

CITY OF MASON

201 West Ash St.
Mason, MI 48854-0370

City Hall 517-676-9155
Fax 517-676-1330

PLANNING COMMISSION MEETING - COUNCIL CHAMBER Tuesday, December 14, 2010

6:30 p.m.

Agenda

1. Call to Order
2. Roll Call
3. Approval of Minutes: November 9, 2010
4. People from the Floor
5. Announcements
6. Introductions
7. Presentations
8. Public Hearing
 - A. Special Use Permit Amendment – 1025 E. Ash Street (Green Acres Retirement Living) – 20 Unit Building Addition
9. Regular Business
 - A. Resolution No. 2010-04 – A Resolution Approving the Capital Improvements Plan for the Fiscal Years 2010/11 – 2015/16
 - B. Master Plan – Placemaking
10. Unfinished Business
11. New Business
12. Correspondence
 - Mason Public Schools – School Enrollment Trends and Projections, December 2, 2010
13. Liaison Reports
14. Administrator Report
15. Adjournment

**CITY OF MASON
PLANNING COMMISSION MEETING
MINUTES OF NOVEMBER 9, 2010**

Reeser called the meeting to order at 6:34 p.m. in the Council Chambers at 201 W. Ash Street, Mason, Michigan.

Present: Commissioners: Burns, Droscha, Kenroy, King, Reeser, Smith, Vincent
Absent: Commissioners: Naeyaert, Sabbadin
Also present: Martin A. Colburn, City Administrator
David Haywood, Zoning & Development Director
Deborah Cwierniewicz, City Clerk

APPROVAL OF MINUTES: October 12, 2010

MOTION by Kenroy, second by Sabbadin,
to approve the Minutes of October 12, 2010, were approved as written.
MOTION APPROVED UNANIMOUSLY

PEOPLE FROM THE FLOOR

None.

ANNOUNCEMENTS

The following announcements were made:

- A retirement celebration will be held November 12 for Norm Austin, who retired from the City of Mason as Finance Director/Treasurer and is now retiring from the Mason Fire Department after 38 years of volunteer service
- The Veteran's Day Parade will be held on November 11
- The Holiday Celebration and Lighted Parade will be held November 26

INTRODUCTIONS

None.

PRESENTATIONS

None.

REGULAR BUSINESS

Master Plan Update

Haywood spoke briefly regarding the Master Plan Update Committee's progress.

Report – Traffic Impact Studies

Haywood spoke briefly regarding the Traffic Impact Studies included in the packet. Discussion ensued.

UNFINISHED BUSINESS

None.

NEW BUSINESS

None.

CORRESPONDENCE

Distributed.

LIAISON REPORTS

Colburn informed the Commission regarding City Council business and the November General Election results. He and fellow Commissioners congratulated Commissioner Jon Droscha's election to the City Council. Also, Colburn commended City Clerk Cwiertniewicz for the administration of the November General Election.

ADMINISTRATOR'S REPORT

Colburn informed the Commission regarding current City business.

Haywood informed the Commission regarding current Zoning and Development business.

ADJOURNMENT

The meeting adjourned at 7:16 p.m.

Deborah J. Cwiertniewicz, City Clerk

Jon Droscha, Secretary

City of Mason


201 W. Ash St.
P.O. Box 370
Mason, MI 48854-0370
www.mason.mi.us



City Hall 517 676-9155
Police 517 676-2458
Fax 517 676-1330
TDD 1-800-649-3777

MEMORANDUM

TO: Planning Commission

FROM: David E. Haywood, Zoning & Development Director 

RE: 1025 E. Ash St. – Green Acres Special Use Permit Amendment

DATE: December 10, 2010

Maas Development/Retirement Living Management (Green Acres Retirement Living) is requesting to amend their existing special use permit and approved site plan for permission to construct an additional 20 units to the existing assisted living center (adult foster care) facility located at 1025 E. Ash St. (M-36).

Staff has received communications from City Department Heads, City Engineer and outside agencies citing numerous concerns relating largely to public utilities. After communicating these concerns to the applicant, they have elected to request postponement until such time they can address staff and agency concerns. Enclosed is a copy of the applicant's correspondence requesting postponement.

Recommended Action:

Move to postpone action to afford the applicant sufficient time to respond to staff and agency concerns.

David Haywood

From: Denis Johnson [denis@jnagroup.com]
Sent: Friday, December 10, 2010 11:32 AM
To: David Haywood
Subject: Green Acres of Mason Phase Two

David,

We would like to request that our project be tabled at the Planning Commission meeting on December 14, to allow us time to address all the comments that we have received from staff.

Thank You, Denis

Denis H. Johnson

Johnson Newhof Associates, Inc.

Architects Builders
40 Pearl Street NW Suite 900
Grand Rapids, MI 49503

616.458.6195 O
616.293.9164 C
616.451.3713 F

Email: denis@jnagroup.com

City of Mason


201 W. Ash St.
P.O. Box 370
Mason, MI 48854-0370
www.mason.mi.us



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TDD 1-800-649-3777

Date: December 10, 2010

To: Planning Commission

From: David E. Haywood, Zoning & Development Director 

Re: Capital Improvements Plan 2010/11-2015/16

Attached is a draft copy of the 2010/11-2015/16 Capital Improvements Plan (CIP) for the City of Mason. The draft contains changes from the previous year. The updated draft includes, but is not limited to planning for the following:

- Upgraded Police Department equipment
- Library improvements
- Fire protection upgrades
- Hayhoe Riverwalk Phase III
- Cemetery expansion and vault restoration
- Ongoing street improvements
- Ongoing park improvements
- Ongoing sanitary sewer, water and storm sewer improvements
- Ultra-violet disinfection system (POTW)
- Head works system (POTW)
- New Public Works Facility
- DDA improvements to the central business district

The CIP is intended to be a planning tool to set priorities for capital improvements. Many of the improvements detailed in the plan are directly reflected and based in Chapter 4 of the Master Plan.

RECOMMENDED ACTION:

The Planning Commission approve resolution 2010-04.

Introduced:
Seconded:

**CITY OF MASON
PLANNING COMMISSION RESOLUTION NO. 2010-04**

**A RESOLUTION APPROVING THE CAPITAL IMPROVEMENTS PLAN FOR THE
FISCAL YEARS 2010/11-2015/16**

December 14, 2010

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

WHEREAS, prioritization of projects listed in the plan 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 Plan is consistent with the Capital Improvements Programming component of the Master Plan; and,

NOW THEREFORE BE IT RESOLVED, that the City of Mason Planning Commission does hereby approve the Capital Improvements Plan for fiscal years 2010/11 – 2015/16.

Yes ()
No ()

CLERK'S CERTIFICATION: I hereby certify that the foregoing is a true and accurate copy of a resolution adopted by the Planning Commission at its regular meeting held Tuesday, December 14, 2010, the original of which is part of the Planning Commission minutes.

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

City of Mason Capital Improvements Plan



Fiscal Years
2010/2011 – 2015/16

Adopted by the Mason Planning Commission

DATE

City of Mason
Capital Improvements Plan



Prepared by

Martin A. Colburn, City Administrator (Interim Public Works Director)

David E. Haywood, Zoning & Development Director

John Stressman, Police Chief

Kerry Minshall, Fire Chief

Eric Smith, Finance Director/Treasurer

Kathy Revels, Administrative Services Director

Ken Baker, Department of Public Works Superintendent

Sam Bibler, Wastewater Treatment Plant Superintendent

City of Mason Planning Commission

Ed Reeser, Chairperson

Matthew Smith, Vice Chairperson

Jon Droscha, Secretary

Robin Naeyaert, Mayor Pro Tem

Chris Burns

Jim King

Ron Kenroy

John Sabbadin

Jon Vincent

**CITY OF MASON
CAPITAL IMPROVEMENTS PLAN**

After the Zoning Ordinance, a Capital Improvements Plan (CIP) can be a very significant tool for implementation of the Master Plan. A CIP is a plan for the community's most immediate public improvement needs, scheduled over a period of six years. Infrastructure improvements usually included in a CIP are water system upgrades (supply and distribution), sewer system enhancements (collection and treatment), storm water management, and streets and sidewalks maintenance. Additional projects to be incorporated are public facilities improvements, such as parks and other public buildings, as well as major equipment purchases and replacements.

Projects listed in this Plan are shown in the general order of their priority, with the intent that the most-needed projects are accomplished first and scarce financial resources are allocated appropriately.

For the street component, a roadway evaluation method called PASER (Pavement Surface Evaluation and Rating) was utilized. This involves physically inspecting and evaluating each lineal mile of street and assigning it a rating between 1 and 10 (poor to excellent).

The CIP is intended to be more of a planning document than a construction schedule. Obviously, completion of the various projects contained within the CIP is fully dependent on the availability of funds and other conditions beyond the City's control.

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SECTION I. PUBLIC SERVICES

City Hall/Police Department/Library

The Capital Area District Library Board released a study in July 2007, which identified current and future needs of the District and Mason's library. In preliminary discussions, the District is looking to the City to provide the land necessary to build a facility that is estimated at 17,000 square feet. The estimated cost for the Mason library branch is \$5,971,045.

In the August 2008 election, a millage to fund extensive upgrades to the existing CADL facilities as well as construct new facilities in select locations was defeated. CADL is currently working on a new strategy to fund the facility maintenance needs.

Due to the uncertainty of the timing of a new library facility, it is critical to maintain the existing building to protect the valuable resources and collections the facility houses. The library building is currently experiencing flooding in the basement during heavy rains. During a heavy rain, the storm sewers in the vicinity surcharge and the waters back up into the garage area and filter down along the foundation wall and into the basement. Although CADL has not experienced significant damages to its property, allowing this situation to continue will eventually undermine the integrity of the foundation wall under the east side of the building. There are two options to correct this problem: one, re-grade the existing driveway area and garage floor or two, connect the existing drains to the storm sewer in the Ash Street (M-36) right-of-way. Either option is estimated at or below \$25,000. Staff is researching both options to determine a cost benefit comparison.

The library's slate roof is in need of maintenance. There are several missing/damaged tiles in various areas of the roof. If not maintained, missing/damaged tiles may result in water damage to structural members and environmental contamination. There are an estimated 40 tiles that are loose, missing or broken. The cost to re-set loose tiles and replace missing/broken tiles is estimated at approximately \$3,000.

Police Protection

With the replacement of the Mason City Hall and Police Department, a new and larger state-of-the-art facility, and installation of the 150-ft communications tower, focus can now be directed more towards service improvements to the community, development of prospective opportunities for future police officers, and enhancement to patrol services. To meet this end, the Mason Police Department will establish a six member reserve police officer unit and update the Department's arsenal.

Police reserves have three primary functions in today's law enforcement agency: augment patrol, staff major events that require additional personnel resources, and as a possible resource to cultivate future police officer candidates. The latter becomes more viable as the organization and the reserve officer become more familiar with each other. The availability of space within the police station inside the new City Hall, having been the most obvious barrier to accomplish this previously,

certainly makes this objective more attainable. Preliminary start-up costs will include training and equipment for individual officers:

• Equipment includes two sets of year-round full uniforms and firearm.	\$2,500.00 per Reserve Officer (RO)	\$15,000.00
• Six lockers for equipment storage	\$1,275.00 ea.	\$7,650.00
• Preliminary training and qualification to start	<u>\$1,750.00 ea. per RO</u>	<u>\$10,000.00</u>
Total (projected)		\$31,600.00

Current police officer duty pistols were purchased in August 2002. Although they have been dependable, wear does occur through regular firearms training and the extremely varying conditions of Michigan's weather. To minimize the potential of a fatal failure of a weapon, ammunition is replaced annually, and it becomes necessary to replace the firearms themselves. Therefore, in budget year 2012-2013, the Police Department has requested the replacement of all duty pistols for patrol officers and will purchase two additional for times weapons may be taken out of service:

• Fourteen Glock 21 pistols with Trijicon Night Sites	\$500.00 ea.	\$7,000.00
• Eleven holsters and ammunition carriers	<u>\$100.00 ea pr.</u>	<u>\$1,100.00</u>
Total (projected)		\$8,200.00

Patrol rifles are also becoming a more desirable tool and mainstay of law enforcement. With the proliferation of high tech, mechanized, rapid fire weapons now available to offenders who display predatory instincts, an increasing number of drug trafficking gang members, and today's tactical philosophy directed at neutralizing active shooters to minimize casualties and fatalities, rifles are the weapon of choice. The Department currently has two, Vietnam Era, military surplus, M-16 rifles which were converted from full automatic to semi-automatic. The Department will request six Colt AR 15 Patrol Rifles and automobile trunk mounts for five patrol cars and one detective car.

