



PLANNING COMMISSION MEETING AGENDA – March 12, 2024

Mason City Hall, 201 W. Ash Street, Mason, MI
Sycamore Room, 6:30 p.m.

1. **CALL TO ORDER**
2. **CONFIRMATION OF MEMBER ATTENDANCE**
3. **ELECTION OF LEADERSHIP**
 - A. Introduction of Commission Members
 - B. Nominations and Election of Chairperson
 - C. Nominations and Election of Vice Chairperson
4. **PUBLIC COMMENT**
5. **APPROVAL OF MINUTES**
 - A. Approval of Minutes from the Planning Commission Meeting on November 14, 2023
6. **UNFINISHED BUSINESS**
7. **NEW BUSINESS**
 - A. Resolution 2024-01: Approval of the Capital Improvements Plan for the Fiscal Years 2024-2030
8. **LIAISON REPORT ([03.01.24](#))**
 - A. Michigan APA Training Information
9. **ADJOURN**

**CITY OF MASON
PLANNING COMMISSION MEETING
MINUTES OF NOVEMBER 14, 2023
DRAFT**

CALL TO ORDER

Chairman Sabbadin called the meeting to order at 6:30 p.m. in person at Mason City Hall.

CONFIRMATION OF MEMBER ATTENDANCE

		Present	Absent
Commissioner	Kenneth Bliesener	X	
Council Liaison	Leon Clark		X
Commissioner	Kyle Elizabeth Kirkby	X	
Commissioner	Austen Malczewski		X
Commissioner	Mitch Perrault	X	
Chairperson	John Sabbadin	X	
Vice Chairperson	Seth Waxman	X	
Commissioner	Matt Wood		X
Secretary	Megan Wren	X	

Also present: Elizabeth Hude, AICP, Community Development Director

PUBLIC COMMENT

None.

APPROVAL OF MINUTES

MOTION by Waxman, second by Wren, to approve the Planning Commission Meeting minutes from November 14, 2023.

MOTION APPROVED UNANIMOUSLY

PUBLIC COMMENT

None.

UNFINISHED BUSINESS

None.

NEW BUSINESS

- A. Resolution 2023-16: Request from Rodney Austin, on Behalf of Efficiency Production, for concurrent approval of a Preliminary and Final Site Plan for an 11,250 sq. ft. addition to the existing manufacturing building, an addition of a paved drive for truck entry/exit to the site, and an addition of 20 parking spaces in an existing paved area, on property located as 685 Hull Rd, Mason MI, parcel number 33-19-10-16-100-017.

MOTION by Waxman, second by Bliesener, to approve Resolution 2023-16.

DISCUSSION:

Director Hude commented that the plans appear to meet the zoning requirements. She added that she received additional comments. The first is from Wolverine Engineers & Surveyors, Inc. They acknowledged the receipt of the site plans, talked about the grades and storm water runoffs and where those will go and that they are consistent with the existing storm water management plan, and the need for a Soil Erosion and Sedimentation Control permit from the Office of the Ingham County Drain Commissioner. Lastly, that the site plan meets the intent of the requirements of Chapters 70, 82, and 94 of the City of Mason Zoning Ordinance. The second comment came from the Mason Fire Department, explaining that the “plan needs to reflect an identified access drive around to the rear of the building that is kept clear and that the drive will be constructed sufficient to support fire apparatus. The access drive will also need to extend to the hydrant on the south of the yard.”

Casey Peters, 210 Rolling Brook, Ada MI, of D & K Engineered Construction, General Contractor, represents Rodney and Kebs, Inc. No concerns with the requirements. Drive is in tack and will be added to the drawing.

MOTION by Waxman, second by Kirkby to amend Resolution 2023-16 should be amended with a fourth condition to reflect the language from the fire department. “Plan needs to reflect an identified access drive around to the rear of the building that is kept clear and that the drive will be constructed sufficient to support fire apparatus. The access drive will also need to extend to the hydrant on the south of the yard.”

Sabbadin – in the past we would get a report from the Police, Fire, & Public Works Department. Would like to have for future. Director Hude said that she will work on getting these reports.

VOTE ON THE AMENDMENT - APPROVED UNANIMOUSLY

VOTE ON THE RESOLUTION AS AMENDED –APPROVED UNANIMOUSLY

LIAISON REPORT

None.

ADJOURN

The meeting adjourned at approximately 6:43 p.m.

Megan Wren, Secretary



Agenda Report: March 12, 2024 Planning Commission

AGENDA ITEM

Resolution 2024-01: A Resolution Recommending that City Council Adopt the Capital Improvements Program for the Fiscal Years 2024-2030

RECOMMENDED ACTION

Approve 2024-01

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 facilities and 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 26, 2024, to discuss staff recommendations. Changes since that meeting are provided in a summary attachment.

Staff recommends the attached document for the Capital Improvements Program for the Fiscal Years 2024-2030.

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 into budget proposal as funding allows.

FISCAL IMPACT

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

ADDITIONAL MATERIAL

Resolution 2024-01

Summary of Changes

Proposed Capital Improvements Program for the Fiscal Years 2023-2029

**CITY OF MASON
PLANNING COMMISSION RESOLUTION NO. 2024-01**

**A RESOLUTION RECOMMENDING THAT CITY COUNCIL ADOPT
THE CAPITAL IMPROVMENTS PROGRAM FOR THE FISCAL YEARS 2024-2030**

March 12, 2024

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 2024-2030.

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

Yes ()

No ()

Absent ()

RESOLUTION DECLARED _____.

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

I, the undersigned, the duly qualified and acting Planning Commission Secretary of the City of Mason, County of Ingham, State of Michigan, do hereby certify that the foregoing is a true and complete copy of a resolution adopted by the Planning Commission of the City of Mason at a regularly scheduled meeting held on Tuesday, March 12, 2024, pursuant to the Michigan Open Meetings Act, the original of which is on file in the clerk's office as part of the Planning Commission minutes.

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

TBD, Secretary
City of Mason, County of Ingham, State of Michigan



Capital Improvements Program Workshop Supplement Information

TYPOS CORRECTED IN PRESENTATION/ DOCUMENT

Typos identified were corrected and uploaded to the City's website.
Any discovered typos found in document can be addressed as discovered.

PARKS, CEMETERY, FORESTRY, NONMOTORIZED (P)

Recommend swapping timing of two parks below due to the vote required to determine priorities for Bond Park. Amended budget to also reflect this change.

Proposed updated language is:

Proposed Project Year: 2024-25

Project Number: 2020-P24 Lee Austin Park: Capital Improvements (Moved from 25/26)
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: To be updated following Park Master Plan will be completed in 2023. Project is anticipated to be funded at least 50% by the DDA, with the remaining likely be funded through Park Millage or Grants. **Project moved to allow for vote on sale of property at Bond Park to determine what improvements would be prioritized.**

Proposed Project Year: 2025-2026

Project Number: 2020-P18 Bond Park: Capital Improvements (Park- Final Year) (Moved from 24/25)
Description: Implement decisions and construct improvements based upon the Bond Park Master Plan.

Justification: Council to determine priority projects based on approved master plan for park. Funded through Park Millage or Grants. **Project moved to allow for vote on sale of property to determine what improvements would be prioritized.**



CAPITAL IMPROVEMENTS PROGRAM 2024 – 2030

Adopted **Month XX, 2024** – City Council
Prepared **Month XX, 2024** – Planning Commission

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City of Mason City Council

Adopted: **Month XX, 2024**

Russell Whipple, Mayor

Leon Clark, Mayor Pro Tem

Jon Droscha
Elaine Ferris
Scott Preadmore

Jerry Schaffer
Rita Vogel

City of Mason Planning Commission

Prepared: **Month XX, 2024**

John Sabbadin, Chairperson

Seth Waxman, Vice Chairperson

Megan Wren, Secretary

Kenneth Bliesener II
Kyle Elizabeth Kirkby
Austen Malczewski

Mitch Perrault
John Vercher
Scott Preadmore, Council
Liaison

Prepared by:

Deborah Stuart, City Manager
Kirk Crawford, Public Works Director
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
Jeff Rewerts, Utilities Director

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Introduction

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 detail on 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; and
- 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 Tax Increment Financing (TIF) Plan;
- Local Development Finance Authority TIF Plan; and
- 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

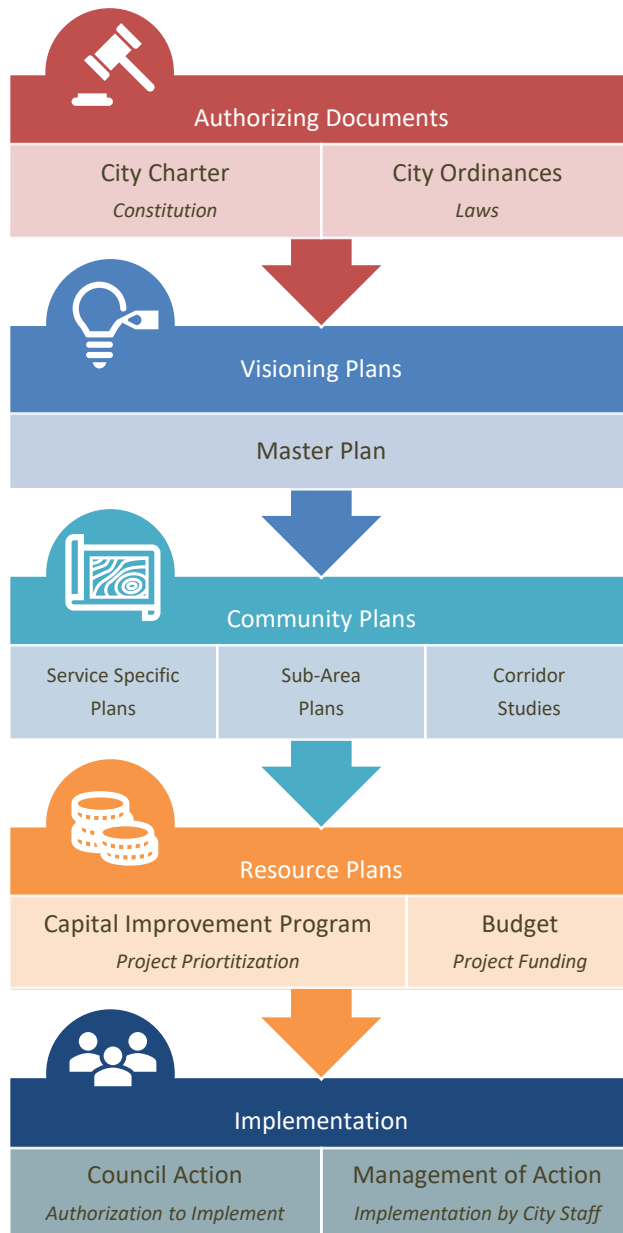
The CIP is, first and foremost, a key implementation tool for a community's planning efforts and is dynamic. Each year all projects included within the CIP are reviewed for consistency with planning documents, a call for new projects is made, and adjustments are made to existing projects arising from changes in the amount of funding required, conditions, or timeline. 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 providing more detailed information about individual project requests, program planning, fiscal analysis, fiscal policies, and developing debt strategy. The CIP often avoids reactive planning, and instead replaces it with balanced growth initiatives.

Impact of Capital Budget on the Operating Budget

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

Figure 1: Authorization Flow Chart



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

Figure 2: 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 City Manager's recommendation, conducts workshops (if necessary), receives public input, prepares the plan, and requests the governing body to consider adoption.

Mason City Council: is requested to adopt the CIP by the Planning Commission and use the CIP as a guiding 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

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 planned ordinance updates that may require a consultant to assist provided the cost is \$5,000 or more.
5. Any planning, feasibility, engineering, or design study that cost \$5,000 or more related to an individual capital improvements project or to a program that is implemented through individual capital improvements projects with a useful life of three years or more.
6. 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.
7. Any full or partial ordinance or charter section review and update which requires professional assistance to ensure changes are properly prioritized, supported through careful study and planning, and consistent with other local ordinances, state, or federal laws. This includes, but is not limited to, circumstances when provisions become obsolete, when identifiable conditions change in relation to the provisions of City ordinances or the charter, when errors are discovered, when changes are made in the master plan, or when the city council or planning commission has determined a public interest exists. Depending on the cost, the project may be represented within the operational budget under contract services.

Funding Overview

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

Bonds

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

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

- *Mason also has one outstanding bond related to the City Hall/Police Station. The bond has a remaining payment balance of **\$2,850,000** 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 enterprise fund.

The revenues generated from 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 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 completed in June 2023 incorporated new ready to serve charges to cover debt of the water and sewer fund and continues to charge commodity rates based on water and sewer usage.

- *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 **\$2,223,674** with a final payment estimated in April 1, 2028.*
- *In August 2023, the City was approved to borrow **\$30,985,000** through the Clean Water State Revolving Fund (CWSRF) program at 2.125% for the Wastewater Treatment Plant upgrade. Principal payments begin April 1, 2026 and end April 1, 2055.*

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 16.25 with 1 mill dedicated park capital millage (approved by Voters in 2021). Under the Headlee Amendment, the City of Mason City Council is authorized to raise the millage up to **17.9294** without a vote of the people.

Special Assessments

Capital improvements that benefit 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 can 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 **\$229,000** 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 **\$400,000** 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 **\$950,000** split between the Major and Local Street Funds.*

NOTE: Numbers in this section are current per the audited financial statements dated June 30, 2023.



LIST OF PROJECTS

CAPITAL IMPROVEMENTS PROGRAM, 2024-2030

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Streets, Bridges, Signals (S)

OVERVIEW

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 3.32 miles of non-motorized trail. Mason collaborates with MDOT to maintain and monitor the health of certain roads and corridors. To define priorities for the local street and major street rehabilitation programs, the City has a formal asset management program that categorizes roads based on their Pavement Surface Evaluation and Rating (PASER). Table 1 illustrates PASER ratings for asphalt pavements. The last PASER evaluation was completed in 2023.

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. Street maintenance and improvement is a predetermined budget priority for the City of Mason within the City's Charter. Mason voters have approved that a minimum value equal to four (4) mills be appropriated to street projects every year.

City Charter Sec. 8.4. Adoption of budget. (Excerpt)

The budget resolution shall include a minimum appropriation of money for the street construction program equal to 2/5 of one percent of the taxable valuation of all non-exempt real and personal property in the City.

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 1). This allocation can be funded by numerous resources to meet this requirement.

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). All cracks sealed or tight (open less than 1/4").	Recent sealcoat or new cold mix. Little or no maintenance required.
7 Fair	Very slight or no raveling, surface shows some traffic wear. Longitudinal cracks (open 1/4") due to reflection or paving joints. Transverse cracks (open 1/4") spaced 10' or more apart, little or slight crack raveling. No patching or very few patches in excellent condition.	First signs of aging. Maintain with routine crack filling.
6 Fair	Slight raveling (loss of fines) and traffic wear. Longitudinal cracks (open 1/4"– 1/2"), some spaced less than 10'. First sign of block cracking. Sight to moderate flushing or polishing. Occasional patching in good condition.	Shows signs of aging. Sound structural condition. Could extend life with sealcoat.
5 Fair	Moderate to severe raveling (loss of fine and coarse aggregate). Longitudinal and transverse cracks (open 1/2") show first signs of slight raveling and secondary cracks. First signs of longitudinal cracks near pavement edge. Block cracking up to 50% of surface. Extensive to severe flushing or polishing. Some patching or edge wedging in good condition.	Surface aging. Sound structural condition. Needs sealcoat or thin non-structural overlay (less than 2").
4 Poor	Severe surface raveling. Multiple longitudinal and transverse cracking with slight raveling. Longitudinal cracking in wheel path. Block cracking (over 50% of surface). Patching in fair condition. Slight rutting or distortions (1/2" deep or less).	Significant aging and first signs of need for strengthening. Would benefit from a structural overlay (2" or more).
3 Poor	Closely spaced longitudinal and transverse cracks often showing raveling and crack erosion. Severe block cracking. Some alligator cracking (less than 25% of surface). Patches in fair to poor condition. Moderate rutting or distortion (1" or 2" deep). Occasional potholes.	Needs patching and repair prior to major overlay. Milling and removal of deterioration extends the life of overlay.
2 Poor	Alligator cracking (over 25% of surface). Severe distortions (over 2" deep). Extensive patching in poor condition. Potholes.	Severe deterioration. Needs reconstruction with extensive base repair. Pulverization of old pavement is effective
1 Poor	Severe distress with extensive loss of surface integrity.	Failed. Needs total reconstruction.

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 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.

Sidewalks, Driveways and Trail Access: The City's policy is to evaluate sidewalks, driveways, and trail connections on any road that is being improved, and to replace or add sidewalks, driveways, and trail access as necessary. Sidewalks and drive approaches will be assessed through the Special Assessment District Process per the City's policy.

Alleys: Alleys within City's were developed traditionally to hide the unsightlier functions (garage, garbage cans, transformers, etc.) of our communities, but also have a positive impact on the street character of the neighborhood identified as a priority in the Masterplan. Due to this important role, alleys are now being evaluated and planned for within the CIP for regular replacement and care as part of our street maintenance program.

Table 2. 20 Year Road Appropriation Summary: 2004-2024

Due to actual expenditures occurring in construction seasons crossing two fiscal years, actual expenditures may vary from appropriation.

Fiscal Year	Required Appropriation	Actual Spent	Over/ (Under)
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	910,422	1,167,899	257,477
21/22	929,791	906,165	(23,626)
22/23	975,588	1,319,371	343,782
23/24***	1,028,180	287,983	(740,197)
Totals	18,480,596	19,265,280	784,684

* **Note:** 5 Mill to 4 Mill Requirement

** **Note:** Street Construction Waived for year 2011/2012 (This was a result of taxable values starting to trend significantly down in 2010/11 and City Hall principal interest payments beginning.)

