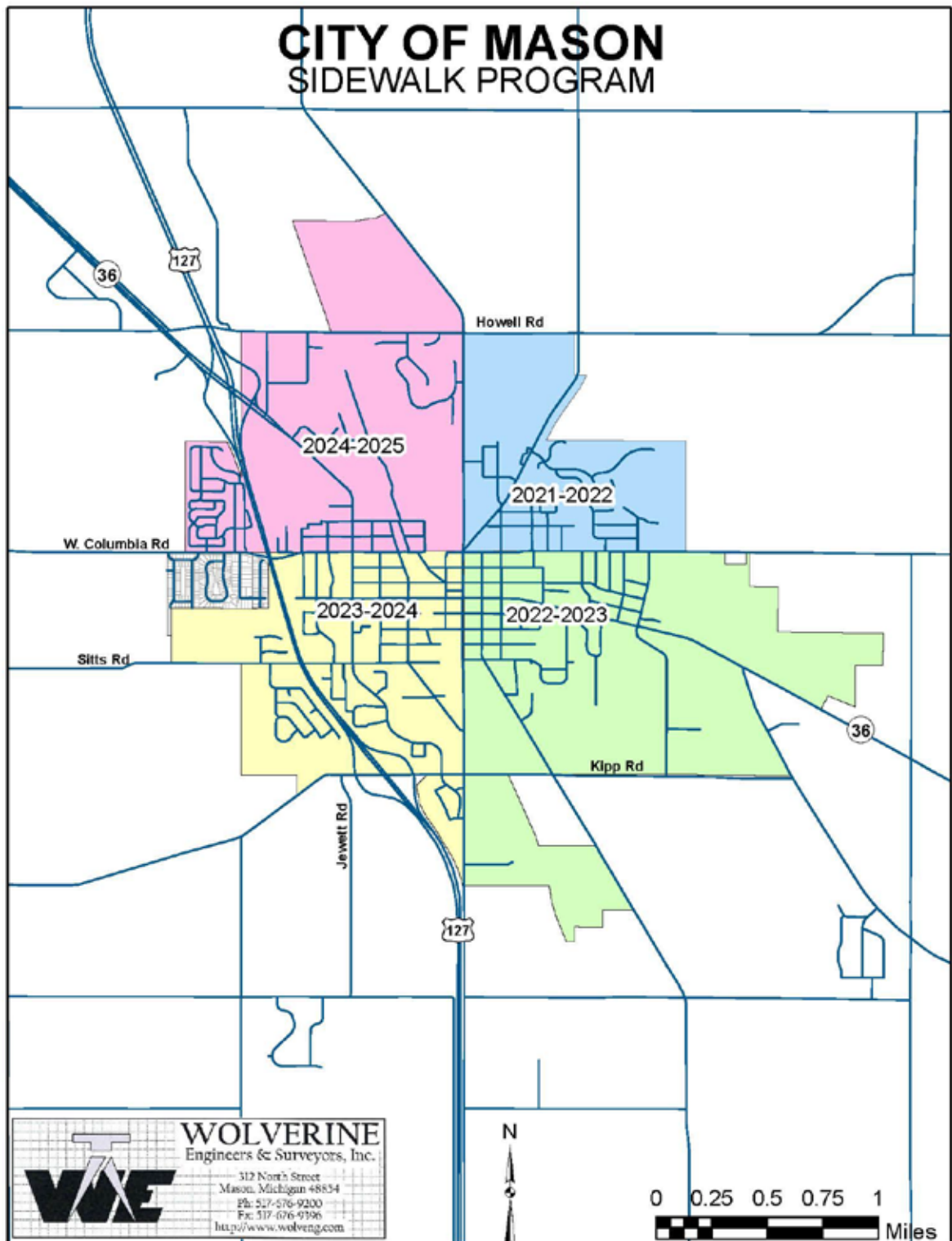
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**Project Number: 2021-P2**      Non-Motorized Program: Southeast Quadrant of the City **(NEW)**

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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 2.

**Justification:** This program will allow us to address affected areas proactively and receive the cost savings of bidding it with a concrete specific project.



# Motor Vehicle Pool (MVP)

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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.

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 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	4	4	1	1
Police	Detective Car/Admin Car	2	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		

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

**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 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**

**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: 2017-MVP27****Vehicle No. 86 Replacement**

**Description:** Replacement of vehicle number 86 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 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-MVP24****Equipment No. 59 Replacement**

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

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

**Project Number: 2017-MVP18a****Vehicle No. 24 Replacement**

**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. Purchase moved and split to allow for consistent and sustainable MVP budget.

**Project Number: 2020-MVP1****Equipment No. 91 Replacement**

**Description:** Replacement of Leaf Machine, number 91 utilized by Cemetery, Parks, Forestry and DPW for leaf pick up.

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

**Project Number: 2017-MVP18b**      **Vehicle No. 24 Equipping**

**Description:** Equipping 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. Purchase moved and split to allow for consistent and sustainable MVP budget.

**Project Number: 2018-MVP3**      **Vehicle No. 84 Replacement**

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

**Justification:** Replacement due to life of equipment. Replacement will be 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-MVP4**      **Vehicle No. 31 Replacement**

**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: 2019-MVP3**      **Vehicle No. 15 Replacement**

**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-MVP5**      **Vehicle No. 86 Replacement**

**Description:** Replacement of vehicle number 86 with a 4-door Explorer police utility vehicle utilized as a police car. *This purchase will be at the end of year 3 and follow the 4 year replacement cycle. Purchase in this fiscal year is necessary to accommodate purchase of Large Equipment No. 26 in 2025-26 fiscal year.*

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

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

**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: 2020-MVP2****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: 2019-MVP2****Vehicle No. 83 Replacement**

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

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

**Project Number: 2020-MVP3****Large Equipment No. 26 Replacement**

**Description:** Replacement of vehicle number 26 Vactor Truck.

**Justification:** Replacement due to life of vehicle. Truck is utilized by DPW for sanitary sewer cleaning, sewer backups, cleaning storm water basins, and other tasks. Replacement will be with like vehicle.

**Project Number: 2021-MVP1****Mower No. 75 Replacement****(NEW)**

**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.

**Project Number: 2021-MVP2****Vehicle 5 Replacement****(NEW)**

**Description:** Replacement of vehicle number 5 with a 4-door passenger vehicle utilized as a police car for the detective position.

**Justification:** Replacement due to life of equipment. Replacement most likely will be with a Ford Explorer. The Explorers provided the best utilization of space for our officers and passengers with minimal cost increase.

**Project Number: 2021-MVP3****Vehicle 12 Replacement****(NEW)**

**Description:** Replacement of vehicle number 12, 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: 2021-MVP4****Vehicle 14 Replacement****(NEW)**

**Description:** Replacement of vehicle number 14, 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: 2021-MVP5**

**Vehicle 21 Replacement**

**(NEW)**

**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: 2021-MVP6**

**Vehicle 84 Replacement**

**(NEW)**

**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 like equipment.



# Building, Property and Equipment (B)

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## 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 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.

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**Project Number: 2017-B5b    Building: Library Improvements, Phase I, Part 1**

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**Description:** Improvements to the first floor of the library building necessary to meet safety and accessibility requirements, and to improve utilization. Phase 1, Part 1 will focus on a new entrance, utilities (electrical, plumbing, mechanical), one interior ADA compliant bathroom.

**Justification:** The building is nearly 80 years old and in need of upgrades that will support prolonged use and 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, 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.

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

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**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 & 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 Machine**

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**Description:** Replacement of Heavy-Duty Commercial Washing 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 was purchased in 1994 and have been repaired several times. It should be considered for replacement.

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**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.

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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.

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**Project Number: 2018-B21**      **Police: Interview Digital Recording System**

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**Description:** Purchase and update two existing interview room camera systems in both the non-secure interview room and secure interview room.

**Justification:** Law enforcement officers engage and speak with citizens who are in crisis, who have been victimized and who often require privacy during face-to-face conversations. A non-secure and a secure interview rooms are the primary areas where more private law enforcement-citizen conversations occur, walk-in complainants are taken and where citizen and suspect interviews occur. Quality equipment that is user-friendly, reliable; and which meets statutory standards and Department of Justice oversight is critical. Our current system is an older in-car system converted to be used indoors and is several years old and a generation older than our last in-car system which was purchased years ago. Support and repairs will soon not be available. Another goal is to research and purchase equipment using a systems integrated approach making it part of either our current in-car system or facility security video system, thus with a co-located server capable of proper digital storage CJIN standards and evidence integrity. Both of which are possibilities. The State of Michigan, by statute, mandates interrogations involving major felonies and some serious misdemeanors. We require 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 statute (PA 479 of 2012), policy and best practices.

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

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**Description:** The City's 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 the adoption of the final Masterplan and city ordinance updates.

**Justification:** The Masterplan investment is now phased over two fiscal years - community engagement, technical analysis and a draft Masterplan in phases one and two (FY2020-21) with the final adoption and city ordinance updates taking place in Phase 2 two (FY2021-22).

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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-B2b**      **Building: City Hall Renovations-Phase 1 and Carpet Replacement**

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**Description:** Improvements focused on first floor to accommodate staffing changes and optimum utilization of space. This will also include carpet replacement.

**Justification:** Due to realignment of staff, a focus on customer service, and safety protections, 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. Project split to allow for design in fiscal year 19/20 and renovations in 20/21.

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

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**Description:** Upgrade to Laserfiche Avante software for electronic records storage.

**Justification:** 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 on-site training to set up Records Management module. 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.

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**Project Number: 2020-B4b**      Dept of Public Works (DPW) Facility - Construction

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**Description:** A new facility will need to be built to allow for the Wastewater Treatment 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.

**Justification:** When the City upgrades the Wastewater Treatment Plant the DPW facility needs to be relocated. This anticipated relocation provides the opportunity to consolidate operations.

The greatest amount of space will likely be dedicated to housing vehicles and equipment indoors or under cover. 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. Staff will also evaluate opportunities for partnership with other entities.

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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-B25**      Police: In-Car Digital Recording System

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**Description:** Purchase (4) patrol cars as Replacements or current in-car digital recording systems.

**Justification:** Our L-3 Mobile Vision in-car digital recording systems will be beyond 5-years old and beyond their life expectancy. Per the manufacturer, sales of this generation of units end in 2021 and support and repairs for our units will be difficult or unavailable. The Department must replace four (4) in-car digital recording systems. Due to expected technology changes the department will purchase an up-to-date generation system and server to record, store and manage data from the patrol car fleet. An emphasis must be placed on the system being user friendly, robust, and having redaction capabilities. In-Car systems are critical to the functions of the Department for a myriad of reasons including: best evidence in criminal matters, internal quality controls, personnel audits, transparency and for digital evidence storage. The Michigan Municipal Risk Management Authority considers in-car recording systems an effective risk management tool and partnership funds are available. Four (4) in-car systems will provide one per fully marked patrol vehicles. The Department mandates the usage with only few exceptions to protect certain privacies. For the 2022-2023 Fiscal Year, we will work to invest in a system that integrates with our existing systems as much as able.

**Project Number: 2018-B23a**     Planning: Cedar/127 Corridor Sub-area Plan     *(Moved from 21-22)*

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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 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. The project was moved to even out capital costs in this fund.

**Project Number: 2018-B23b**     Planning: Kipp Road/Temple Street Sub-area Plan     *(Moved from 21-22)*

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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 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. The project was moved to even out capital costs in this fund.

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

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**Description:** Four (4) 5G Patrol Car Modems

**Justification:** The department intends to upgrade the patrol car modems which were installed in 2017 and will be at the end of their life cycle by 2022-2023. 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. 5G Modems will be needed and are the current standard for data exchange in a modern patrol car. It is expected that higher capacity modems will be the norm to keep the car's systems on-line and operating efficiently.