• Six Colt AR15 Patrol Rifles	\$1,700.00 ea.	\$10,200.00
• Six Trunk Mount Rifle Racks	<u>\$480.00 ea.</u>	<u>\$2,880.00</u>
Total (projected)		\$13,000.00

Fire Protection

This document is a complement to the Projection for Fixed Asset Expenditures Exceeding \$5,000.00 spreadsheet. The following are opinions based on the information available at this time and are open to re-evaluation as needed.

The NFPA (National Fire Protection Association) recommends that fire apparatus be replaced on a schedule of every 25 years. This recommendation is the basis for apparatus projections.

Engine 809 was put into service in 1990 and has been replaced by the new Engine 806 as the primary engine for the majority of calls. Engine 809 has been a high maintenance truck, however the expectation is to get another five years out of it without any more major repairs.

Brush 810 is a 1993 Dodge ½ ton short box pick-up truck that was converted to a brush truck by our members. When this vehicle is replaced, the department will potentially purchase a crew cab that will be capable of carrying up to six Firefighters. The truck should be a ¾ ton to enable it to haul the Fire Safety House. Currently, the Fire Department must borrow a truck from a member or the DPW when the trailer needs to be moved.

Squad 815 was built in 1992 and is currently used to carry rescue and extrication equipment, run rehabilitation (re-hab), and carry a limited amount of firefighters. The extrication equipment on Squad 815 will be relocated on Tower 808 to be used in a back-up situation. The remainder of the rescue and other equipment will be relocated to the new Engine 806. Squad 815 will be reorganized to be used primarily for rehabilitation. This will ease the use of this vehicle allowing the Fire Department to get many more years of service out of it.

The Fire Department currently carries Hurst rescue tools (Jaws of Life) on both Engine 809 and Squad 815. After reorganization, there will be new onboard Hurst tools on Engine 806, and Hurst tools on Tower 808. The tools carried on Engine 809 are not a complete set and will be moved to Engine 806 as they will be able to run on the new system.

Turnout gear is the catch all phrase used for the personal protective clothing that a firefighter wears. A set of "turnouts" includes a fire coat, bunker pants, suspenders, boots, Nomex hood, helmet and gloves. Also each firefighter has a wild land jacket, extrication gloves and a safety vest. The budget has been increased to allow for the replacement of nine sets of turnout gear annually until the Fire Department is caught up, at which point seven sets per year will maintain compliance. This plan will allow the Fire Department to comply with NFPA recommendations to replace front line firefighters gear every five years and second line firefighters gear every 10 years. The Fire Department is in the third year of this project and has outfitted 27 members with new gear.

The heater unit at Station 2 is 33 years old. There used to be two unit heaters but now there is only one. Replacement of this unit with a more efficient means of heat would offer some payback

in heating costs as well as offer more reliable protection for the investments housed at Station 2 as well as the building itself.

Station 2 also has a large hole in the ceiling as the Fire Department uses the attic for storage. This should be framed in with an access door and insulation added to the building for energy conservation. These items were removed from the 2009-2010 budget for requested budget cuts, however, they were reallocated in the 2010-2011 budget.

The Mason Firefighter's Association will pay to enlarge the door opening and door at Station 2 so that the Fire Safety House can be stored inside.

A ventilation system is recommended for Station 1 to properly vent vehicle exhaust. This is needed from both a firefighter safety perspective by not breathing exhaust fumes, and for energy efficiency. Currently the exhaust mixes with all of the air in the apparatus bay and mezzanine. Some of the air in the bay is vented via fans and louvers on the south and east walls. This method is highly inefficient for the following reasons: by allowing the exhaust to mix with the building air, it does not get rid of all of the fumes and allows soot to settle in the building. Also, during the winter months, this method of ventilation exhausts heated air from the bay into the atmosphere. A different type of ventilation system that attaches to each apparatus exhaust pipe is recommended. This captures all of the exhaust fumes and does not vent the ambient air in the winter, thus saving on heating costs. A new ventilation system is estimated to cost about \$60,000. The Fire Chief has applied for a FEMA Assistance to Firefighters Grant to fund this project but has not received a response as yet.

The concrete apron, approach and sidewalk in front of Station 1 are in disrepair. The pads move when the trucks drive over them which has broken some of the concrete. Tower 808 and Tanker 811 have to be in the current bays as they will drag and hang up if driven out any other bays. The Fire Department would like to replace the concrete and look at the options for changing the grade to prevent this from reoccurring so quickly in the future.

Cemeteries

Maple Grove Cemetery

As of December 2010, the amount of burial spaces available for sale is as follows:

Full lots (5 spaces): 20

Half lots (2 spaces): 6

Single spaces: 7

Or, a total of 119 available spaces

The number of sales and burials vary, but a range during the past 3 years is:

42-60 burials annually including cremations

18-48 spaces sold annually

Based on the number of single spaces available, it appears that there is approximately 3-5 years remaining to accommodate sales and burials. This number is always changing because one space is lost when a half lot is sold. Due to the development of the cemetery and more importantly, accessibility, sales are primarily restricted to Sections T and U on the western side.

To gain access to the remaining undeveloped sections, the installation of new drives is needed. In addition, it is recommended that a second ingress/egress to the cemetery be constructed. The logical location would be at North and East Streets. With the closing of the old bridge from North Jefferson Street several years ago, this left only one way in and out; not a desirable situation. It creates problems for the flow of traffic during large funerals, and would impede emergency medical services if required during a funeral procession.

The Cemetery Board recently approved a concept drawing from Wolverine Engineers and Land Design Collaborative to expand Maple Grove Cemetery. Expanding the cemetery will require installing additional streets. New pavement was completed in 2010.

Current estimates for the cemetery expansion are as follows:

Second entrance	\$50,000
Cemetery expansion	\$150,000

City staff is currently studying the feasibility of including the drives in the local street improvement program.

The Cemetery vault, which was constructed in 1890, is in need of major repairs. An initial estimate to repair crumbling bricks inside, as well as repair the stone walls, the door, and the roof will be approximately \$130,000.

Approximately \$240,000 worth of improvements is needed for the Cemetery garage, restroom, wood building, & pole barn. This will include roofing, painting, insulating, adding an additional office, an addition to the pole barn for increased storage area, and electrical upgrades.

Parks & Recreation

Phases I and II of the **Hayhoe Riverwalk** are now complete (2.5 miles) and have proven extremely popular with residents. The complete trail follows Sycamore Creek from the south end of the City at Kipp Road through Maple Grove Cemetery to the north end of the city at Howell Road. Phase III is proposed to link the east side of the city, including Bond, Laylin, Rayner Parks and the High School to the existing Hayhoe Riverwalk Trail (1.4 miles).

Existing facilities at **Bond, Laylin, Hayes** and **Austin Parks** need major overhauls or replacement. Updated or new restrooms are needed at Bond and Hayes, with a cost estimate for an industrial grade restroom at Bond costing approximately \$200,000. Staff is looking into the feasibility of lighting the tennis and basketball courts at Hayes, as well as the inline skate rink at Bond. The fishing docks at Laylin Park are also need of attention. However, the boy scouts/eagle scout

program has been utilized as a means to complete many city projects, which has saved the City money. Staff is currently investigating alternatives to treating the ponds, particularly the north one, to reduce the amount of vegetation and algae that form on them during the summer months, including the possibility of dredging.

Mason's public tree inventory has been affected by storm damage in the past few years and its ash trees are now under attack by the emerald ash borer. Several wind storms have destroyed or damaged a number of mature trees in the downtown neighborhoods, particularly along Oak, Elm and Cherry Streets. These mature trees require evaluation by City arborists, maintenance and in some cases removal.

The past two years the City has invested an additional \$10,000 in tree maintenance. The City has accelerated its tree management program. Additional funding should be planned for removal and replacement of infested ash trees, and an additional \$10,000 should be planned for maintenance of mature trees, including in some cases, removal and replacement.

Interest has been expressed for a volleyball court at Laylin Park behind the south pond, including sand, net, poles and lighting. The cost of this project with landscaping is estimated at \$15,000.

From alternate funding sources and/or in partnerships with other donors and organizations, the City should watch for opportunities to implement the goals identified in the Mason Five-Year Recreation Plan 2008-2013, including: upgrading softball/baseball fields; constructing additional soccer fields; attracting a YMCA; creating a public garden; installing more public art; attracting a local movie theater; and installing security cameras at City recreation sites.

In 2010, Ingham County and the City of Mason came to an agreement where the City of Mason has taken control of the operation and maintenance of Rayner Park (60 acres). The extent of future improvements that the City of Mason will perform at Rayner Park is still pending. The Mid Michigan Pony league has proposed to the City of Mason a plan to upgrade the existing ball diamond at Rayner Park to meet the standards required to allow baseball leagues to utilize the field. This would require installation of fencing, replacement of the backstop. Installation of dugouts, and the reconstruction of the infield. This project will be in kind with the City of Mason and funding from the Mid Michigan Pony League. Details and timelines concerning this project are currently being addressed between the City of Mason and the Mid Michigan Pony League.

There has not yet been a determined site for this project, which will consist of the construction of a stage (performance arts) and outdoor cinema designed to seat 150 to 200 people has been considered but a site has not been determined for the site. The facility would include a covered pavilion, restrooms, storage, lighting, open air seating and landscaping. The estimated cost for this project is \$281,000.

Downtown Development Authority

The DDA is currently in the process of their fourth amendment to the Downtown Development Plan. The goal of the DDA is to establish and maintain the vitality of the central business district of the city by halting property value deterioration, rehabilitating property which becomes blighted, vacant, or functionally obsolete, and promoting economic growth, business activity, and employment opportunities within the District. Plan Amendment Number 4 includes the following proposed capital improvements:

- Streetscape amenities \$50,000
- Capital improvements (124 & 140 E. Ash) \$300,000
- Electrical improvements \$50,000
- Property rehabilitation \$300,000

A full description of the DDA's proposed capital improvements may be found in the Downtown Development Authority Plan in Appendix F.

**TABLE 1
PUBLIC SERVICES**

	<u>Cost/\$</u>	<u>Source of \$</u>
<u>Mason Public Library</u>		
Foundation Work	\$25,000	General fund
Roof Tile Replacement	\$3,000	General fund
<u>DDA</u>		
Streetscape amenities	\$50,000	
Capital improvements (124 & 140 E. Ash)	\$300,000	
Electrical improvements	\$50,000	
Property rehabilitation	\$300,000	
<u>Police Protection</u>		
Police Reserve Unit	\$31,600	General fund, Grant
Pistols & Holsters	\$8,200	General fund, Grant
Rifles & Racks	\$13,000	General fund, Grant
<u>Fire Protection</u>		
<u>Apparatus/Vehicles</u>		
Tanker 807 replacement	\$400,000	General fund
<u>Fire/Rescue Equipment</u>		
Hurst extrication tools	\$20,000	General fund, Grant
Turnout gear (34 sets)	\$50,000	General fund, Grant
<u>Station Equipment</u>		
Carpet (Office and training area), Station 1	\$10,000	General fund
Ventilation System, Station 1	\$60,000	General fund
Furnace, Station 2	\$5,000	General fund
Storage Loft, Station 2	\$60,000	General fund
Pagers (36)	\$18,000	Grant
<u>Parks & Recreation</u>		
Complete Hayhoe Riverwalk Linear Park – Phase III	\$750,000	General fund, Grant

Bond Park

New restroom facilities	\$200,000	General fund, Grant
Ball field renovations	\$180,000	General fund, Grant
Resurface parking lot	\$100,000	General fund

Laylin Park

Dredge ponds	TBD	General fund, Grant
Repair replace restrooms	\$50,000	General fund,
Volleyball court	\$15,000	General fund, Grant

Hayes Park

Install restroom, south end	\$75,000	General fund, Grant
Refurbish existing restroom	\$25,000	General fund, Grant
Resurface parking lot, north & south	\$120,000	General fund
Ball field renovations	\$180,000	General fund, Grant

Maple Grove Cemetery

Cemetery vault restoration/preservation	\$130,000	General fund
Garage, restrooms, new building, pole-barn	\$240,000	General fund
Second entrance, phases I and II	\$200,000	General fund, Street fund

SECTION II. UTILITIES / INFRASTRUCTURE

POTW (Publicly Owned Treatment Works) Plant

Currently, the POTW plant operators manually remove screenings and solids. This is not only dangerous for slip and falls, but it is also very unsanitary. A Head Works System would eliminate the need for manual labor to remove the materials. Two advantages would result in the system upgrade. First, the hazard to workers would be reduced. Second, the system would save the City money by reducing the damage caused to the POTW equipment and holding tanks that collect these materials. The current system allows too much material to pass through to the treatment plant. The upgrade is estimated at \$825,000 (2010).