*** **Note:** Partial Year includes up to 12/31/23

Proposed Project Year: 2024-25**Project Number: 2018-S27** Peachtree Place: W. Columbia Street to W. South Street (Major)**Description:** Mill and fill.**Justification:** PASER Rating- 3. This street was last worked on in 1997 and had a mill and repave. Sixty-three (63) homes will be directly impacted by this improvement.**Connected Project:** 2023-U7 Peachtree Place: W. Columbia Street to W. South Street (Gen Utilities)**Project Number: 2018-S29** S. McRoberts Street: W. Columbia Street to W. Ash Street (Local)**Description:** Pulverize, shape, and repave.**Justification:** PASER Rating- 2/3. This street was last worked on in 1998 and had mill and fill. Fifteen (15) homes will be directly impacted by this improvement.**Connected Project:** 2023-U7 S. McRoberts Street: W. Columbia Street to W. Ash Street (Gen Utilities)**Project Number: 2018-S30** Steele Street: E. Ash Street to E. Elm Street (Major)**Description:** Pulverize, shape, and repave.**Justification:** PASER Rating- 3. This street was last worked on in 1996 and had a total reconstruction in that year. Seven (7) homes will be directly impacted by this improvement.**Connected Project:** 2021-U3 Steele Street: E. Ash Street to E. Elm Street (Gen Utilities)**Project Number: 2019-S4** Foxview Lane: Entire Length (Local)**Description:** Pulverize, shape, and repave.**Justification:** PASER Rating-3. This street was last worked on in 2006. Nine (9) homes will be directly impacted by this improvement.**Connected Project:** 2023-U8 Foxview Lane: Entire Length (Gen Utilities)**Project Number: 2019-S6** Middlebury Lane: Entire Length (Local)**Description:** Pulverize, shape, and repave.**Justification:** PASER Rating- 3. This street was last worked on in 2006. Fifteen (15) homes will be directly impacted by this improvement.**Connected Project:** 2023-U9 Middlebury Lane: Entire Length (Gen Utilities)**Project Number: 2023-S2** E. Elm Street South Alley: S. Jefferson Street to S. Rogers St. (Gen Fund)**Description:** Pulverize, shape, and repave.**Justification:** Seventeen (17) properties will be directly impacted by this improvement. Last improvement is not able to be confirmed.

Proposed Project Year: 2025-26**Project Number: 2019-S7** S. McRoberts Street: W. Ash Street to W. South Street (Local)**Description:** Pulverize, shape, and repave.**Justification:** PASER Rating- 2/3. This street was last worked on in 1998. Twenty-seven (27) homes will be directly impacted by this improvement.**Connected Project:** 2023-U17 S. McRoberts Street: W. Ash Street to W. South Street (Gen Utilities)**Project Number: 2019-S8** W. Maple Street: S. Lansing Street to S. Park Street (Local)**Description:** Pulverize, shape, and repave.**Justification:** PASER Rating- 2. This street was last worked on in 1996. This project will impact five (5) commercial properties, access to the Commercial Business District, trail, and park. This project will take place in the same year as the anticipated planned Lee Austin Park improvements.**Connected Project:** 2023-U18 W. Maple Street: S. Lansing Street to S. Park Street (Gen Utilities), 2020-P24 Lee Austin Park: Capital Improvements**Project Number: 2023-S3** W. Sycamore Street South Alley: S. Park St. to S. Jefferson St. (Gen Fund)**Description:** Pulverize, shape, and repave.**Justification:** Located in the Commercial Business District, ten (10) commercial properties and nine (9) residential properties will be directly impacted by this improvement. Staff will consider coordinating this project with improvements to the City owned lots at both ends of this alley.**Project Number: 2023-S4** E. Ash Street South Alley: S. Barnes Street to S. Rogers Street (Gen Fund)**Description:** Pulverize, shape, and repave.**Justification:** Twelve (12) properties will be directly impacted by this improvement. Last improvement is not able to be confirmed.**Project Number: 2024-S1** N. Lansing Street: North Street to W. Columbia Street (Major) **NEW****Description:** Pulverize, shape, and repave.**Justification:** PASER Rating- 2. This street was last worked on in 1996. Ten (10) properties will be directly impacted by this improvement. Newly added due to 2023 PASER evaluation making it a higher priority.**Connected Project:** 2024-U1 N. Lansing Street: North Street to W. Columbia Street (Gen Utilities)

Project Number: 2024-S2 S. Rogers Street: E. Columbia to E. Ash Street (Major)**NEW****Description:** Pulverize, shape, and repave.

Justification: PASER Rating- 2/3. This street was last worked on in 1979. Seventeen (17) properties will be directly impacted by this improvement. Newly added due to 2023 PASER evaluation making it a higher priority.

Connected Project: 2024-U2 S. Rogers Street: E. Columbia Street to E. Ash Street (Gen Utilities)

Proposed Project Year: 2026-27**Project Number: 2020-S1** N. Rogers Street: Ann Street to E. Columbia Street (Major)**Description:** Pulverize, shape, and repave.

Justification: PASER Rating- 3. This street was last worked on in 1991. Thirteen (13) homes will be directly impacted by this improvement.

Connected Project: 2023-U20 N. Rogers Street: Ann Street to E. Columbia Street (Gen Utilities)

Project Number: 2020-S3 State Street: W. Sycamore Street to W. Maple Street (Major)**Description:** Pulverize, shape, and repave.

Justification: PASER Rating- 3. The street was last worked on in 2004. Ten (10) homes will be directly impacted by this improvement.

Connected Project: 2023-U22 State Street: W. Sycamore Street to W. Maple Street (Gen Utilities)

Project Number: 2021-S3 W. Sycamore Street: S. Jefferson to State St. (Major) **(Moved from 27/28)****Description:** Pulverize, shape, and repave.

Justification: PASER Rating- 5. This street was last worked on in 2001 and had a mill and repave. Twenty-one (21) properties will be directly impacted by this improvement. Moved due to 2023 PASER evaluation making it a higher priority.

Connected Project: 2023-U30 W. Sycamore Street: S. Jefferson Street to State Street (Gen Utilities)

Project Number: 2023-S5 E. Sycamore Street South Alley: S. Jefferson St. to S. Barnes St. (Gen Fund)**Description:** Pulverize, shape, and repave.

Justification: Twenty-one (21) properties will be directly impacted by this improvement. Last improvement is not able to be confirmed.

Project Number: 2024-S3 Cindy Street: Temple Street to Washington Street (Local)**NEW****Description:** Pulverize, shape, and repave.**Justification:** PASER Rating- 3. This street was last worked on in 2001. Nine (9) properties will be directly impacted by this improvement. Newly added due to 2023 PASER evaluation making it a higher priority.**Connected Project:** 2024-U3 Cindy Street: Temple Street to Washington Street (Gen Utilities)**Project Number: 2024-S4** E. Oak Street: Steele Street to S. Rogers Street (Local)**NEW****Description:** Pulverize, shape, and repave.**Justification:** PASER Rating- 2/3. This street was last worked on in 1996. Twenty-five (25) properties will be directly impacted by this improvement. Newly added due to 2023 PASER evaluation making it a higher priority.**Connected Project:** 2024-U4 E. Oak Street: Steele Street to Rogers Street (Gen Utilities)**Project Number: 2024-S5** Roosevelt Street: Temple Street to Washington Street (Local)**NEW****Description:** Pulverize, shape, and repave.**Justification:** PASER Rating- 2/3. This street was last worked on in 1977. Twenty-five (25) properties will be directly impacted by this improvement. Newly added due to 2023 PASER evaluation making it a higher priority.**Connected Project:** 2024-U5 Roosevelt Street: Temple Street to Lawton Street (Gen Utilities)**Proposed Project Year: 2027-28****Project Number: 2019-S3** E. South Street: S. Barnes St. to S. Rogers St. (Local)**(Moved from 25/26)****Description:** Pulverize, shape, and repave.**Justification:** PASER Rating- 3. This street was last worked on in 1998. Eight (8) homes will be directly impacted by this improvement. Moved due to 2023 PASER evaluation making it a lower priority.**Connected Project:** 2023-U16 E. South Street: S. Barnes Street to S. Rogers Street (Gen Utilities)**Project Number: 2020-S2** E. South Street: S. Rogers Street to Hall Blvd. (Local)**Description:** Pulverize, shape, and repave.**Justification:** PASER Rating- 4. This street was last worked on in 1997. Twenty-Eight (28) homes will be directly impacted by this improvement.**Connected Project:** 2023-U21 E. South Street: S. Rogers Street to Hall Blvd. (Gen Utilities)

Project Number: 2021-S5 Vanderveen Drive: Entire Length (Local)

Description: Pulverize, shape, and repave.

Justification: PASER Rating- 3. This street was last worked on in 2006 and had a mill and repave. Seventeen (17) properties will be directly impacted by this improvement.

Connected Project: 2023-U31 Vanderveen Drive: Entire Length (Gen Utilities)

Project Number: 2023-S6 E. Oak South Alley: S. Jefferson Street to S. Rogers St. (Gen Fund)

Description: Pulverize, shape, and repave.

Justification: Twenty-one (21) properties will be directly impacted by this improvement. Last improvement is not able to be confirmed.

Project Number: 2024-S6 E. Columbia Street: Rogers Street to Jefferson Street (Major) **NEW**

Description: Pulverize, shape, and repave.

Justification: PASER Rating- 3. This street was last worked on in 1980. fourteen (14) properties will be directly impacted by this improvement. Newly added due to 2023 PASER evaluation making it a higher priority.

Connected Project: 2024-U7 E. Columbia Street: Rogers Street to Jefferson Street (Gen Utilities)

Project Number: 2024-S7 E. South Street: S. Jefferson St. to S. Barnes St. (Local) **NEW**

Description: Pulverize, shape, and repave.

Justification: PASER Rating- 3. This street was last worked on in 1998. Eleven (11) properties will be directly impacted by this improvement. Newly added due to 2023 PASER evaluation making it a higher priority.

Connected Project: 2024-U8 E. South Street: Jefferson Street to Barnes Street (Gen Utilities)

Proposed Project Year: 2028-29

Project Number: 2023-S7 E. Oak South Alley: S. Rogers Street to Steele St. (Gen Fund)

Description: Pulverize, shape, and repave.

Justification: Twenty-three (23) properties will be directly impacted by this improvement. Last improvement is not able to be confirmed.

Project Number: 2024-S8 E. Oak Street: Jefferson Street to S. Barnes Street (Local) **NEW**

Description: Pulverize, shape, and repave.

Justification: PASER Rating- 3. This street was last worked on in 1996. Eleven (11) properties will be directly impacted by this improvement. Newly added due to 2023 PASER evaluation making it a higher priority.

Connected Project: 2024-U10 E. Oak Street: Jefferson Street to Barnes Street (Gen Utilities)

Project Number: 2024-S9 W. South Street: S. Lansing to US 127 (Major)**NEW****Description:** Pulverize, shape, and repave.

Justification: PASER Rating- 3. This street was last worked on in 1974. Forty-three (43) properties will be directly impacted by this improvement. Newly added due to 2023 PASER evaluation making it a higher priority.

Connected Project: 2024-U11 W. South Street: Lansing Street to US 127 (Gen Utilities)

Project Number: 2024-S10 Stevens Street: E. Columbia Street to E. Maple Street (Local)**NEW****Description:** Pulverize, shape, and repave.

Justification: PASER Rating- 2. This street was last worked on in 1980. fifteen (15) properties will be directly impacted by this improvement. Newly added due to 2023 PASER evaluation making it a higher priority.

Connected Project: 2024-U12 Stevens Street: E. Columbia Street to E. Maple Street (Gen Utilities)

Project Number: 2024-S11 W. Sycamore Street: S. Lansing to McRoberts Street (Local)**NEW****Description:** Pulverize, shape, and repave.

Justification: PASER Rating- 3. This street was last worked on in 1985. Eighteen (18) properties will be directly impacted by this improvement. Newly added due to 2023 PASER evaluation making it a higher priority.

Connected Project: 2024-U13 W. Sycamore Street: S. Lansing Street to McRoberts Street (Gen Utilities)

Proposed Project Year: 2029-30**Project Number: 2019-S10** Franklin Farms Drive: Extension (Local)**(Moved from 28/29)****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, exceeding the standards for residential development of 25 households. When South Street is closed, residents and emergency responders must take Columbia/ College/ Sitts or Kipp/College/Sitts to reach the area. 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. Due to the high cost, this project will be moved to be within year six until there is a plan to implement.

Project Number: 2024-S12 Bond Street: S. Barnes Street to Holt Street (Local)**NEW****Description:** Pulverize, shape, and repave.

Justification: PASER Rating- 3. This street was last worked on in 1981. Four (4) properties will be directly impacted by this improvement. Added based on 2023 PASER evaluation and street maintenance plan.

Connected Project: 2024-U14 Bond Street: Barnes Street to Holt Street (Gen Utilities)

Project Number: 2024-S13 Holt Street: E. South Street to Bond Street (Local)**NEW****Description:** Pulverize, shape, and repave.

Justification: PASER Rating- 3. This street was last worked on in 1975. Seventeen (17) properties will be directly impacted by this improvement. Added based on 2023 PASER evaluation and street maintenance plan.

Connected Project: 2024-U15 Holt Street: E. South Street to Bond Street (Gen Utilities)

Project Number: 2024-S14 W. Maple Street: S. Lansing Street to Cedar Street (Local)**NEW****Description:** Pulverize, shape, and repave.

Justification: PASER Rating- 3. This street was last worked on in 1996. Thirty-four (34) properties will be directly impacted by this improvement. Added based on 2023 PASER evaluation and street maintenance plan.

Connected Project: 2024-U16 W. Maple Street: Lansing Street to Cedar Street (Gen Utilities)

Project Number: 2024-S15 S. Park Street: W. Sycamore Street to W. Maple Street (Local)**NEW****Description:** Pulverize, shape, and repave.

Justification: PASER Rating- 3. This street was last worked on in 2001. Seven (7) properties will be directly impacted by this improvement. Added based on 2023 PASER evaluation and street maintenance plan.

Connected Project: 2024-U17 S. Park Street: W. Sycamore Street to W. Maple Street (Gen Utilities)

Project Number: 2024-S16 W. Ash South Alley: Park St. to S. Jefferson St. (Gen Fund)**NEW****Description:** Pulverize, shape, and repave.

Justification: Eight (8) properties will be directly impacted by this improvement. Added based on 2023 PASER evaluation and street maintenance plan. Last improvement is not able to be confirmed.

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Utilities: Sanitary, Storm, and Water (U)

OVERVIEW

Sanitary Sewer: The sewage collection and treatment system consists of a 1.5 million gallons per day (MGD) capacity activated sludge treatment plant, 32 miles of sewer line including interceptors, and four lift stations. The plant was originally constructed in its current form in the 1950s and modified and/or expanded in 1975, 1977, 2011, and 2016. The plant treats the wastewater discharges from the entire City of Mason, as well as a portion of Alaiedon Township and a portion of Vevay Township that averages 1.15 MGD.

Wastewater treatment is directly connected to water use because much of the water used by homes, industries, and businesses must be treated before it is released back to the environment. Nature has an ability to cope with small amounts of water waste and pollution, but it would be overwhelmed if the city didn't treat the million-plus gallons of wastewater and sewage produced every day by Mason users before returning it back to the environment. Treatment plants reduce pollutants in wastewater to a level nature can handle.

During average daily flow rates, the plant operators can use the existing system to treat the water to an excellent quality and meet all discharge permit requirements, even as the plant is well beyond its useful life. Though significant peak flow rates encountered a few times per year exceed the capacity of the treatment system and have resulted in bypass flows to surface water. These occurrences (up to the 25-year/24-hour design storm event with 3.9 inches of rain during normal soil moisture and growth conditions) should be nearly eliminated with the construction and startup of the new wastewater treatment plant. The city, like most other communities in Michigan, operates under a National Pollutant Discharge Elimination System permit (NPDES) administered by the Michigan Department of Environment, Great Lakes, and Energy (EGLE). This permit establishes the allowable effluent levels to be discharged to the receiving waters, Sycamore Creek.

Storm Water System: The City of Mason is responsible for the Municipal Separate Storm Sewer System (MS4). The goal of the MS4 program is to reduce the discharge of pollutants to surface waters of the state. EGLE requires communities to comply with the state and federal stormwater regulations by obtaining a NPDES permit for stormwater. The city has developed a stormwater plan and is partnered with the Greater Lansing Regional Committee (GLRC). Collaborating with other community members of the GLRC has been beneficial to all the communities involved, working together to achieve a common goal. The stormwater NPDES requires that each community develop several different programs within their stormwater plan.

The City's MS4 consists of approximately 231,800 linear feet (43.9 miles) of concrete and plastic drainage pipes ranging from 6 inches to 42 inches in diameter, with some corrugated metal pipes up to 72 inches in diameter. The system has 1,026 stormwater catch basins that collect stormwater and debris from roadways, parking lots, building roofs, sump pumps, and some low-lying areas. The collected stormwater flows into the Sycamore Creek, Willow Creek or Rayner Drain.

Water Distribution: The City's water system consists of seven wells, two 500,000-gallon elevated storage towers, 600 fire hydrants, one one-million-gallon ground storage tank, and approximately 45 miles of water main service lines in various sizes. The City has a centralized treatment facility; the water is pumped through raw water mains to the treatment plant to remove items as required by the permit.

Table 3. City of Mason Inventory of Wells

Well No.	General Location	Condition
4	Hayes Park	Rebuilt in 2021
5	Ash St.	Rebuilt in 2021
6	Franklin Farms	Rebuilt in 2021
7	Kipp Road	Rebuilt in 2018, Scheduled for 25/26 Rebuild
8	Water Treatment Plant	Rebuilt in 2023
9	Temple Street	Rebuilt in 2023
10	Temple Street	Rebuilt in 2023

The city also has a delineated wellhead protection area and regularly holds wellhead protection program meetings to ensure the long-term quality of drinking water. A source water protection program also includes management strategies to reduce contamination risk, contingency and new source planning, and public education and outreach.

Lead and Copper Service Line Replacement: The purpose of Michigan’s Lead and Copper Rule (LCR) is to protect public health by minimizing lead and copper levels in drinking water. Lead and copper enter drinking water mainly from corrosion of lead and copper containing plumbing materials. All community water suppliers are subject to the LCR requirements.

Under the LCR, the water utility will, at its expense, replace the entire water service beginning at the corporation valve to 18 inches inside the house if it is found to contain a “lead service line” (LSL). LSLs 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. This is a significant change for the city and comes with additional costs.

The city completed the CDSMI (Complete Distribution System Materials Inventory) on February 14, 2024, with the following results reported to the EGLE:

Table 4. Lead Service Line Summary as of February 14, 2024

Service Line Material	Estimated Number
Any Portion Contains Lead	118
Contains Galvanized Previously Connected to Lead	0
Unknown - Likely Contains Lead	331
Unknown - Likely Does not Contain Lead	767
Unknown - Material(s) Unknown (no information on likelihood of lead)	0
Contains neither Lead nor Galvanized Previously Connected to Lead	1303
Total Number of Potable Service Lines	2519

With 2519 water service lines in the distribution system, and 451 of the service lines being lead service lines, to comply with EGLE, the city must replace at a minimum of 5% per year average, however, all lead service line replacements must be completed by 2041. The city will now be targeting an average of 30 (26

would be 5%) lines per year. The city plans to match our street construction schedule, if there are not 30 lines within the street construction, we will prioritize other lead areas that are not in the street schedule.

Utility Work in Streets: Please note that the CIP includes estimate placeholders for later years of utility work. Probable costs will be refined when work is closer to being implemented.

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Proposed Project Year: 2024-25**Project Number: 2021-U3** **Steele Street: E. Ash Street to E. Elm Street (Gen Utilities)**

Description: Replacement of existing 4" water main and sanitary sewer infrastructure. Add fire hydrant at Oak and Steele. Repair of any utility issues identified during street construction.