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

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

**Justification:** The City currently has very limited capability with GIS. A variety of key datasets and GIS files exist, but the majority of staff still rely 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.

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**Project Number: 2017-B5c**    **Building: Library Improvements, Phase I, Part 2**

**(SPLIT)**

**Description:** Improvements to the first floor of the library building necessary to meet safety and accessibility requirements, and to improve utilization. Phase 1, Part 2 will relocate the children's area, create an event prep kitchen, second ADA compliant bathroom at new entrance (accessible after hours). This renovation will complete the remaining improvements that increase capacity of the floor area for public access and utilization.

**Justification:** The building is nearly 80 years old and in need of upgrades that will support prolonged use and 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, 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. The project was moved to even out capital costs in this fund.

---

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

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

**Justification:** 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.

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

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**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 must be operational 24/7/365 regardless of extreme heat, cold, ice, snow or any other environmental situations. 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 the already significant investment in vehicles and technology required in modern patrol cars. A (3) unit carport located in the police lot would serve this need, patrol cars can be rotated as needed during unfriendly conditions, which will better serve our citizens.

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**Project Number: 2019-B4**      **Building: City Hall Renovations- Phase 3**

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

**Justification:** Due to realignment of staff and a focus on customer service, the second floor (East 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.

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

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

**Justification:** The City currently has very limited capability with GIS. A variety of key datasets and GIS files exist, but the majority of staff still rely 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 Masterplan/Zoning/CIP update - improving access to information for developers, residents, businesses and property owners.

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**Project Number: 2020-B1**      **Police: Secure Patrol Operations Equipment**

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**Description:** Purchase, integrate and Install quality government/military grade equipment storage cabinets/units into Police Department.

**Justification:** Law enforcement has to rely more and more on expensive, high technology purchases and equipment to sustain our mission readiness and capability. A multi-million dollar radio system with the City owning nearly \$100,000 in hand-held radios, BWC, electronic radar devices, CEWs (Tasers), Naloxone (drugs), patrol rifles and preliminary breath test units which collectively cost hundreds of thousands of



dollars and are only authorized to be used by trained professionals in restricted circumstances. All are assets utilized by our officers which need to be safely secured and stored to ensure their protections, proper long-term care, security and operational readiness. These items require an investment in rugged law enforcement level, modular storage facilities. By fiscal year 2023-2024 the final footprint for the police department for the foreseeable future will be in place and the purchase of storage units is an efficient and responsible purchase for patrol equipment and city assets.

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**Project Number: 2021-B1** Charter Review and Update (NEW)

**Description:** Develop a charter commission to revise the charter to determine if changes are needed to bring it up to date and make it current with how the community has evolved.

**Justification:** The Council has a goal of regular review of regulating language to ensure the organization is functioning as efficiently as possible. Over time it is expected that the Mason community has changed and as a consequence the charter may need to be revised. This can be a time consuming and costly venture, so while it may not qualify under the current CIP project criteria, the Council would like to ensure it is captured as a priority for future budgeting.

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**Project Number: 2017-B13** IT: AV Room Technology Replacement Phase 2

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

**Justification:** Phase 1 addressed simplifying the system and creating easier to use audio and video recording equipment. Phase 2 will upgrade the cameras and related equipment to assure we continue to provide high quality 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.

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

**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; second floor renovations for staff offices and tenant space (Ingham County Genealogical Society). All improvements will meet the standards of the Americans with Disabilities Act (ADA). All improvements would be contingent on designs meeting the standards of the State Historic Preservation Office.

**Justification:** See Project Number: 2017-B5b

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**Project Number: 2019-B10** IT: New Servers (Moved from 24-25)

**Description:** New Windows and Server

**Justification:** The server needs to be upgraded on a 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. The project was moved to occur at the beginning of the 2024-25 fiscal year.

**Project Number: 2020-B2**      **Building: Parking Lot Repairs/ Seal Coating**

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**Description:** Repairs to parking lots including lot behind Courthouse Pub, lot behind Hillard Building, City Hall Parking Lot, lot behind Keans, and Police Parking Lot.

**Justification:** Regular repair required to maintain these lots and extend life of surface.

**Project Number: 2020-B3**      **Building: City Hall Carpet Replacement**

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**Description:** Replace Community Room and office area carpeting.

**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.

**Project Number: 2021-B2**      **Speed Trailer and Message Board** **(NEW)**

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**Description:** The purchase of a new Speed Trailer & Message Board will assist the City with traffic and public safety through messaging, education, information sharing, data collection and traffic law enforcement and deterrence.

**Justification:** A Speed Trailer & Message Board can be deployed at the initiative of law enforcement and citizen requests, but also a tool which can be used by all departments to gather information (messaging, traffic counts, detours, temporary road closures, PSA's, etc.) and provide essential information. The City of Mason current owns an older Speed Trailer with more limited capability and minimal communications capacity to motorists



# CAPITAL IMPROVEMENTS PROGRAM 2021-2027

## BUDGET and RESOLUTIONS

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CAPITAL IMPROVEMENTS PROGRAM 2021-2027  
Recommended XXXX xx, 2021 - Planning Commission  
Adopted XXXX xx, 2021 - City Council

STREETS, BRIDGES, SIGNALS (S)			Budget	Forecast		Projections			Total Project Cost
Project Number	Category	Project Name/Description	2021-2022	2022-2023	2023-2024	2024-2025	2025-2026	2026-2027	
2017-S23	Streets	Rayner Street - Randolph Street to Columbia Street	\$ 53,430						\$ 53,430
2017-S24	Streets	Eugenia Drive - Northbrook Street to End	\$ 316,680						\$ 316,680
2017-S25	Streets	Hall Blvd - Ash Street to South Street	\$ 422,240						\$ 422,240
2017-S26	Streets	Columbia Street - Park Street to Jefferson Street	\$ 75,690						\$ 75,690
2019-S9b	Streets	<b>MOVED:</b> Maple Street/ Jefferson Street Signal Evaluation	\$ 250,000						\$ 250,000
2017-S14	Streets	E. Cherry Street - Rogers Street to End		\$ 109,608					\$ 109,608
2017-S15	Streets	S. Barnes Street - Ash Street to Kipp Road		\$ 755,160					\$ 755,160
2018-S27	Streets	Peachtree Place - Columbia Street to South Street			\$ 457,720				\$ 457,720
2018-S29	Streets	McRoberts Street - Columbia Street to Maple Street			\$ 84,355				\$ 84,355
2018-S30	Streets	Steele Street - Ash Street to Elm Street			\$ 68,900				\$ 68,900
2018-S31	Streets	W. Oak Street - McRoberts Street to Lansing Street			\$ 130,188				\$ 130,188
2019-S1	Streets	Walnut Court - Columbia Street to Ash Street			\$ 118,940				\$ 118,940
2019-S2	Streets	Coppersmith - Sanctuary Street to Wildemere Street				\$ 126,150			\$ 126,150
2019-S3	Streets	South Street - Barnes Street to Rogers Street				\$ 173,275			\$ 173,275
2019-S4	Streets	Foxview Street - Entire Length				\$ 52,780			\$ 52,780
2019-S6	Streets	Middlebury - Entire Length				\$ 90,480			\$ 90,480
2019-S7	Streets	McRoberts Street - Maple Street to South Street				\$ 278,980			\$ 278,980
2019-S8	Streets	Maple Street - Lansing Street to Park Street				\$ 120,640			\$ 120,640
2017-S16	Bridge	Maple Street Bridge Repair/Replacement					\$ 250,000		\$ 250,000
2020-S1	Streets	Rogers Street - Ann Street to Columbia Street					\$ 126,750		\$ 126,750
2020-S2	Streets	South Street - Rogers Street to Hall Blvd					\$ 221,000		\$ 221,000
2020-S3	Streets	State Street - Sycamore Street to Maple Street					\$ 65,000		\$ 65,000
2020-S4	Streets	Steele Street - Sycamore Street to Maple Street					\$ 45,500		\$ 45,500
2020-S5	Streets	Stratford Drive - Eaton Drive to Columbia Street					\$ 78,000		\$ 78,000
2020-S6	Streets	Wildemere Drive - Coppersmith Drive to Stratford Drive					\$ 247,000		\$ 247,000
2019-S10	Streets	<b>MOVED:</b> Franklin Farms Extension						\$ 2,000,000	\$ 2,000,000
2021-S1	Streets	<b>NEW:</b> Avery Lane —Entire Length						\$ 101,400	\$ 101,400
2021-S2	Streets	<b>NEW:</b> E. Sycamore Street—Jefferson to Steele Street						\$ 247,000	\$ 247,000
2021-S3	Streets	<b>NEW:</b> W. Sycamore Street—Jefferson to State Street						\$ 104,000	\$ 104,000
2021-S4	Streets	<b>NEW:</b> W. Sycamore Street -- Cedar Street to S. Lansing Street						\$ 156,000	\$ 156,000
2021-S5	Streets	<b>NEW:</b> Vanderveen Drive—Entire Length						\$ 143,000	\$ 143,000
2021-S6	Streets	<b>NEW:</b> Windjammer Court – Entire Length						\$ 84,500	\$ 84,500
			\$ 1,118,040	\$ 864,768	\$ 860,103	\$ 842,305	\$ 1,033,250	\$ 2,835,900	\$ 7,554,366

UTILITIES: SANITARY SEWER, STORM WATER, AND WATER DISTRIBUTION (U)			Budget	Forecast		Projections			Total Project Cost
Project Number	Category	Project Name/Description	2021-2022	2022-2023	2023-2024	2024-2025	2025-2026	2026-2027	
2017-U15	Water	Replace Hydrants at Mason Plaza	\$ 25,000						\$ 25,000
2017-U34	Water	Well No. 5 Rebuild	\$ 40,000						\$ 40,000
2019-U3a	POTW	<b>SPLIT:</b> Waste Water Treatment Plant - Design	\$ 2,000,000						\$ 2,000,000
2021-U1	Water	<b>NEW:</b> High-Pressure Pump Variable Frequency Drive – WTP	\$ 15,000						\$ 15,000
2021-U2	Water	<b>NEW:</b> Replacement of Valves – WTP	\$ 50,000						\$ 50,000
2017-U27	DPW	Cherry Street Utilities - Rogers Street to End		\$ 160,800					\$ 160,800
2017-U28	DPW	S. Barnes Street Utilities - Ash Street to Kipp Road		\$ 546,360					\$ 546,360
2018-U37	Water	Well No. 10 Rebuild		\$ 40,000					\$ 40,000
2019-U3b	POTW	<b>SPLIT:</b> Waste Water Treatment Plant - Construction		\$ 11,002,000					\$ 11,002,000
2019-U6	POTW	<b>MOVED:</b> Wastewater Solids Handling System- Construction		\$ 1,000,000					\$ 1,000,000
2017-U8	Water	Replace Programmable Logic Controllers (PLC) on Three (3) Wells			\$ 45,000				\$ 45,000
2017-U26	Water	<b>MOVED:</b> New Well at Franklin Farms			\$ 400,000				\$ 400,000
2018-U39	Water	Well No. 9 Rebuild			\$ 40,000				\$ 40,000
2018-U40	Water	North Water Tower Exterior/Interior Evaluation and Repaint			\$ 750,000				\$ 750,000
2019-U7	POTW	Convert POTW Property to Public Space			\$ 100,000				\$ 100,000
2021-U3	Streets	<b>NEW:</b> Steele Street Utilities - Ash Street to Elm Street			\$ 193,140				\$ 193,140
2019-U5	POTW	<b>MOVED:</b> Post-Construction Demolition of Unused Structures				\$ 200,000			\$ 200,000
2019-U9	Water	New Chlorine Generator				\$ 75,000			\$ 75,000
2019-U10	Water	Water Plant Filter Media Replacement				\$ 175,000			\$ 175,000
2019-U11	Water	Well No. 8 Rebuild				\$ 45,000			\$ 45,000
2017-U29	DPW	Generators for ISD and Curtis Street Lift Stations					\$ 40,000		\$ 40,000
2019-U8	POTW	Wastewater Plant Office Building Remodel					\$ 500,000		\$ 500,000