Effluent generated from the POTW plant is currently treated with chlorine gas to disinfect it before being released. Chlorine gas is toxic and carcinogen and in high concentrations can cause death. Additionally, it is expensive. In 2006, the wastewater treatment plant paid nearly \$10,000 for chemicals and cylinder rentals for disinfection and de-chlorination. Not included are the costs to maintain chlorination and de-chlorination equipment, transfer water used, and ongoing training. Switching to an ultra-violet disinfection system would eliminate many of the associated costs and hazards in the chlorination system. Estimated cost: \$660,000 (2010).

The installation of an Ultra Violet Radiation System has not been completed. The estimated cost is \$660,000.00.

Department of Public Works

A new facility will need to be built when and if the POTW plant is expanded or at which time funds are available. This new facility will house all public works activities and equipment for the future expansion and needs of the City of Mason. The most logical site at this time would be the property located east of the new Water Treatment Plant on Avery Lane. This would centralize activities out of one location. Currently the Public Works Facility on North Jefferson Street has five buildings, which includes an old block building which has been used for an office for the department and two old WWTP Digesters that are used for salt/sand storage. The current size of the public works facilities is 12,000 square feet combined.

The proposed facility would be approximately 20,000 square feet. The building would need to include, at a minimum, the following:

- Two (2) work bays with hoist
- Storage for all city vehicles
- Tool crib/supply room
- Restroom/locker room for both male and female employees
- Lunch/break room
- Two to four offices
- Outside storage area

Police impoundment yard
Salt and sand storage facility

The estimated cost of this new facility is in the area of \$1,200,000.

TABLE 2

UTILITIES / INFRASTRUCTURE

<u>Water System</u>	<u>Cost/\$</u> <u>Source of \$</u>
• Dehumidification in the back two rooms at the water plant	\$15,000 Water/Sewer Fund
○ Two (2) new wells	\$1,325,000 LDFA
Fund/Water/Sewer Fund	
• Loop eastside with 12-inch main in Temple St.	\$150,000 Water/Sewer Fund
○ Part of 2012 Local St. Program	
• Upgrades to system in conjunction with street program (as encountered)	Ongoing/Water/ Sewer Fund
• Sand-blast and repair inside of the South tower(in the next 5 years)	\$100,000 Water/Sewer Fund
• Video cameras for water plant security	\$20,000 Water/Sewer Fund
• Cathodic protection for Ash Street and Hayes Park wells	\$15,000 Water/Sewer Fund
• Water main installed down Jewitt Road (by developer)	Private
• Water main put down Kipp Road (Future development)	\$500,000
• Windmill power/Solar (Green Power Generation) to cut cost of operations at the water treatment plant and waste water plant TBD	Water/Sewer Fund
 <u>Sanitary Sewer System</u>	
• Upgrades in connection with street program (as encountered)	Water/Sewer
• Upgrade controls for the lift stations	\$20,000 Water/Sewer Fund
• Continue investigation of sewer system to eliminate I&I/repairs as needed	\$50,000 a year Water/Sewer Fund

- Put in backup generator for Curtis Street lift station \$30,000
Water/Sewer Fund
- Put in backup generator for Hunting Meadows lift station \$25,000
Water/Sewer Fund
- Sewer camera repairs/upgrades \$25,000
Water/Sewer Fund

Storm Water System

- Red Cedar River Watershed Management Plan \$14,600
Water/Sewer Fund
- Replacing curb markers, and buy supplies for storm water program \$500 per year
 - Permit costs \$3,500 a year
- Sewer main replacement on Cedar Street in front of Arby's \$100,000
Water/Sewer Fund
- D.P.W. Facility – Replace Asphalt at the DPW Yard
 - 2012-13 Repave DPW yard and parking lot \$35,000
Water/Sewer Fund

SECTION III. STREETS

Mason has 12.25 miles of Major Streets and over 18.96 miles of Local Streets that it maintains. The City receives Act 51 state funds for maintenance of these streets based on a formula developed by the Michigan Department of Transportation allocating a certain dollar value per mile. The City augments its streets program funding with General Fund tax revenues through a millage that was approved by the voters in 1995 and amended in 2004.

A five-year Street Improvement Plan has been in place for a number of years and has helped the City to maintain its street network at a high level of quality. The five-year plan is reviewed and updated annually as priorities and funding change. The current five-year plan is included in Appendix D.

A roadway evaluation method called PASER (Pavement Surface Evaluation and Rating) was utilized to categorize the condition of the street system. This involves the physical inspection of each lineal mile of street within the City and assignment of a rating between 1 (poor) and 10 (excellent). An inspection was made in 2001 and again in 2004. This evaluation will be conducted again in 2009. The 2004 Street Inventory is included in Appendix C.

On December 18, 2008, the City Council directed the City Administrator to develop a plan for the extension of Franklin Farms Drive to Kipp Road. The Franklin Farms Drive extension project consists of an approximate 900 feet of two-lane street with curb and gutter with a possible left turn lane at Kipp Road. The proposed street also includes a bridge over the Willow Creek Drain. The approximate cost of the project is one million dollars, plus contingencies and land acquisition. The source of funding for the project is general millage.

APPENDIX A

Utilities/Infrastructure Background Information

Sanitary Sewer System

The sewage collection and treatment system consists of a 1.5 MGD activated sludge treatment plant, 32 miles of sewer line including interceptors, and four lift stations. Recent improvements at the plant include an addition to the building and a new .66 million gallon sludge storage tank to the existing .30 million gallon storage tank. The Waste Activated Sludge System has been installed and activated.

The City, like most other communities in Michigan, operates under a National Pollutant Discharge Elimination System permit (NPDES) administered by the MDNRE. This permit establishes the allowable effluent levels to be discharged to the receiving waters, namely Sycamore Creek. The NPDES permit went into effect on November 1, 2008, and will expire at midnight on October 1, 2012.

One element of concern is mercury, due to its threat to health and its bioaccumulation characteristics. A few years ago the EPA lowered the detection threshold for this metal significantly such that its presence could become a problem for any community in Michigan, including Mason. The City is currently implementing a sampling/testing program to track the source of this metal.

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

Storm Water System

The current gravity system consists of concrete drainage pipes ranging from 6 inches to 42 inches in diameter, along with corrugated metal pipes up to 72 inches in diameter. These pipes are connected to the street network through a series of catch basins. Eventual outflow is to one of the three creeks flowing through town - the Sycamore, Willow or Rayner - since the system is separated from the sanitary sewer system.

In 2002, the City was notified that it would be required to comply with the Federal Phase II Storm Water Regulations. The City had been working with a consortium of 18 neighboring jurisdictional agencies within Ingham, Eaton and Clinton counties; collectively known as the Greater Lansing Regional Committee (GLRC). The intent of the GLRC was to seek voluntary permits for each of its

members and to approach the regulations on a watershed basis. This methodology seemed logical and would allow the sharing of resources and expenditures for the unfunded mandate.

Mason received its Certificate of Coverage under the National Pollutant Discharge Elimination System (NPDES) general permit in August 2008. Some of the requirements of the storm water program were development of an Illicit Discharge Elimination Plan, Public Education Plan, and a Watershed Management Plan (WMP). The WMP was developed over 2004 and 2005, involving several public and stakeholder meetings. Using the WMP as guidance, each community developed a Storm Water Pollution Prevention Initiative Plan (SWPPI). The SWPPI is the pollution prevention action plan outlining best management practices for communities and developments, plus public educational actions. The GLRC has divided into several committees and subcommittees to develop the required actions. The first permit cycle expired in April 2008, and a new permit was issued in July of 2009 at which time both the WMP and SWPPI have been updated. There are best management practices that need to be adopted per our discharge permit from the DEQ for storm water controls in the City of Mason. The current permit cycle expires in April 2013 at which time both the WMP and SWPPI will need to be updated. There are best management practices that need to be adopted per our discharge permit from MDNRE for storm water controls in the City of Mason. The attached certificate of coverage has a time line of required items but does not show all the requirements of this program.

Currently approximately 20,000 gallons of drinking water is used daily in the City of Mason. A pumping system was constructed in 2010 to use treated effluent for the purpose of chlorinating, applying polymer, and supplying pump seal water and spray foam, thus saving the City about 7 million gallons of drinking water annually.

The current storm water system is composed of concrete pipes ranging from 6-inch to 42-inch and corrugated metal pipes up to 72 inches in diameter. The system is separate from the sanitary sewers. Catch basins located in the streets carry the water to these pipes which eventually discharge to the Sycamore Creek, Willow and Rayner County Drains. Where the treated sanitary sewage discharge is considered to be a point source discharge, storm water discharge is considered to be a non-point discharge. This distinction becomes important in understanding State and Federal regulations.

Maintenance of the storm water system is divided between the City and the Ingham County Drain Commission. (The county has designated drains that flow through the City such as the Willow and Rayner Creek Drains.) It does become confusing sometimes as to who takes care of what and where.

Detention ponds are required on developments where the city engineer determines that the runoff will be too great for the catch basins and storm sewer located in the street. Many of the newer developments have these ponds on site.

Normally, the storm water system performs well during run-off events. In February, 2001, during the rain and melting snow, the county fairgrounds and consequently the ponds at Rayner County

Park flooded to the point where water was running across Ash Street. That was an unusual event but history has shown that it does happen. The last severe flood in Mason was in April of 1975.

Current Regulations

The EPA began its first round of storm water management requirements in 1992. At that time, and after a great deal of discussion, communities under 100,000 population that owned wastewater plants and vehicle maintenance garages were exempt from the regulations. This was accomplished through a last minute amendment to a federal Intermodal Surface Transportation Act that was passed. Since that time, EPA has wasted no time in working on Phase II of the Storm Water Management regulations. Due to a status change designated by the U.S. Census Bureau in 2000, Mason became part of the Greater Lansing Urban Area. The City received its NPDES Permit for storm water in November of 2008, expiring in April 2013.

Mason has been working with numerous other jurisdictional agencies collectively known as the Greater Lansing Region Committee (GLRC) on the development of a watershed management plan and a storm water pollution prevention plan; both of which must be periodically updated. Storm water discharge inspections, public education and wise growth development issues are significant components of the management plan.

SANITARY SEWER OVERFLOWS AND INFLOW/INFILTRATION

Sanitary Sewer Overflows (SSOs) are the discharge of untreated, or partially treated wastewater to public waterways, over land as well as (this one is significant) the flooding of a basement for reasons other than a plugged, or broken sewer lead. Inflow is the direct introduction of storm water into the sanitary sewer system by means of a cross connection, or possibly an open sanitary manhole. City staff believes that a significant inflow source stems from many of the homes in town through footing tiles and sump pumps. Infiltration is the leaking of ground and surface water into the sanitary system through cracks in the pipes and manholes, or through bad joints in the sewer lines. Inflow and infiltration (I/I) can cause SSOs and both have been ongoing problems in most municipal sanitary systems since the first pipe went into the ground.

POTW systems are required to report any release of untreated sewage into the receiving stream to the MDNRE. A verbal notification is followed by a written report. Last year, a survey was mailed to all dischargers in the state and it was discovered that not every community has been reporting like they should. Violations carry penalties such as fines and possible jail time. Evidently some communities had discharges that were not reported, while other communities didn't even bother to respond to the survey. Because of this the MDNRE is meeting with those communities with SSO issues and drafting an agreement/plan as to how and when the SSO problem will be corrected. This "agreement" is also called an Administrative Compliance Order (ACO) and is a legally binding document containing fines (\$1500 to \$2500 per day) for future SSO events.

To further complicate the problem, within the last several years the courts have determined that owners of POTW systems may be liable for any backups into basements. Cities are no longer

protected by the Act of God clause, even if they are able to show that they maintain the system in a responsible manner.

In February and May of 2001, May of 2004, and January and September of 2008, the City experienced some serious run-off events that forced the bypass of untreated sewage. In addition, approximately ten residents reported flooded basements. In June 2010, the City received a letter from DNRE with a draft ACO and instructions that a representative from the department will be meeting with City representatives.