Justification: The 4" watermain was installed in 1934 and the sanitary sewer was installed around 1934. This project will also replace sanitary sewer leads that are evaluated in advance by televising sewer lines.

Connected Project: 2018-S30 Steele Street: E. Ash Street to Elm Street (Major)

Project Number: 2023-U5 **Asset Management Plan (Gen Utilities)**

Description: Prepare Utilities Asset Management Plan to include improvements and maintenance of the water treatment, wastewater treatment, and stormwater collection systems.

Justification: Asset management plans are essential to ensure the long-term sustainability of a system and the ability to plan large expenditures, while extending the life of the existing equipment with regular maintenance. During the Master Plan process, this asset management plan was identified as a priority. Due to the amount of work, this may be completed in phases.

Project Number: 2023-U6 **Peachtree Place: W. Columbia Street to W. South Street (Gen Utilities)**

Description: Replace some water main valves and fire hydrants as needed due to condition. Repair of any utility issues identified during street construction.

Justification: This project is to replace sanitary sewer leads that are evaluated in advance by televising sewer lines. The sanitary sewer and water main were installed in 1979.

Connected Project: 2019-S27 Peachtree Place: W. Columbia Street to W. South Street (Major)

Project Number: 2023-U7 **S. McRoberts Street: W. Columbia Street to W. Ash Street (Gen Utilities)**

Description: Install 6" water main from Columbia to Maple Street. Repair of any utility issues identified during street construction.

Justification: Currently there is no water main on McRoberts from W. Maple to W. Columbia. The new water main will help with water pressure and eliminate two water services that come off Sycamore Street to serve homes on McRoberts Street. The water main from W. Maple to W. Ash was installed before 1970. This project will also replace sanitary sewer leads evaluated in advance by televising sewer lines. The sanitary sewer is only located between W. Sycamore and W. Columbia and was installed before 1970.

Connected Project: 2018-S29 S. McRoberts Street: W. Columbia Street to W. Ash Street (Local)

Project Number: 2023-U8 Foxview Lane: Entire Length (Gen Utilities)

Description: Replace fire hydrants as needed due to condition. Repair of any utility issues identified during street construction.

Justification: This project is to replace existing fire hydrants that were installed in around 1979, that parts are not available and are not operating properly. This project is also to replace sanitary sewer leads that are evaluated in advance by televising sewer lines.

Connected Project: 2019-S4 Foxview Lane: Entire Length (Local)

Project Number: 2023-U9 Middlebury Lane: Entire Length (Gen Utilities)

Description: Replace fire hydrants as needed due to condition. Repair of any utility issues identified during street construction.

Justification: This project is to replace existing fire hydrants that were installed around 1979, that parts are not available and are not operating properly. This project is also to replace sanitary sewer leads that are evaluated in advance by televising sewer lines.

Connected Project: 2019-S6 Middlebury Lane: Entire Length (Local)

Project Number: 2023-U10 Water Service Line Replacement (Water)

Description: Replacement of water service lines.

Justification: This action is required to comply with Michigan's Lead and Copper Rule (LCR). In the event that no or limited lead service lines are in street construction area, lead services lines that have been identified in other areas of the city will be replaced.

Project Number: 2023-U11 Raise Manholes: Willow Creek East of S. Lansing Street (Storm)

Description: Raise manholes that are located east of S. Lansing Street along the Willow Creek above the 50-year flood elevation.

Justification: During heavy rains or large snow melt Willow Creek rises and can potentially get above the manholes along the Creek. This can cause Inflow and Infiltration (I&I) into the city's sanitary sewer system costing more to treat the inflow and impacting plant operations. The City's I&I Program is focused on identifying improvements as preventative measure to avoid inflow. This project was identified in an evaluation related to the WWTP flows in 2022 and will involving raising four (4) manholes.

Project Number: 2023-U12 Grit Removal System Maintenance (WWTP)

Description: Maintenance of the existing grit removal system.

Justification: Grit removal is an important part of the wastewater treatment process. Grit removal helps reduce maintenance costs of downstream equipment. Grit causes wear on pumps, clogs pipes and channels and can take up valuable space in the sludge digestion tanks. The grit removal system has been in operation since December 2016 when the headworks was constructed and needs to be serviced (more than normal preventative maintenance) due to the hours it has been in operation. This will help to prevent any major malfunctions in the different mechanical areas of the grit removal system.

Project Number: 2023-U13 Plant Valves and Baffle Wall Repair (Water)**Description:** Repair of Water Plant ground storage valves and baffle wall.

Justification: The valves located outside the ground storage tank allow the tank to be isolated from the system. These valves have been repaired in the past, but they are still not closing the tank completely off. Staff need to be able to isolate the ground storage tank from the treatment plant for maintenance and inspection services. The baffle in the ground storage tank has collapsed and has fallen into the bottom of the tank. This unit works like a “curtain” to separate the water in the storage tank in half. This separation provides a more uniform chlorine residual to the water in the tank.

Proposed Project Year: 2025-26**Project Number: 2017-U29 Generator for ISD Lift Station (Sanitary)****Description:** Install standby generators for ISD lift station.

Justification: Staff are called to service this location 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. A generator will ensure no interruption of service for this critical infrastructure. **ISD = Ingham Intermediate School District. When this station was installed, the ISD was the only user. While the users have changed, the name of the lift station has remained.*

Project Number: 2018-U40a N. Water Tower Repairs (Water)**(Moved from 24/25)****Description:** Repairs identified in the December 2023 inspection performed by Dixon Engineering Inc.

Justification: American Water Works Association (AWWA) recommends regular cleanings and inspections of the tank by an independent third party once every five years. Recommendations and requirements - High pressure water clean and overcoat the exterior with a fluoropolymer system, replace the roof vent with a pressure vacuum vent that has a rain shield to meet current EGLE requirements, spot power tool clean the coating failures in the dry interior, spot repaint all prepared surfaces with an epoxy coating system, abrasive blast clean the pit piping and repaint with an epoxy system, coat the foundation to help prevent deterioration, install a painter’s railing outside the existing roof handrail, install rigging couplings on the roof for temporary fall prevention of workers in the wet interior, repair the light fixture in the riser so there are no exposed wires, install handholds at the wet interior roof hatch and at the access tube roof hatch, the handholds would assist the climber while entering and exiting the openings, install additional alignment lugs at the access tube air gap and replace the neoprene and band clamps, the expansion joint was covered with insulation and was not visible for inspection, this type of joint should be verified. If it is determined to be a glandular expansion joint, then replace it with a bellows type joint and replace the hose on the mud valve discharge. This item was moved out to even out expenses within the fund.

Project Number: 2022-U3 Well No. 7 (Kipp Rd) Rebuild (Water)**Description:** Rebuild Kipp Rd Well No. 7.

Justification: Based on past maintenance records and industry standards, it is optimal for the wells to be rebuilt every seven to eight years to maximize well production and energy efficiency. This well was last serviced in 2018.

Project Number: 2023-U17 S. McRoberts Street: W. Ash Street to W. South Street (Gen Utilities)**Description:** Install 6" water main and repairs of any utility issues identified during street construction.**Justification:** Currently there is a 6" watermain that was installed before 1970 in this section. The current water main has had several main breaks. The main can freeze as there are areas where the main is only three feet deep and many of the main valves no longer work properly. Sanitary sewer repairs to the main and manholes will also occur as needed.**Connected Project:** 2018-S29 S. McRoberts Street: W. Ash Street to W. South Street (Local)**Project Number: 2023-U18** W. Maple Street: S. Lansing Street to S. Park Street (Gen Utilities)**Description:** Repair of any utility issues identified during street construction.**Justification:** This project is to repair issues that will be found during street construction to the water distribution system and sanitary sewer collections. The sanitary sewer and water main were installed at an unknown year.**Connected Project:** 2019-S8 W. Maple Street: S. Lansing Street to S. Park Street (Local)**Project Number: 2023-U19** Water Service Line Replacement (Water)**Description:** Replacement of water service lines.**Justification:** This action is required to comply with Michigan's Lead and Copper Rule (LCR). If no or limited lead service lines are in street construction area, lead services lines that have been identified in other areas of the city will be replaced.**Project Number: 2024-U1** N. Lansing Street: North Street to W. Columbia Street (Gen Utilities) **NEW****Description:** Repair of any utility issues identified during street construction.**Justification:** This project is to repair issues that will be found during street construction to the water distribution system and sanitary sewer collections. The sanitary sewer was installed in 1941, and the water main was installed in 1941. Newly added due to 2023 PASER evaluation reprioritizing the connected project.**Connected Project:** 2024-S2 N. Lansing Street: North Street to W. Columbia Street (Major)**Project Number: 2024-U2** S. Rogers Street: E. Columbia Street to E. Ash Street (Gen Utilities) **NEW****Description:** Repair of any utility issues identified during street construction.**Justification:** This project is to repair issues that will be found during street construction to the water distribution system and sanitary sewer collections. The sanitary sewer was installed in 1938, and the water main was installed in 1938. Newly added due to 2023 PASER evaluation reprioritizing the connected project.**Connected Project:** 2024-S1 S. Rogers Street: E. Columbia to E. Ash (Major)

Proposed Project Year: 2026-27**Project Number: 2019-U9** **New Chlorine Generator (Water)****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. Over the years, we have updated the current system by replacing two of the three operating cells and the third being done in fiscal year 2019/20. The manufacturer has indicated that parts are now limited for that system.**Project Number: 2023-U20** **N. Rogers Street: Ann Street to E. Columbia Street (Gen Utilities)****Description:** Repair of any utility issues identified during street construction.**Justification:** This project is to repair issues that will be found during street construction to the water distribution system and sanitary sewer collections. The sanitary sewer was installed in 1934, and water main was installed around 1950.**Connected Project:** 2020-S1 N. Rogers Street: Ann Street to E. Columbia Street (Major)**Project Number: 2023-U22** **State Street: W. Sycamore Street to W. Maple Street (Gen Utilities)****Description:** Repair of any utility issues identified during street construction.**Justification:** This project is to repair issues that will be found during street construction to the water distribution system and sanitary sewer collections. The sanitary sewer and water main were installed in an unknown year.**Connected Project:** 2020-S3 State Street: W. Sycamore Street to W. Maple Street (Major)**Project Number: 2023-U26** **Water Service Line Replacement (Water)****Description:** Replacement of water service lines.**Justification:** This action is required to comply with Michigan's Lead and Copper Rule (LCR). In the event that no or limited lead service lines are in street construction area, lead services lines that have been identified in other areas of the city will be replaced.**Project Number: 2023-U27** **S. Water Tower Inspection (Water)****Description:** Conduct South Water Tower inspection.**Justification:** The water towers are inspected every five years as required by the State. The interior and the exterior of the towers are inspected for corrosion, defects, paint coatings, equipment failures, and the overall appearance of the water tower. Inspections provide an overview of the repair and maintenance required to maintain the water towers.

Project Number: 2023-U28 Well No. 6 (Franklin Farms) Rebuild (Water)**Description:** Rebuild Franklin Farms Well No. 6.**Justification:** Based on past maintenance records and industry standards, it is optimal for the wells to be rebuilt every seven to eight years to maximize well production and energy efficiency. This well was serviced in 2021 and will be evaluated to determine if it needs to be rebuilt closer to this year.**Project Number: 2023-U30** W. Sycamore Street: S. Jefferson Street to State Street (Gen Utilities)
*(Moved from 27/28)***Description:** Repair of any utility issues identified during street construction.**Justification:** This project is to repair issues that will be found during street construction to the water distribution system and sanitary sewer collections. The sanitary sewer was installed in 1985, and water main was installed in an unknown year. Moved due to 2023 PASER evaluation reprioritizing the connected project.**Connected Projects:** 2021-S3 W. Sycamore Street: S. Jefferson to State Street (Major)**Project Number: 2024-U3** Cindy Street: Temple Street to Washington Street (Gen Utilities) **NEW****Description:** Repair of any utility issues identified during street construction.**Justification:** This project is to repair issues that will be found during street construction to the water distribution system and sanitary sewer collections. The sanitary sewer was installed in 1968, and the water main was installed in 1968. Newly added due to 2023 PASER evaluation reprioritizing the connected project.**Connected Project:** 2024-S3 Cindy Street: Temple Street to Washington Street (Local)**Project Number: 2024-U4** E. Oak Street: Steele Street to Rogers Street (Gen Utilities) **NEW****Description:** Repair of any utility issues identified during street construction.**Justification:** This project is to repair issues that will be found during street construction to the water distribution system and sanitary sewer collections. The sanitary sewer was installed in no records to exactly know, and the water main is also unknown. Newly added due to 2023 PASER evaluation reprioritizing the connected project.**Connected Project:** 2024-S5 E. Oak Street: Steele Street to Rogers Street (Local)**Project Number: 2024-U5** Roosevelt Street: Temple Street to Lawton Street (Gen Utilities) **NEW****Description:** Repair of any utility issues identified during street construction.**Justification:** This project is to repair issues that will be found during street construction to the water distribution system and sanitary sewer collections. The sanitary sewer was installed in 1976, and the water main was installed in 1970. Newly added due to 2023 PASER evaluation reprioritizing the connected project.**Connected Project:** 2024-S6 Roosevelt Street: Temple Street to Lawton Street (Local)

Project Number: 2024-U6 Supervisory Control and Data Acquisition (Water)**NEW****Description:** New Supervisory Control and Data Acquisition (SCADA) for the Water Treatment Plant

Justification: The current SCADA software was installed during the construction of the water treatment plant in 2008. The company that developed this software has since gone out of business. This is proprietary software that other SCADA companies cannot work with or manipulate for required updates and/or repairs. A new SCADA system that is universal and industry recognized will allow us to have competitive pricing for purchase, installation, repairs, and updates. The new system will also be compatible with the new SCADA at the wastewater treatment plant. Having the same software/system throughout the Utilities Department will save time and money due to the familiarity between plants, distribution systems and collection systems. This new system would be installed throughout the entire Utilities Department and have the capability to have add-ons such as equipment repair history, system history, produce repair/maintenance tickets, routine maintenance scheduling and history and more. This will also tie into the Utilities Department's asset management plan.

Proposed Project Year: 2027-28**Project Number: 2018-U40b** South Tower Exterior Repaint (Water)

Description: The South Water Tower will be inspected and evaluated in 26/27 and is expected to need exterior repainting.

Justification: During the last inspection of the South Water Tower inspection revealed that the exterior of the steel water tower will need to be repainted within the next 3-5 years. Repainting of the interior and exterior of these steel water towers protects the steel from decay and premature failure.

Project Number: 2023-U16 E. South Street: S. Barnes Street to S. Rogers Street (Gen Utilities)
(Moved from 25/26)

Description: Replacement of existing 4" and 6" water main and repairs of any utility issues identified during street construction.

Justification: This project is to replace existing 4" watermain and 6" watermain both installed at an unknown year. E. South Street has two watermains running down the street. This replacement will improve water quality, water pressure, and fire protection. Sanitary sewer repairs to the main and manholes will also occur as needed. Moved due to 2023 PASER evaluation reprioritizing the connected project.

Connected Project: 2019-S3 E. South Street: S. Barnes Street to S. Rogers Street (Local)

Project Number: 2023-U21 E. South Street: S. Rogers Street to Hall Blvd. (Gen Utilities)*(Moved from 26/27)*

Description: Replacement of existing 4" and 6" water main and repairs of any utility issues identified during street construction.

Justification: This project is to replace existing 4" watermain and 6" watermain both installed in an unknown year. E. South Street has two watermain running down the street. This replacement will improve water quality, water pressure, and fire protection. Sanitary sewer repairs to the main and manholes will also occur as needed. Moved due to 2023 PASER evaluation reprioritizing the connected project.

Connected Project: 2020-S2 E. South Street: S. Rogers Street to Hall Blvd (Local)

Project Number: 2023-U31 Vanderveen Drive: Entire Length (Gen Utilities)

Description: Repair of any utility issues identified during street construction.

Justification: This project is to repair issues that will be found during street construction to the water distribution system and sanitary sewer collections. The sanitary sewer was installed in 1950, and water main was installed 1989.

Connected Project: 2021-S5 Vanderveen Drive: Entire Length (Local)

Project Number: 2023-U32 Water Service Line Replacement (Water)

Description: Replacement of water service lines.

Justification: This action is required to comply with Michigan's Lead and Copper Rule (LCR). If no or limited lead service lines are in street construction area, lead services lines that have been identified in other areas of the city will be replaced.

Project Number: 2023-U34 Ground Storage Tank Inspection (Water)

Description: Conduct Water Treatment Plant ground storage tank inspection

Justification: The ground storage tank is inspected every five years and required by the State. An inspection is performed on the interior and the exterior of the tank. This inspection provides information on the overall condition of the tank. This information is used to determine the maintenance and repairs that will be needed for the wellbeing of this tank.

Project Number: 2023-U35 Well Rebuild Placeholder (Water)

Description: Rebuild or major repair of existing well.

Justification: Well maintenance and replacement are critical to maintaining the water supply. Experience has indicated that a well rebuild or reconstruction is likely required for at least one well a year. This item is intended to be a placeholder until moved until years one through three, at which time a well will be identified.

Project Number: 2024-U7 E. Columbia Street: Rogers Street to Jefferson Street (Gen Utilities) **NEW**

Description: Repair of any utility issues identified during street construction.

Justification: This project is to repair issues that will be found during street construction to the water distribution system and sanitary sewer collections. The sanitary sewer was installed in 1980, and the water main was installed in 1980. New due to 2023 PASER evaluation reprioritizing the connected project.

Connected Project: 2024-S6 E. Columbia Street: Rogers Street to Jefferson St. (Major)

Project Number: 2024-U8 E. South Street: Jefferson Street to Barnes Street (Gen Utilities) **NEW**

Description: Repair of any utility issues identified during street construction.

Justification: This project is to repair issues that will be found during street construction to the water distribution system and sanitary sewer collections. The sanitary sewer was installed in 1942, and the water main was installed in 1942. New due to 2023 PASER evaluation reprioritizing the connected project.

Connected Project: 2024-S7 E. South Street: Jefferson Street to Barnes Street (Local)

Project Number: 2024-U9 Raise Manholes: Willow Creek West of S. Lansing Street (Storm) **NEW**

Description: Raise manholes that are located west of S. Lansing Street along the Willow Creek and raise them higher than the 50-year flood elevation.

Justification: During heavy rains or large snow melt Willow Creek rises and can potentially get above the manholes along the Creek. This can cause Inflow and Infiltration (I&I) into the city's sanitary sewer system costing more to treat the inflow and impacting plant operations. The City's I&I Program is focused on identifying improvements as preventative measure to avoid inflow. This project was identified in an evaluation related to the WWTP flows in 2022 and will involving raising eight (8) manholes.