2020- U2	Storm Water	Cedarwoods Retention Ponds Maintenance					\$ 50,000		\$ 50,000
2021-U6	Water	<b>NEW:</b> Advanced Metering Infrastructure						\$ 120,000	\$ 120,000
			\$ 2,130,000	\$ 12,749,160	\$ 1,528,140	\$ 495,000	\$ 590,000	\$ 120,000	\$ 17,612,300

PARKS/ CEMETERY/ FORESTRY/ NONMOTORIZED (P)			Budget	Forecast		Projections			
Project Number	Category	Project Name/Description	2021-2022	2022-2023	2023-2024	2024-2025	2025-2026	2026-2027	Total Project Cost
2020-P3	Non-Motorized	Hayhoe Riverwalk Trail - Evaluate and Repair	\$ 100,000						\$ 100,000
2020-P6	Park	<b>MOVED:</b> Lee Austin Park Improvements - Plan/Design	\$ 15,000						\$ 15,000
2020-P10	Non-Motorized	Non- Motorized Program: Northeast Quadrant of the City	\$ 20,000						\$ 20,000
2020-P11	Park	Rayner Park Improvements- Phase I Construction	\$ 350,000						\$ 350,000
2020-P4	Non-Motorized	<b>MOVED:</b> Hayhoe Riverwalk Trail - Trail Signage		\$ 50,000					\$ 50,000
2020-P12	Park	Bond Park Improvements - Plan/Design		\$ 20,000					\$ 20,000
2020-P13	Park	Griffin Park Improvements - Plan/Design		\$ 5,000					\$ 5,000
2020-P14	Park	Hayes Park Improvements - Plan/Design		\$ 20,000					\$ 20,000
2020-P15	Non-Motorized	Jefferson Trailhead / Cemetery / Community Garden		\$ 100,000					\$ 100,000
2020-P17	Non-Motorized	Non- Motorized Program: Southeast Quadrant of the City		\$ 20,000					\$ 20,000
2020-P1	Non-Motorized	Columbia Street Bridge- Protected Walkway Construction		\$ 115,000					\$ 115,000
2020-P9	Wayfinding	<b>MOVED:</b> Signage Plan: DDA/HDC District			\$ 150,000				\$ 150,000
2020-P18	Park	Bond Park Improvements- Construction			\$ 200,000				\$ 200,000
2020-P16	Non-Motorized	<b>MOVED:</b> Non-Motorized: Kipp Rd/ Cedar St			\$ 80,000				\$ 80,000
2020-P20	Non-Motorized	Non- Motorized Program: Southwest Quadrant of the City			\$ 20,000				\$ 20,000
2020-P19	Wayfinding	<b>MOVED:</b> Signage Plan: Major Corridors				\$ 150,000			\$ 150,000
2020-P21	Park	Hayes Park Improvements - Construction				\$ 200,000			\$ 200,000
2020-P22	Non-Motorized	Non- Motorized Program: Northwest Quadrant of the City				\$ 20,000			\$ 20,000
2020-P23	All	Planning: Parks/Recreation Plan - 5 year update				\$ 30,000			\$ 30,000
2020-P24	Park	Lee Austin Park Improvements - Construction					\$ 300,000		\$ 300,000
2020-P25	Non-Motorized	Non- Motorized Program: Northeast Quadrant of the City					\$ 20,000		\$ 20,000
2020-P26	Cemetery	Second Drive - Cemetery					\$ 70,000		\$ 70,000
2021-P2	Non-Motorized	<b>NEW:</b> Non- Motorized Program: Southeast Quadrant						\$ 20,000	\$ 20,000
			\$ 485,000	\$ 330,000	\$ 450,000	\$ 400,000	\$ 390,000	\$ 20,000	\$ 2,075,000

MOTOR VEHICLE POOL (MVP)			Budget	Forecast		Projections			
Project Number	Category	Project Name/Description	2021-2022	2022-2023	2023-2024	2024-2025	2025-2026	2026-2027	Total Project Cost
2017-MVP22	Equipment- Police	Vehicle No. 83 Replacement	\$ 48,000						\$ 48,000
2017-MVP23	Equipment- DPW	Vehicle No. 21 Replacement	\$ 45,000						\$ 45,000
2017-MVP27	Equipment- Police	Vehicle No. 86 Replacement	\$ 48,000						\$ 48,000
2018-MVP24	Equipment- DPW	Vehicle No. 59 Replacement	\$ 18,000						\$ 18,000
2017-MVP18a	Equipment- DPW	Vehicle No. 24 Purchase (SPLIT)		\$ 85,000					\$ 85,000
2020-MVP1	Equipment- DPW	Equipment No. 91 Replacement		\$ 95,000					\$ 95,000
2017-MVP18b	Equipment- DPW	Vehicle No. 24 Equipping (SPLIT)			\$ 85,000				\$ 85,000
2018-MVP3	Equipment- Police	Vehicle No. 84 Replacement			\$ 49,000				\$ 49,000
2018-MVP4	Equipment- DPW	Vehicle No. 31 Replacement			\$ 46,000				\$ 46,000
2019-MVP3	Equipment- Water	Vehicle No.15 Replacement				\$ 28,000			\$ 28,000
2019-MVP5	Equipment- Police	Vehicle No. 86 Replacement				\$ 49,000			\$ 49,000
2019-MVP6	Equipment- DPW	Vehicle No. 802 Replacement				\$ 51,000			\$ 51,000
2020-MVP2	Equipment- Police	Vehicle No. 85 Replacement				\$ 49,000			\$ 49,000
2019-MVP2	Equipment- Police	Vehicle No. 83 Replacement					\$ 49,000		\$ 49,000
2020-MVP3	Equipment- DPW	Large Equipment No. 26 Replacement					\$ 300,000		\$ 300,000
2021-MVP1	Equipment- DPW	<b>NEW:</b> Mower No. 75 Replacement						\$ 12,000	\$ 12,000
2021-MVP2	Equipment- Police	<b>NEW:</b> Vehicle No. 5 Replacement						\$ 49,000	\$ 49,000
2021-MVP3	Equipment- DPW	<b>NEW:</b> Vehicle No. 12 Replacement						\$ 27,000	\$ 27,000
2021-MVP4	Equipment- DPW	<b>NEW:</b> Vehicle No. 14 Replacement						\$ 27,000	\$ 27,000
2021-MVP5	Equipment- DPW	<b>NEW:</b> Vehicle No. 21 Replacement						\$ 46,000	\$ 46,000
2021-MVP6	Equipment- Police	<b>NEW:</b> Vehicle No. 84 Replacement						\$ 49,000	\$ 49,000
			\$ 159,000	\$ 180,000	\$ 180,000	\$ 177,000	\$ 349,000	\$ 210,000	\$ 1,255,000

BUILDING, PROPERTY, EQUIPMENT (B)			Budget	Forecast		Projections			
Project Number	Category	Project Name/Description	2021-2022	2022-2023	2023-2024	2024-2025	2025-2026	2026-2027	Total Project Cost
2017-B5b	Building- Library	Building: Library Improvements, Phase I, Part 1	\$ 225,000						\$ 225,000
2017-B7	Building- City Hall	Building: Parking Lot Repairs	\$ 40,350						\$ 40,350
2017-B10	Building- Fire	Fire: Fire Station 1- Furnace/AC, Office Area and Training Room	\$ 20,000						\$ 20,000
2017-B11	Equipment- Fire	Fire: Fire Station 1- Commercial Washing Machine	\$ 8,000						\$ 8,000
2017-B15	Equipment- Fire	Fire: Rescue Boat and Motor	\$ 10,000						\$ 10,000
2018-B15	Building- Fire	Fire: Sprinkler System in Truck Bay	\$ 25,000						\$ 25,000
2018-B16	Building- Fire	Fire: Station 1 Rear Approach	\$ 25,000						\$ 25,000
2018-B21	Equipment- Police	Police: Interview Rooms Recording System	\$ 15,000						\$ 15,000
2018-B23	Planning	Planning: Master Plan/Zoning 5-year Update (Major): Phase III	\$ 50,000						\$ 50,000
2018-B24	Building- City Hall	Building: Rental Space Furniture Replacement	\$ 5,000						\$ 5,000
2019-B2b	Building- City Hall	Building: City Hall Renovations - Phase 1 and Carpet Replacement	\$ 150,000						\$ 150,000
2019-B3	Equipment-Clerk	Clerk Upgrade to Laserfiche Avante Platform	\$ 20,000						\$ 20,000

2020-B4b	Building - DPW	Department of Public Works Facility Construction	\$ 4,000,000						\$ 4,000,000
2018-B20	Building- Fire	Fire: Carpet Replacement for Station 1		\$ 20,000					\$ 20,000
2018-B25	Equipment-Police	Police: In-Car Digital Recording System		\$ 45,000					\$ 45,000
2018-B23a	Planning	<b>MOVED:</b> Planning: Cedar/127 Corridor Sub-area Plan		\$ 50,000					\$ 50,000
2018-B23b	Planning	<b>MOVED:</b> Planning: Kipp Road/Temple Street Sub-area Plan		\$ 30,000					\$ 30,000
2018-B26	Equipment-Police	Police: Patrol Car Modem Upgrades 5G		\$ 6,000					\$ 6,000
2019-B5	Equipment - IT	IT: Geographic Information System (GIS) - Phase 1		\$ 17,000					\$ 17,000
2017-B5c	Building- Library	<b>SPLIT:</b> Building: Library Improvements, Phase I, Part 2			\$ 275,000				\$ 275,000
2019-B7	Equipment - IT	IT: Geographic Information System (GIS) - Phase 2			\$ 15,000				\$ 15,000
2019-B8	Equipmet	Police: Car Port (3-Car Unit)			\$ 15,000				\$ 15,000
2019-B4	Building- City Hall	Building: City Hall - Phase 3				\$ 100,000			\$ 100,000
2019-B9	Equipment - IT	IT: Geographic Information System (GIS) - Phase 3				\$ 15,000			\$ 15,000
2020-B1	Equipment-Police	Police: Secure Patrol Operations Equipment				\$ 6,000			\$ 6,000
2021-B1	Council	<b>NEW:</b> Charter Review and Update				\$ 20,000			\$ 20,000
2017-B13	Equipment- IT	IT: AV Room Technology Replacement					\$ 150,000		\$ 150,000
2019-06	Building- Library	Building: Library Improvements, Phase 2					\$ 850,000		\$ 850,000
2019-B10	Equipment-IT	<b>MOVED:</b> IT: New Servers					\$ 40,000		\$ 40,000
2020-B2	Building	Building: Parking Lot Repairs/ Seal Coating					\$ 20,000		\$ 20,000
2020-B3	Building	Building: City Hall Carpet Replacement					\$ 20,000		\$ 20,000
2021-B2	Equipment- Police	<b>NEW:</b> Speed Trailer and Message Board						\$ 12,000	\$ 12,000
			\$ 4,593,350	\$ 168,000	\$ 305,000	\$ 141,000	\$ 1,080,000	\$ 12,000	\$ 6,299,350

	Budget	Forecast		Projections			
	2021-2022	2022-2023	2023-2024	2024-2025	2025-2026	2026-2027	Total Project Cost
GRAND TOTALS	\$ 8,485,390	\$ 14,291,928	\$ 3,323,243	\$ 2,055,305	\$ 3,442,250	\$ 3,197,900	\$ 34,796,016



## City of Mason Planning Commission *Staff Report*

TO: Planning Commission  
FROM: Elizabeth A. Hude, AICP, Community Development Director  
SUBJECT: 914 S. Eugenia Drive: Special Use Permit  
DATE: March 4, 2021

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Amber Nixon has submitted a request submitted for a Special Use Permit to increase capacity of her family day care from its currently licensed maximum of six children to allow up to a maximum of twelve children at 914 S. Eugenia Drive, parcel 33-19-10-08-326-004, City of Mason, Ingham Co.