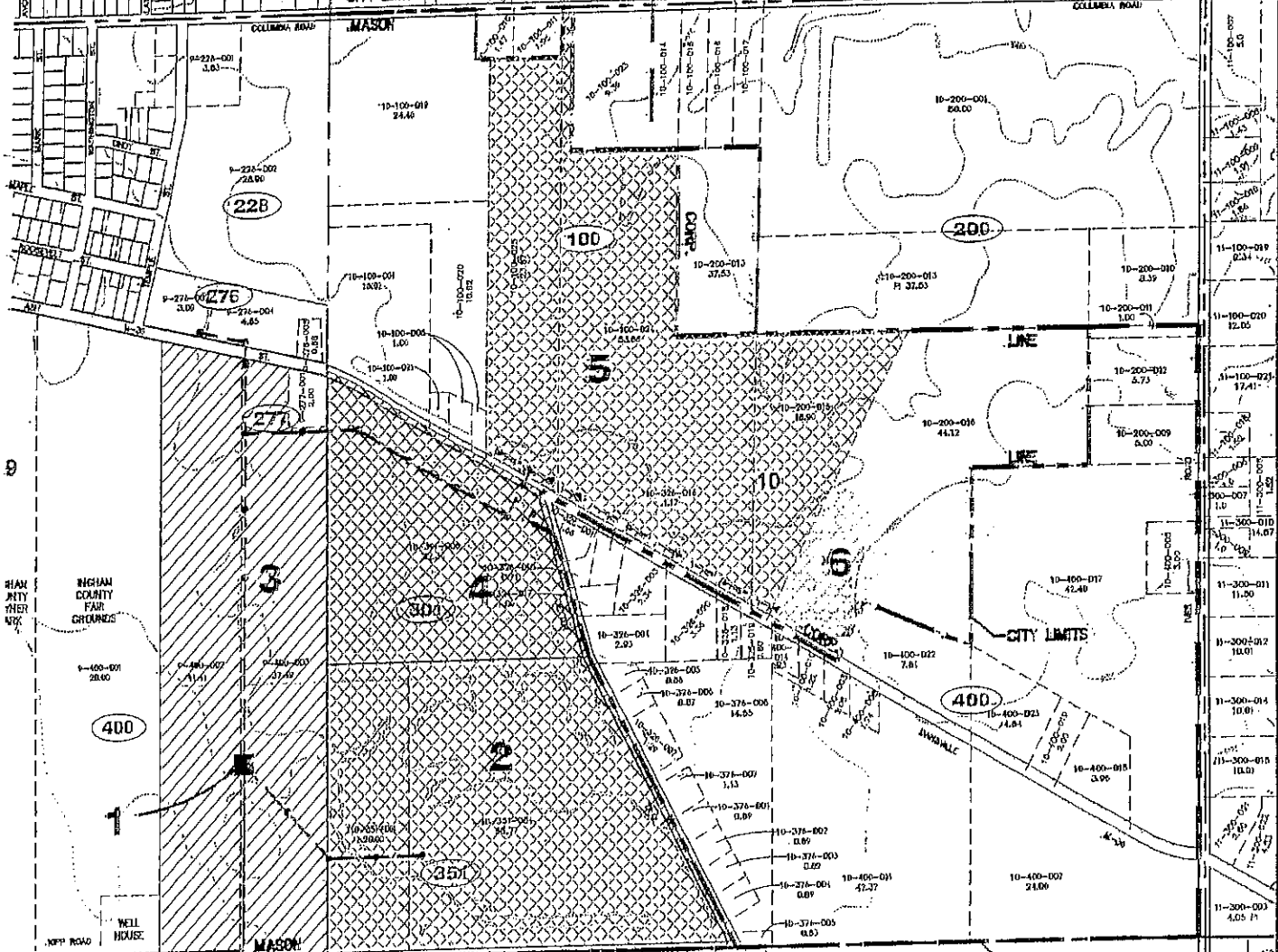
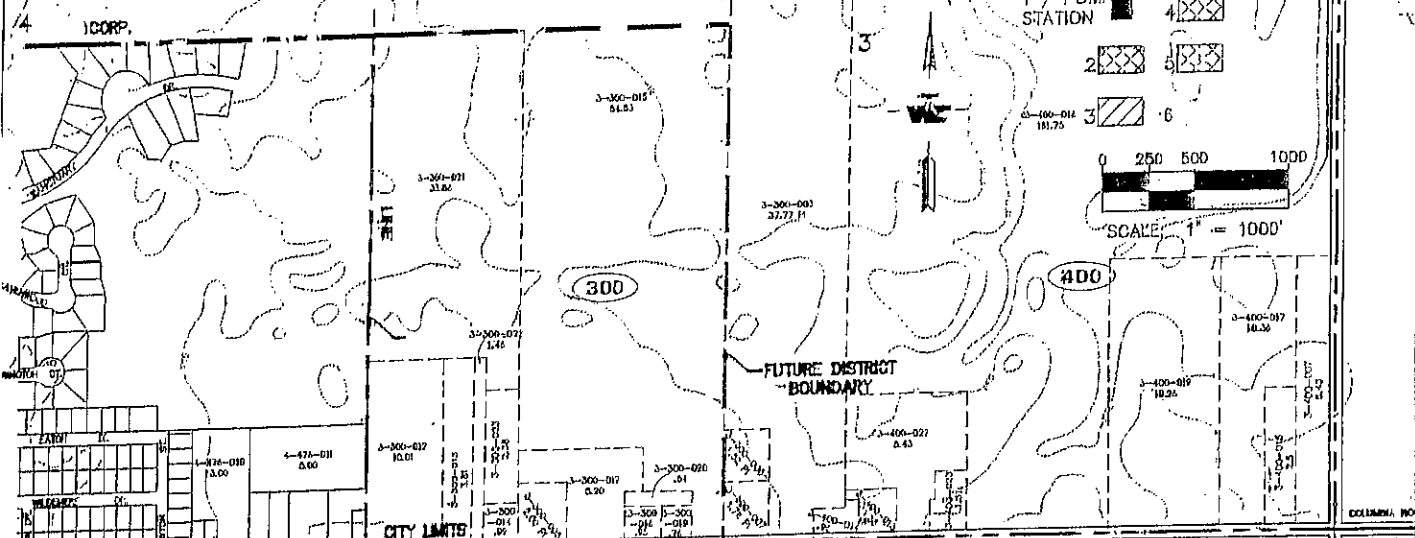
SSO UPDATE

In September 2010, representatives from the City of Mason and DNRE held a meeting in regard to the issue of the Sanitary Sewer Overflows (SSOs). The DNRE claims that the City of Mason is in violation of its NPDES permit, due to the SSO events that have occurred in the past, and corrective actions are needed to prevent future SSO events. Prior to this meeting, the City of Mason had submitted an application to construct and install a flood control and outfall bypass structure. This structure would allow the treatment plant to stop the creek waters from entering the treatment plant. This happens when the creek levels rise during flooding conditions. The treatment plant would then pump the treated final effluent from the flood control structure to the receiving waters using portable pumps. This would allow the wastewater to flow normally through the plant. The DNRE has not yet approved the construction of this structure. The DNRE requests that the City of Mason install metering devices in the collection system of the older subdivisions to check for Inflows and Infiltration (I/I). This is to determine if footing drains are possibly connected to the sanitary sewer system. In addition, the DNRE requests the City of Mason install a high flow, metering device at the entrance of the wastewater treatment plant. The City of Mason is moving forward to meet the DNRE requests. A proposed Flood Control and Outfall Bypass Structure is pending at an estimated cost of \$60,000.00.

Based on observations and published studies, City staff suspects that residential sump pumps and footing tiles significantly contribute to I/I problems. Once a severe rainstorm ends and the initial surge in the sewage flow passes, the daily average flow will remain higher than normal for several weeks. Inspections of sewer lines in residential areas show increasing flows as one proceeds downstream of the line, plus the "sewage" is extremely clear. Once the ground becomes saturated, sump pumps and footing tiles contribute an enormous amount of water.

Beginning in the summer of 2006, the City will provide "sump pump collectors" as part of its local streets maintenance program. The next step is the need to develop policy as to determine who must connect to the collectors. This will be difficult and it will literally entail evaluation of each residential and commercial building.

FUTURE MASON SANITARY STUDY



APPENDIX B

Water System

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

The City of Mason Water Treatment Plant went on line in November of 2008 and the treatment process is working well. The process is consistently removing radium 226 and 228 down to a average of 1 pQL (pico-qui per liter) which is 4 pQL less than the MCL of 5 pQL. The iron removal process is also working well as the plant receives iron coming in to the plant at .44 ppm and on average removes the iron down to less than .1 ppm.

The improved water quality from the plant is helping the City of Mason to comply with the Radium rule and the Lead and Copper rule. The city has passed all the radium tests since the plant has gone on line on 2008 and is now in compliance with the Radium rule. Another benefit of the improved water quality is the City of Mason has now passed two rounds of lead and copper sampling which put the city in compliance with the Lead and Copper rule. The results of being in compliance with these two rules has helped reduce the amount of samples required for Lead and Copper testing and radium testing for the City. This has saved a lot of man hours and residents time spent collecting samples for the City of Mason.

The City drilled three test wells and one production well in 2008. The production well is in operation, but production is dropping off after one year in operation. This well will need to be cleaned to bring back production. The remaining two test well sites are candidates for production wells also. A future agreement will be necessary with the airport to acquire the land. The City should move forward with securing these properties because of the loss of one well due to the raw water main project. The City had 7 wells in production before this project and currently has 6 wells connected to the water plant and one well as stand by that cannot connect to the raw water system, but is available to be treated with chlorine and fluoride on site and go directly to the distribution system in an emergency.

The City currently has a Wellhead Protection Plan approved by the MDNRE. The City will need to keep the plan up to date and enforce its well head protection plan.

Upgrades to the older, undersized water lines will continue in conjunction with the street improvement plan. Recent improvements to the water distribution system include the instillation of Variable Frequency D VFDs on the wells, construction of the new water plant, and ground water storage tank, new 8" water main on Ash St., and Steele St.

The City of Mason's utilities are comprised of the drinking water, the sanitary sewer (collection and treatment), and the storm sewer systems. The following narrative will discuss the current status of capacities and system components, current regulations and other issues for each system.

Definitions are provided below for various abbreviations that will be used in the discussion of the City's utilities.

psi: pounds per square inch (water pressure)

EPA: Environmental Protection Agency (Federal)

g.p.m: gallons per minute

MCL: Maximum Contaminate Level is the maximum permissible level of a contaminant in drinking water.

MGD: Million Gallons per Day (1.0 MGD equals 1,000,000 gallons per day)

MG: Million Gallons

MDNRE: Michigan Department of Environmental Quality (oversees all drinking water, sanitary and stormwater regulations)

MDNRE: *Michigan Department of Natural Resources and Environmental (oversees all drinking water, sanitary and stormwater regulations)*

POTW: Publicly Owned Treatment Works (includes the entire sanitary sewer system; collection, lift stations and treatment plant). The Wastewater Treatment Plant is referred to as the POTW Plant

DRINKING WATER SYSTEM

Current Components and Capacities

A Water System Reliability Study and Contingency Plan of the entire water system was completed during the summer of 2005 by Wolverine Engineering, will need to be updated in 2011. Currently, the City of Mason water treatment plant went on line in November of 2008. This facility is taking water from all the wells, treating it to remove Radium and Iron and storing it in the 1 million gallon ground storage tank. The water is then pumped from the ground storage out to the distribution system to the two 500,000 elevated storage tanks to maintain pressure on the system (65-80psi). The plant can pump 4,500 gallons per minute with all three high service pumps running, but the treatment plant can only produce 1,736 gallons per minute when in operation.

Table B-1 lists information on the water system's wells, storage tanks and water mains. Table B-2 contains the current information on the wells. The notes at the bottom of the table provide further explanation of terminology.

The concept of Firm Capacity is an important consideration for the water system. Ideally, the City should be able to meet the daily water demand, and provide fire protection, in the event the largest producing well is out of service. It does happen on occasion despite all the best maintenance efforts.

Regarding fire protection, pursuant to recommendations by the Insurance Services Office, the fire flow duration should be three (3) hours for recommended fire flows of 3000 and 3500 g.p.m. These flows are not unreasonable for the industrial areas on the north and south ends of Mason. The following table shows the current storage calculations:

Water Storage Calculations for 3-Hour Fire Flow	
Average Demand (766 gpm)	137,880 gallons per 3 hours
Fire Flow (3,500 gpm)	630,000 gallons per 3 hours
Well Supply (1,675 gpm)	-301,500 gallons per 3 hours
Storage Needed Based Upon Fire Flow	466,380 gallons

Based upon these calculations, water storage provided by the 2 elevated water towers is adequate.

Given the recent improvements and modifications made within the City, the addition of a water tower, the addition of a 1 million gallon ground storage tank, the replacement of water meters, the new control system, and the cleaning and rehabilitation of the wells, the City of Mason finds itself in a comfortable position relating to water supply.

Current Regulations

Radionuclides: The original Radium Rule was first published in 1976 and revised in 1991. Since then water system operators have been required by the Federal Environmental Protection Agency (EPA) and the Michigan Department of Environmental Quality to periodically sample the drinking water for radioactivity. The reasoning behind this is attributed to the development and operation of nuclear reactors and radio nuclide-generating devices which result in the production of radioactive elements. However, there are naturally occurring radioactive elements such as uranium, thorium and radium which may originate in the shale and coal bearing layers that are interspersed throughout the municipal aquifer.