Proposed Project Year: 2028-29

Project Number: 2021-U3 Water: Advanced Metering Infrastructure & Meter Replacement

Description: Replacement of all water meters from 5/8" to 2" water meters and installation of an Advanced Metering Infrastructure (AMI) including all necessary components.

Justification: Past replacement program was in 2004 and the meters have a 10-year warranty and are suggested to be replaced after 20 years as the accuracy start to drop off resulting in lost revenue. 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. Due to the high cost of this project, it in this year following the debt for the water plant being paid off.

Project Number: 2023-U36 Columbia and Lansing Street Water Main Railroad Crossing (Water)

Description: Replacement of water main on W. Columbia that goes under the railroad tracks that has been abandoned.

Justification: The watermain was installed in 1975 and abandoned in 2017 when it broke. This project will complete a loop for the watermain and no longer create dead ends. This replacement will improve water quality, water pressure, and fire protection.

Project Number: 2023-U39 Water Service Line Replacement (Water)

Description: Replacement of water service lines.

Justification: This action is required to comply with Michigan's Lead and Copper Rule (LCR). If no or limited lead service lines are in street construction area, lead services lines that have been identified in other areas of the city will be replaced.

Project Number: 2023-U41 Well Rebuild Placeholder (Water)

Description: Rebuild or major repair of existing well.

Justification: Well maintenance and replacement are critical to maintaining the water supply. Experience has indicated that a well rebuild or reconstruction is likely required for at least one well a year. This item is intended to be a placeholder until moved until years one through three, at which time a well will be identified.

Project Number: 2024-U10 E. Oak Street: Jefferson Street to Barnes Street (Gen Utilities) **NEW**

Description: Repair of any utility issues identified during street construction.

Justification: This project is to repair issues that will be found during street construction to the water distribution system and sanitary sewer collections. The sanitary sewer was installed in unknown no records, and the water main was installed in 1934. New due to 2023 PASER evaluation reprioritizing the connected project.

Connected Project: 2024-S8 E. Oak Street: Jefferson Street to Barnes Street (Local)

Project Number: 2024-U11 W. South Street: Lansing Street to US 127 (Gen Utilities) **NEW**

Description: Repair of any utility issues identified during street construction.

Justification: This project is to repair issues that will be found during street construction to the water distribution system and sanitary sewer collections. The sanitary sewer was installed in 1948, and the water main was installed in 1974. New due to 2023 PASER evaluation reprioritizing the connected project.

Connected Project: 2024-S9 W. South Street: Lansing to US 127 (Major)

Project Number: 2024-U12 Stevens Street: E. Columbia Street to E. Maple Street (Gen Utilities) **NEW**

Description: Repair of any utility issues identified during street construction.

Justification: This project is to repair issues that will be found during street construction to the water distribution system and sanitary sewer collections. The sanitary sewer was installed in 1958, and the water main was installed in 1958. New due to 2023 PASER evaluation reprioritizing the connected project.

Connected Project: 2024-S10 Stevens Street: E. Columbia Street to E. Maple Street (Local)

Project Number: 2024-U13 W. Sycamore Street: S. Lansing St. to McRoberts St. (Gen Utilities) **NEW**

Description: Repair of any utility issues identified during street construction.

Justification: This project is to repair issues that will be found during street construction to the water distribution system and sanitary sewer collections. The sanitary sewer was installed in 1940, and the water main was installed in 1985. New due to 2023 PASER evaluation reprioritizing the connected project.

Connected Project: 2024-S11 W. Sycamore Street: S. Lansing Street to McRoberts Street Construction

Proposed Project Year: 2029-30

Project Number: 2019-U10 Plant Filter Media Replacement (Water) **(Moved from 24/25)**

Description: Filter system replacement at the Water Treatment Plant.

Justification: The current filter media was installed in 2008 and has an average life of 20 years. The water department will do regular testing to predict the proper replacement timetable, but at this time does not believe there is any urgency for replacement prior to 2029/30.

Project Number: 2019-U8 WWTP Office Building Remodel **(Moved from 26/27)**

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. This project was moved out to even out expenses within the fund.

Project Number: 2020-U2 Utilities: Cedarwoods Retention Ponds Maintenance **(Moved from 25/26)**

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

Justification: In 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. Due to the necessary coordination with the association, this project was moved out.

Project Number: 2024-U14 **Bond Street: Barnes Street to Holt Street (Gen Utilities)** **NEW**

Description: Repair of any utility issues identified during street construction.

Justification: This project is to repair issues that will be found during street construction to the water distribution system and sanitary sewer collections. The sanitary sewer was installed in 1981, and the water main was installed in 1981. New due to 2023 PASER evaluation reprioritizing the connected project.

Connected Project: 2024-S12 Bond Street: Barnes Street to Holt Street (Local)

Project Number: 2024-U15 **Holt Street: E. South Street to Bond Street (Gen Utilities)** **NEW**

Description: Repair of any utility issues identified during street construction.

Justification: This project is to repair issues that will be found during street construction to the water distribution system and sanitary sewer collections. The sanitary sewer was installed in 1975, and the water main was installed in 1975. New due to 2023 PASER evaluation reprioritizing the connected project.

Connected Project: 2024-S13 Holt Street: E. South Street to Bond Street (Local)

Project Number: 2024-U16 **W. Maple Street: Lansing Street to Cedar Street (Gen Utilities)** **NEW**

Description: Repair of any utility issues identified during street construction.

Justification: This project is to repair issues that will be found during street construction to the water distribution system and sanitary sewer collections. The sanitary sewer was installed in 1935, and the water main was installed in 1935. New due to 2023 PASER evaluation reprioritizing the connected project.

Connected Project: 2024-S14 W. Maple Street: S. Lansing Street to Cedar Street (Local)

Project Number: 2024-U17 **S. Park St.: W. Sycamore Street to W. Maple Street (Gen Utilities)** **NEW**

Description: Repair of any utility issues identified during street construction.

Justification: This project is to repair issues that will be found during street construction to the water distribution system and sanitary sewer collections. The sanitary sewer was installed in 1930, and the water main was installed in 1930. New due to 2023 PASER evaluation reprioritizing the connected project.

Connected Project: 2024-S15 S. Park Street: W. Sycamore Street to W. Maple Street (Local)

Project Number: 2024-U18 **Water Service Line Replacement (Water)** **NEW**

Description: Replacement of water service lines.

Justification: This action is required to comply with Michigan's Lead and Copper Rule (LCR). If no or limited lead service lines are in street construction area, lead services lines that have been identified in other areas of the city will be replaced. Added due to asset management plan related to lead service line replacement.

Project Number: 2023-U19 Well Rebuild Placeholder (Water)**NEW****Description:** Rebuild or major repair of existing well.

Justification: Well maintenance and replacement are critical to maintaining the water supply. Experience has indicated that a well rebuild or reconstruction is likely required for at least one well a year. This item is intended to be a placeholder until moved until years one through three, at which time a well will be identified.

Project Number: 2023-U20 Gas Monitoring System WWTP Headworks (Sanitary)**NEW**

Description: Upgrade and replace the current gas monitoring system in the headworks building at the WWTP.

Justification: In 2016 the headworks building at the WWTP was put online. Due to the nature of the building having sewer gases a gas monitoring system was installed, that system has been a good system but the cost to replace worn-out sensors and more frequent failures warrants the need for a replacement. This is a main piece of safety equipment for the WWTP and its personnel. An updated system will provide the necessary safety equipment that is needed at a reduced maintenance cost.

Project Number: 2023-U21 Headworks Huber Screen Replacement (Sanitary)**NEW****Description:** Replacement of Headworks Huber Screen.

Justification: As part of establishing an asset management plan for the wastewater system staff have been going through asset manuals and identifying preventative maintenance outlined to be performed. The headworks is required to have the main wearing parts such as the bearings, screen basket, drive shaft support, brushes, and other components replaced every 8,000 hours of operation. This type of maintenance will extend the life of the headworks system and provide optimal operations. The Huber Drum Scree will have hit the 16,000-hour mark (average hours used per day) and will be due to have the work performed.

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Parks, Cemetery, Forestry, Non-Motorized (P)

OVERVIEW

The City of Mason operates Mason's only cemetery, Maple Grove Cemetery, established in 1844. It comprises approximately 38 acres with additional acreage available for expansion and 2.21 miles of cemetery drives. Sycamore Creek flows along the eastern edge of the property. Approximately 50 burials are performed on average per year and the older portion of the cemetery has been listed on the National Register of Historic Places.

The City also 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 concrete sidewalks along most of the 12.25 miles of major streets and 19.78 miles of local streets. There are 3.32 miles of non-motorized trail with three trailheads that make up the Hayhoe Riverwalk Trail.

Table 5. 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, walking paths.
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 schoolhouse, 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, restrooms
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. Restroom.

*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: Compliance (ADA), Condition, Capacity, Cost, and Community Input. The following projects 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"> 1. Bring 100% of facilities into a state of good repair within 10 years through renovation or replacement. 2. Ensure 100% of neighborhoods have non-motorized connectivity to facilities within 10 years by connecting sidewalk and trail gaps between parks.

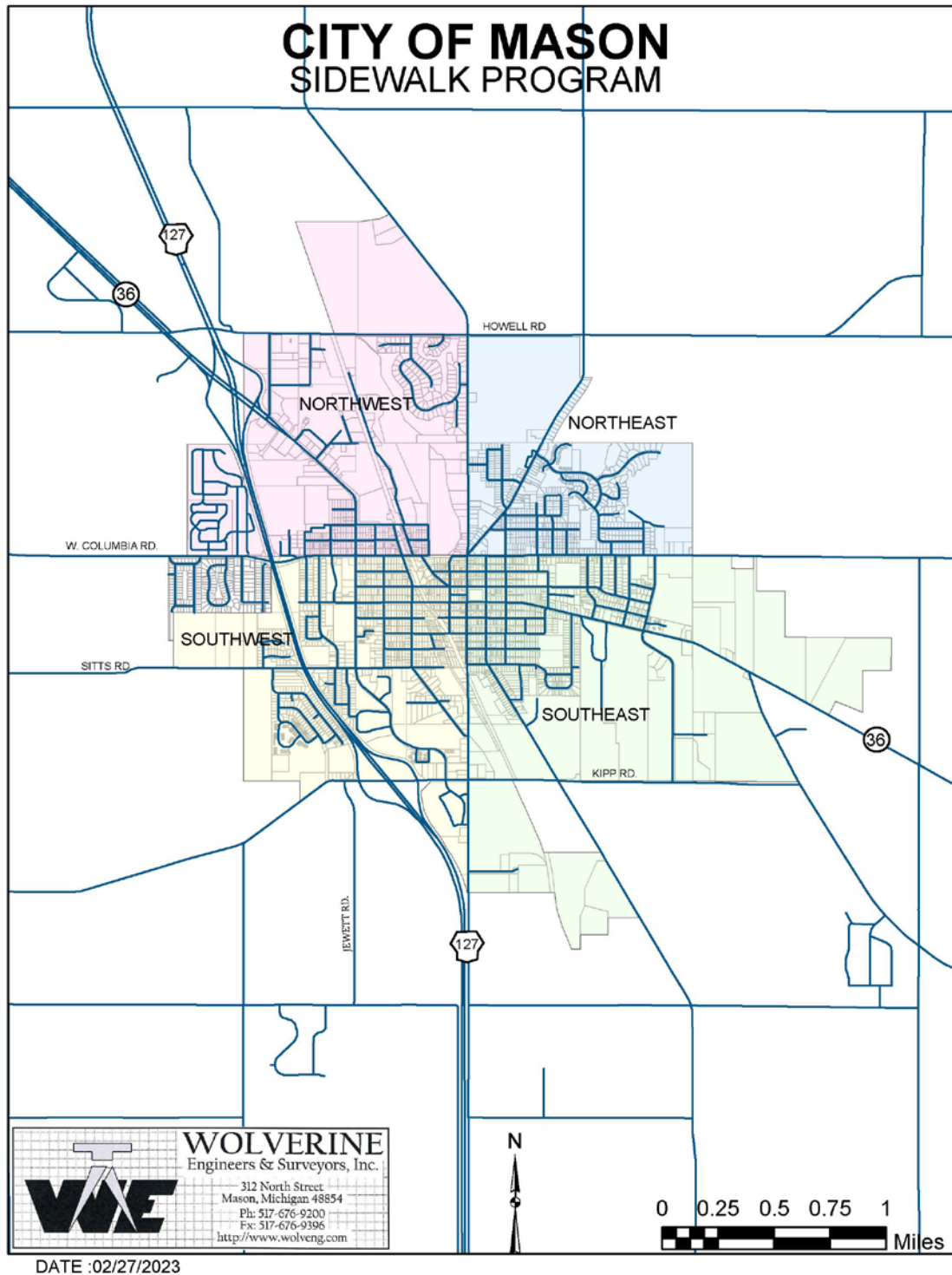
Projects will be expedited as funding becomes available. Funding for the projects listed here will come from the General Fund, Act 51, DDA funds, the Iva Bond (IB) Fund, Grants, private donations, and, a dedicated Park Millage. Projects in later years of the CIP may be moved up and completed sooner if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

Park Millage:

In 2021, the citizens of the City of Mason voted to support a 5-year 1 mill millage for city park, trail, & pathway capital improvements. City Council is anticipated to authorize the full 1 mill for the five years and staff is dedicated to leveraging the funds as much as possible.

In 2024, the millage is expected to raise approximately \$275,000 annually.

Figure 3: Non-Motorized Program



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Proposed Project Year: 2024-25**Project Number: 2020-P4** Hayhoe Riverwalk Trail: Trail Wayfinding Signage (Park)
(Moved from 23/24)

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. Project was moved out due to potential grant funding. *Project may be partially funded through Park Millage or Grants.*

Project Number: 2020-P9 Downtown Wayfinding Signage (DDA) *(Moved from 23/24)*

Description: Install wayfinding signage in the Downtown Development District/Historic District.

Justification: Wayfinding signage improves safety, navigability, and economic growth. The signage design plan in the signage plan reinforces the brand and community vision. Signage will be installed in the DDA/Historic District as part of this phase. Project moved out due to likely timing of bid. *Project is anticipated to be funded at least 50% by the DDA, with the remaining likely be funded through Park Millage or Grants.*

Project Number: 2020-P16a Kipp Road (127- Jefferson) Sidewalk Design (Gen Fund) *SPLIT*

Description: Design 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.

Justification: Currently there is no non-motorized connection to the businesses west of Cedar St. on Kipp Rd. or to Meijer. This project was identified as a high priority in the Non-Motorized Plan. Coordination is required with MDOT and Ingham County Road Department who have jurisdiction over the right of way. *Funded likely through Major Street Fund.*

Project Number: 2020-P22 Non- Motorized Program: Northwest Quadrant (Gen Fund)

Description: Replacement of sidewalks in this designated area of the city. See Figure 3.

Justification: This program will allow us to address affected areas proactively and receive the cost savings of bidding it as a larger concrete project. This may be included in our Special Assessments as appropriate. *Funded through the General Fund.*

Project Number: 2020-P24 Lee Austin Park: Capital Improvements *(Moved from 25/26)*

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: To be updated following Park Master Plan will be completed in 2023. *Project is anticipated to be funded at least 50% by the DDA, with the remaining likely be funded through Park Millage or Grants.* Project moved to allow for vote on sale of property at Bond Park to determine what improvements would be prioritized.

Project Number: 2018-P23 Parks/Recreation Plan: 5 Year Update (Gen Fund)

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 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. The plan also serves as documentation of our compliance with State and Federal requirements such as the Americans with Disabilities Act.

Proposed Project Year: 2025-2026**Project Number: 2020-P16b** Kipp Road (127- Jefferson) Sidewalks Construction (Gen Fund) **SPLIT**

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.

Justification: Currently there is no non-motorized connection to the businesses west of Cedar St. on Kipp Rd. or to Meijer. This project was identified as a high priority in the Non-Motorized Plan. Coordination is required with MDOT and Ingham County Road Department who have jurisdiction over the right of way. *Funded likely through Special Assessments and Major Street Fund.*

Project Number: 2020-P18 Bond Park: Capital Improvements (Park- Final Year) **(Moved from 24/25)**

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

Justification: Council to determine priority projects based on approved master plan for park. *Funded through Park Millage or Grants.* Project moved to allow for vote on sale of property to determine what improvements would be prioritized.

Project Number: 2020-P25 Non- Motorized Program: Northeast Quadrant (Gen Fund)

Description: Replacement of sidewalks in this designated area of the city. See Figure 3.

Justification: This program will allow us to address affected areas proactively and receive the cost savings of bidding it as a larger concrete project. This may be included in our Special Assessments as appropriate. *Funded through the General Fund.*

Project Number: 2023-P4 DDA District Sidewalk Repair (DDA) **(Moved from 26/27)**

Description: Remove and replace existing sidewalks in the Downtown Development Authority District

Justification: The Downtown Development Authority plans to do a regular evaluation of the entire district and identify sidewalks that need to be replaced due to safety concerns or poor condition. Newly added due to plan for maintenance. This work will be coordinated with other sidewalk construction work to receive the cost savings of bidding it together. *Project will likely be funded through the DDA.*

Proposed Project Year: 2026-27

Project Number: 2020-P19 General Major Corridors: Wayfinding Signage (Gen Fund)
(Moved from 25/26)

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 needs a more cohesive wayfinding system. Wayfinding signage improves safety, navigability, and economic growth. The project was moved to even out capital costs in this fund. Project was moved to even out expenses. *Project will likely be funded through the Major/ Local Street Fund.*

Project Number: 2021-P2 Non- Motorized Program: Southeast Quadrant (Gen Fund)

Description: Replacement of sidewalks in this designated area of the city. See Figure 3.

Justification: This program will allow us to address affected areas proactively and receive the cost savings of bidding it as a larger concrete project. This may be included in our Special Assessments as appropriate. *Funded through the General Fund.*

Proposed Project Year: 2027-28

Project Number: 2020-P26 Maple Grove Cemetery: Second Drive (Gen Fund)

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. Project was moved to last year until there is a need to implement.

Project Number: 2022-P3 Non- Motorized Program: Southwest (Gen Fund)

Description: Replacement of sidewalks in this designated area of the city. See Figure 3.

Justification: This program will allow us to address affected areas proactively and receive the cost savings of bidding it as a larger concrete project. This may be included in our Special Assessments as appropriate. *Funded through the General Fund.*

Project Number: 2023-P6 DDA Trash Receptacle Replacement (DDA)

Description: Replacement of DDA trash receptacle

Justification: This project is to improve the aesthetics of the DDA area by replacing the current black trash receptacles that have rusted out with a new compost or metal trash receptacle. By improving the looks, the DDA will be providing a more pleasant experience for those that visit the Downtown. Newly added to plan for replacement. *Project will likely be funded through the DDA.*

Project Number: 2023-P8 **Maple Grove Cemetery: Adding Water to Section U (Gen Fund)**
(Moved from 28/29)

Description: Install water lines and hydrants to section U of the cemetery.