This is shown on the documents included with the application, received February 4 and 22, 2021 which includes:

- Narrative
- 4 photos of location

The applicant paid a fee of \$275 (Special Use Permit/Site Plan Review), and together with the documents listed above, the application appears to satisfy the submittal requirements of Sec. 94-191 and Sec. 94-226(c).

### **PUBLIC NOTICE**

Notice was given as required in Sec. 94-101 which requires notices to be published in a newspaper of general circulation, and to be mailed to owners and occupants within 300 feet of the boundary of the subject property. The public hearing notice was published in the Ingham County Community News Legal Section on Sunday, February 21, 2021; notices were mailed to 19 residents on February 16, 2021.

Staff received two comments from the public included in this report.

### **LAND USE/ZONING/MASTER PLAN:**

The property is located in the RS-3 District. Section 94-123 (d)(2) states that a Special Use Permit is required for a *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)).*

Section 94-222(4) states that any use permitted by a Special Use Permit requires site plan review. The applicant has, therefore, made application for both a Special Use Permit and Site Plan Review. No alteration to the site or structure is proposed at this time.



The site is located and fronts on both Ash Street/M-36 (state trunk-line under the jurisdiction of Michigan Department of Transportation (MDOT)) and South Jefferson Street, a local public roadway.

The surrounding land uses and zoning are as follows:

	Current Land Use	Zoning	Future Land Use
<b>North</b>	Residential	RS-3 (Single Family Residential)	Residential
<b>East</b>	Residential	RS-3 (Single Family Residential)	Residential
<b>South</b>	Residential	RS-3 (Single Family Residential)	Residential
<b>West</b>	Residential	RS-2 (Single Family Residential)	Residential

### **REVIEW OF SUBMITTAL**

While the proposed use appears to be generally consistent with the goals and objectives of the Master Plan, the Planning Commission will need to determine if the facts presented create a commercial encroachment in a residential area, and whether or not impacts can be reasonably mitigated.

Staff is working with the applicant to confirm how they will address the matter regarding toys, and screening of trash receptacles and will provide an update at the public hearing.

It should also be noted that Eugenia Drive will be under construction this year as part of the Cities Capital Improvement Program. This may impact traffic in the area.

Staff received the following comments:

Police	No concerns
Fire	No concerns

**§94-227. Standards for site plan review and approval.** In reviewing an application for site plan review and approval the following standards shall apply:

STATUS/NOTE	REQUIREMENT
*M = Meets requirements; I = Information Needed; R = Recommendation; NC = No change to existing condition, NA=Not applicable	
M/NC	(1) The site shall be developed so that all elements shall be harmoniously and efficiently organized in relation to the size, shape, type and topography of the site and surrounding property.
I	(2) The site shall be developed so as not to impede the normal and orderly development, improvement, and use of surrounding property for uses permitted in this chapter.
<b>A public comment was received requesting more information on how toys will be retained on the property and not end up in the neighbors' yards. How tall is the existing fence?</b>	
M/NC	(3) All buildings or groups of buildings shall be arranged to permit emergency vehicle access by some practical means to all sites.
M/NC	(4) Every structure or dwelling unit shall have direct access to a public street or indirect access to a public street via an approved dedicated private street.

M/NC	(5) Appropriate measures shall be taken to ensure that the addition or removal of surface waters will not adversely affect neighboring properties, that controls are in place to minimize sedimentation and erosion, and that topographic alterations are minimized to accommodate storm water management.
M/NC	(6) Provisions shall be made for the construction of storm sewer facilities including grading, gutters, piping, on-site storage, and treatment of turf as required to handle stormwater and prevent erosion.
M/NC	(7) Secondary containment for above ground areas where hazardous substances are stored or used shall be provided as required by the city fire chief.
M/NC	(8) Exterior lighting shall be designed and located so that the source of illumination is directed away from adjacent properties, the intensity of lighting is the minimum necessary, and the direction of lighting is downward as much as is possible and appropriate for the project.
I	(9) All loading and unloading areas, outside storage areas, and refuse receptacles shall be screened from casual view from the public rights-of-way and adjoining land uses.
<b>During a site visit, staff observed trash receptacles visible in the driveway in front of the garage. More information is required on how this will be screened in the future.</b>	
M	(10) Site plans shall meet the driveway, traffic safety, and parking standards of the city in such manner as necessary to address the following:
	a. Safe and efficient vehicular and non-vehicular circulation, including parking areas, non-motorized linkages to abutting parcels, uses, sidewalks, and trails.
	b. Shared driveways and service drives.
	c. Adequate and properly located utilities.
<b>The applicant presents information that traffic will be managed within the existing driveway and available on-street parking and not obstruct the neighbor's driveway's, emergency access, or traffic on the roadway. During a site visit, staff observed traffic during afternoon pick-up at approximately 5:10 pm. Cars were parked on the street and in the driveway and staff observed that there was no obstruction to other driveways, sidewalk, or roadway.</b>	
M	(11) Provisions shall be made for proposed common areas and public features to be reasonably maintained.
<b>The public right of way (sidewalk, grassy area between sidewalk and road, roadway) appeared to be well maintained during a staff site visit. There were no toys or debris.</b>	
M	(12) The site plan submittal shall demonstrate compliance with all applicable requirements of this chapter, chapters 58 and 74, the building code, and county, state, and federal law.
<b>If approved, the applicant will be responsible for obtaining the necessary State License and a Building Permit to update the Certificate of Occupancy demonstrating that the structure meets the building code for the proposed use. The property will continue to be responsible for observing the City's ordinances, in particular Chapter 6 – Property Maintenance, as well as the terms of Chapter 94 – Zoning and the Special Use Permit.</b>	
In addition to these standards, Section 94-191(f) of the Mason Code provides the Basis of Determination for Special Use Permits. These standards must be met before a Special Use Permit can be approved. The standards regarding compliance follow:	
(1) <i>Be designed, constructed, operated, and maintained so as to be harmonious and appropriate in appearance with the existing or intended character of the general vicinity and that such a use</i>	

*will not change the essential character of adjacent property or the zoning district in which it is proposed.*

The location is currently zoned RS-3 Single Family Residential. The surrounding area is also single family residential.

- (2) *Not be hazardous or disturbing to uses in the same general vicinity and will be a substantial improvement to property in the immediate vicinity and to the community as a whole.*  
Provided the concerns with toys and screening of trash receptacles are met, the use appears that it will not be hazardous or disturbing to uses in the same general vicinity. Staff is not aware of any additional conflicts of a hazardous or disturbing nature associated with the proposed use. As there are several families in the neighborhood, the use provides a service that has the potential to be a substantial improvement to the area provided the property continues to be well maintained in accordance with other local ordinances.
- (3) *Be served adequately by essential facilities and services, such as highways, streets, police and fire protection, drainage structures, refuse disposal, water and sewage facilities, and schools.*  
The site is currently adequately served by essential facilities and services.
- (4) *Not create additional requirements at public cost for public facilities and services.*  
It does not appear that the proposed use will create additional public costs.
- (5) *Not involve uses, activities, processes, materials, and equipment or conditions of operation that will be detrimental to any person, property, or the general welfare by noise, fumes, glare, or odors.*  
The hours of operation are during the day when most neighbors are traditionally at work. With more people working from home due to Covid, the impact of noise may be a consideration. The noise associated with children playing during the day would not appear to be any less harmonious than a group of neighbor children gathering for a play date or birthday party. Provided trash is contained in the designated receptacles and picked-up routinely, there does not appear to be a concern with odor. Staff defers to the Planning Commission for additional consideration; however, it appears, the proposed use will meet this requirement.
- (6) *Not be located such that it will directly or indirectly have a substantial adverse impact on the natural resources of this city.*  
Staff is not aware of any conditions that would create any substantial adverse impact.
- (7) *Be in compliance with other applicable local, county, state, or federal rules and regulations.*  
The applicant is aware of the requirements for licensing through the state, and local requirements for addressing the building code and property maintenance. It appears the proposed use will meet this requirement.

**STAFF RECOMMENDATION:**

Staff finds that the proposal appears to meet all requirements for approval. The concurring vote of a majority of the members appointed to and serving on the planning commission shall be necessary to approve a special use permit.

Staff offers the following motion for consideration:

**MOTION**

Motion to approve Resolution 2021-02 for a Special Use Permit and Final Site Plan

**Attachments:**

1. Resolution 2021-02
2. Application
3. Public comments

Introduced:  
Second:

**CITY OF MASON  
PLANNING COMMISSION  
RESOLUTION No. 2021-02**

**A RESOLUTION GRANTING A SPECIAL USE PERMIT AND JOINT PRELIMINARY/FINAL SITE PLAN  
APPROVAL TO INCREASE THE CAPACITY OF HER FAMILY DAYCARE FROM ITS CURRENTLY LICENSED  
MAXIMUM OF SIX CHILDREN TO ALLOW UP TO A MAXIMUM OF TWELVE CHILDREN.**

**March 9, 2021**

**WHEREAS**, a request has been received from Amber Nixon, Little Hands Daycare, for approval of a Special Use Permit and Final Site Plan Approval to increase the capacity of her family daycare from its currently licensed maximum of six children to allow up to a maximum of twelve children and,

**WHEREAS**, the subject property is located at 914 S. Eugenia, parcel 33-19-10-08-326-004; and,

**WHEREAS**, the proposal was shown on application materials provided on February 4 and February 22, 2021; and,

**WHEREAS**, the parcel is zoned RS-3 Single Family Residential District; and

**WHEREAS**, Section 94-123 (d)(2) states that a Special Use Permit is required for a Day care facility providing care for more than six but not more than 12 individuals in a state licensed residential facility in an RS-3 Single Family Residential District; and,

**WHEREAS**, Section 94-222(4) states that any use permitted by a Special Use Permit requires site plan review; and

**WHEREAS**, a public hearing on the request was noticed and held at the Planning Commission's regular meeting on March 9, 2021 with testimony given and public comment solicited in accordance with Section 94-101 of the Mason Code; and

**WHEREAS**, the Planning Commission has received, reviewed and accepts the staff report March 4, 2021, as findings of fact that the use will comply with the Site Plan Review Standards listed in Section 94-227, and with the Special Use Permit Review Standards listed in Section 94-191(f) of the Mason Code; and

**NOW THEREFORE BE IT RESOLVED**, that the City of Mason Planning Commission does hereby grant a Special Use Permit and Final site plan approval with no further conditions.

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 City of Mason Planning Commission at its meeting held Tuesday, March 9, 2021, the original of which is part of the City of Mason Planning Commission minutes.

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

Psu21001



# PERMIT APPLICATION

RECEIVED  
FEB 04 2021

4 ZONING

CITY OF MASON  
CUSTOMER SERVICE

## Applicant- Please check one of the following:

- ☐ Preliminary Site Plan Review
- ☐ Final Site Plan Review
- ☒ Special Use Permit\*
- ☐ Administrative Review

\* includes Preliminary Site Plan Review

## DEPARTMENT USE ONLY

Application Received: \_\_\_\_\_

Tax ID: \_\_\_\_\_

Fee: \_\_\_\_\_

Receipt #: \_\_\_\_\_

## Applicant Information:

Name: Amber Nixon

Organization: Daycare

Address: 914 Eugenia Drive Mason MI 48854

Telephone Number: 517 303 4380 Facsimile Number: \_\_\_\_\_

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.

## Property Information:

Owner: Amber Nixon Telephone Number: 517 303 4380

Property Address: 914 Eugenia Drive 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 and uses thereon to verify compliance with the terms and conditions of any Special Use Permit and/or Site Plan approval issued as a result of this application.