Since Mason began testing for radium in the mid 1990's, specifically the isotopes of Total Alpha, Radium 226 and Radium 228, the results have always been below the Maximum Contaminant Level (MCL). The monitoring for radium was done in the distribution system. In December 2003, a change in the Radium Rule by the EPA required water systems to sample at the "point of entry", or in Mason's case, at each of its wells. This new requirement put 2 of the wells over the MCL for Combined Radium 226/228 with most of the remaining wells just below the standard. In other words, Mason was out of compliance with a Federal Drinking Water standard and would need to take corrective action.

Consultants were hired in the summer of 2005 to study the problem and present some possible treatment alternatives that would be in the best interests of, and to serve our community for years to come. The study was done in such a way as to allow Mason to apply to the MDNRE for a low interest loan through the Drinking Water Revolving Fund program to help fund the project.

With adequate funding secured, the facility was constructed and completed in 2008. The facility is a centralized hydrous manganese oxide (HMO) treatment plant that was recommended by the study to meet the radium MCL.

Arsenic Rule: On January 16, 2001, President Clinton signed the new arsenic rule that would lower the MCL from the existing 50 parts per billion (ppb) to 10 ppb. This became effective January 16, 2006 and it is impacting smaller communities. Fortunately, most of the monitoring for arsenic in Mason's water has indicated non-detectable levels.

Lead & Copper Rule: These two metals pose potential health risks if the exposure is of sufficient duration and their concentrations are high. In 1992, the Federal Environmental Protection Agency began requiring all public water supplies to annually test for lead and copper. What are actually being monitored are the corrosive characteristics of drinking water on household plumbing. With the addition of the new water treatment plant, The City of Mason now has a consistent higher quality water which has resulted in passing two consecutive sets of lead and copper tests. After passing these two sets of 40 samples the City is now in reduced monitoring.

The MCL for lead and copper is .015 mg/l and 1.3 mg/l, respectively. Samples for the tests are collected at 40 different households throughout the city twice annually. The sampling procedure is to flush the water tap for 10 minutes, do not use the water for 6 hours and then collect the first draw. This assumes that the corrosiveness of the water will leach the lead and copper from the pipes and faucet. Historically, Mason has had difficulties meeting the copper limit. Part of the problem lies in the requirement that allows residents to perform the actual sampling. Many times proper protocol is not followed, and such things as water softeners can also negatively affect the results. It is anticipated that centralized treatment will aid the City's ability to control this chronic problem. The new treatment plant will add poly phosphate (a corrosion inhibitor) before water goes to the ground storage tank and the distribution system and should help with compliance with the Lead and Copper Rule by creating a longer contact time for the poly phosphate to mix adequately.

TABLE B-1

CURRENT WATER SYSTEM COMPONENTS

Revised December 1, 2008

7 WELLS: Park Street Well #1
 Curtis Street Well #2 (abandoned)
 Howell Road Well #3 (standby)
 Hayes Well #4
 West Ash Well #5
 Franklin Well #6
 Kipp Road Well #7
 Temple Street Well #8

FIRE HYDRANTS: Approximately 460

2 ELEVATED STORAGE TANKS (500,000 Gallons each), Constructed in 1995 & 2004

1 Ground Storage Tank (1,000,000 gallons) Constructed 2008

FINISHED WATER MAIN	(Lineal Feet)
4 Inch	34,500
6 Inch	83,600
8 Inch	59,200
10 Inch	7,000
12 Inch	56,175
16 Inch	900
Total	241,375 (45.7 miles)

RAW WATER MAIN	(Linear Feet)
8 Inch	3,262
12 Inch	5,259
16 Inch	7,837
Total	16,358 (3.1 miles)

NOTES:

- The original water main consists of cast iron, much of which remains in service today.
- Since the early 1970's, upgrades have been made with ductile iron pipe.
- Raw water main is high-density polyethylene pipe.

TABLE B-2

CURRENT WELL CHARACTERISTICS

Revised September 15, 2008

ACTUAL RATED DEPTH CAPACITY

<u>WELL</u>	<u>(ft.)</u>	<u>STATUS</u>	<u>(gpm)</u>	<u>(gpm)</u>
Park St. #1	49	Active	422	325
Howell #3	213	Standby	350	325
Hayes Park #4	245	Active	350	370
Ash #5	272	Active	250	200
Franklin #6	346	Active	500	475
Kipp #7	358	Active	350	350
Avery Lane #8	400	Active	391	391
TOTAL CAPACITY			2,613gpm	2,436gpm
FIRM CAPACITY			2,113gpm	1,961gpm

NOTES:

- Firm Capacity represents the total capacity minus the largest producing well.
- Howell #3 is not connected to the new raw water lines.
- Howell road well is normally in standby mode; emergency use only.

TABLE B-3

CURRENT & PAST WATER PRODUCTION

Revised September 15, 2010

<u>YEAR</u>	YEARLY TOTAL	DAILY AVERAGE		MONTHLY MAXIMUM		MONTHLY MINIMUM	
	<u>(MG)</u>	<u>(MGD) (gpm)</u>		<u>(MGD) (gpm)</u>		<u>(MGD) (gpm)</u>	
2004	256	.890	618	1.570	1090	.349	242
2005	328	.895	622	1.646	1143	.527	366
2006	324	.888	617	1.567	1,088	.531	368
2007	346	.949	659	1.771	1,230	.579	402
2008	345	.943	655	1.848	1,283	.540	375
2009	314	.860	597	1.842	1,279	.395	274
2010(8 month)	212	.872	605	1.139	790	.580	402

NOTES:

- The Maximum Day on record is 1.848 MGD (1,283 gpm) recorded in July 2008.

SANITARY SEWER SYSTEM (POTW)

Current Components & Capacities

The sanitary sewer collection system consists of approximately 32 miles of clay, concrete and, as of recently, plastic pipe. The collection system starts as a 6-inch sewer lead from the buildings, which is the responsibility of the property owner to repair and maintain. The sewer leads connect to the lateral sewers located in the streets that ultimately connect to the interceptors that carry the sanitary sewage to the POTW Plant. Table 4 lists the major interceptors in town. The majority of the 6-inch and 8-inch sewers were constructed prior to 1930, using a bituminous sealer for the joints. Since 1958, rubber O-rings have been used for the joints, significantly reducing the possibility of groundwater leakage.

Sewage typically flows by gravity through the lines. There are times when significant changes in elevation occur, particularly during new development, that the sewage must be lifted from a low area to a higher elevation in order to flow. This is accomplished by pump stations, or lift stations. Table 5 lists the five lift stations in the system. The Main Court pump station serves one short street and the Hunting Meadows pump station serves that subdivision. The Curtis St. Lift Station serves the businesses along N. Cedar Street and the county jail facilities. The ISD Lift Station serves the Career Center complex, Dart Container, the Riverwalk Meadows Subdivision, and the commercial district fronting Legion Drive. Temple Street lift station serves the new water treatment plant and the industrial district on Temple street.

Lift stations are operating about 6-7 hours daily. The City's engineer recommends an upgrade when a lift station's pumps run 8 hours per day. The elimination of Curtis Street Lift Station is possible by relaying about 2700 feet of sanitary sewer. A preliminary cost would be \$250,000, but elimination of a lift station is well worth it particularly if it needs to be replaced.

The sanitary sewage enters the POTW Plant through a 30-inch pipe. The plant is a conventional activated sludge plant. It is a Class B plant with a design flow of 1.5 million gallons per day (MGD). It was constructed in 1958 with additional improvements in 1975-77. Table C-6 gives the basic design criteria of the plant and Table C-7 gives flow and plant loading data for the past several years. The plant load refers to the strength of the sewage that the plant must treat. This is also referred to as the biochemical oxygen demand (BOD). The data for the year 2001 is skewed due to the extremely wet weather experienced in February and May.

Current Regulations and Proposed Projects

All dischargers of treated sewage to public waterways are permitted to do so by means of a National Pollutant Discharge Elimination Systems (NPDES) Permit. This permit is required by the Federal Clean Water Act and administered by the MDNRE. The permit specifies exactly how clean the treated sewage must be. It is a legal document and contains enforceable limits on the final treated water that is discharged (effluent).

Mason has had a NPDES permit since 1973 and it is reissued every 5 years after a formal application has been submitted to MDNRE. The current permit was issued on November 1, 2008 and will expire on October 1, 2012. Typically, each reissued permit has effluent limits that are a little more restrictive than the prior one.

Mercury Analysis: Mercury has been a metal of concern for many years due to its potential health threats and the fact that it is considered to be a bio-accumulating chemical of concern. In other words, its concentration increases in organisms' tissues as it makes its way up the food chain.

The approved test method for mercury has had a detection limit of .2 micro-grams per liter, or parts per billion. As of July 1999, the EPA approved a new mercury analysis method that has a detection limit of .5 nano-grams per liter (ng/L) or part per trillion. This new method has a detection limit that is 400 times more sensitive. The current limit in the permit is 30 ng/l, but the target water quality standard (the ultimate goal) for the receiving streams is 1.3 ng/l.

A recent requirement in the current permit is the development of a Mercury Minimization Program (MMP). The City's MMP was approved by DNRE and became effective on April 2, 2009.

Pollutant Minimization Program (PMP) for Total Mercury

The City of Mason Wastewater Treatment Plant Mercury Pollutant Minimization Program (PMP) went into effect on April 2, 2008. The goal of the City of Mason's PMP is to reduce mercury emissions entering the wastewater treatment plant. The City's goal is to achieve and maintain the effluent concentration of total mercury at or below 1.3 ng/l (part per trillion). This plan consists of five parts:

1. Identifying and locating actual and potential sources.
2. Semi-annual monitoring (Collections System).
3. Quarterly monitoring (POTW Effluent).
4. Control Measures
5. Summary progress

TABLE B-4

INTERCEPTING SEWERS

Sycamore Creek Interceptor: 30-Inch diameter sewer extending from a point approximately where the old city garage on North Jefferson Street sat south along Sycamore Creek to Mable Court. Constructed in 1990 replaced to gain depth and slope to eliminate the Cherry Street lift station.

Willow Creek Interceptor: 18-Inch diameter sewer extending from Mable Court (30inch interceptor) west along Willow Creek to Eugenia Drive. Constructed in 1990 to replace the old 15-inch interceptor, which had major infiltration.

Intermediate School District Interceptor: 15-Inch diameter sewer extending north from the ISD Lift Station (north of D.P.W. facility) along Sycamore Creek to Howell Road. Constructed in the late 1960s and remains in good condition.

Legion Drive/Howell Road Interceptor: 15-Inch diameter sewer extending from the ISD Interceptor north to Howell Road and west, crossing US-127 and Cedar Street, to the end of Legion Drive. It was constructed in 1994 to service businesses on Legion Drive and Dart Container Corporation.

West Columbia Street Interceptor: 15-Inch diameter sewer extending west from the 30-inch Sycamore Creek Interceptor at Maple Street to approximately the west city limits. Constructed in 1975 and extended to serve the Coventry Woods and Sycamore Mobile Home Park developments in 1998.

East Side Interceptor: Constructed shortly after WWII, 15-inch and 18-inch sewer extending southeasterly from the POTW Plant to Ash Street near Steele Street. In 1976 the interceptor was reconstructed as part of the Waste Water Treatment Plant expansion.

East Columbia-Eastside Interceptor: 24-inch sewer interceptor constructed in 2007. It begins near the intersection of Okemos and Randolph Streets, runs across Bond Park then beside the Rayner Drain to Mathews Street. It then continues easterly along E. Columbia to Lawton St Street.

TABLE B-5

PUMP (LIFT) STATIONS

Name	GPM/Pump	Year Constructed
ISD Lift Station	300	1971
Curtis St. Lift Station	300	1964
Main Court Pump Station	80	1985
Hunting Meadows Pump Sta.	90	1992
Temple Street Pump Station	300	2007
Temple Street Lift Station	300	2007

NOTES:

- All the lift stations have two (2) pumps.