Justification: Currently the newest section of the cemetery (section U) has no available water. Adding a few water spigots will allow visitors access to water, helping to maintain plantings on cemetery lots. Newly added to plan for use this area. *Project will likely be funded through the General Fund.*

Proposed Project Year: 2028-29

Project Number: 2023-P7 **Non- Motorized Program: Northwest Quadrant (Gen Fund)**

Description: Replacement of sidewalks in this designated area of the city. See Figure 3.

Justification: This program will allow us to address affected areas proactively and receive the cost savings of bidding it as a larger concrete project. Newly added to plan for continuation of program. This may be included in our Special Assessments as appropriate. *Funded through the General Fund.*

Project Number: 2023-P9 **Forestry Tree Inventory Update (Gen Fund)**

Description: Update and re-asses the inventory of all of the city owned trees with species and quality.

Justification: A thorough survey was completed and has been a great resource for staff. It is important to keep the survey updated and evaluate all the trees in the city right of way, parks, and cemetery to determine the health and priority of pruning or removal of certain trees. Removing of hazardous trees with help with damage to property in the event of a storm. The survey will also provide a count of each species, helping with future plantings to ensure diversity in case of a disease outbreak. Tree inquiries (trimming, removal, or replacement) continue to be the most common request through the City's Citizen Request system. Newly added to plan for regular updates of this tree asset management plan. *Project will likely be funded through the General Fund.*

Project Number: 2023-P10 **DDA Light Pole Painting (1 of 3 phases) (DDA)**

Description: Painting of one-third of the Downtown Light Poles

Justification: This project is to improve the aesthetics and the longevity of the cast iron light poles in the Downtown area. The project will include sand blasting or other measures to remove rust and peeling paint from existing poles prime and paint with an epoxy paint to help protect poles for corrosion. This will make the light poles last for years to come and provide a more pleasant experience for those that visit. Newly added to plan for replacement. *Project will likely be funded through the DDA, but will be split across three years to distribute impact on the DDA's budget. Project will likely be funded through the General Fund.*

Project Number: 2023-P11 **DDA Planter Replacement (DDA)**

Description: Replacement of existing DDA planters.

Justification: This project is to improve the aesthetics in the Downtown area and will include the replacement of approximately 40 planters that are located downtown and are beginning to deteriorate or become damaged. Pots that allow for reduced water will also be considered. Newly added to plan for replacement. *Project will likely be funded through the DDA.*

Project Number: 2024-P1 Griffin Park: Add Water Access (Gen Fund)**NEW****Description:** Add a water access point to maintain landscaping at Griffin Park.

Justification: The Sycamore Garden Club has taken over the landscaping of this park and part of the agreement is for the City to provide water access, so they can easily maintain their investment. Newly added per license agreement. *Project will likely be funded through the General Fund.*

Proposed Project Year: 2029-30**Project Number: 2022-P4**

Maple Grove Cemetery: Columbarium (3)

(Moved from 28/29)**Description:** Purchase and installation of Niche style Columbarium at Maple Grove Cemetery.

Justification: Dependent on the sales of the columbariums purchased in 22/23, this would include three Niche Style Columbarium's that have 48 individual niches for a total of 144 Niches. It would be the responsibility of the purchaser of the individual niche to pay for the cost of engraving/etching of names and dates on the Niche covers as well as a nominal charge for city staff to open the Niche for placement of remains. *Project will be funded through General Fund but will be reimbursed as niches are purchased.*

Project Number: 2024-P2

Maple Grove Cemetery: Monument Repairs (Gen Fund)

NEW**Description:** Repair old monuments that have fallen over and need to be straightened up.

Justification: This project is to help preserve old monuments in older sections of the cemetery. Over time some old monument's top sections have fallen over of the base and need to be repined and other foundations have deteriorated and monuments are leaning. This will improve the aesthetics of older sections and prevent them from becoming dilapidated. This will be the first phase of this project to see how many sections can be done. *Funded through the General Fund.*

Project Number: 2024-P3

Non- Motorized Program: Northeast Quadrant (Gen Fund)

NEW**Description:** Replacement of sidewalks in this designated area of the city. See Figure 3.

Justification: This program will allow us to address affected areas proactively and receive cost savings of bidding it as a larger concrete project. This may be included in our Special Assessments as appropriate. *Funded through the General Fund.*

Project Number: 2024-P4

Refurbishment of Santa (DDA)

NEW**Description:** Refurbish of 17-foot Santa and Mailbox

Justification: This project is to refurbish the 17-foot Santa and Mailbox that has been being put up for the Christmas Holiday season since 1968. Santa is showing significant wear and starting to get some major cracks. This will ensure that Santa is in good condition so citizens and out-of-town residents can continue to enjoy Santa and the mailbox for years to come. *Project will likely be funded through the DDA.*

Project Number: 2024-P5 Christmas Decorations Replacement (DDA)**NEW****Description:** Replacement of existing Christmas Decorations.

Justification: This project is to improve the aesthetics in the Downtown area during the Holiday season and will include the replacement of approximately 40 lighted wreaths and 40 lighted garlands that go on the DDA light poles. Newly added to plan for replacement. *Project will likely be funded through the DDA.*

Project Number: 2024-P6 DDA Light Pole Painting (2 of 3 phases) (DDA)**NEW****Description:** Painting of one-third of the Downtown Light Poles

Justification: This project is to improve the aesthetics and the longevity of the cast iron light poles in the Downtown area. The project will include sandblasting or other measures to remove rust and peeling paint from existing poles prime and paint with epoxy paint to help protect poles from corrosion. This will make the light poles last for years to come and provide a more pleasant experience for those who visit. Newly added to plan for replacement. *Project will likely be funded through the DDA, but will be split across three years to distribute the impact on the DDA's budget.*

Project Number: 2024-P7 DDA Sidewalk Repair (DDA)**NEW****Description:** Remove and replace existing sidewalks in the Downtown Development Authority District

Justification: The Downtown Development Authority plans to do a regular evaluation of the entire district and identify sidewalks that need to be replaced due to safety concerns or poor condition. This work will be coordinated with other sidewalk construction work to receive the cost savings of bidding it together. *Project will likely be funded through the DDA.*

Motor Vehicle Pool (MVP)

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

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 repair 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 or 100,000 miles 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).

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Proposed Project Year: 2024-25

Project Number: 2017-MVP18b Replacement No. 24 (Equipping) (SPLIT) *(Moved from 23/24)*

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, purchased in 1993. This second split purchase is for the outfitting of the cab and chassis. The Swap loader outfitted truck will give the added benefit of using one truck chassis for multiple tasks. This outfitting would include a salt spreader, dump body, and a roll off container with the ability to switch out bodies for the desired task. The roll off would be used for spring clean ups at the cemetery and parks. This type of outfit will allow for other potential savings when replacing specialty vehicles such as the 2002 Dodge Bucket Truck, instead of paying of a cab and chassis, then outfitting it with the bucket body, we can now us this same chassis and only purchase the bucket body. In addition, we then would only have the maintenance on one cab and chassis instead of two.

Project Number: 2019-MVP5 Replacement No. 87 (Police Interceptor)

Description: Replacement of vehicle number 87 with a 4-door Ford Interceptor Utility Hybrid Pursuit Rated Vehicle utilized as a patrol car, primarily as the Chief vehicle and a backup to Sergeants.

Justification: Replacement due to life of equipment, purchased in 2018. The current vehicle is a pursuit-rated Ford Taurus that has been discontinued. Replacement will be with Ford Interceptor Utility Hybrid.

Project Number: 2024-MVP1 New Equipment No. 29 (Mini Excavator) **NEW**

Description: Purchase of a new Mini Excavator to be utilized by DPW, Cemetery, and Parks.

Justification: Lead and Copper requirements require replacement of 5% (27) of lead service lines per year average. This type of equipment will allow staff to replace lead service lines year-round. This will also be used to repair utilities and in the Cemetery for grave openings. This does not replace the backhoe as it will not have the capability to dig deeper depths or have a loader bucket. Replacing lead service lines with city staff will be more cost-effective than contracting out all lead service line replacements.

Project Number: 2024-MVP2 New Equipment No. 98 (Paint Sprayer and Trailer) **NEW**

Description: Purchase of a new Paint sprayer DPW, Cemetery, and Parks.

Justification: With the purchase of this new equipment, will allow DPW staff to paint parking spaces, parking lots, crosswalks, railroad crossings, and stop bars. The Current method utilizes multiple DPW staff and is very inefficient. This will reduce the hours and employees used to paint, making it cost-effective and efficient.

Proposed Project Year: 2025-26

Project Number: 2020-MVP2 Replacement No. 85 (Police Interceptor)

Description: Replacement of vehicle number 85 with a 4-door Ford Interceptor Utility Hybrid Pursuit Rated vehicle utilized as a patrol car.

Justification: Replacement due to life of equipment, purchased in 2021. Replacement will be with Ford Interceptor Utility Hybrid.

Project Number: 2020-MVP3**Replacement No. 26 (Vactor Truck)**

Description: Replacement of vehicle number 26 Vactor Truck.

Justification: Replacement due to life of equipment, purchased in 1997. 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-MVP2**Replacement No. 5 (Police Interceptor)**

Description: Replacement of vehicle number 5 with a 4-door Ford Explorer Hybrid not pursuit rated and will be utilized primarily for the detective position.

Justification: Replacement due to life of equipment, purchased in 2016. Replacement will be with Ford Interceptor Utility Hybrid.

Proposed Project Year: 2026-27**Project Number: 2018-MVP4****Replacement No. 31 (DPW Pickup)***(Moved from 24/25)*

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, purchased in 2014. Replacement will be with like equipment. Moved out due to higher priority equipment to off set cost for Excavator. #31 is still in good working condition with no maintenance issues.

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

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

Justification: Replacement due to life of equipment, purchased in 2017. Replacement will be with like equipment.

Project Number: 2021-MVP4**Replacement No. 14 (DPW Pickup)**

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 equipment, purchased in 2007. Replacement will be with like vehicle.

Project Number: 2021-MVP5**Replacement No. 19 (Parks Pickup)**

Description: Replacement of vehicle number 19, 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, purchased in 2007. Replacement will be with like equipment.

Project Number: 2021-MVP6**Replacement No. 86 (Police Interceptor)**

Description: Replacement of vehicle number 86 with a 4-door Ford Interceptor Utility Hybrid Pursuit Rated vehicle utilized as a patrol car.

Justification: Replacement due to life of equipment, purchased in 2022. Replacement will be with Ford Interceptor Utility Hybrid.

Project Number: 2024-MVP3**New Equipment No. 41 (Valve Turner)****NEW**

Description: Purchase of a new valve turner to be utilized by DPW and Utilities.

Justification: With the purchase of this new equipment, we will be working to achieve the goal of exercising every water main valve in the distribution system every year. This helps the system by keeping debris from building up in the valves if needed to shut water off and improves the operation of the valve. This is a much safer way to exercise water valves than by hand and is more efficient.

Project Number: 2024-MVP4**New Equipment No. 64 (Sidewalk Plow/Salter)****NEW**

Description: Purchase of a new sidewalk plow/salter utilized by DPW and Parks.

Justification: With the purchase of this new equipment, will improve operations for clearing off city-owned sidewalks in a timely and efficient manner. Currently, it takes three employees approximately 8-10 hours to clear all city-owned sidewalks after a snow event. This new equipment will allow city staff to clear all city-owned sidewalks by one employee in 4-6 hours.

Proposed Project Year: 2027-28**Project Number: 2020-MVP1****Replacement No. 91 (Leaf Machine)**

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, purchased in 1999. Replacement will be with like equipment.

Project Number: 2021-MVP3**Replacement No. 12 (DPW Pickup)****(Moved from 26/27)**

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 equipment, purchased in 2016. Replacement will be with like vehicle. The project was moved back due to this vehicle being in good condition with no maintenance issues and allowing other items of higher priority to be purchased.

Project Number: 2022- MVP12**Replacement No. 74 (Mower)**

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

Justification: Replacement due to life of equipment, purchased in 2019. The mowers are scheduled to be replaced on a five-year plan to avoid downtime and costly repairs. Replacement will be with like equipment.

Project Number: 2021-MVP13**Replacement No. 83 (Police Interceptor)**

Description: Replacement of vehicle number 83 with a 4-door Ford Interceptor Utility Hybrid Pursuit Rated vehicle utilized as a patrol car.

Justification: Replacement due to life of equipment, purchased in 2022. Replacement will be with Ford Interceptor Utility Hybrid.

Proposed Project Year: 2028-29**Project Number: 2022- MVP6****Replacement No. 39 (Tool Cat)**

Description: Replacement of vehicle number 39 Tool Cat.

Justification: Replacement due to life of equipment, purchased in 2017. This is a versatile utility vehicle that is capable of hauling materials and adding attachments such as a broom, bucket, and other attachments to the front of the vehicle for multi-function purposes.

Project Number: 2022- MVP8**Replacement No. 11 (DPW Pickup)*****(Moved from 26/27)***

Description: Replacement of vehicle number 11, 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, purchased in 2017. Replacement will be with like equipment. The project was moved back due to this vehicle being in good condition with no maintenance issues and allowing other items of higher priority to be purchased.

Project Number: 2022- MVP9**Replacement No. 28 (Dump/Plow)(SPLIT)*****(Moved from 27/28)***

Description: Replacement of vehicle number 24, a 2002 5-yard Dump/Plow utilized by DPW for plowing, salting streets and water main breaks

Justification: Replacement due to life of equipment, purchased in 2002. Replacement will be with like equipment. This project is a split project with the vehicle's chassis being purchased and built in fiscal year 2028-29 and being equipped in fiscal year 2029-30. The project was moved back due to this vehicle being in good condition with no maintenance issues and allowing other items of higher priority to be purchased.

Project Number: 2022- MVP10**New Attachment No. 39 (Stump Grinder)*****(Moved from 27/28)***

Description: Purchase of a new Stump Grinder that attaches to the Tool Cat (multi utility vehicle).

Justification: This project is to reduce the yearly expense the City incurs through contractual tree removal services. Staff has compared the annual cost of contractual stump grinding service though our tree trimming and removal contract and is confident staff can provide a more cost effective service by acquiring this attachment. The project was moved back due to other higher priority equipment needing to be purchased first.

Project Number: 2022- MVP11 **Replacement No. 40 (DPW Pickup)** ***(Moved from 27/28)***

Description: Replacement of vehicle number 40, 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 equipment, purchased in 2017. Replacement will be with like equipment. The project was moved back due to this vehicle being in good condition with no maintenance issues and allowing other items of higher priority to be purchased.

Project Number: 2023- MVP3 **Replacement No. 77 (Mower)**

Description: Replacement of lawn mower used for the landscaping maintenance for the cemetery, parks, and forestry.

Justification: Replacement due to life of equipment, purchased in 2014. The mowers are scheduled to be replaced on a five-year plan to avoid downtime and costly repairs. Replacement will be with like equipment.

Project Number: 2023- MVP4 **Replacement No. 84 (Police Interceptor)**

Description: Replacement of vehicle number 84 with a 4-door Ford Interceptor Utility Hybrid Pursuit Rated vehicle utilized as a patrol car.

Justification: Replacement due to life of equipment, anticipated to be purchased in 2023. Replacement will be with a Ford Interceptor Utility Hybrid.

Project Number: 2022- MVP6 **Replacement No. 34 (Trailer/ Compressor)**

Description: Replacement of Sul Air Compressor and Trailer

Justification: Replacement due to life of equipment, purchased in 2001. The compressor is used to jack hammer asphalt and concrete for street repairs. This is a crucial piece of equipment during water main breaks, sanitary sewer failures and other routine maintenance to City infrastructure. Replacement will be with like equipment.

Project Number: 2024-MVP5 **New Equipment No. 63 (Riverwalk Trail Machine)** ***NEW***

Description: Purchase of a new riverwalk trail machine utilized by DPW and Parks.

Justification: With the purchase of this new equipment, will allow for maintenance to be done on the riverwalk trail year-round. This will clean debris off the trail's dirt, leaves, or snow. This will help improve the trail to keep it clean for year-round use in an efficient manner, improving access to our residents.

Proposed Project Year: 2029-30

Project Number: 2019- MVP3 Replacement No. 15 (Water Pickup) *(Moved from 24/25)*

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 equipment, purchased in 2016. Replacement will be with like vehicle. The project was moved back due to this vehicle being in good condition with no maintenance issues and allowing other items of higher priority to be purchased. This vehicle also has very low mileage as it was the old DPW Director vehicle.

Project Number: 2023- MVP5 Replacement No. 28 (Equipping)(SPLIT) *(Moved from 28/29)*

Description: Equipping of vehicle number 28, 5-yard Dump/Plow Trucks utilized by DPW for plowing, salting streets and water main breaks.

Justification: This project is the outfitting of 2022-MVP9a Large Vehicle Cab and Chassis Vehicle #28 to replace the current #28 purchased in 2002. The outfitting will include dump box, underbelly plow, front plow mount/plow, and salt spreader to meet the needs of the DPW as a dump/plow truck. The project was moved back due to the scheduling of big plow trucks to be spaced out every five years and with the last truck being delayed this needs to be pushed back for future to prevent from buying plow trucks too close to each other.

Project Number: 2024-MVP6 Replacement No. 30 (Backhoe) *NEW*

Description: Replacement of CAT Backhoe.

Justification: Replacement due to life of equipment, purchased in 2001. The backhoe is used for water, sewer, street, and cemetery maintenance. This is a crucial piece of equipment during water main breaks, sanitary sewer failures and other routine maintenance to City infrastructure. Replacement will be with like equipment.

Project Number: 2024-MVP7 Replacement No. 57 (Cemetery Dump Trailer) *NEW*

Description: Replacement of Holland Dump Trailer.

Justification: Replacement due to life of equipment, purchased in 2001. The Holland Dump trailer is used to haul dirt for Cemetery burials. This is a crucial piece of equipment during burials being compact and heavy-duty to haul out dirt when digging for full burials. Replacement will be with like equipment.

Project Number: 2024-MVP8 Replacement No. 66 (Mower) *NEW*

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

Justification: Replacement due to life of equipment, purchased in 2017. Replacement will be with like equipment.

Project Number: 2024-MVP9**Replacement No. 87 (Police Interceptor)****NEW**

Description: Replacement of vehicle number 87 with a 4-door Ford Interceptor Utility Hybrid Pursuit Rated Vehicle utilized as a patrol car, primarily as the Chief vehicle and a backup to Sergeants.

Justification: Replacement due to life of equipment, purchased in 2024. The current vehicle is a pursuit-rated Police vehicle. Replacement will be with Ford Interceptor Utility Hybrid.