Signature: Amber Nixon Date: 12/8/2020





### Requested Description:

**Written Description:** Please use this section to describe the use or uses proposed. Attach additional pages, if necessary.

going from family daycare license of six to twelve children

### Available Services

Public Water ☒ Yes ☐ No

Paved Road (Asphalt or Concrete) ☒ Yes ☐ No

Public Sanitary Sewer ☒ Yes ☐ No

Public Storm Sewer ☒ Yes ☐ No

### Estimate the Following

Traffic Generated by increased number's Total Employees 2

Population Increase 6 Employees in Peak Shift 1

House of Operation \_\_\_\_\_ AM to \_\_\_\_\_ PM

Total Bldg. Area Proposed 1,000 square feet

M Day through F day

Parking Spaces Provided 4

### Project Phasing

This project will be completed in: ☒ One Phase ☐ Multiple Phases – Total No. of Phases: \_\_\_\_\_

**Note:** The phases of construction for multi-phase projects must be shown on the site plan

### Application Materials

The following are checklists of items that generally must be submitted with applications for Preliminary Site Plan Review, Final Site Plan Review, and Special Use Permits. Applicants should review Articles VI and VII of Chapter 94 of the Mason Code for a complete listing of application requirements. All site plan drawings must comply with the requirements of Section 94-226(d) of the Zoning Ordinance. Incomplete applications will not be processed.

- ☒ Completed application form
- ☐ 2 copies of full scale site plan drawings
- ☒ Plans submitted on CD or PDF (email is acceptable)
- ☒ Legal description
- ☐ Proof of ownership/owner authorization
- ☒ Construction schedule for proposed project
- ☒ Construction calculations for utilities
- ☐ Fee (see below)
- ☐ Any other information deemed necessary

### Application Fee

All requests must be accompanied by a fee, as established by the City Council. The fee schedule for Preliminary Site Plan Reviews, Final Site Plan Reviews, and Special Use Permits is as follows (As of October 16, 2006):

Administrative Reviews	\$70.00
Preliminary Site Plan Reviews	\$200.00
Final Site Plan Review	\$100.00
Special Use Permits (includes preliminary site plan review)	\$275.00

201 West Ash Street; Mason, MI 48854-0370

Office: 517.676.9155; Website: [www.mason.mi.us](http://www.mason.mi.us)



Engineering Review

\$220.00\*

\*Two—hour minimum fee for projects increasing demand on public utilities. Actual fees incurred are billed to applicant upon completion of review.

### Application Deadlines

#### Preliminary Site Plan/Special Use Permit Review

Applications for Preliminary Site Plan Review may be submitted at any time. Complete applications must be received a minimum four (4) weeks prior to a Planning Commission meeting to be placed on the agenda. Upon receipt of a complete application, a public hearing will be scheduled for the next regularly scheduled meeting (for Special Use Permits only). The Planning Commission has the final authority to approve, approve with conditions or deny an application for Preliminary Site Plan/Special Use Permit Review. The Planning Department staff will issue a letter to the applicant advising of any changes or revisions that may be necessary prior to making application for Final Site Plan Review.

#### Final Site Plan Review

Complete applications must be received a minimum of four (4) weeks prior to a Planning Commission meeting to be placed on an agenda. The Planning Commission has the final authority to approve, approve with conditions or deny an application for Final Site Plan Review. Planning Commission meetings are held on the second Tuesday after the first Monday of every month, unless the Tuesday is a Township recognized holiday, in which case the meeting is held on the following day (Wednesday).

### Staff Report

The Planning Department Staff will prepare a report to the Planning Commission regarding an application for Preliminary Site Plan Review, Final Site Plan Review or Special Use Permit. The report will explain the request and review whether it complies with the zoning standards of the Mason Code. 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.

**Resources:** More questions? Please contact our Customer Service Desk at 517.676.9155.



Revised 7.2.2018 (Community Development)

To whom it may concern,

My name is Amber Nixon. I currently hold a license that allows me to care for not more than 6 unrelated children at one time. It has become clear to me that the need for daycare is growing. I would like to be able to give affordable care in a safe, loving, healthy environment for as many families as I can accommodate. In order to do so, I would like to obtain a license allowing me to care for 12 unrelated children at one time.

My hours of operation are from 7am to 6pm Monday through Friday. The busiest hours are from 730am to 830 am. That is our morning drop off. Our second busiest time is from 5pm to 545 pm for our evening pick up.

The procedure we use for those times are as follows. The parent or pick up or drop off individual will call or text myself or my assistant when they arrive. We will get the child ready, bring the child out to the parent or go get the child from the parent depending on time of day. We do not allow for an unannounced drop in care. They have scheduled days and time for their child. This procedure is to ensure that traffic does not get congested or that there are no more than one car waiting in the road to pull in the driveway at any given time.

I have included two maps, I have also included a close up view of my driveway and street as to show all parking slots available, one showing an aerial view of my property and where it lies within the city of Mason, and a second map shows a close up view of my property which includes the street view, my neighbors and where their driveway and property are next to mine. It shows my fence line and how close my property is to the street along with the garage and driveway.

In the close up view you can see that there are a total of four parking spots in my driveway located directly in front of the property. There is also parking available for two vehicles on the street in front of my house that does not impede traffic or block neighbors' driveways

Amber Nixon



**CITY OF MASON**

201 WEST ASH  
MASON, MI 48854  
5176769155  
5176761330

Invoice F PlanRevi PSUP21-001

Print Date: 02/09/2021



NIXON RYAN A & AMBER  
914 S EUGENIA  
MASON MI 48854

Pay by Account In Full



Pay by Account In Full

**\$ 275.00**

Invoice No	Invoice Date	PlanReview Numbe	Address	Amount Due
 00004689	02/04/21	PSUP21-001	914 S EUGENIA	\$ 0.00
<b>Fee Details:</b>	<b>Quantity</b>	<b>Description</b>	<b>Amount Cost</b>	<b>Balance</b>
	1.000	Special Use Permit	\$275.00	\$ 0.00
 00004698	02/09/21	PSUP21-001	914 S EUGENIA	\$ 275.00
<b>Fee Details:</b>	<b>Quantity</b>	<b>Description</b>	<b>Amount Cost</b>	<b>Balance</b>
	0.000	Appeal	\$275.00	\$ 275.00
Total Amount Due				<b>\$ 275.00</b>

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:  
NIXON RYAN A & AMBER  
914 S EUGENIA  
MASON MI 48854

Date: 02/09/2021 Time: 10:11:42 AM  
Receipt: 100281299  
Cashier: SO

PSUP21-001 914 S EUGENIA

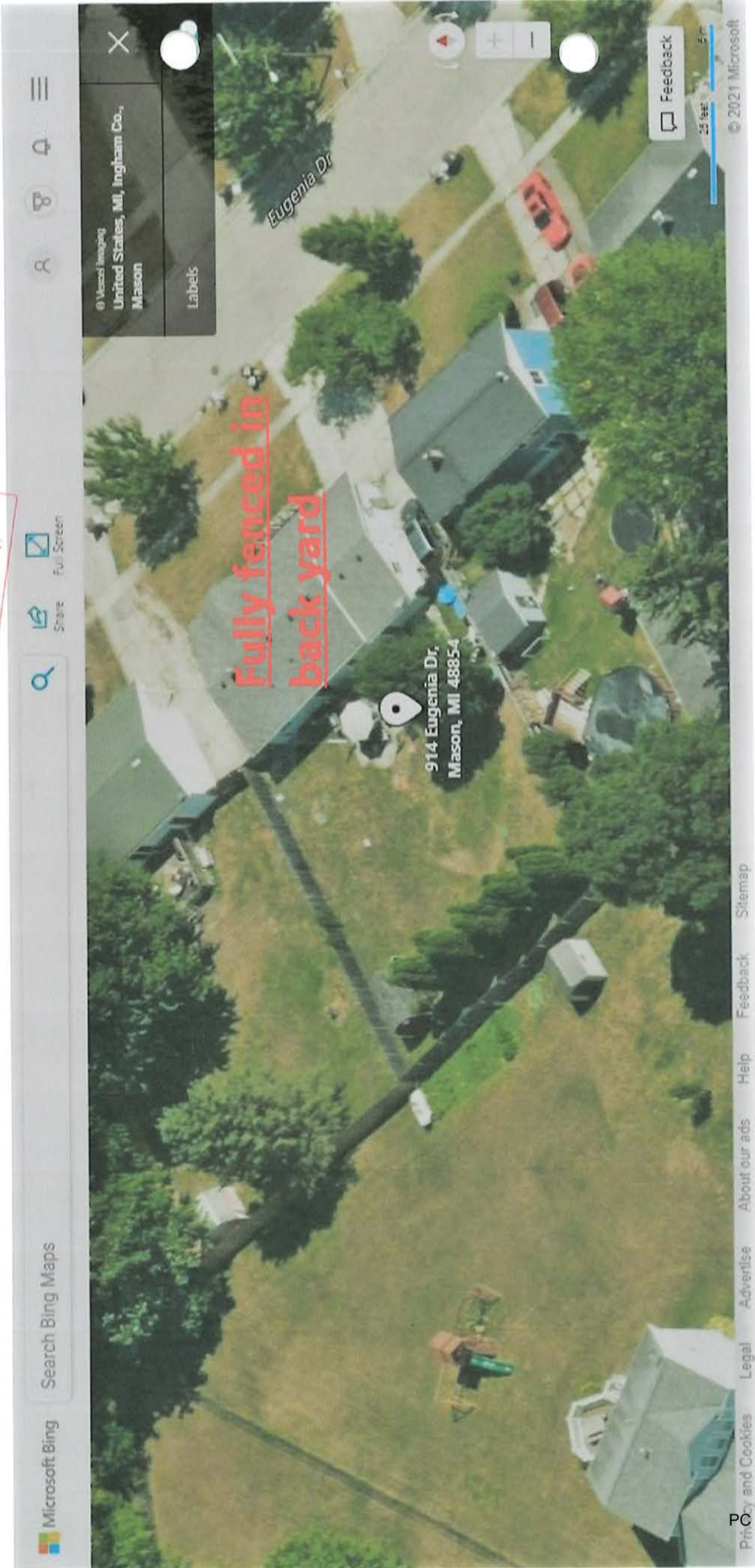
ITEM REFERENCE	AMOUNT
PMT PERMIT	
00004698	
101-254.00-475.000	\$275.00
TOTAL	\$275.00
CHECK 3612	\$275.00
Total Tendered:	\$275.00
Change:	\$0.00



RECEIVED  
FEB 22 2021  
CITY OF MASON  
PLANNING DEPT.



RECEIVED  
FEB 22 2021  
CITY OF MASON  
PLANNING DEPT.