TABLE B-6

POTW PLANT DESIGN DATA

DESIGN AVERAGE FLOW	1.5 MGD
POPULATION EQUIVALENT (PE)	12,000 PEOPLE
PLANT LOAD	2,400 LBS/DAY

TABLE B-7

POTW PLANT AVERAGE FLOWS AND PLANT LOADS

Revised June 30, 2010

YEAR	PRECIP (In.)	FLOW (MGD)	BOD (Lbs/Day)	BIOSOLIDS (MG/YR)	POP. EQUIV.
1993	37.35	1.417	1247	1,076	6235
1994	35.98	1.247	1222	.745	6110
1995	26.90	1.183	1276	.630	6380
1996	27.67	.970	1560	.950	7800
1997	33.01	1.015	1508	.892	7540
1998	33.40	1.074	1592	.768	7960
1999	27.71	.863	1539	.786	7695
2000	36.13	.881	1569	.840	7845
2001	36.60	1.158	1623	.742	8115
2002	21.84	.992	1792	.775	8960
2003	30.51	.895	1724	.650	8620
2004	35.73	1.053	1642	.452	8210
2005	23.73	.947	1597	1.040	7985
2006	42.73	1.088	1694	.998	8470
2007	31.6	.979	1487	1.456	7435
2008	38.4	1.112	1526	.593	7630
2009	34.33	1.665	1653	.882	8265

NOTES:

- 1 PE = .2 lbs of Plant Load
- The Plant Load in 1983, prior to Wyeth Laboratories pretreatment facility, was 3,061 lbs/day (over the design).
- November 1995: Michigan Packaging began operations (increased load).
- May 1996: Wyeth Laboratories ceased operations (decreased flow).
- For 2001, February's average was 1.546 MGD and May's was 1.666 MGD and a total of 7.46" of rain.
- 2004: May - 1.637 MGD average flow; monthly total of 9.41 inches of rain

APPENDIX C

Street Inventory

2009 STREET INVENTORY

PASER RATING: 9-10, EXCELLENT

Priority No.	Street	Location	Length (ft)	Recent Constr.	Other
	Steele	Ash-Maple	600	2010	
	Lawton	Ash-Columbia	1600	2010	
	E. Oak	Jefferson-Steele	1850	1996	
	W. Maple	Park-Jefferson	400	2001	
	Washington	Ash-Roosevelt	300	1977	
	Washington	Roosevelt-Columbia	1350	2001	
	E. Columbia	Rogers-Mathews	750	2001	
	E. Columbia	Temple-E. city limits	850	2001	
	East	North-Columbia	750	2001	
	Center	Lansing-Walnut	2200	2001	
	Park	Ash-Maple	350	2001	
	W. Sycamore	Jefferson-State	800	2001	
	Willow	Lansing-west to end	750	2001	
	Katheryn		1150	2001	
	W. Ash	Corbin-Katheryn	600	2001	
	Corbin	Columbia-Ash	1050	2001	
	Ann	Rayner-Rogers	800	2001	
	Mark	Maple-Columbia	1000	2001	
	Steele	Maple-Sycamore	400	2001	
	E. Maple	Jefferson-Rogers	950	2001	
	Cindy	Washington-Temple	450	2001	
	Park	Maple-Sycamore	350	2002	
	W. South	Lansing-East end	850	2002	
	Coppersmith	Sanctuary-Okemos	1750	2002	
	N. Rogers	Okemos-Devonhill	1500	2002	
	N. Barnes	Valley Ct.-Devonhill	700	2002	

	Devon Hill Dr.	Barnes-Rogers	300	2002	
	Valley Ct.	Okemos-Barnes	700	2002	
	Royce	Barnes-Jefferson	500	2002	
	W. Columbia	East-Mason	400	2003	
	Bush	Columbia-North	700	2003	
	North	East-Mason	600	2003	
	North	Cedar-Bush	550	2003	
	Raging River	Howell-South end	1500	2001	
	Riverwalk Dr.	Raging R.-end	1500	1998-west half	
			1750	2003-east half	
	Bubbling Spring	Raging R.- end	650	1998	
	Rain Drop Ct.	Riverwalk-end	750	2003	
	Sparkling Brook	Riverwalk- Jefferson	200	2003	
	Northbrook	Eugenia-Carom Cr.	600	2003	
	Franklin Farm	Northbrook- Lavonne	1600	2003	
	Lavonne	Franklin-Eugenia	500	2003	
	S. Holt	South-Bond	850	2003	
	S. Barnes	Sycamore-Maple	400	2003	
	S. Barnes	Maple-Ash	350	2001	boulevard
	E. Sycamore	Jefferson-E. deadend	1350	2003	
	E. Sycamore	Dead end-Steele	500	2003	
	Okemos	Columbia-city limits	5250	2004	
	Sanctuary Dr.	Coppersmith-end	2000	2006	
	Monroe	Randolph-Ann	300	2004	
	Bailey Circle		1400	2004	
	Ann	Mathews-Bailey Circ	550	2004	

2009 STREET INVENTORY

PASER RATING: 8, VERY GOOD

Priority No.	Street	Location	Length (ft)	Recent Constr.	Other
	N. Jefferson	Columbia-Royce	2250	1990	
	E. Cherry	Jefferson-Rogers	900	1996	
	E. Maple	Rogers-Steele	1000	1983	
	Mason	North-unpaved	900	1996	
	E. Elm	Steele-Jefferson	1900	1996?	
	E. South	Jefferson-Holt	1250	1998 (Jeff-Barne)	
	Wildemere	Eaton-Coppersmith	500		
	Coppersmith	Wildemere-Sanctuary	750		
	Charrington		500		
	Ravenwood		1000		
	S. Barnes	Ash-943 S. Barnes	2750	1998	Mill & fill
	W. South	Lansing-Hunting M.	2750	1998	
	Mable Ct.		250	1998	
	W. Cherry	McRoberts-Lansing	700	1998	
	W. Oak	Park-Jefferson	400	1998	
	W. Oak	Cedar-McRobert	1950	1998	
	W. Elm	McRoberts-Jefferson	1250	1998	
	Kiwanis Dr.	Columbia-Ash	800		
	W. Ash	Cedar-Peachtree	600	1999	
	Steele	Elm-Ash	1250	1996	
	Hall Blvd.	Ash-VanderVeen	650	1999	
	Walnut Ct.	Ash-Columbia	1100	1999	
	Warner	Burt-South	1125	1999	
	Burt		200	1999	
	W. Willow	Brookdale-Warner	300	1999	
	Judy Ct.		250	1999	
	Brookdale	South-Willow	850	1999	
	W. Columbia	Jefferson-Park	400	1999	
	Park	Elm-Ash	700	1998	

	Park	Sycamore-Columbia	350	1999	

2009 STREET INVENTORY

PASER RATING: 7-6, GOOD

Priority No.	Street	Location	Length (ft)	Width (ft)	Recent Constr.	Other
Rating 7						
	Peachtree	South-Columbia	2650	36	1997	Mill & fill
	Avon	Columbia-Wildemere	250	30	1980	
	Wildemere	Avon-Strafford	750	30	1980	
	Strafford	Columbia-Eaton	750	30	1980	
	Eaton	Strafford-Wildemere	1000	30	1980	
	Roosevelt	Temple-Lawton	1300	30	1977	
	E. Cherry	Rogers-East end	700	30	1997	
	E. Maple	Steele-Temple	2350	30	1977	
	Henderson	Cherry-Elm	300	30	1998	
	W. Cherry	Lansing-East end	950	30	1978	
	Rayner	Columbia-Randolph	600	30	1976	
	S. Barnes	943 Barnes-Kipp	1800	36	1988	
	Cedar	South-Ash	1400	36	1988	
	Walnut Ct.	Columbia-N. end	550	30	1989	
	S. Lansing	North-Columbia	700	36	1979 or '83	
	S. Rogers	South-Columbia	2550	30 & 36		
	W. Maple	Lansing-Cedar	1350	30	1998	
	McRoberts	South-Maple	1850	30 & 36	1998	
	W. Sycamore	Lansing-Cedar	1250	30	1986	
	Stevens	Maple-Columbia	900	30	1968?	
	N. Rogers	Okemos-Columbia	1100	36	1979 or '91	
	Northbrook	South-Eugenia	550	44	1996	
	Eugenia	Northbrook-S. end	2250	30	1996	
	Alta		100	30	1996	
	Gary Ct.		150	30	1996	

	Stag Thicket		700	30	1994 or '98	
	Eagles Nest		600	30	1994	
	Mason	Columbia-North	700	36	2009	
	E. South	Holt-Hall Blvd.	1300	30	1997 (Barn-Hall)	
	S. Holt	Elm-Oak	300	30	1997	
	Bond	Holt-Barnes	200	30		
	Cedar	Kipp-Willow Creek	2000	36	1996	
	N. Jefferson	Royce-Howell	3250	30	1990	
Rating: 6						
	E. Columbia	Mathews-Temple	3000	36	1981	
	W. Columbia	Cedar-127 overpass	1800	30	1976	
	Main Ct.	Steele-East end	600	30	2010	
	Randolph	Okemos-East end	2200	30	1976	
	Monroe	Columbia-Randolph	600	30	1976	
	Mathews	Sycamore-Columbia	350	30	1976?	
	Mathews	Columbia-North end	1150	30	1976	
	Cedar	Willow Cr.-South St.	2000	36	1993-94	
	Buhl	Cedar-end	600	36		
	Hunting Meadow	South-Stag Thicket	600	30	1994	
	W. Oak	McRoberts-Lansing	650	30	1978	
	W. Columbia	127 - W. city limits	1400	36	1976?	
	W. Maple	Lansing-Park	1000	30	1996	
	North	Mason-Cedar	1000	38	1996	No sw, N. side
	McRoberts	Maple-Columbia	700	30	1978	
	S. Lansing	Ash-Maple	300	30	1979 or '83	
	S. Lansing	Jefferson-South	2000	36	2010	
	W. Columbia	Mason-Cedar	1100	30	1997	
	VanderVeen	Hall Blvd-E. South	1200	30	1986	

2009 STREET INVENTORY

PASER RATING: 5-4, FAIR

Priority No.	Street	Location	Length (ft)	Width (ft)	Recent Constr.	Other
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2	W. Ash	Peachtree-Hayes Park	600	36		
3	E. Columbia	Jefferson-Rogers	900	36	1980	
4	S. Barnes	Columbia-Sycamore	300	36	1978	
5	S. Lansing	South-Ash	1600	30	1983	
6	S. Lansing	Maple-Columbia	800	30	1983	
7	W. Oak	Lansing-East End	250	30	1978	
9	Middlebury	Foxview-N. End	400	30	1980	
10	Foxview	Peachtree-Middlebury	400	30	1980	
11	Mechanic	Columbia-North	650	30		
12	Curtis	Cedar-East End	1100	36	1983	
14	Temple	Ash-Columbia	1750	36	1971-72 (est.)	
15	Kerns	Cedar-Howell	2000	24		

2009 STREET INVENTORY

PASER RATING: 3, POOR

Priority No.	Street	Location	Length (ft)	Width (ft)	Recent Constr.	Other
1	Center	East - Mason	600	30	1964	No s.w., S. end
Unpaved	Mason St.		3600			

APPENDIX D

Five-Year Local Streets Program

City of Mason Local Streets Five Year Program December 2, 2010												
Street	Location	FY	Storm Sewer		Sanitary Sewer		Watermain		Type of Work	Estimated Construction Cost	Notes	
			Repairs	Televised	Repairs	Televised	Break History	Repairs				
Franklin Farm Drive	Franklin Farm Drive to Kipp Road	2011-2012	No	No	No	No	No	No	New Construction			
Hunting Meadow	South Street to Stag Thicket	2012-2013	No	No	No	No	No	No	Mill & Fill			
Stag Thicket	Entire Length	2012-2013	No	No	No	No	No	No	Mill & Fill			
Eagles Nest	Entire Length	2012-2013	No	No	No	No	No	No	Mill & Fill			
W. Columbia Street*	US 127 to City Limit	2012-2013	Replacement	No	No	No	No	No	Reconstruct	Funded on the TIP FY 2013		
Temple Street*	Ash Street to Columbia Street	2012-2013	Replacement	No	No	No	Yes	Replacement	Reconstruct	Category F - Small Urban Request		
Mathews Street	Sycamore Street to Columbia Street	2013-2014	No	No	No	No	No	No	Mill & Fill			
Mathews Street	Columbia to North End	2013-2014	No	No	No	No	No	No	Mill & Fill			
Randolph Street	Okemos Road to east end	2013-2014	No	No	No	No	No	No	Mill & Fill			
Kerns Road	Cedar Street to Howell Road	2014-2015	Replacement	No	Yes	No	No	No	Reconstruct			
Monroe Street	Columbia Street to Randolph	2014-2015	No	No	No	No	No	No	Mill & Fill			
North Street	Mason to Cedar	2014-2015	No	No	No	No	No	No	Mill & Fill			
S. Lansing Street	Maple to Ash	2014-2015										
W. Ash Street	Peachtree to Hayes Park	2015-2016	No	No	No	No	No	No	Mill & Fill			
Cedar Street*	Willow Creek to South Street	2015-2016	No	No	No	No	No	No	Mill & Fill		Category F - Small Urban Request	
Cedar Street	Oak Street to South Street	2015-2016	No	No	No	No	No	No	Mill & Fill			