Project Number: 2024- MVP10**Replacement No. 802 (Fire Expedition)****NEW**

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

Justification: Replacement due to life of equipment, purchased in 2018. Replacement will be with like equipment. This will become the Chief's vehicle and 801 will become the new Assistant Chief vehicle.

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Building, Property, Equipment, Legislation (B)

OVERVIEW

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

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

Fire Services and Fire Stations: The Fire Department operates out of two stations. Station 81 (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 82 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 82 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 Alaledon 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.

Table 6. City of Mason Inventory of Fire Equipment Fund Fleet

VEHICLES					
No.	Year	Type/ Use	Primary Use	Replacement	2023 Cost
Engine 81	2010	Pumper, 1000 gallon tank, 1250 gpm pump	1 st attack engine at rural fires and vehicle extrication	2030/31	\$1,000,000
Tanker 81	2017	Pumper/Tanker, 3000 gallon tank, 1250 gpm pump	Supply water to engines, back up pumper	2035/36	\$900,000
Truck 81	2020	75' Aerial, 500 gallon tank, 1500 gpm pump	1 st attack engine in City, Aerial suppression, rescue and roof operations	2040/41	\$1,400,000
Tanker 811	2007	Pumper/Tanker, 3000 gallon tank, 1250 gpm pump	Supply water to engines, back up pumper	2025/26	\$900,000
Squad 81	2022	People & Equipment	Transport personnel and equipment	2042	\$100,000

The Fire Departments replacement schedule is based off of National Fire Protection Association (NFPA) Standard for the Inspection, Maintenance, Testing and Retirement of In-Service Emergency Vehicles 2017 Edition. This outlines the standard for replacement that **shall** apply to all in-service emergency vehicles, regardless of the year of manufacture. It is recommended that apparatus more than 15 years old that have been properly maintained and that are still in serviceable condition be placed in reserve status and apparatus that was not manufactured to the applicable NFPA fire apparatus standards or that after over 25 years old should be replaced.

Proposed Project Year: 2024-25

Project Number: 2019-B2b Phase I Renovation-Customer Service (City Hall)

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

Justification: Due to realignment of staff, a focus on customer service, and safety protections, the first floor requires a redesign. In 2022, staff worked with an architect to layout the floor to be more efficient and safer. This would include making the customer service desk viable as a workspace and addressing our customer windows that are no longer utilized. It would also create a confidential space as needed for both the Clerk and Police. 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 Number: 2019-B5 Geographic Information System (GIS) Phase I (IT)

Description: Implement GIS to support improved customer service, asset management (roads, utilities), public safety, planning and decision making. Combined previously separated phases.

Justification: The City currently has very limited capability with GIS. A variety of key datasets and GIS files exist, but most staff still rely on paper maps and records. GIS is the industry standard for sharing map-based information with customers, asset management, planning and decision making that utilizes geospatial data for informed decision making and analysis. This project will be able to implement the customer service interface to support improved communication with property owners during road project planning, and with businesses and developers interested in investing in Mason.

The scope of work for this project includes review of existing datasets, implementation of storage, software and licensing, training, and policies for staff on basic use, and the definition of priorities for development of additional datasets for asset inventories and customer needs. This will include zoning, tree inventory, roads/PASER ratings, subdivision and development as-built plans, utilities, public safety, cemetery, and environmental information, which 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 to a web application file which could also be shared to the website as a hyperlink. This may require multiple phases once scope is finalized.

Project Number: 2020-B4 DPW Facility Construction (Public Works)

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.

Justification: The facility will provide greatest amount of space 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. The building will also include storage currently housed at Fire Station 2, so that property can be sold. Depending on the final site plan design, street work may need to be added to extend Avery Lane or to turn off Avery to connect to Kipp. Until site plan is complete, it is difficult to determine the full scope of the street portion of the project.

Project Number: 2022-B1 Ord. Update: Planning, Subdivision, Signs, STR (Planning)
(Moved from 23/24)

Description: Full review and recommendations for changes to Planning, Subdivision, Signs, Short Term Rentals (STR) Business Licenses.

Justification: Reconcile all with changes to Chapter 94.

- **Subdivisions (Chapter 74):** Reconcile with State Laws; enhance provisions for completion of work/bonds and expectations for common elements, public improvements (i.e. large subdivision needs 2nd outlet, who builds access road if property not owned by developer, Sidewalks/utilities requirements); evaluate removal of road specifications and refer to City Utility Standards.
- **Planning (Chapter 50):** Address CIP/ public projects (more direction on who is responsible for what).
- **Signs (Chapter 58):** Add clarity for HDC design specifications; expand flexibility; address existing signs.
- **Short Term Rentals (Chapter 94 and 10):** Updates developing ordinance that addresses zoning/where allowed and adding business license requirements.

Project was moved due to staff capacity that was focused on Zoning Update.

Project Number: 2023-B4 Public Participation Plan & Communication Strategy (Communication)
(Moved from 23/24)

Description: Create a Public Participation Plan and Communication Strategy

Justification: The plan would establish clear expectations for when, how and where information can be shared to ensure residents, partners and groups are afforded an opportunity to participate in the decision-making process. Michigan's Redevelopment Ready Communities has model plans and minimum requirements for the certification that would be considered in this process. As part of the Public Participation Plan, the City should consider how to develop on-going check-ins related to this specific plan and how we ensure on-going participation in the future of Mason. During the Master Plan process, this action was identified as a priority.

Project Number: 2023-B5 Comprehensive Business and Resident Guide (Planning)

Description: Create a Comprehensive Business and Resident Guide to City permitting requirements

Justification: This comprehensive Guide will support businesses and property owners through the various City permitting requirements - zoning, building, storm water, water and sewer, right-of-way, etc. Michigan's Redevelopment Ready Communities has model plans and minimum requirements for the certification that would be considered in this process. During the Master Plan process, this action was identified as a priority.

Proposed Project Year: 2025-26**Project Number: 2019-B10** New Servers for City Hall (IT)**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.

Project Number: 2020-B2 Downtown Parking Lot Repairs / Seal Coating (DDA)

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. This will be paid in part by the DDA.

Project Number: 2020-B3 Carpet Replacement (City Hall)**Description:** Replacement of Community Room and office area carpeting

Justification: The carpet 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: 2022-B2 Ord. Update: Historic Preservation, Building, Utilities (Planning)**(Moved from 24/25)**

Description: Full review and recommendations for changes to Historic Preservation, Building Ordinances, Utility Standards and related Ordinances.

Justification:

- **Historic Preservation (Chapter 31):** Reconcile with Ch 94 updates; signs, other clarification based on master plan outcomes.
- **Building (Chapter 6):** Reconcile with Ch 94 updates and State law; move building section out of zoning and into here; this chapter also includes property maintenance and may relate to short-term rental that will need to be evaluated.
- **Utilities (Chapter 82):** Reconcile with ordinance updates, in particular Subdivisions; update Utility Standards; Review for consistency with other chapters in format.

Project was moved due to staff capacity that was focused on Zoning Updates.

Project Number: 2022-B3 Replacement Tanker 811 (Fire)**Description:** Replacement of Tanker 811

Justification: Pumper/Tanker 811 is a 3,000 gallon tanker with a 1,250 gallon per minute pump. It was purchased in 2007 and is currently 15 years old. Its replacement in 2025/2026 will help maintain our fire suppression capabilities, space out major purchases of fire apparatus, and come closer to National Fire Protection Association (NFPA) recommendations for apparatus replacement.

Project Number: 2023-B6 Body Worn Camera Replacement (Police)**Description:** Replacement of 13 body worn cameras

Justification: In 2021 the police department began using 13 body worn cameras. The terms of the service and leasing of the cameras are on a 5-year contract. The contract will be up in January 2026. Body worn cameras are vital for transparency of operations as well as officer safety and accountability. These cameras work in conjunction within car video systems. Newly added due to evaluating regular replacement of equipment for the police department.

Project Number: 2024-B1 BS&A Purchase Order (IT)**NEW**

Description: BS&A software financial management program for Conversion of check requisitions to electronic processing.

Justification: This would add a software program to integrate with our General Ledger and Accounts Payable system to simplify our accounts payable process for departments. This change would replace paper check requisitions, invoices would be scanned, attached in the system, and approved electronically by dept heads similar to time sheets making for a more efficient process.

Proposed Project Year: 2026-27**Project Number: 2023-B7** Infrared Cameras (Fire)**Description:** Replacement of two infrared thermal imaging cameras

Justification: We currently have two infrared thermal imaging cameras. One carried on Rescue 806 and one on Ladder 808. They were donated to the fire department by Dart Container and are nearing their end of life. Firefighters use infrared cameras “seeing through smoke” to locate victims, finding the location of a fire, hot spots during overhaul and smoke investigations, electrical issues and more. Newly added due to evaluating regular replacement of equipment for the fire department.

Project Number: 2023-B8 Fire: Extrication Tools**Description:** Replacement of extrication tools

Justification: Project would include replacement of the extrication tools with battery operated newer technology Cutter, Spreader, Ram, and batteries/charger. Extrication tools commonly referred to as “Jaws of Life” tools consist of Cutters, Spreaders, a Ram, Hydraulic Pump and Hoses. They are carried on Rescue 806 and were purchased in 2010 when the truck was purchased. They are hydraulic operated which is fast becoming obsolete and not supported anymore. Parts are becoming hard to obtain. Newly added due to evaluating regular replacement of equipment for the fire department.

Project Number: 2017-B13 **AV Room Technology Replacement Phase 2** ***(Moved from 25/26)***

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. Project was pushed back due to system working as designed currently.

Project Number: 2021-B1 **Charter Review and Update** ***(Moved from 25/26)***

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 consequently the charter may need to be revised. Project was pushed back due to priority level.

Proposed Project Year: 2027-28**Project Number: 2021-B2** **Replacement of Speed Trailer** ***(Moved from 24/25)***

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 currently owns an older Speed Trailer with more limited only capable of obtaining speed data and minimal communications capacity to motorist. The current speed trailer requires more maintenance by DPW for it to remain operational and reliable. The transition to a new more capable trailer in 2024-2025 with more public safety capability will ensure no loss of the use of this valuable tool, as well as increase in important safety communication with our citizens.

Project Number: 2023-B9 **Police: Fleet Camera Replacement (4)**

Description: Replacement of four (4) fleet cameras

Justification: In 2023, Axon Fleet 3 camera technology was installed into four patrol cars used by the police dept. The terms of this install work on a 5-year contract. In-car video is vital to supplement body worn recordings. In-car video allows contextual recordings in a stable view, unlike body worn recordings which tend to bounce around as they are person mounted. In-car video recordings are necessary to provide evidence, as well as helping with officer safety and accountability.

Project Number: 2024-B2 New Election Equipment (Elections)**NEW****Description:** Replacement of four (4) tabulators and one (1) Voter Assistant Terminal.

Justification: Currently four (4) of our tabulators and one (1) of our Voter Assistant Terminals are in the 7th year of their 10 year cycle. To ensure that elections remain secure an update of equipment is necessary from time to time. There may be grant monies available for the purchase of new equipment.

Project Number: 2024-B3 Taser Replacement (Police)**NEW****Description:** Replacement of seven (7) Axon Tasers.

Justification: In 2023 the police department began using Axon Taser 7(s). The terms of the service were a five-year contract that will end October 2027. Tasers are vital for transparency of operations as well as officer safety and accountability. They are a safe less lethal use-of-force option that provides officers an additional option when faced with interactions that require use-of-force.

Proposed Project Year: 2028-29**Project Number: 2023-B3** Renovations Phase 2 (City Hall)**NEW****Description:** Continued improvements to first floor to accommodate staffing changes and optimum utilization of space

Justification: Due to realignment of staff and a focus on customer service, the first floor and second floor (East Side) require redesigning. 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 a small tenant. This redesign would address the customer window that has been closed. Materials used would be movable in the future, so as the organization evolves the space can continue to adapt. This phase will not complete the project but will provide for high priority items.

Proposed Project Year: 2029-30**Project Number: 2024-B4** BS&A Cloud Program (IT)**NEW****Description:** Conversion of network software programs to cloud version.

Justification: Cloud conversion came out in 2023 and at this time municipalities/BS&A are working thru the kinks of the platform. When new programs are rolled out, they eventually will phase out old software versions and not add any new features/updates to the older versions. At this time, there is no end date for current software versions to be obsolete so the date may need adjusted.



BUDGET and RESOLUTIONS

CAPITAL IMPROVEMENTS PROGRAM, 2024-2030

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CAPITAL IMPROVEMENTS PROGRAM 2023-2029
Adopted **Month XX** 2024 - City Council
Prepared **Month XX**, 2024 - Planning Commission

STREETS, BRIDGES, SIGNALS (S)					Budget	Forecast		Projections			
Lead	MP Ref.	CIP No.	Movement	Project Name/Description	2024-2025	2025-2026	2026-2027	2027-2028	2028-2029	2029-2030	Total Project Cost
DPW Dir	S1.3	2018-S27		Peachtree Place: W. Columbia Street to W. South Street (Major)	\$ 605,334						\$ 605,334
DPW Dir	S1.3	2018-S29		S. McRoberts Street: W. Columbia Street to W. Ash Street (Local)	\$ 111,600						\$ 111,600
DPW Dir	S1.3	2018-S30		Steele Street: E. Ash Street to Elm Street (Major)	\$ 91,125						\$ 91,125
DPW Dir	S1.3	2019-S4		Foxview Lane: Entire Length (Local)	\$ 70,000						\$ 70,000
DPW Dir	S1.3	2019-S6		Middlebury Lane: Entire Length (Local)	\$ 120,000						\$ 120,000
DPW Dir	S1.3	2023-S2		E. Elm Street South Alley: S. Jefferson Street to S. Rogers Street (Gen Fund)	\$ 115,200						\$ 115,200
DPW Dir	S1.3	2019-S7		S. McRoberts Street: W. Ash Street to W. South Street (Local)		\$ 375,400					\$ 375,400
DPW Dir	S1.3	2019-S8		W. Maple Street: S. Lansing Street to S. Park Street (Local)		\$ 162,350					\$ 162,350
DPW Dir	S1.3	2023-S3		W. Sycamore Street South Alley: S. Park Street to S. Jefferson Street (Gen Fund)		\$ 50,250					\$ 50,250
DPW Dir	S1.3	2023-S4		E. Ash Street South Alley: S. Barnes Street to S. Rogers Street (Gen Fund)		\$ 60,000					\$ 60,000
DPW Dir	S1.3	2024-S1	NEW	N. Lansing Street: North Street to W. Columbia Street (Major)		\$ 195,500					\$ 195,500
DPW Dir	S1.3	2024-S2	NEW	S. Rogers Street: E. Columbia to E. Ash (Major)		\$ 290,400					\$ 290,400
DPW Dir	S1.3	2020-S1		N. Rogers Street: Ann Street to E. Columbia Street (Major)			\$ 175,000				\$ 175,000
DPW Dir	S1.3	2020-S3		State Street: W. Sycamore Street to W. Maple Street (Major)			\$ 89,700				\$ 89,700
DPW Dir	S1.3	2021-S3	Moved from 27/28	W. Sycamore Street: S. Jefferson to State Street (Major)			\$ 149,500				\$ 149,500
DPW Dir	S1.3	2023-S5		E. Sycamore Street South Alley: S. Jefferson Street to S. Rogers Street (Gen Fund)			\$ 128,700				\$ 128,700
DPW Dir	S1.3	2024-S3	NEW	Cindy Street: Temple Street to Washington Street (Local)			\$ 162,500				\$ 162,500
DPW Dir	S1.3	2024-S4	NEW	E. Oak Street: Steele Street to Rogers Street (Local)			\$ 263,750				\$ 263,750
DPW Dir	S1.3	2024-S5	NEW	Roosevelt Street: Temple Street to Lawton Street (Local)			\$ 357,000				\$ 357,000
DPW Dir	S1.3	2019-S3	Moved from 25/26	E. South Street: S. Barnes Street to S. Rogers Street (Local)				\$ 256,500			\$ 256,500
DPW Dir	S1.3	2020-S2	Moved from 26/27	E. South Street: S. Rogers Street to Hall Blvd (Local)				\$ 317,000			\$ 317,000
DPW Dir	S1.3	2021-S5		Vanderveen Drive: Entire Length (Local)				\$ 205,500			\$ 205,500
DPW Dir	S1.3	2023-S6		E. Oak Street South Alley: S. Jefferson Street to S. Rogers Street (Gen Fund)				\$ 129,600			\$ 129,600
DPW Dir	S1.3	2024-S6	NEW	E. Columbia Street: Rogers Street to Jefferson St. (Major)				\$ 277,500			\$ 277,500
DPW Dir	S1.3	2024-S7	NEW	E. South Street: Jefferson Street to Barnes Street (Local)				\$ 145,500			\$ 145,500
DPW Dir	S1.3	2023-S7		E. Oak South Alley: S. Rogers Street to Steele Street (Gen Fund)					\$ 136,950		\$ 136,950
DPW Dir	S1.3	2024-S8	NEW	E. Oak Street: Jefferson Street to Barnes Street (Local)					\$ 140,500		\$ 140,500
DPW Dir	S1.3	2024-S9	NEW	W. South Street: Lansing to US 127 (Major)					\$ 754,000		\$ 754,000
DPW Dir	S1.3	2024-S10	NEW	Stevens Street: E. Columbia Street to E. Maple Street (Local)					\$ 253,000		\$ 253,000
DPW Dir	S1.3	2024-S11	NEW	W. Sycamore Street: S. Lansing Street to McRoberts Street (Local)					\$ 172,750		\$ 172,750
DPW Dir	S2	2019-S10	Moved from 28/29	Franklin Farms Drive: Extension (Local)						\$ 3,000,000	\$ 3,000,000
DPW Dir	S1.3	2024-S12	NEW	Bond Street: Barnes Street to Holt Street (Local)						\$ 91,500	\$ 91,500
DPW Dir	S1.3	2024-S13	NEW	Holt Street: E. South Street to Bond Street (Local)						\$ 271,500	\$ 271,500
DPW Dir	S1.3	2024-S14	NEW	W. Maple Street: S. Lansing Street to Cedar Street (Local)						\$ 417,500	\$ 417,500
DPW Dir	S1.3	2024-S15	NEW	S. Park Street: W. Sycamore Street to W. Maple Street (Local)						\$ 117,250	\$ 117,250
DPW Dir	S1.3	2024-S16	NEW	W. Ash South Alley: Parks Street to Jefferson Street (Gen Fund)						\$ 82,500	\$ 82,500
					\$ 1,113,259	\$ 1,133,900	\$ 1,326,150	\$ 1,331,600	\$ 1,457,200	\$ 3,980,250	\$ 9,362,109