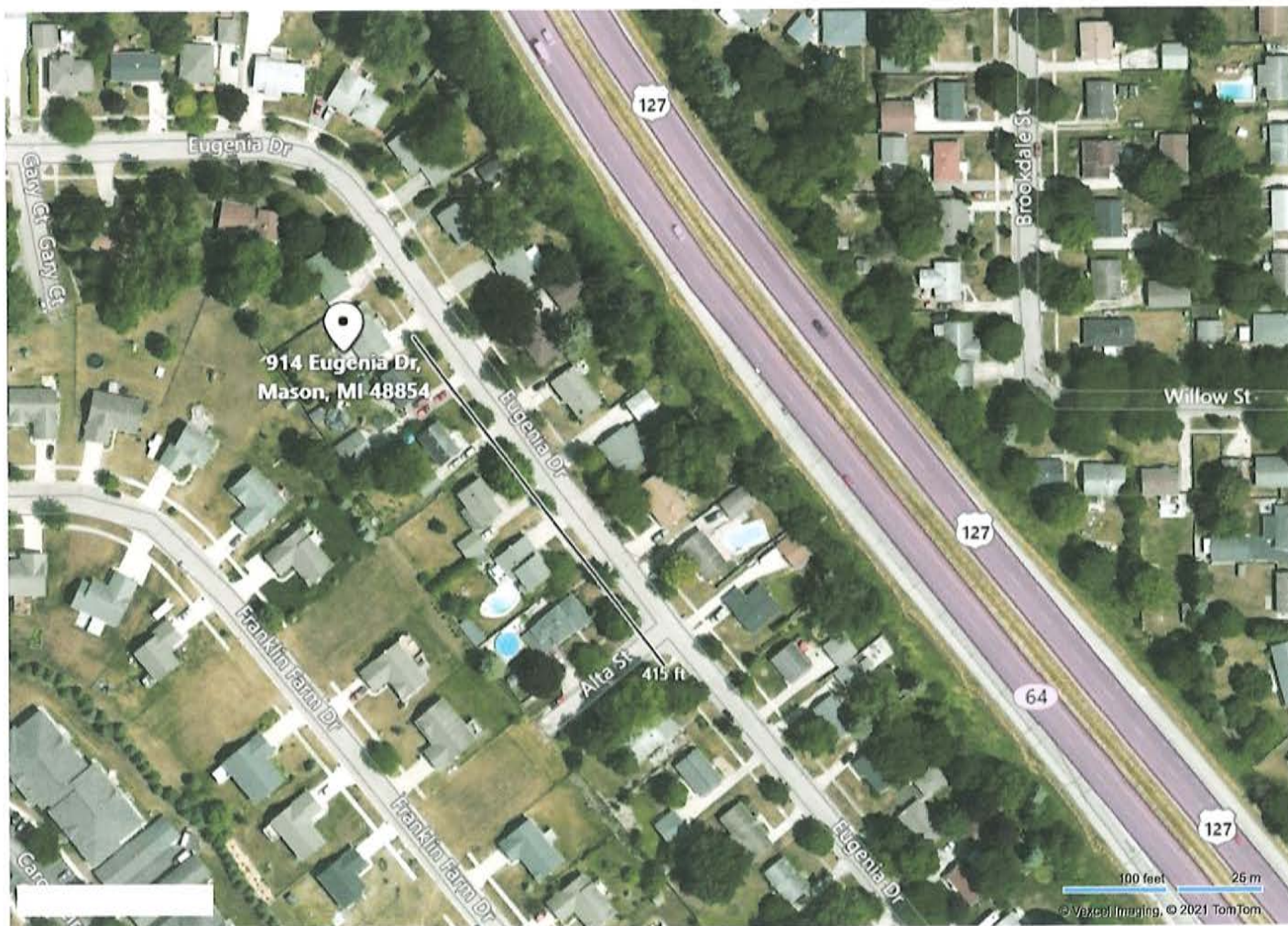
Notes

Little Hands Daycare  
Owner: Amber Nixon  
Distance to bus stop: 415 ft.

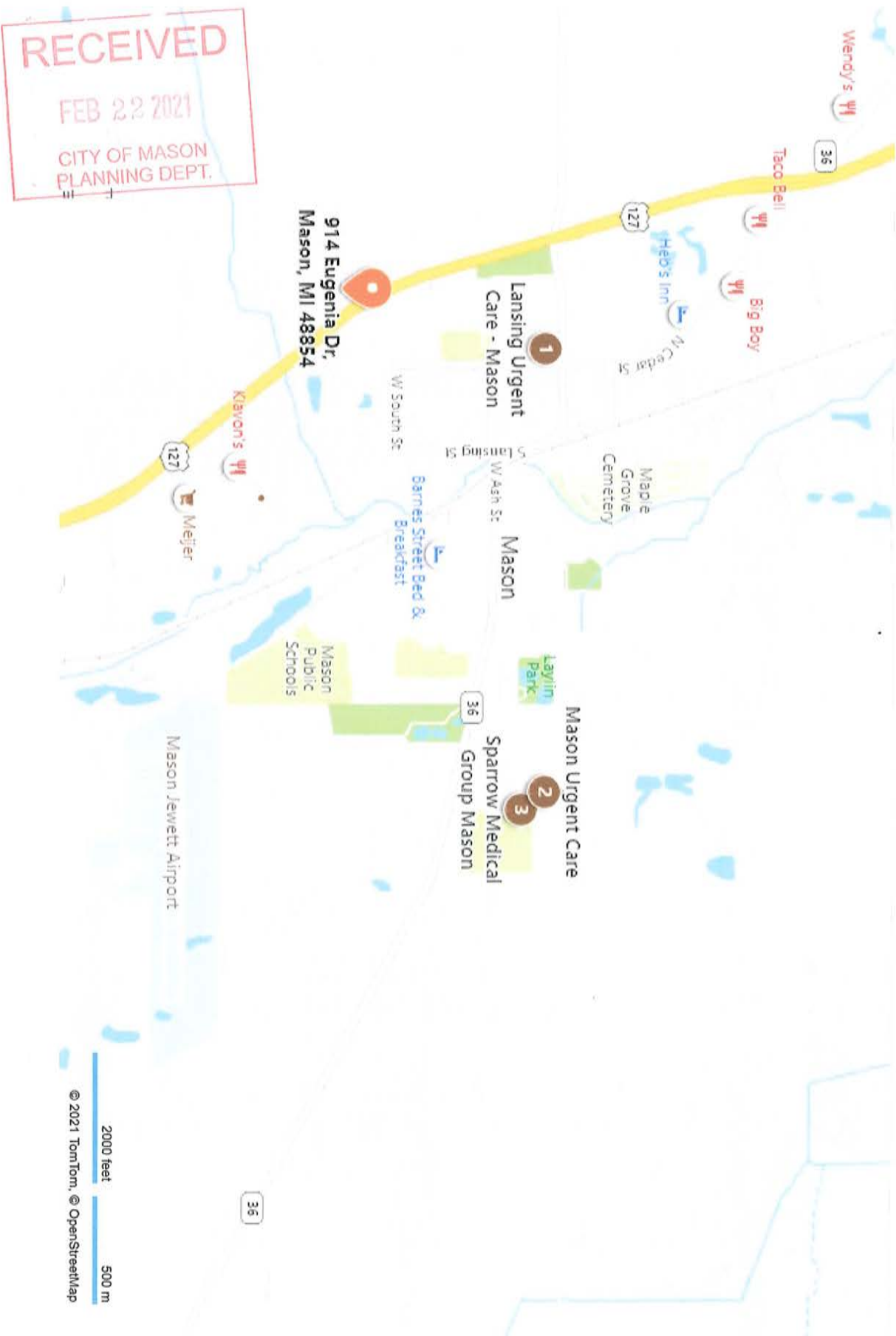
RECEIVED

FEB 23 2021

CITY OF MASON  
PLANNING DEPT.



urgent care



**From:** [Elizabeth Hude](#)  
**To:** [Elizabeth Hude](#)  
**Subject:** FW: Public hearing for day care on 914 S. Eugenia  
**Date:** Monday, March 1, 2021 3:50:03 PM

---

-----Original Message-----

From: Stephanie Strickland <[stephanies@mason.mi.us](mailto:stephanies@mason.mi.us)>  
Sent: Monday, March 1, 2021 1:06 PM  
Cc: Elizabeth Hude <[elizabethh@mason.mi.us](mailto:elizabethh@mason.mi.us)>; Marcia Holmes <[MarciaH@mason.mi.us](mailto:MarciaH@mason.mi.us)>  
Subject: FW: Public hearing for day care on 914 S. Eugenia

I know I need to make a PDF and include in file - but since I am remote today I wanted to at least share this with you both.

Stephanie

-----Original Message-----

Sent: Sunday, February 28, 2021 8:04 PM  
To: Stephanie Strickland <[stephanies@mason.mi.us](mailto:stephanies@mason.mi.us)>  
Subject: Public hearing for day care on 914 S. Eugenia

Hello-

Regarding the hearing on 914 S. Eugenia Drive, will there be any additional restrictions for the home in terms of outdoor play? The reason that I ask is that there are toys often found in the neighbors yards due to the daycare. The owner of the home has shared that we do not need to return these toys. I am concerned that my dog might choke if something small enough gets thrown over at some point. This is not a huge concern to decline this moving forward but something I'd like to have more information on. Maybe she should have a higher fence? Please keep this anonymous.

anonymous





## Stephanie Strickland

---

**From:** Melissa Stuard <mstuard4@gmail.com>  
**Sent:** Sunday, February 21, 2021 7:10 PM  
**To:** Stephanie Strickland  
**Subject:** Special use permit



Good evening,

I am writing in support of the special use permit requested by Amber Nixon to expand her licensed home daycare from 6 to 12 students. I have known Amber since she was 6 years old and hired her, 14 years ago, to care for my own daughter after she was born.

As a Mason community member and Director of Special Education for Holt Public Schools, I also understand the critical need we have in our community to have quality care available so parents can return to the workforce. I am well aware that this community has been very vocal about it's desire for our schools to be open, and to increase the time our kids are in school. Keeping our schools open here in Mason is reliant on having teachers, para-educators, bus drivers, food service providers etc. Obviously there is no guarantee that a potential job vacancy may be filled because a parent was able to take advantage of additional care openings this will create. Even if this doesn't directly support a Mason Public School employee or student, a member of our community returning to the workforce carries the potential for that family to spend more money supporting our local businesses.

Amber has always had a passion for caring for children. She has worked hard to establish herself as a quality care provider. I am confident she will do what it takes to provide quality care, according to state licensing rules, in a manner that is mindful to her neighbors.

Thank you for your consideration.

Melissa Stuard

**From:** [Kerry Minshall](#)  
**To:** [Elizabeth Hude](#)  
**Subject:** RE: 914 Eugenia Drive - Application for SUP to expand daycare from 6 to 12 children  
**Date:** Thursday, March 4, 2021 11:24:39 AM  
**Attachments:** [image001.png](#)

---

I don't have any comments or concerns.



**Chief Kerry Minshall**  
**City of Mason Fire Department**  
**201 W. Ash Street**  
**Mason, MI 48854**  
**Office 517-244-9025**  
**Cell 517-749-5974**  
**Fax 517-244-9028**

---

**From:** Elizabeth Hude <elizabethh@mason.mi.us>  
**Sent:** Thursday, March 04, 2021 10:48 AM  
**To:** Don Hanson <DHanson@ingham.org>; Kerry Minshall <kerrym@mason.mi.us>; Michael Olson <michaelo@mason.mi.us>  
**Cc:** Stephanie Strickland <stephanies@mason.mi.us>; Marcia Holmes <MarciaH@mason.mi.us>  
**Subject:** RE: 914 Eugenia Drive - Application for SUP to expand daycare from 6 to 12 children

Please advise if you have any or no concerns. I'm wrapping up the staff report today, PC mtg next week.

Thank you,

~Elizabeth

517-978-0206 ph  
Internal ext. 206

---

**From:** Elizabeth Hude  
**Sent:** Monday, February 22, 2021 3:59 PM  
**Cc:** Stephanie Strickland <[stephanies@mason.mi.us](mailto:stephanies@mason.mi.us)>; Marcia Holmes <[MarciaH@mason.mi.us](mailto:MarciaH@mason.mi.us)>; Elizabeth Hude <[elizabethh@mason.mi.us](mailto:elizabethh@mason.mi.us)>  
**Subject:** 914 Eugenia Drive - Application for SUP to expand daycare from 6 to 12 children

Hello,

Hello,

In accordance with Sec. 94-225(f) and 94-394(d) of the City of Mason Code, you are receiving notice that we are in receipt of the attached application from Amber Nixon, for a Special Use Permit to increase capacity of her a family day care currently licensed

**From:** [Don Hanson](#)  
**To:** [Elizabeth Hude](#)  
**Subject:** RE: 914 Eugenia Drive - Application for SUP to expand daycare from 6 to 12 children  
**Date:** Thursday, March 4, 2021 10:49:44 AM

---

None from PD

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**From:** Elizabeth Hude <elizabethh@mason.mi.us>  
**Sent:** Thursday, March 04, 2021 10:48 AM  
**To:** Don Hanson <DHanson@ingham.org>; Kerry Minshall <kerrym@mason.mi.us>; Michael Olson <michaelo@mason.mi.us>  
**Cc:** Stephanie Strickland <stephanies@mason.mi.us>; Marcia Holmes <MarciaH@mason.mi.us>  
**Subject:** RE: 914 Eugenia Drive - Application for SUP to expand daycare from 6 to 12 children

Please advise if you have any or no concerns. I'm wrapping up the staff report today, PC mtg next week.