APPENDIX E

**Mason Fire Department
Fixed Asset Projections**

ASSET	YEAR ACQUIRED	ESTIMATED OR SUGGESTED LIFE EXPECTANCY	REPLACE REPAIR REBUILD	ESTIMATED COST AT FUTURE DOLLARS	PRIORITY	POSSIBLE FUNDING	
APPARATUS / VEHICLES:							
TANKER 807, WOLVERINE	1984	> 25 YEARS	> 2009	> \$400,000	LOW	GENERAL FUND FINANCING	
TOWER 808, PIERCE DASH	2001	> 25 YEARS	> 2026	> \$1,000,000	LOW	GENERAL FUND FINANCING	
ENGINE 809, GRUMMAN PUMPER	1990	25 YEARS	2015	\$680,000	LOW	GENERAL FUND FINANCING	
BRUSH 810, DODGE 4 X 4	1993	20 YEARS	2013	\$50,000	MODERATE	GENERAL FUND DIRECT PURCHASE	
PUMPER TANKER 811, HME KW	2007	> 25 YEARS	> 2032	> \$500,000	LOW	GENERAL FUND FINANCING	
SQUAD 815	1992	25 YEARS	2017	\$200,000	LOW	GENERAL FUND FINANCING	
COMMAND, FORD EXPEDITION	2001	10 YEARS	2011	\$50,000	LOW	GENERAL FUND DIRECT PURCHASE	
NEW ENGINE 806 PUMPER/RESCUE	2010	25 YEARS	2035	\$750,000	LOW	GENERAL FUND FINANCING	
FIRE / RESCUE EQUIPMENT:							
809'S EXTRICATION (JAWS OF LIFE)	HURST TOOLS	2000 (USED)	10 YEARS	2010	\$20,000	MODERATE	GRANT OR GENERAL FUND
815'S EXTRICATION	HURST TOOLS	2001	15 YEARS	2016	\$20,000	MODERATE	GRANT OR GENERAL

(JAWS OF LIFE)							FUND
NEW 806'S RESCUE TOOLS	2010	15 YEARS	2025	\$40,000	LOW		GRANT OR GENERAL FUND
TURNOUT GEAR (34 SETS)	VARIOUS	5 YEARS	7 / YEAR	\$16,000 / YEAR	IN PROCESS		GENERAL FUND DIRECT PURCHASE
AIR PACKS, SCBA (24 UNITS)	2008	10 YEARS	2018	\$200,000	LOW		GRANT
CONFINED ENTRY CART (MUST BE COMPATIBLE WITH SCBA)	2008	10 YEARS	2018	\$5,000	LOW		GENERAL FUND
BULLARD INFRARED VISION CAMERA	2007	20 YEARS	2027	\$20,000	LOW		GRANT HOMELAND SECURITY
COMMERCIAL WASHING MACHINE	1994	25 YEARS	2019	\$5,000	LOW		GENERAL FUND
COMMERCIAL DRYER	1994	> 25 YEARS	2019	\$5,000	LOW		GENERAL FUND
BAUER AIR TANK FILL STATION COMPRESSOR	2005	> 20 YEARS	> 2025	\$50,000	LOW		GRANT
FURNACE / AC, OFFICE AREA (STATION 1)	1999	20 YEARS	2019	\$10,000	LOW		GENERAL FUND
FURNACE / AC, TRAINING ROOM (STATION 1)	1999	20 YEARS	2019	\$10,000	LOW		GENERAL FUND
CARPET, OFFICE AND TRAINING AREA (STATION 1)	1999	12 YEARS	2011	\$10,000	MODERATE		GENERAL FUND
FURNACE (STATION 2)	1976	25 YEARS	2001	\$5,000	IN PROCESS		GENERAL FUND
PAGERS (36)	2006	6 YEARS	6 / YEAR	\$3,000	IN PROCESS		GENERAL FUND
PORTABLE RADIOS (26)	2006	20 YEARS	2026	\$50,000	LOW		GRANT INGHAM COUNTY
TRUCK RADIOS (7)	2006	20 YEARS	2026	\$50,000	LOW		GRANT INGHAM COUNTY
REPLACE APRON, APPROACH & SIDEWALK	1999/2005	10 YEARS	2011	\$25,000	MODERATE		GENERAL FUND DIRECT

AT STATION 1						PURCHASE
REPLACE WATER TANK (ENGINE 809)	1991	20 YEARS	2008	\$17,000	TEMP. PATCHED	GENERAL FUND DIRECT PURCHASE
FIRE SAFETY HOUSE	1995	> 25 YEARS	> 2020	\$60,000	LOW	MASON FF'S ASSOCIATION
EXHAUST VENTILATION SYSTEM (STATION 1)	N/A	> 25 YEARS		\$60,000	MODERATE	GRANT APPLIED FOR 2010
LOFT (STATION 1)	N/A	> 25 YEARS		\$60,000	LOW	GENERAL FUND DIRECT PURCHASE

APPENDIX F

DOWNTOWN DEVELOPMENT AUTHORITY PLAN

201 W. Ash St.
Mason, MI 48854-0370

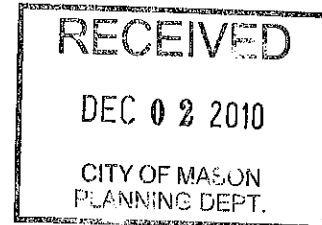


Phone: 517-244-6332
Fax: 517-244-0252
City Hall: 517-676-9155

Downtown Development Authority

December 2, 2010

City of Mason
Attn: Marty Colburn
201 West Ash Street
Mason, MI 48854



Re: DDA Plan Amendment No. 4

Mr. Colburn,

The Downtown Development Authority met on Wednesday, December 1 and approved the fourth amendment of the Downtown Development Plan. The Plan Amendment will be adopted once City Council has approved the document. In addition, Act 197 requires a notice to affected taxing jurisdictions and a public hearing held by City Council.

Please contact me if you have any further questions.

Sincerely,

A handwritten signature in black ink, appearing to read "Marco Broggio". The signature is written over a circular stamp or seal that is partially obscured.

Marco Broggio
Executive Director

AMENDMENT NO. 4 TO THE
DEVELOPMENT PLAN/TAX INCREMENT FINANCING PLAN
OF THE DOWNTOWN DEVELOPMENT AUTHORITY
OF THE CITY OF MASON

The City of Mason Development Plan/Tax Increment Financing Plan ("Plan"), has been adopted pursuant to the provisions of the Downtown Development Act, 1975 PA 197, as amended ("Act 197"), by the Downtown Development Authority of the City of Mason ("Authority") and approved by the City Council of the City of Mason, Ingham County, Michigan ("City"), pursuant to Ordinance 118 adopted March 16, 1987, and amended by Ordinance 118-A-96, adopted July 1, 1996, Ordinance 118-A-2000, adopted February 19, 2001, and Ordinance 118-A-2003, adopted May 5 2003.

The Plan is hereby further amended by resolution of the Authority duly adopted at a public meeting of the Authority held on the first day of December, 2010, and by City Council approval of this Plan Amendment No. 4 to the Development Plan/tax Increment Financing Plan ("Amendment No. 4") pursuant to Ordinance No. 118-A-2010 duly adopted December ____, 2010 following notice to taxing jurisdictions and public hearing as required by Act 197.

Introduction to Plan Amendment No. 4

1. The stated goal of the Authority is to establish and maintain the vitality of the central business district of the City of Mason through the Downtown Revitalization Plan established by the Development Plan/tax Increment Financing Plan of the Authority adopted by the Mason City Council on March 16, 1987, as amended.
2. The goal of the Plan and the Act are to halt property value deterioration, to rehabilitate property which has become blighted, vacant, or functionally obsolete, and to promote economic growth, business activity, and employment opportunities within the District.
3. On May 14, 2009, the Authority adopted the city of Mason downtown Marketing Analysis conducted by McKenna Associates, Inc. to identify the most appropriate business types and

strategies for attracting new business and retaining existing business. The total cost of this project was \$38,392.07. The Authority also received \$18,875.00 in CDBG funds through MSHDA. The Downtown Mason Market Analysis and Strategic Plan examines 2008 market conditions, uses consumer spending patterns and demographic analysis to identify over and under-served business sectors. This study is a tool for the Authority to target specific business sectors and identify the best spaces and locations for new business that will complement and enhance the existing character of the downtown. The recommendations for the district include the following:

- a) To promote existing businesses, and new eating establishments, especially family style restaurants within downtown.
- b) To become a regional destination by strengthening the City's identity, adding residential units in downtown, improve the appearance of pedestrian connections and most importantly develop an entertainment and dining core.
- c) To improve the connections (visual, vehicular, and pedestrian) and signage directing patrons to appropriate parking.
- d) To develop a parking acquisition management program operated by the Authority.
- e) To add more streetscape amenities, such as benches, lighting, signs and landscaping, and replace existing amenities with uniform materials.
- f) To create a Branding and Community Identity Campaign promoting Downtown Mason as a charming location with historic structures, friendly salespeople, and walkable streets.
- g) To Adopt a Form-Based Overlay District for Downtown Mason.

- h) To implement a maintenance program which includes regular sidewalk cleaning, seasonal planting, street tree maintenance, installation and removal of seasonal decorations (lights, banners, signs, garlands, etc.), and snow removal.

NOW THEREFORE, in consideration of the foregoing, the Development Plan/Tax Increment Financing Plan of the Downtown Development Authority of the City of Mason is hereby amended as follows:

DEVELOPMENT PLAN AMENDMENTS

1. Section 3.1 – A DESCRIPTION OF IMPROVEMENTS TO BE MADE IN DEVELOPMENT AREA is amended by amending subsections 3.1 a), 3.1 c), and 3.1 j) thereof, and by adding new subsections 3.1 k), 3.1 l), 3.1 m), 3.1 n), 3.1 o), and 3.1p) to add additional capital improvements, the Liquor License Assistance Program, the planning and branding of community events, a streetscape maintenance program, and increasing the amp service in the district. Which amended and added subsections shall read as follows:

3.1a) Streets, Sidewalks, and Streetscape Amenities

(1) Sidewalk and street improvements will be made throughout the district to increase accessibility and to promote a pedestrian friendly downtown.

(2) Streetscape Amenities – Existing benches, signs, and other streetscapes throughout the downtown district will be removed and replaced with uniform materials. Benches are proposed to be placed on the corners of Maple Street and Jefferson Street; on Jefferson Street and Ash Street; along Mason Street, State Street, Jefferson Street, Ash Street, and Maple Street.

Informational signs will be placed along Columbia Street, Mason Street, State Street, Maple Street, and Ash Street directing patrons to parking and the shops in downtown and the Antiques District.

3.1c) Landscaping - Shrubs and plants will be placed along Mason Street, State Street, Maple Street, Jefferson Street, and Ash Street to compliment the aesthetic appeal of the streetscapes within the District. Fencing and landscaping around parking lots within the District are also proposed.

3.1j) Rehabilitation of Vacant, Underutilized or Functionally, or Economically Obsolete Properties – Section 7 of Act 197 authorizes the Authority to undertake the renovation, repair, remodeling, rehabilitation, restoration, and reconstruction of existing buildings, multiple family dwellings, or parking lots within the District as necessary or appropriate to the execution of its plan when, in the opinion of the Authority such activities will aid in the economic growth of the downtown district. In furtherance thereof, the Authority may acquire by, purchase, lease, or otherwise, land and property within the District, improve such land and structures and construct, rehabilitate, restore, equip, improve, maintain, and operate any real estate, including multiple family dwellings, and parking lots for the use, in whole or in part, by public or private persons or corporations, and any combination thereof, and may thereafter dispose of or lease such buildings and properties to public or private users to further the District plan. The purpose of this amended Plan shall be to identify such buildings and structures within the District and acquire such properties which are deteriorated, vacant, underutilized, or functionally and economically obsolete, to be rehabilitated and adapted for reuse by public or private persons or corporations.

3.1k) Liquor License Assistance Program – The Authority will establish a program to assist eligible businesses within the District in acquiring a liquor license under Section 521a(1)(b) of the Michigan Liquor Control Code, being MCL 436.1101 et. seq. Funds will be available to businesses that have applied with the DDA and have met the requirements under the proposed guidelines for the Liquor License Assistance Program (LLAP).

3.1l) Community Event – A community event is proposed to be held in the downtown with an emphasis in creating a new attraction for the community and promoting Mason as a regional destination. The event will host well known local and regional live entertainment and will support the economic development of the businesses within downtown.

3.1m) Brand and Community Identity Campaign – A plan is proposed to create an attractive and positive image of downtown Mason by working with the City, Chamber of Commerce and downtown merchants in developing a Brand and Community Identity Campaign. The DDA will work with the Chamber of Commerce to update all banners and signage throughout downtown and reinforce the walkable streets and friendly environment downtown Mason has to offer. This campaign will be supported through marketing and advertising efforts and the community event.