UTILITIES: SANITARY, STORM, AND WATER (U)					Budget	Forecast		Projections			
Lead	MP Ref.	CIP No.	Status	Project Name/Description	2024-2025	2025-2026	2026-2027	2027-2028	2028-2029	2029-2030	Total Project Cost
DPW Dir	S1.2	2021-U3		Steele Street: E. Ash Street to E. Elm Street (Gen Utilities)	\$ 240,000						\$ 240,000
Utilities Dir	S1.2	2023-U5		Asset Management Plan (Gen Utilities)	\$ 75,000						\$ 75,000
DPW Dir	S1.2	2023-U6		Peachtree Place: W. Columbia Street to W. South Street (Gen Utilities)	\$ 45,000						\$ 45,000
DPW Dir	S1.2	2023-U7		S. McRoberts Street: W. Columbia Street to W. Ash Street (Gen Utilities)	\$ 150,000						\$ 150,000
DPW Dir	S1.2	2023-U8		Foxview Lane: Entire Length (Gen Utilities)	\$ 25,000						\$ 25,000
DPW Dir	S1.2	2023-U9		Middlebury Lane: Entire Length (Gen Utilities)	\$ 5,000						\$ 5,000
DPW Dir	S1.2	2023-U10		Water Service Line Replacement (Water)	\$ 150,000						\$ 150,000
Utilities Dir	S1.2	2023-U11		Raise Manholes: Willow Creek East of S. Lansing Street (Storm)	\$ 50,000						\$ 50,000
Utilities Dir	S1.2	2023-U12		Grit Removal System Maintenance (Sanitary)	\$ 20,000						\$ 20,000
Utilities Dir	S1.2	2023-U13		Plant Valves and Baffle Wall Repair (Water)	\$ 150,000						\$ 150,000
Utilities Dir	S1.2	2017-U29		Generator for ISD Lift Station (Sanitary)		\$ 125,000					\$ 125,000
Utilities Dir	S1.2	2018-U40a	Moved from 24/25	N. Water Tower Repairs (Water)		\$ 400,000					\$ 400,000
Utilities Dir	S1.2	2022-U3		Well No. 7 (Kipp Rd) Rebuild (Water)		\$ 70,000					\$ 70,000
DPW Dir	S1.2	2023-U17		S. McRoberts Street: W. Ash Street to W. South Street (Gen Utilities)		\$ 250,000					\$ 250,000
DPW Dir	S1.2	2023-U18		W. Maple Street: S. Lansing Street to S. Park Street (Gen Utilities)		\$ 10,000					\$ 10,000
DPW Dir	S1.2	2023-U19		Water Service Line Replacement (Water)		\$ 150,000					\$ 150,000
DPW Dir	S1.2	2024-U1	NEW	N. Lansing Street: North Street to W. Columbia Street (Gen Utilities)		\$ 133,250					\$ 133,250
DPW Dir	S1.2	2024-U2	NEW	S. Rogers Street: E. Columbia Street to E. Ash Street (Gen Utilities)		\$ 198,000					\$ 198,000
Utilities Dir	S1.2	2019-U9		New Chlorine Generator (Water)			\$ 125,000				\$ 125,000
DPW Dir	S1.2	2023-U20		N. Rogers Street: Ann Street to E. Columbia Street (Gen Utilities)			\$ 35,000				\$ 35,000
DPW Dir	S1.2	2023-U22		State Street: W. Sycamore Street to W. Maple Street (Gen Utilities)			\$ 7,000				\$ 7,000
DPW Dir	S1.2	2023-U26		Water Service Line Replacement (Water)			\$ 150,000				\$ 150,000
Utilities Dir	S1.2	2023-U27		S. Water Tower Inspection (Water)			\$ 6,000				\$ 6,000
Utilities Dir	S1.2	2023-U28		Well No. 6 (Franklin Farms) Rebuild (Water)			\$ 70,000				\$ 70,000
DPW Dir	S1.2	2023-U30	Moved from 27/28	W. Sycamore Street: S. Jefferson Street to State Street (Gen Utilities)			\$ 72,000				\$ 72,000
DPW Dir	S1.2	2024-U3	NEW	Cindy Street: Temple Street to Washington Street (Gen Utilities)			\$ 91,500				\$ 91,500
DPW Dir	S1.2	2024-U4	NEW	E. Oak Street: Steele Street to Rogers Street (Gen Utilities)			\$ 173,200				\$ 173,200
DPW Dir	S1.2	2024-U5	NEW	Roosevelt Street: Temple Street to Lawton Street (Gen Utilities)			\$ 187,200				\$ 187,200
Utilities Dir	S1.2	2024-U6	NEW	Supervisory Control and Data Acquisition (Water)			\$ 500,000				\$ 500,000
Utilities Dir	S1.2	2018-U40b		South Tower Exterior Repaint (Water)				\$ 350,000			\$ 350,000
DPW Dir	S1.2	2023-U16	Moved from 25/26	E. South Street: S. Barnes Street to S. Rogers Street (Gen Utilities)				\$ 150,000			\$ 150,000
DPW Dir	S1.2	2023-U21	Moved from 26/27	E. South Street: S. Rogers Street to Hall Blvd. (Gen Utilities)				\$ 165,000			\$ 165,000
DPW Dir	S1.2	2023-U31		Vanderveen Drive: Entire Length (Gen Utilities)				\$ 7,000			\$ 7,000
DPW Dir	S1.2	2023-U32		Water Service Line Replacement (Water)				\$ 150,000			\$ 150,000
Utilities Dir	S1.2	2023-U34		Ground Storage Tank Inspection (Water)				\$ 6,500			\$ 6,500
Utilities Dir	S1.2	2023-U35		Well Rebuild Placeholder (Water)				\$ 70,000			\$ 70,000
DPW Dir	S1.2	2024-U7	NEW	E. Columbia Street: Rogers Street to Jefferson Street (Gen Utilities)				\$ 180,500			\$ 180,500
DPW Dir	S1.2	2024-U8	NEW	E. South Street: Jefferson Street to Barnes Street (Gen Utilities)				\$ 94,500			\$ 94,500
Utilities Dir	S1.2	2024-U9	NEW	Raise Manholes: Willow Creek West of S. Lansing St (Storm)				\$ 75,000			\$ 75,000
Utilities Dir	S1.2	2021-U3		Advanced Metering Infrastructure and Meter Replacement (Water)					\$ 1,120,000		\$ 1,120,000
DPW Dir	S1.2	2023-U36		Columbia and Lansing Street Water Main Railroad Crossing (Water)					\$ 300,000		\$ 300,000
DPW Dir	S1.2	2023-U39		Water Service Line Replacement (Water)					\$ 150,000		\$ 150,000
Utilities Dir	S1.2	2023-U41		Well Rebuild Placeholder (Water)					\$ 70,000		\$ 70,000
DPW Dir	S1.2	2024-U10	NEW	E. Oak Street: Jefferson Street to Barnes Street (Gen Utilities)					\$ 93,275		\$ 93,275
DPW Dir	S1.2	2024-U11	NEW	W. South Street: Lansing Street to US 127 (Gen Utilities)					\$ 501,250		\$ 501,250
DPW Dir	S1.2	2024-U12	NEW	Stevens Street: E. Columbia Street to E. Maple Street (Gen Utilities)					\$ 168,100		\$ 168,100
DPW Dir	S1.2	2024-U13	NEW	W. Sycamore Street: S. Lansing Street to McRoberts Street (Gen Utilities)					\$ 115,000		\$ 115,000
Utilities Dir	S1.2	2019-U10	Moved from 24/25	Plant Filter Media Replacement (Water)						\$ 175,000	\$ 175,000
Utilities Dir	S1.2	2019-U8	Moved from 26/27	Office Building Remodel (Sanitary)						\$ 500,000	\$ 500,000
Utilities Dir	S1.2	2020-U2	Moved from 25/26	Cedarwoods Retention Ponds Maintenance (Storm)						\$ 50,000	\$ 50,000

DPW Dir	S1.2	2024-U14	NEW	Bond Street: Barnes Street to Holt Street (Gen Utilities)						\$ 40,000	\$ 40,000
DPW Dir	S1.2	2024-U15	NEW	Holt Street: E. South Street to Bond Street (Gen Utilities)						\$ 40,000	\$ 40,000
DPW Dir	S1.2	2024-U16	NEW	W. Maple Street: Lansing Street to Cedar Street (Gen Utilities)						\$ 130,000	\$ 130,000
DPW Dir	S1.2	2024-U17	NEW	S. Park Street: W. Sycamore Street to W. Maple Street (Gen Utilities)						\$ 25,000	\$ 25,000
DPW Dir	S1.2	2024-U18	NEW	Water Service Line Replacement (Water)						\$ 150,000	\$ 150,000
Utilities Dir	S1.2	2024-U19	NEW	Well Rebuild Placeholder (Water)						\$ 75,000	\$ 75,000
Utilities Dir	S1.2	2024-U20	NEW	Gas Monitoring System WWTP Headworks (Sanitary)						\$ 30,000	\$ 30,000
Utilities Dir	S1.2	2024-U21	NEW	Headworks Huber Screen Replacement (Sanitary)						\$ 25,000	\$ 25,000
					\$ 910,000	\$ 1,336,250	\$ 1,416,900	\$ 1,248,500	\$ 2,517,625	\$ 1,240,000	\$ 8,669,275

PARKS, CEMETERY, FORESTRY, NONMOTORIZED (P)					Forecast		Projections				
Lead	MP Ref.	CIP No.	Status	Project Name/Description	2024-2025	2025-2026	2026-2027	2027-2028	2028-2029	2029-2030	Total Project Cost
DPW Dir	S1.4	2020-P4	Moved from 23/24	Hayhoe Riverwalk Trail: Wayfinding Signage (Park)	\$ 50,000						\$ 50,000
DPW Dir	W6.2	2020-P9	Moved from 23/24	Downtown Wayfinding Signage (DDA)	\$ 150,000						\$ 150,000
DPW Dir	S1.4	2020-P16a	Split	Kipp Road (127- Jefferson) Sidewalks Design (Gen Fund)	\$ 15,000						\$ 15,000
DPW Dir	S1.4	2020-P24	Moved from 25/26	Lee Austin Park: Capital Improvements (Park- Final Year)	\$ 300,000						\$ 300,000
DPW Dir	S1.4	2020-P22		Non- Motorized Program: Northwest Quadrant (Gen Fund)	\$ 25,000						\$ 25,000
CD Dir	S1.4	2020-P23		Parks/Recreation Plan: 5 Year Update (Gen Fund)	\$ 30,000						\$ 30,000
DPW Dir	S1.4	2020-P16b	Split	Kipp Road (127- Jefferson) Sidewalks Construction (Gen Fund)		\$ 50,000					\$ 50,000
DPW Dir	S1.4	2020-P18	Moved from 24/25	Bond Park: Capital Improvements (Park)		\$ 275,000					\$ 275,000
DPW Dir	S1.4	2020-P25		Non- Motorized Program: Northeast Quadrant (Gen Fund)		\$ 25,000					\$ 25,000
DPW Dir	W3	2023-P4	Moved from 26/27	DDA District Sidewalk Repair (DDA)		\$ 10,000					\$ 10,000
DPW Dir	W6.2	2020-P19	Moved from 25/26	General Major Corridors: Wayfinding Signage (Gen Fund)			\$ 150,000				\$ 150,000
DPW Dir	S1.4	2021-P2		Non- Motorized Program: Southeast Quadrant (Gen Fund)			\$ 25,000				\$ 25,000
DPW Dir	S1.4	2020-P26		Maple Grove Cemetery: Second Drive (Gen Fund)				\$ 70,000			\$ 70,000
DPW Dir	S1.4	2022-P3		Non- Motorized Program: Southwest (Gen Fund)				\$ 25,000			\$ 25,000
DPW Dir	W3	2023-P6		DDA Trash Receptacle Replacement (DDA)				\$ 35,000			\$ 35,000
DPW Dir	S1.4	2023-P8	Moved from 28/29	Maple Grove Cemetery: Adding Water to Section U (Gen Fund)				\$ 15,000			\$ 15,000
DPW Dir	S1.4	2023-P7		Non- Motorized Program: Northwest Quadrant (Gen Fund)					\$ 25,000		\$ 25,000
DPW Dir	C4	2023-P9		Forestry Tree Inventory Update (Gen Fund)					\$ 20,000		\$ 20,000
DPW Dir	W3	2023-P10		DDA Light Pole Painting (1 of 3 phases) (DDA)					\$ 100,000		\$ 100,000
DPW Dir	W3	2023-P11		DDA Planter Replacement (DDA)					\$ 25,000		\$ 25,000
DPW Dir	S1.4	2024-P1	NEW	Griffin Park: Add Water Access (Gen Fund)					\$ 15,000		\$ 15,000
DPW Dir	S1.4	2022-P4	Moved from 27/28	Maple Grove Cemetery: Columbarium (3) (Gen Fund)						\$ 115,000	\$ 115,000
DPW Dir	S1.4	2024-P2	NEW	Maple Grove Cemetery: Monument Repairs (Gen Fund)						\$ 12,000	\$ 12,000
DPW Dir	S1.4	2024-P3	NEW	Non- Motorized Program: Northeast Quadrant (Gen Fund)						\$ 25,000	\$ 25,000
DPW Dir	W3	2024-P4	NEW	Refurbishment of Santa (DDA)						\$ 10,000	\$ 10,000
DPW Dir	W3	2024-P5	NEW	Christmas Decorations Replacement (DDA)						\$ 30,000	\$ 30,000
DPW Dir	W3	2024-P6	NEW	DDA Light Pole Painting (2 of 3 phases) (DDA)						\$ 100,000	\$ 100,000
DPW Dir	W3	2024-P7	NEW	DDA Sidewalk Repair (DDA)						\$ 10,000	\$ 10,000
					\$ 570,000	\$ 360,000	\$ 175,000	\$ 145,000	\$ 185,000	\$ 302,000	\$ 1,737,000

MOTOR VEHICLE POOL (MVP)					Budget	Forecast		Projections			
Lead	MP No.	CIP No.	Status	Project Name/Description	2024-2025	2025-2026	2026-2027	2027-2028	2028-2029	2029-2030	Total Project Cost
DPW Dir	S1.5	2017-MVP18b	Moved from 23/24	Replacement No. 24 (Equipping) (SPLIT)	\$ 293,000						\$ 293,000
DPW Dir	S1.5	2019-MVP5		Replacement No. 87 (Police Interceptor)	\$ 66,500						\$ 66,500
DPW Dir	S1.5	2024-MVP1	NEW	New Equipment No. 29 (Mini Excavator)	\$ 110,000						\$ 110,000
DPW Dir	S1.5	2024-MVP2	NEW	New Equipment No. 98 (Paint Sprayer and Trailer)	\$ 12,000						\$ 12,000
DPW Dir	S1.5	2020-MVP2		Replacement No. 85 (Police Interceptor)		\$ 70,000					\$ 70,000
DPW Dir	S1.5	2020-MVP3		Replacement No. 26 (Vactor Truck)		\$ 495,000					\$ 495,000
DPW Dir	S1.5	2021-MVP2		Replacement No. 5 (Police Interceptor)		\$ 67,000					\$ 67,000
DPW Dir	S1.5	2018-MVP4	Moved from 24/25	Replacement No. 31 (DPW Pickup)			\$ 66,000				\$ 66,000
DPW Dir	S1.5	2021-MVP1		Replacement No. 75 (Mower)			\$ 13,000				\$ 13,000
DPW Dir	S1.5	2021-MVP4		Replacement No. 14 (DPW Pickup)			\$ 36,000				\$ 36,000
DPW Dir	S1.5	2021-MVP5		Replacement No. 19 (Parks Pickup)			\$ 70,000				\$ 70,000
DPW Dir	S1.5	2021-MVP6		Replacement No. 86 (Police Interceptor)			\$ 67,500				\$ 67,500
DPW Dir	S1.5	2024-MVP3	NEW	New Equipment No. 41 (Valve turner)			\$ 35,000				\$ 35,000
DPW Dir	S1.5	2024-MVP4	NEW	New Equipment No. 64 (Sidewalk Plow/Salter)			\$ 35,000				\$ 35,000
DPW Dir	S1.5	2020-MVP1		Replacement No. 91 (Leaf Machine)				\$ 110,000			\$ 110,000
DPW Dir	S1.5	2021-MVP3	Moved from 26/27	Replacement No. 12 (DPW Pickup)				\$ 37,000			\$ 37,000
DPW Dir	S1.5	2022-MVP12		Replacement No. 74 (Mower)				\$ 13,500			\$ 13,500
DPW Dir	S1.5	2022-MVP13		Replacement No. 83 (Police Interceptor)				\$ 68,000			\$ 68,000
DPW Dir	S1.5	2022-MVP6	Moved from 26/27	Replacement No. 39 (Tool Cat)					\$ 45,000		\$ 45,000
DPW Dir	S1.5	2022-MVP8	Moved from 27/28	Replacement No. 11 (DPW Pickup)					\$ 67,000		\$ 67,000
DPW Dir	S1.5	2022-MVP9	Moved from 27/28	Replacement No. 28 (Dump/Plow) (SPLIT)					\$ 113,000		\$ 113,000
DPW Dir	S1.5	2022-MVP10	Moved from 27/28	New Attachment No. 39 (Stump Grinder)					\$ 12,000		\$ 12,000
DPW Dir	S1.5	2022-MVP11	Moved from 27/28	Replacement No. 40 (DPW Pickup)					\$ 38,000		\$ 38,000
DPW Dir	S1.5	2023-MVP3		Replacement No. 77 (Mower)					\$ 14,000		\$ 14,000
DPW Dir	S1.5	2023-MVP4		Replacement No. 84 (Police Interceptor)					\$ 68,500		\$ 68,500
DPW Dir	S1.5	2023-MVP6		Replacement No. 34 (Trailer/ Compressor)					\$ 32,000		\$ 32,000
DPW Dir	S1.5	2024-MVP5	NEW	New Equipment No. 63 (Riverwalk Trail Machine)					\$ 50,000		\$ 50,000
DPW Dir	S1.5	2019-MVP3	Moved from 24/25	Replacement No. 15 (Water Pickup)						\$ 38,500	\$ 38,500
DPW Dir	S1.5	2023-MVP5	Moved from 28/29	Replacement No. 28 (Equipping)(SPLIT)						\$ 150,000	\$ 150,000
DPW Dir	S1.8	2024-MVP6	NEW	Replacement No. 30 (Back Hoe)						\$ 120,000	\$ 120,000
DPW Dir	S1.7	2024-MVP7	NEW	Replacement No. 57 (Cemetery Trailer)						\$ 18,000	\$ 18,000
DPW Dir	S1.5	2024-MVP8	NEW	Replacement No. 66 (Mower)						\$ 14,000	\$ 14,000
DPW Dir	S1.6	2024-MVP9	NEW	Replacement No. 87 (Police Interceptor)						\$ 70,000	\$ 70,000
DPW Dir	S1.9	2024-MVP10	NEW	Replacement No. 801 (Fire Expedition)						\$ 72,000	\$ 72,000
					\$ 481,500	\$ 632,000	\$ 322,500	\$ 228,500	\$ 439,500	\$ 482,500	\$ 2,586,500