Thank you,

~Elizabeth

517-978-0206 ph  
Internal ext. 206

---

**From:** Elizabeth Hude  
**Sent:** Monday, February 22, 2021 3:59 PM  
**Cc:** Stephanie Strickland <[stephanies@mason.mi.us](mailto:stephanies@mason.mi.us)>; Marcia Holmes <[MarciaH@mason.mi.us](mailto:MarciaH@mason.mi.us)>; Elizabeth Hude <[elizabethh@mason.mi.us](mailto:elizabethh@mason.mi.us)>  
**Subject:** 914 Eugenia Drive - Application for SUP to expand daycare from 6 to 12 children

Hello,

Hello,

In accordance with Sec. 94 - 225(f) and 94 - 394(d) of the City of Mason Code, you are receiving notice that we are in receipt of the attached application from Amber Nixon, for a Special Use Permit to increase capacity of her a family day care currently licensed for a maximum of six children to allow up to twelve children at 914 S. Eugenia Drive, parcel 33-19-10-08-326-004, City of Mason, Ingham Co

A public hearing has been scheduled during the City of Mason Planning Commission's regular meeting scheduled for Tuesday, March 9, 2021 at 6:30 p.m. or shortly thereafter on Zoom.

Please provide written comments or concerns to this department on or before Tuesday, march 9th. Should you have any questions regarding the development proposal, please do not hesitate to

**CITY OF MASON**  
**JOINT CITY COUNCIL AND PLANNING COMMISSION WORKSHOP**  
**MINUTES OF FEBRUARY 11, 2021**

Mayor Whipple called the Joint City Council and Planning Commission Workshop to order at 7:30 p.m., via Zoom Teleconference.

Roll Call		Present	Absent	Location
Mayor	Whipple	X		Mason, Michigan
Mayor Pro Tem	Brown	X		Mason, Michigan
Councilmember	Clark	X		Mason, Michigan
Councilmember	Droscha	X		Mason, Michigan
Councilmember	Ferris	X		Mason, Michigan
Councilmember	Schaffer	X		Mason, Michigan
Councilmember	Vogel	X		Mason, Michigan
PC Chairperson	Sabbadin	X		Mason, Michigan
PC Commissioner	Barna	X		Mason, Michigan
PC Commissioner	Howe	X		Mason, Michigan
PC Commissioner	Perrault	X		Mason, Michigan
PC Commissioner	Shattuck		X	
PC Commissioner	Waxman	X		Mason, Michigan
PC Commissioner	Wren	X (arrived at 8:40 PM)		Mason, Michigan

Also present: Deborah S. Stuart, City Manager, Sarah J. Jarvis, City Clerk, Michelle Pietsch, Finance Director, Elizabeth Hude, Community Development Director, Michael Olson, DPW Director/Assistant City Manager, Donald Hanson, Police Chief, Kerry Minshall, Fire Chief

**PUBLIC COMMENT**

None

**PRESENTATION OF PROPOSED CAPITAL IMPROVEMENT PROGRAM 2021-2027 DEBORAH STUART, CITY MANAGER**

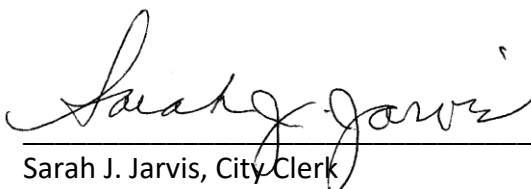
Manager Stuart presented the Proposed Capital Improvement Program 2021-2027. Manager Stuart provided an overview of what types of items are included in the CIP and laid out the CIP process. Manager Stuart then presented on the current fiscal year capital projects and the proposed next three (3) years of projects.

A. Clarifying questions by City Council and Planning Commission regarding Staff's Proposal.

Council members and Planning Commissioners asked several questions throughout the presentation.

**ADJOURNMENT**

Joint City Council and Planning Commission Workshop adjourned at 8:50 p.m.

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



# Online OFFICIALS TRAINING By the Michigan Association of Planning

The Michigan Association of Planning's education programs provide participants with the skills to make better land use decisions. Our knowledgeable and experienced instructors enable elected and appointed officials to better understand their roles and responsibilities, and innovative planning tools and techniques. We make it easy for you to receive the training necessary to keep up with the ever-changing land use landscape. This year, training will be live, but virtual. We are also offering recorded, hot topics for officials interested in a deeper dive into some of planning's newer trends and issues.

## MANAGING RISK: MAKING SOUND PLANNING & ZONING DECISIONS

2.5 Master Citizen Planner Credits

**March 9th | 6 - 8:30 PM | Member fee: \$65**

*Instructor: Emily Palacios, JD, Miller Canfield, PLC.*

As more communities face litigation related to planning and zoning decisions, this is essential training for all elected officials, planning commissioners, zoning board of appeals members and emerging planning professionals. Topics include identifying a conflict of interest, applying discretionary standards during special land use reviews, reasonable expectations of a developer and how your comprehensive plan can minimize risk.

**Course includes guidebook.**

## SITE PLAN REVIEW

3.5 Master Citizen Planner Credits

**March 10th and 11th | 1-3 PM | Member fee: \$85**

*Instructor: Leah DuMouchel, AICP, Beckett & Raeder, Inc.*

This program will demonstrate the site plan review and approval process and provide practical tools and techniques on how to read a site plan. You'll discuss site design principles, such as pedestrian and traffic considerations, lighting, utilities, ADA compliance, inspections, and landscaping. **Participants receive a guidebook, in addition to an engineering scale, turning template, and a sample site plan to evaluate.**

## PLANNING & ZONING ESSENTIALS

This program counts toward one session of the MSU Extension Citizen Planner Program

**March 3rd and 4th | 6-8 PM | Member fee: \$75**

*Instructors: Rod Arroryo, AICP, Giffels Webster*

*Jill Bahm, AICP, Giffels Webster*

**March 23rd and 24th | 1-3 PM | Member fee: \$75**

*Instructor: Adam Young, AICP, Wade Trim*

The most requested training product we offer. This course is designed to boost confidence by sharpening skills, examining roles and responsibilities, identifying conflicts of interest, understanding legal foundations, and more!

This program is a robust introduction for new planning commissioners and zoning board of appeals, but also a great refresher for more experienced officials looking to build upon existing knowledge. Public hearing procedures, site plan review, master planning, zoning ordinances, variances, how to determine practical difficulty, and standards for effective decision-making are covered.

This program also provides a broad overview for students and emerging planners who want to learn about planning procedures in Michigan. **Special pricing for student members. Course includes a guidebook.**

## PLANNING AND ZONING 101 FOR INSPECTORS AND CE OFFICERS

2 Master Citizen Planner Credits



**March 16th | 1-3 PM | Member fee: \$45**

*Instructor: Andrew Moore, AICP, Williams & Works*

A community's inspector is the final and often the first word in zoning enforcement. They are the ones that see and hear how the zoning ordinance is working for property owners, but are often not at the table when master plans and ordinances are being developed. This 2 hour workshop offers inspectors and officers a concise history of planning and zoning, the local players involved in the community and their roles, a tour of a typical zoning ordinance, an overview of development reviews and best practices for administration.

## MASTER PLAN PROCESS

3.5 Master Citizen Planner Credits

**March 30th and 31st | 6 - 8 PM | Member fee: \$75**

*Instructor: Kathleen Duffy, AICP, SmithGroup*

This workshop is designed for those communities updating existing master plans as well as those creating entirely new ones. Roll up your sleeves and learn step-by-step about the requirements, components, and stakeholder involvement you'll need to organize when drafting or amending a master plan. **Course includes a guidebook.**

## BUILD YOUR OWN WORKSHOP | Select Three Topics | \$75 (content available until August 1, 2021)

Watch on demand presentations recorded on a variety of topics from Michigan's planning experts. You choose the topics that are most relevant to your community. Detailed descriptions and registration available at [www.planningmi.org](http://www.planningmi.org) <https://www.planningmi.org/build-your-own-workshop>. Sessions range from 25 minutes to 2 hours. Topics include:

Clean Energy \* Environmental Planning \* Form Based Codes \* Housing \* Parking \* Planned Unit Development \* Target Market Analysis  
Tax Increment Financing \* Zoning Administration \* Roles and Responsibilities \* Utility Basics \* Asset Management and More!



# CALENDAR OF EVENTS

Events through May 20, 2021 held online  
Events after May 20, 2021 TBA

**February 11, 2021**

**Transportation Bonanza 12 Conference**

**February 19, 2021**

**Student Conference**

Michigan State University *Chairing Event*

**March 3 & 4, 2021**

**Planning & Zoning Essentials Workshop**

**March 9, 2021**

**Risk Management Workshop**

**March 10 & 11, 2021**

**Site Plan Review Workshop**

**March 16, 2021**

**Planning & Zoning for Inspectors and Code Enforcement Officers Workshop**

**March 23 & 24, 2021**

**Planning & Zoning Essentials Workshop**

**March 30 & 31, 2021**

**Master Planning Process Workshop**

**May 20, 2021**

**Spring Institute**

**October 27-29, 2021 (tentative)**

**Planning Michigan Conference**

## WHO SHOULD ATTEND?

- Planning commissioners and zoning board of appeals members
- Elected and appointed officials
- Zoning administrators
- Emerging planning professionals
- Planning students (*special member rate!*)
- Michigan State University Extension Master Citizen Planners - *Sessions denoted for continuing education*

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Permit No. 6

Michigan Association of Planning  
1919 W. Stadium Blvd  
Suite 4  
Ann Arbor, MI 48103



0003231

## Michigan Association of Planning

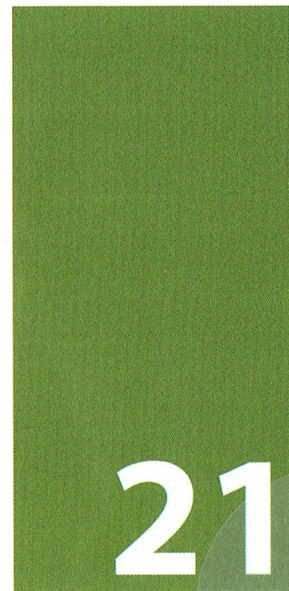
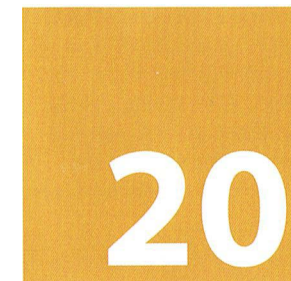
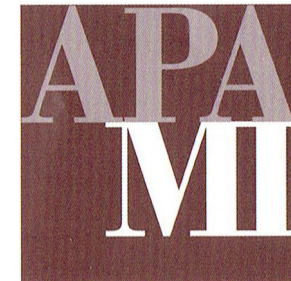
A chapter of the American Planning Association

## PLANNING & ZONING

### Online TRAINING

For Elected and Appointed Officials

## REGISTRATION INFORMATION



**www.planningmi.org**

**(734) 913-2000**



## City Manager's Report: February 26, 2021

### COVID-19 UPDATES

- City Hall is currently open to the public Monday through Friday, 9:00 a.m. to 4:00 p.m. The Customer Service line is answered Monday through Friday, 8:00 a.m. to 5:00 p.m.
- Please see the Continuity of Operations document, as of February 1, 2021, available: [here](#).
- Please see the COVID-19 Preparedness and Response Plan, as of January 12, 2021 available: [here](#).

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

Project Name	Status
<b>BUILDING PERMITS – COMMERCIAL PROJECTS UNDER CITY REVIEW</b>	
118 W. Oak St. – Arcade/Nail Salon <b>PENDING</b>	Two permits pending. 1. Change of Occupancy permit has been filed for Nail Tech in small office space. 2. Change of Occupancy permit has been filed to proceed with opening of the Arcade on the first floor only.
205 S. Cedar - DSN <b>PENDING</b>	Two building permits pending for this address. Both filed after code enforcement violations were noted. 1. Sign permit. 2. Installing door on front of building.
216 W. Kipp – McDonalds <b>PENDING</b>	Two permits pending. 1. Building permit is in review for interior and exterior remodel including ADA improvements. 2. Building permit is in review to install 4 signs – one illuminated channel letters on raceway, one illuminated logo wall sign, and two drive-thru direction signs.
715 Curtis – G & G Tax <b>PENDING</b>	Building permit is pending to install illuminated wall sign to front façade of suite.
809 Kerns – T & D Concrete <b>PENDING</b>	Building permit is pending for a Certificate of Occupancy for a change of occupancy and use of building space.
811 Kim Drive <b>PENDING</b>	Building permit is in review for a Certificate of Occupancy for a change of occupancy and use of building space.
103 E. Kipp – CP Financial Credit Union <b>ACTIVE</b>	Building permit is active for refacing of monument sign and replacement of wall signs.
124-136 W. Ash St. <b>ACTIVE</b>	Building permit active for 2 <sup>nd</sup> story interior renovations and replacement of all 2 <sup>nd</sup> story windows.
125 E. Kipp – Wild Bill's Tobacco <b>ACTIVE</b>	Two permits active. 1. Building permit is active to install wall sign. 2. Building permit is active for interior alterations.
230 Temple St. – Sparrow <b>ACTIVE</b>	Building permit is active for tear off and re-roof of building.
340 North – Americhem <b>ACTIVE</b>	Building permit is active for installation of new ground sign and directional sign.
427 S. Jefferson – Realty Office <b>ACTIVE</b>	Building permit is active for a Certificate of Occupancy for a change of occupancy and use of building space.
624 S. Cedar – EXIT Realty <b>ACTIVE</b>	Building permit is active to install illuminated sign on building.
624 S. Cedar – Mason Dentistry <b>ACTIVE</b>	Building permits are active for tear off and re-roof and siding of building.
700 Buhl – Ingham County Justice Complex <b>ACTIVE</b>	Two active permits for phased construction project 1. ACTIVE - Sitework, utilities and interior remodeling of exiting storage facility to accommodate relocation of vehicle maintenance garage. 2. ACTIVE - Demolition of 3-6-9 Unit and vehicle maintenance garage. City formally requested the State provide oversight and building services related to project on other permits and State agreed.
707 Buhl – Ingham County Drain Commission <b>ACTIVE</b>	Building permit is active for project to combine 2 rooms into one office, upgrade toilets, and upgrade entrance walk to comply with ADA.
790 E. Columbia <b>ACTIVE</b>	Building permit is active for interior renovations.
1154 S. Jefferson – (former Hart Well Drilling) <b>ACTIVE</b>	Building permit is active for demolition of building, removal of debris, and restoration of disturbed areas.

1155 Temple St. – Paul Davis Restoration <b>ACTIVE</b>	Building permit is active for the construction of a new 22,500 square foot building that will be used as warehouse and office space.
525 N. Cedar- Timeless Treasures <b>TEMPORARY OCCUPANCY PERMIT</b>	Remaining work includes the installation of landscaping, repairs to parking lot lighting, and a site plan revision if they intend to include the outdoor flea market.
549 W. Ash- Dog Groomer <b>TEMPORARY OCCUPANCY PERMIT</b>	Staff is working with owner on a revised parking plan to address safety requirements and pre-existing, non-conforming layout. <i>Parking updates have been delayed until spring.</i>
<b>BUILDING PERMITS – DANGEROUS BUILDINGS/FIRE RESTORATION</b>	
Mason St. – Private Residence	Building permit is pending after fire.
665 Hull Rd. – Cleanlites Recycling <b>PENDING</b>	Building permit is pending after fire; a second fire occurred on December 15, 2020 that caused significant damage to the facility. They are currently cleaning out building so they can demo and rebuild the structure
Center St. – Private Residence <b>ACTIVE</b>	Building permit is active to build new garage after roof collapse.
S. Jefferson – Private Residence <b>ACTIVE</b>	Building permit is active to build new steps and shore up foundation after accident.
Park St. - Private Residence <b>ACTIVE</b>	Building permit is active for siding and repair of stairwell wall after fire.
111 Mason St. – Mason Depot <b>ACTIVE</b>	Building permit is active for reconstruction after fire.
<b>ZONING</b>	
Sanctuary & Stratford St. - <b>PENDING</b>	Giguere Realty and Development LLC is requesting a parcel combination and Land Division for 2 lots located on Sanctuary and Stratford Streets.
128 W. Ash – Mason Flats <b>PENDING</b>	A Certificate of Appropriateness was approved for their sign installation at the 2/15/2021 meeting of the Historic District Commission.
S. Eugenia – Private Residence <b>PENDING</b>	Application for a Special Use Permit is in review for in-home daycare to go from 6 to 12 children. A Public Hearing is expected to occur at the 3/9/2021 Planning Commission Meeting.
840 E. Columbia St. – Masonic Lodge <b>PENDING</b>	Administrative Site Plan Application is being reviewed for changes to the parking lot for one-way traffic, and the addition of a new driveway to accommodate drop-off at the entrance to building where a new elevator is to be installed.

## OPERATIONS

- **Councilmembers:** Mark your calendars for the Masterplan Workshop, a joint meeting with the Planning Commission, on **Monday, March 15, 2021 at 8:00 p.m. or immediately following the City Council meeting.**
- **Councilmembers:** Mark your calendars for the Budget Workshop on **Monday, March 29, 2021 at 6:00 p.m.**
- The Planning Commission will hold a public hearing at their regular meeting on Tuesday, March 9, 2021 to receive public comments on the proposed Capital Improvement Program (CIP).
- Reserved curbside pick-up parking spaces, for five downtown businesses who requested it, have been extended through Monday, May 31, 2021.
- The City received final closeout approval for the trail extension on Howell. At the completion of the project, the City contributed \$12,045 and was able to leverage \$1,057,267 toward the project costs (\$801,746 from the Trail Award).
- The Hope Not Handcuffs Program kick-off occurred on February 18, 2021. Mason Police is now a participating agency and employees began formal training on the program. Hope not Handcuffs is an initiative that brings law enforcement and community organizations together in an effort to find viable treatments options for individual seeking help to reduce dependency with heroin, prescription drugs and other substances.

## Staffing Updates:

- **New Hires/Promotions:** Officer Hayden Wildfong was appointed as the K-9 Handler effective February 18, 2021. Tamarack is now placed with Officer Wildfong and they will begin formal training in March as a dual purpose team trained in tracking and explosives detection.



- Open Positions: Full-time Police Officer- position closes on Friday, February 26, 2021. Seasonal Crossing Guard- posted and is open until filled.

## LARGE CITY PROJECTS

FY 2019-2020			
Project	Project Name/Description	Status	Completed
<b>UTILITIES: SANITARY SEWER, STORM WATER, AND WATER DISTRIBUTION (U)</b>			
2017-U11	Turbine Aeration Blower at POTW	Contractor has begun work, including the electrical portion. Awaiting delivery of blower.	
FY 2020-2021			
Project	Project Name/Description	Status	Completed
<b>STREETS, SIDEWALKS, SIGNALS(S)</b>			
2017-S17	Center Street-Walnut St to N. Bush St	Completed	October
2017-S18	Brookdale St- W. South St to Willow St	Completed	August
2017-S19 2020-U2	Cherry- McRoberts St to Henderson St	Completed	October
2017-S21	Eaton Drive- All	Completed	June
2017-S22	W. Elm St- McRoberts St to Lansing St	Completed	October
2019-S9a	E. Maple– S. Jefferson to S. Barnes	Completed	June
2019-S9b	Signal at E. Maple & S. Jefferson	Traffic study tentatively scheduled for April.	
2019-S5a	Henderson Street– Entire length	Completed	October
2019-S5b	Alley- W. Columbia to W. Sycamore	Completed	October
2018-S1	Temple Street Pedestrian Crossing	MPS has agreed to move forward with this project this fiscal year.	
<b>UTILITIES: SANITARY SEWER, STORM WATER, AND WATER DISTRIBUTION (U)</b>			
2017-U8	Replace PLCs on 3 Wells	Anticipated start date Spring of 2021	
2017-U23	Well No. 6 Rebuild	Anticipated start date Spring of 2021	
2017-U25	Gutters for Water Treatment Plant	Contractor delayed due to weather conditions.	
2018-U32	South Water Tower Repair	Staff working on RFP for repairs	
2019-U1	Wastewater Treatment Plant - Design	Staff is drafting Request for Proposal for work.	
2019-U4	Study - Wastewater Solids System	Staff is reviewing study report.	
<b>PARKS/ CEMETERY/ FORESTRY/ NONMOTORIZED (P)</b>			
2017-P8	Laylin Park - Phase II	Anticipated start date Spring of 2021	
2020-P2	Columbia St Bridge Ped. Crossing Design	Anticipated Spring of 2021	
2020-P5	Jefferson St – RR Pedestrian Crossing	Feb Construction Meeting; start Spring 2021	
2020-P6	Lee Austin Park- Plan/Design	Staff is drafting Request for Proposal for work.	
2020-P7	Non- Motorized Prog: NE Quadrant	Completed	October
2020-P8	Rayner Park- Master Park Plan	Staff is drafting Request for Proposal for work.	
<b>MOTOR VEHICLE POOL (MVP)</b>			
2017-MVP15	Vehicle No. 16 Replacement	Vehicle has been ordered	
2017-MVP16	Mower No. 77 Replacement	Staff working with vendor on ordering and delivery details	
2017-MVP17	Vehicle No. 85 Replacement	Vehicle has been delivered, waiting for equipment and decals to be outfitted.	
2017-MVP20	Vehicle No. 18 Replacement	Vehicle has been ordered	
2017-MVP21	Mower No. 66 Replacement	Staff working with vendor on ordering and delivery details	

<b>2017-MVP29</b>	Mower No. 69 Replacement	Staff working with vendor on ordering and delivery details	
<b>2018-MVP1</b>	Vehicle No. 22 Replacement	Vehicle has been ordered	
<b>BUILDING, PROPERTY, EQUIPMENT (B)</b>			
<b>2017-B12</b>	IT New Servers	Anticipated start date Spring of 2021	
<b>2017-B17</b>	Fire SCBA units	Anticipated purchase Spring of 2021	
<b>2018-B14</b>	Fire Rehab 815 Replacement	Anticipated purchase Spring of 2021	
<b>2018-B22</b>	Police Body Worn Cameras	Body Worn Camera training has begun and have transitioned to the new Axon BWC system.	
<b>2018-B23</b>	Masterplan/Zoning Update	Webpage has been created on City website under How Do I → Learn About → Master Plan which included current documents, draft of Request for Proposal (RFP) and option to sign up for email updates on the project. On February 22, 2021 at 7:30 pm via Zoom, City Council and Planning Commission are planning to meet jointly to confirm the expected outcomes for the plan. Meeting information will be posted on both groups meeting pages.	
<b>2019-B16b</b>	Election Tabulator Machines	Completed	October
<b>2019-B2a</b>	City Hall - Phase I Design and Security	Installation is in progress; anticipated completion February/March.	
<b>2020-B4a</b>	DPW- Design	Staff is working on refining design.	