BUILDING, PROPERTY, EQUIPMENT, LEGISLATION (B)					Budget	Forecast		Projections			
Lead	MP No.	CIP No.	Status	Project Name/Description	2024-2025	2025-2026	2026-2027	2027-2028	2028-2029	2029-2030	Total Project Cost
Fire Chief	S1	2019-B2a		Phase I Renovation-Customer Service (City Hall)	\$ 150,000						\$ 150,000
Engineer	S2.1	2019-B5		Geographic Information System (GIS) Phase I (IT)	\$ 60,000						\$ 60,000
DPW Dir	S1.5	2020-B4		DPW Facility Construction (Public Works)	\$ 8,000,000						\$ 8,000,000
CD Dir	C4	2022-B1	Moved from 23/24	Ord. Update: Planning, Subdivision, Signs, STR (Planning)	\$ 30,000						\$ 30,000
City Manager	W2.1	2023-B4	Moved from 23/24	Public Participation Plan & Communication Strategy (Communication)	\$ 5,000						\$ 5,000
CD Dir	W5.1	2023-B5		Comprehensive Business and Resident Guide (Planning)	\$ 15,000						\$ 15,000
Finance Dir	S1	2019-B10		New Servers for City Hall (IT)		\$ 50,000					\$ 50,000
DPW Dir	W3	2020-B2		Downtown Parking Lot Repairs / Seal Coating (DDA)		\$ 20,000					\$ 20,000
Fire Chief	S1	2020-B3		Carpet Replacement (City Hall)		\$ 25,000					\$ 25,000
CD Dir	S1	2022-B2	Moved from 24/25	Ord. Update: Historic Preservation, Building, Utilities (Planning)		\$ 25,000					\$ 25,000
Fire Chief	S1.5	2022-B3		Replacement Tanker 811 (Fire)		\$ 900,000					\$ 900,000
Police Chief	S1	2023-B6		Body Worn Camera Replacement (Police)		\$ 75,000					\$ 75,000
Finance Dir	S5	2024-B1	NEW	BS&A Purchase Order (IT)		\$ 20,000					\$ 20,000
Fire Chief	S1	2023- B7		Infrared Cameras (Fire)			\$ 18,000				\$ 18,000
Fire Chief	S1	2023- B8		Extrication Tools (Fire)			\$ 55,000				\$ 55,000
Finance Dir	S1	2017-B13	Moved from 25/26	AV Room Technology Replacement (IT)			\$ 150,000				\$ 150,000
City Manager	S1	2021-B1	Moved from 25/26	Charter Review and Update (Council)			\$ 20,000				\$ 20,000
Police Chief	S1	2021-B2	Moved from 24/25	Replacement of Speed Trailer (Police)				\$ 12,000			\$ 12,000
Police Chief	S1	2023-B9		Fleet Camera Replacement (6) (Police)				\$ 100,000			\$ 100,000
Clerk	S1	2024-B2	NEW	New Election Equipment (Elections)				\$ 36,000			\$ 36,000
Police Chief	S1	2024-B3	NEW	Taser Replacement (Police)				\$ 35,000			\$ 35,000
Fire Chief	S1	2023-B3		Renovations Phase 2 (City Hall)					\$ 150,000		\$ 150,000
Finance Dir	S5	2024-B4	NEW	BS&A Cloud Program (IT)						\$ 150,000	\$ 150,000
					\$ 8,260,000	\$ 1,115,000	\$ 243,000	\$ 183,000	\$ 150,000	\$ 150,000	\$ 10,101,000

GRAND TOTALS	Budget	Forecast		Projections			Total Program Cost
	2024-2025	2025-2026	2026-2027	2027-2028	2028-2029	2029-2030	
	\$ 11,334,759	\$ 4,577,150	\$ 3,483,550	\$ 3,136,600	\$ 4,749,325	\$ 6,154,750	\$ 32,455,884



City Manager's Report: March 1, 2024

IMPORTANT DATES

- **Monday, April 8, 2024, 6:30 PM- City Council Budget Meeting, Maple Room, City Hall**
- Tuesday, April 23, 2024, 4:00 PM- Deadline to file City Council filing packets for 2024 election. They are available now for pick up from the City Clerk.

OPERATIONS

General:

- Staff is working with a business regarding a request to the Mason Downtown Development Authority (DDA) for a Social District that will include use of Courthouse lawn if Ingham County agrees. Anticipate a request to the DDA at their March meeting where they will consider a recommendation to City Council.
- Staff held an Open House on 2/24/2024, to provide more information to directly impacted property owners on 2024 Street Construction.
- Staff have been contacted regarding the potential lease of tower space at City Hall, but at this time are notifying utilities that we are holding space that may be required for the Advanced Metering Project.
- City Manager Stuart participated in the Michigan Municipal League Foundation Board Meeting where representatives from the Michigan Office of Rural Prosperity and Center for Local, State and Urban Policy discussed ways to improve access for rural communities to State/ Federal Funding and potential resources for capacity building. Mason was the only rural community represented at this discussion. Key data points (+/-1% error rate, 71% response rate) relating to Michigan communities included:
 - Rural communities are indicating fiscal stress and concerns about meeting future fiscal needs more than ever recorded (data since 2017).
 - Rural communities (more than any other type) are less confident that they can meet grant/ funding requirements due to capacity.
 - Over 45% of all types of communities are reporting Significant and/or Unmet Needs in Affordable Housing.
 - 77% of rural communities are indicating a high functioning local functioning democracy compared to 84% in 2020.
 - 70% of rural communities view their relationship with Lansing is Fair, Poor, or Don't know. Lower than any other type of community.

Personnel:

• Staffing Updates

NEW HIRES

- Erik McConnell, Full-Time Laborer started 3/4/2024.

OPEN POSITIONS - 5

- Laborer (1) – Offer made and accepted, pre-employment screenings in process.
- Police Chief (1), Police Officer (1), Administrative Assistant (1) – Posted externally and closes 3/13/2024.
- Utility Operator (1) – Posting under review.
- Seasonal Part-time Crossing Guard (1) - open until filled.

• Trainings

- Officer Susan Putman attended SFST (Standard Field Sobriety Testing Program) training 2/21-2/23/2024.
- Officer Christian Washington attended Intoxilyzer 9000 (Preliminary Breath Test) training on 2/21/2024.

• Traffic Complaints

- Parking: South St near Bond and Vanderveen - Officers assigned until 3/14/2024.
- Speeding: Eugenia Dr and Northbrook St. area - Officers assigned until 5/1/2024.

CAPITAL IMPROVEMENT PROGRAM PROJECTS

Removed after one notice of complete.

FY 2023-2024			
Project	Project Name/Description		Status
STREETS, BRIDGES, SIGNALS(S)			
2017-S16	Maple Street Bridge: Replacement		3Q project (re-bidding)
UTILITIES: SANITARY SEWER, STORM WATER, AND WATER DISTRIBUTION (U)			
2019-U3b	WWTP Plant Construction		In progress
2022-U1	WWTP Headworks Huber Screen		For Council consideration at 3/4/24 meeting.
2023-U40	WWTP: Curtis Street Lift Station Replacement		New pumps are scheduled for the station. Gravity line bid; anticipated to be released in March.
PARKS/ CEMETERY/ FORESTRY/ NONMOTORIZED (P)			
2020-P4	Hayhoe Riverwalk Trail: Wayfinding		Recommend delaying to next year due to grant funding options.
2020-P9	DDA: Downtown Wayfinding Signage		DDA established a sub-committee that is meeting to prepare RFP.
2020-P11	Rayner Park- Phase 1 Construction		Bid documents DNR approved (CIP link), planning to bid by 3/11/24.
2020-P15	Jefferson Trailhead/ Comm Garden		Under construction, project extension due to supply chain.
2020-P21	Hayes Park: Capital Improvements		Draft bid package prepared (CIP link), planning to bid by 3/11/24
2022-P2	Maple Grove Cemetery: Trash Receptacles/ Section Signs		Awarded, Spring installation.
2023-P3	DDA: Tree Replacement		Awarded, Spring installation.
MOTOR VEHICLE POOL (MVP)			
2017-MVP18	Vehicle No. 24	Dump/Plow Truck	Ordered, receipt anticipated in 2024
2018-MVP3	Vehicle No. 84	Police Patrol	Ordered, receipt anticipated next FY
2023-MVP1	Vehicle No. 88	New Police Patrol	Ordered, receipt anticipated next FY
BUILDING, PROPERTY, EQUIPMENT (B)			
2017-B5b	Building: Library Phase 1, Part 1		Interior work in progress. CADL/City are continuing to apply for a grant to fill the gap and CADL is launching fundraising campaign.
2018-B23	Planning: Master Plan/Zoning Update		In progress, next meeting is scheduled for 3/18/24 at 5:30 pm.
2018-B23a	Cedar/127 Corridor Sub-area Plan		Bids expected to be released in March
2019-B2b	City Hall Renovations: Phase 1 /Carpet		4Q Project
2019-B8	Police: Car Port (7-Car Unit)		4Q Project
2020-B4	DPW: Facility Design Build		Preparing design bid documents for stand-alone DPW facility for March bidding
2022-B1	Ordinance Update: Planning, Subdivision, Signs, STR		Recommend delaying to next year due to staff capacity.
2023-B1	City Hall: HVAC Controls Replacement		In progress
2023-B4	Planning: Public Participation Plan & Communication Strategy		Recommend delaying to next year due to staff capacity.

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

None.

ON-SITE WORKSHOPS

Can't make the scheduled workshops? Interested in another topic?

MAP's on-site workshops are a flexible and affordable way to bring training to your community. You pick the topic, date, location, and attendees - MAP finds an AICP- certified instructor and provides the materials. Collaborating with neighboring communities provides added value to the workshop, and also helps cover costs.

MAP's menu of workshops covers everything from broad topics like Planning and Zoning Essentials to niche subjects like accessory dwelling units or capital improvement programming. Check out all of the offerings at www.planningmi.org/on-site-workshops

For more information, or to schedule an on-site workshop, please contact Amy Vansen at (734)913-2000 or avansen@planningmi.org.

ABOUT MAP

The Michigan Association of Planning (MAP) is a 501(c)3 non-profit organization dedicated to promoting quality community planning through statewide education, information and advocacy.

Membership benefits are valuable:

- Subscription to *Michigan Planner* magazine.
- Discounts on MAP events & publications.
- Part of nation-wide network of planners.
- Access to tools and resources to help you make better decisions.
- And more!

For more information, contact Rachel Goldstein at (734) 913-2000 or rgoldstein@planningmi.org.

MAIL OR EMAIL FORMS TO:

1919 West Stadium Blvd. , Suite 4, Ann Arbor, MI 48103 | info@planningmi.org
P: (734) 913-2000 | www.planningmi.org

REGISTRATION POLICY

For cancellations received in writing 7 business days prior to the workshop, a refund (minus a \$25 fee) will be given if materials have not been mailed. Cancellations received less than 7 days prior will not be refunded.

Students: This discount is intended to make the workshops affordable for all full-time student members.

CALENDAR OF EVENTS

January 23
How to Interview Prospective Planning Consultants: A Primer*♦
Virtual

February 10
MAP Student Conference
University of Michigan

February 15
Transportation Bonanza 15*♦
Lansing

March 5
Planning and Zoning Essentials
Getting the Development you Want♦
Kirtland Community College, Grayling

March 6 & 7
Zoning Administration*♦
Virtual

March 6
Zoning Board of Appeals♦
Virtual

March 14
Nonconformities*♦
Virtual

March 19
Zoning Ordinance*♦
Advanced ZBA: Beyond the Fundamentals*♦
Kalamazoo Valley Community College, Texas Township

March 21
Planning and Zoning Essentials
Housing Supply, Choice & Affordability*♦
Bavarian Inn Lodge, Frankenmuth

March 26 & 27
Planning and Zoning Essentials
Virtual

May 8
Spring Institute*♦
Lansing

September 25-27
Planning Michigan Conference*♦
Grand Rapids

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Planning & Zoning

Training Workshops for
Elected and Appointed Officials

Workshop Registration & Information



Michigan Association of Planning
A Chapter of the American Planning Association

Officials Training

2024

The Michigan Association of Planning's education programs provide participants with the skills and knowledge to make better land use decisions. Our knowledgeable and experienced instructors enable newly elected and appointed officials to better understand their roles and responsibilities, and reacquaint experienced ones with innovative planning tools and techniques. We make it easy for you to receive the education and training necessary to keep up with the ever-changing land use landscape. In person workshops include a meal and refreshments.

Getting the Development You Want

March 5 | 5:30 - 8 PM

Kirtland Community College, Grayling

Instructor: Wendy Rampson, AICP, Michigan Association of Planning

Good development is achieved when a municipality plans for it, and then adopts codes and a development review process to implement the plan. Learn how the master plan and zoning ordinance inform the development review process, how to balance the needs of everyone, and best practices for a productive process. Light meal included.

Zoning Board of Appeals

March 6 | 6 - 8 PM

Virtual

Instructor: Leslie Sickterman, AICP, City of Traverse City

This interactive, case study based workshop goes into greater depth on the issues of practical difficulty and unnecessary hardship. A summary of voting and membership requirements and other procedural requirements unique to ZBA operations are reviewed. Reference book included.

Advanced ZBA: Beyond The Fundamentals

March 19 | 5 - 8:30 PM

Kalamazoo Valley Community College, Texas Township

Instructor: Julie Johnston, AICP, J. Johnston Consulting

A high level, interactive session for ZBA members, where recent court cases and statutes are reviewed and where participants will dig into four different case studies and discuss their findings. Basic ZBA knowledge is necessary to best participate. Reference book included.

Planning and Zoning Essentials

The most requested training product we offer.

March 5 | 11:30 AM - 4:30 PM

Kirtland Community College, Grayling

Instructor: Sara Kopriva, AICP, Beckett & Raeder, Inc.

March 21 | 11:30 AM - 4:30 PM

Bavarian Inn Lodge, Frankenmuth

Instructor: Jason Ball, AICP, Rowe Professional Services

March 26 & 27 | 6 - 8 PM

Virtual

Instructors: Laura Haw, AICP, and Vidya Krishnan, McKenna

This course is designed to boost confidence by sharpening skills, identifying conflicts of interest, understanding legal foundations, examining roles and responsibilities, and more! This program is ideal for introducing new planning commissioners and zoning board of appeals members to their roles and responsibilities, and also for more experienced officials looking to refresh their skills and build upon existing knowledge. Roles and responsibilities, site plan review, comprehensive planning, zoning ordinances, variances, how to determine practical difficulty, and standards for decision-making are covered. Reference book included.

Nonconformities

NEW!

March 14 | 6 - 8:30 PM

Virtual | AICP CM Law Credit!

Instructors: Michael Bila and Catherine Kaufman, JD, AICP, Bauckham, Thall, Seeber, Kaufman & Koches PC

Nonconformities can be vexing and how planners have approached them has changed over time. Join MAP for a deep dive into all types of nonconformities. The latest case law on the subject will also be covered.

Housing Supply, Choice & Affordability

March 21 | 5:30 - 8:30 PM

Bavarian Inn Lodge, Frankenmuth

Instructor: Leah DuMouchel, AICP, Michigan Association of Planning

A fast paced, 2.5 hour program that reviews master planning for housing, community engagement, zoning reforms, including a deep dive into one missing middle type--ADUs, plus how to tackle the approval processes and meetings that can stop the development a community has planned for. Reference book included.

Zoning Administration

March 6 & 7 | 2 - 4 PM

Virtual

Instructor: Jacob Kain, AICP, City of Midland

This program is for zoning administrators in rural, suburban, or urban settings as well as municipal officials, other staff members, or citizens interested in a more complete understanding of all facets of zoning administration from legal basis to record keeping to enforcement. Reference book included.

Zoning Ordinance: A to Z

March 19 | 12:30 - 4 PM

Kalamazoo Valley Community College, Texas Township

Instructor: Jill Bahm, AICP, Giffels Webster

Learn everything you need to know about this important regulatory tool. A history of zoning, alternative ways to zone, a tour of a typical zoning ordinance, including tips and best practices, zoning approval processes, and enforcement are all on the agenda. Reference book included.

REGISTRATION FORM

Complete one form per registrant.

CONTACT INFORMATION:

NAME

AFFILIATION

EMAIL (confirmations and directions will be sent via email)

PHONE (with area code)

BILLING ADDRESS (include apt. or suite #)

CITY

STATE

ZIP

Please list any special needs (dietary, barrier free access, etc.)

REGISTRATION INFORMATION:

☐ I'm a MAP Member

☐ Join MAP now for \$65 and receive the member discount. As a bonus, you will receive membership through June 2025.

MEMBER RATES	NON-MEMBER RATES	*\$25 late fee if you register LESS THAN 5 business days before workshop*
<input type="checkbox"/> \$130 <input type="checkbox"/> \$130 <input type="checkbox"/> \$90	<input type="checkbox"/> \$160 <input type="checkbox"/> \$160 <input type="checkbox"/> \$120	Planning and Zoning Essentials Mar. 5 Grayling Mar. 21 Frankenmuth Mar. 26 & 27 Virtual
<input type="checkbox"/> \$115	<input type="checkbox"/> \$145	Getting the Development you Want Mar. 5 Grayling
<input type="checkbox"/> \$100	<input type="checkbox"/> \$130	Zoning Administration Mar. 6 & 7 Virtual
<input type="checkbox"/> \$90	<input type="checkbox"/> \$120	Zoning Board of Appeals Mar. 6 Virtual
<input type="checkbox"/> \$85	<input type="checkbox"/> \$115	Nonconformities Mar. 14 Virtual
<input type="checkbox"/> \$125	<input type="checkbox"/> \$155	Zoning Ordinance Mar. 19 Texas Township
<input type="checkbox"/> \$125	<input type="checkbox"/> \$155	Advanced ZBA: Beyond the Fundamentals Mar. 19 Texas Township
<input type="checkbox"/> \$130	<input type="checkbox"/> \$160	Housing Supply, Choice & Affordability Mar. 21 Frankenmuth
<input type="checkbox"/> \$25 in person <input type="checkbox"/> \$10 virtual		Student (full time) Member Rate Workshop & Date: _____

PAYMENT INFORMATION: TOTAL: _____

☐ Check enclosed ☐ Invoice Me ☐ Visa ☐ Master Card
(Make checks payable to: Michigan Association of Planning)

CARD #

EXPIRATION DATE

SECURITY CODE

CARD HOLDER'S NAME

BILLING ZIP CODE