3.1n) Maintenance Program – The Authority will establish a program of general maintenance of sidewalk cleaning, seasonal planting, street tree maintenance, installation and removal of seasonal decorations (lights, banners, signs, garlands, etc.), and snow removal.

3.1o) Capital Improvement – The Authority will collaborate with the City to fund special projects.

3.1p) Amp Service – The electrical output on the light posts in the district will be increased to accommodate up to 100 amps.

2. The text of Section 3.3 – “AN ESTIMATE OF THE TIME REQUIRED FOR COMPLETION” is amended to read as follows:

The Development Plan is estimated to be completed within 30 years from the date of approval of this Development Plan/Tax Increment Financing Plan Amendment No. 4.

The estimated completion year is 2040.

3. Section 4.1 – “THE LOCATION, EXTENT, CHARACTER, AND ESTIMATED COST OF IMPROVEMENTS CONTEMPLATED FOR THE DEVELOPMENT AREA” is amended by amending the improvements described for Streetscape Amenities by adding improvements consisting of benches, signs, and other streetscapes, Capital Improvements, Amp Service, and by adding additional subcategories captioned Rehabilitation of Deteriorated, Blighted, Vacant, or Functionally or Economically Obsolete Properties, which amended and added subcategories shall read as follows:

Public Improvements

Streetscape Amenities

<u>Item</u>	<u>Est. Qty.</u>	<u>Description</u>	
1.	20	Black Benches	
2.	16	Directional Signs	
3.	800 ft.	Black Aluminum Fencing	
4.	200	Shrubs and Plants	
5.	200 yards	Mulch and Landscaping	
TOTAL ESTIMATED COST			\$50,000

Capital Improvement

Participation on special projects within the district not to exceed \$50,000 every five years. The DDA will provide up to \$50,000 for the improvements at 124 & 140 East Ash Street. Funds will only be available once a development contract has been signed.

TOTAL ESTIMATED COST \$300,000

Amp Service

Increase electrical output in downtown

TOTAL ESTIMATED COST \$50,000

Rehabilitation of Deteriorated, Blighted, or Functionally or Economically Obsolete

Properties

Buildings and structures within the District which are identified as being deteriorated, blighted, vacant, or functionally or economically obsolete.

TOTAL ESTIMATED COST \$300,000

4. Section 9.1 captioned "AN ESTIMATE OF THE COST OF THE DEVELOPMENT" is amended by replacing subparagraphs (a), (b), and (f) to read as follows:

- a. The public improvements being proposed in the Amended Development Plan have an anticipated development cost of \$700,000.
- b. Liquor License Assistance Program estimated to cost \$140,000.
- c. The parking plan is estimated to cost \$100,000.
- d. The revolving loan/grant program is estimated to cost \$500,000.
- e. The plan to retain a part-time director estimated to cost \$25,000 per year for a total cost of \$750,000.
- f. The Brand and Community Identity Campaign is estimated to cost \$10,000 per year over 30 years for a total cost of \$300,000.
- g. The community event is estimated to cost \$750,000 over the 30 years of this amended Plan.

i. The plan to establish a grounds maintenance program estimated to cost \$8,000 per year for the total cost of \$240,000 over 30 years.

5. Section 16.0 captioned "OTHER ACTIVITIES WHICH THE AUTHORITY, LOCAL PUBLIC AGENCY, OR GOVERNING BODY DEEMS PERTINENT" is amended to read as follows:

16.2 BRAND AND COMMUNITY IDENTITY CAMPAIGN

A plan is proposed to create an attractive and positive image of downtown Mason by working with the City, Chamber of Commerce and downtown merchants in developing a Brand and Community Identity Campaign. The DDA will work with the Chamber of Commerce to update all banners and signage throughout downtown and reinforce the walkable streets and friendly environment downtown Mason has to offer. This campaign will be supported through marketing and advertising efforts and the community event.

6. Section 21 captioned "A STATEMENT OF THE ESTIMATED IMPACT OF TAX INCREMENT FINANCING ON THE ASSESSED VALUES OF ALL TAXING JURISDICTIONS IN WHICH THE DEVELOPMENT AREA IS LOCATED" is amended to read as follows:

Under a tax increment finance plan, the annual revenue generated in any give year is calculated by multiplying the captured assessed value by the total millage levied by all local taxing jurisdictions.

Commencing in 2010, the Amended Development Plan/TIF Plan provides that the DDA will continue to capture taxes levied against the taxable value of real and personal property in the Downtown District by Ingham County, City of Mason, Lansing Community College, and Capital Area District Library.

Under this fourth Amended Plan, the base taxable value reserved to each taxing jurisdiction in 1987 will remain fixed at all levels established in 1987.

The current taxable value in the DDA District and the amount of taxable value subject to capture is shown on Table 3 Schedules 2A through 2D, which means that only 28.16% of the millage assessed in the DDA is currently subject to capture.

Commencing in 2010, the Amended Development Plan/TIF Plan provides that the taxes levied on the increase in taxable value in the District over the base year of 1987 will continue to be captured to finance the Plan, projects and activities over the next 30 years. The estimated cost of the Amended Development Plan over 30 years, including the cost to complete projects in the original plan and new plan initiatives commencing in 2010 is shown on Table 3 – Schedule 1.

The projections are estimated based on one percent inflation over the next 30 years.

Approved by the Board of the Downtown Development Authority of the City of Mason for submittal to the City Council of the City of Mason by resolution of the Board adopted at a public meeting on December 1, 2010.

Approved by the City Council of the City of Mason on _____, 2010 by adoption of Ordinance No. 118-A-2010 subsequent to a notice to affected taxing jurisdictions and a public hearing held by the Council on _____, 2010.

Martin A. Colburn, City Clerk

Leon Clark, Mayor

CITY OF MASON DOWNTOWN DEVELOPMENT AUTHORITY
 COMPARISON OF REVENUE TO EXPENSES
 TABLE 3 - SCHEDULE 1

<u>YEAR</u>	<u>PROJECTED REVENUE</u>	<u>PROJECTED EXPENSES</u>	<u>REVENUES OVER (UNDER) EXPENSES</u>
2010	86,424	142,050	(55,626)
2011	86,424	86,424	0
2012	86,424	86,424	0
2013	86,424	86,424	0
2014	86,424	86,424	0
2015	86,424	86,424	0
2016	87,672	87,672	0
2017	89,553	89,553	0
2018	92,080	92,080	0
2019	94,632	94,632	0
2020	97,210	97,210	0
2021	99,813	99,813	0
2022	102,443	102,443	0
2023	105,099	105,099	0
2024	107,781	107,781	0
2025	110,491	110,491	0
2026	113,227	113,227	0
2027	115,991	115,991	0
2028	118,782	118,782	0
2029	121,601	121,601	0
2030	124,449	124,449	0
2031	127,325	127,325	0
2032	130,230	130,230	0
2033	133,163	133,163	0
2034	136,126	136,126	0
2035	139,119	139,119	0
2036	142,142	142,142	0
2037	145,195	145,195	0
2038	148,278	148,278	0
2039	151,392	151,392	0
2040	154,538	154,538	0
Total	3,506,872	3,562,499	(55,626)

CITY OF MASON DOWNTOWN DEVELOPMENT AUTHORITY
 PROJECTED REVENUE AND CAPTURED REVENUE FOR CITY OF MASON
 as of October 14, 2010

TABLE 3 - SCHEDULE 2A

<u>YEAR</u>	<u>PROJECTED TAXABLE VALUE 1% INFLATION</u>	<u>PROJECTED CONSTRUCTION</u>	<u>PROJECTED TAXABLE VALUE</u>	<u>DDA CAPTURE</u>	<u>MILLAGE</u>	<u>TOTAL</u>	<u>PROJECTED REVENUE CAPTURED TAXES</u>
2010	8,862,501	6,000	8,868,501	3,068,991	13.25	117,508	40,664
2011	8,862,501	6,000	8,868,501	3,068,991	13.25	117,508	40,664
2012	8,862,501	6,000	8,868,501	3,068,991	13.25	117,508	40,664
2013	8,862,501	6,000	8,868,501	3,068,991	13.25	117,508	40,664
2014	8,862,501	6,000	8,868,501	3,068,991	13.25	117,508	40,664
2015	8,862,501	6,000	8,868,501	3,068,991	13.25	117,508	40,664
2016	8,906,814	6,000	8,912,814	3,113,304	13.25	118,095	41,251
2017	8,973,615	6,000	8,979,615	3,180,105	13.25	118,980	42,136
2018	9,063,351	6,000	9,069,351	3,269,841	13.25	120,169	43,325
2019	9,153,984	6,000	9,159,984	3,360,474	13.25	121,370	44,526
2020	9,245,524	6,000	9,251,524	3,452,014	13.25	122,583	45,739
2021	9,337,979	6,000	9,343,979	3,544,469	13.25	123,808	46,964
2022	9,431,359	6,000	9,437,359	3,637,849	13.25	125,045	48,202
2023	9,525,673	6,000	9,531,673	3,732,163	13.25	126,295	49,451
2024	9,620,929	6,000	9,626,929	3,827,419	13.25	127,557	50,713
2025	9,717,139	6,000	9,723,139	3,923,629	13.25	128,832	51,988
2026	9,814,310	6,000	9,820,310	4,020,800	13.25	130,119	53,276
2027	9,912,453	6,000	9,918,453	4,118,943	13.25	131,420	54,576
2028	10,011,578	6,000	10,017,578	4,218,068	13.25	132,733	55,889
2029	10,111,694	6,000	10,117,694	4,318,184	13.25	134,059	57,216
2030	10,212,810	6,000	10,218,810	4,419,300	13.25	135,399	58,556
2031	10,314,939	6,000	10,320,939	4,521,429	13.25	136,752	59,909
2032	10,418,088	6,000	10,424,088	4,624,578	13.25	138,119	61,276
2033	10,522,269	6,000	10,528,269	4,728,759	13.25	139,500	62,656
2034	10,627,492	6,000	10,633,492	4,833,982	13.25	140,894	64,050
2035	10,733,766	6,000	10,739,766	4,940,256	13.25	142,302	65,458
2036	10,841,104	6,000	10,847,104	5,047,594	13.25	143,724	66,881
2037	10,949,515	6,000	10,955,515	5,156,005	13.25	145,161	68,317
2038	11,059,010	6,000	11,065,010	5,265,500	13.25	146,611	69,768
2039	11,169,600	6,000	11,175,600	5,376,090	13.25	148,077	71,233
2040	11,281,296	6,000	11,287,296	5,487,786	13.25	149,557	72,713

CITY OF MASON DOWNTOWN DEVELOPMENT AUTHORITY
 PROJECTED REVENUE AND CAPTURED REVENUE FOR INGHAM COUNTY
 as of October 14, 2010

TABLE 3 - SCHEDULE 2B

YEAR	PROJECTED TAXABLE VALUE 1% INFLATION	PROJECTED CONSTRUCTION	PROJECTED TOTAL TAXABLE VALUE	DDA CAPTURE	MILLAGE	TOTAL	PROJECTED REVENUE CAPTURED TAXES
2010	8,862,501	6,000	8,868,501	3,068,991	9.54	84,605	29,278
2011	8,862,501	6,000	8,868,501	3,068,991	9.54	84,605	29,278
2012	8,862,501	6,000	8,868,501	3,068,991	9.54	84,605	29,278
2013	8,862,501	6,000	8,868,501	3,068,991	9.54	84,605	29,278
2014	8,862,501	6,000	8,868,501	3,068,991	9.54	84,605	29,278
2015	8,862,501	6,000	8,868,501	3,068,991	9.54	84,605	29,278
2016	8,906,814	6,000	8,912,814	3,113,304	9.54	85,028	29,701
2017	8,973,615	6,000	8,979,615	3,180,105	9.54	85,666	30,338
2018	9,063,351	6,000	9,069,351	3,269,841	9.54	86,522	31,194
2019	9,153,984	6,000	9,159,984	3,360,474	9.54	87,386	32,059
2020	9,245,524	6,000	9,251,524	3,452,014	9.54	88,260	32,932
2021	9,337,979	6,000	9,343,979	3,544,469	9.54	89,142	33,814
2022	9,431,359	6,000	9,437,359	3,637,849	9.54	90,032	34,705
2023	9,525,673	6,000	9,531,673	3,732,163	9.54	90,932	35,605
2024	9,620,929	6,000	9,626,929	3,827,419	9.54	91,841	36,514
2025	9,717,139	6,000	9,723,139	3,923,629	9.54	92,759	37,431
2026	9,814,310	6,000	9,820,310	4,020,800	9.54	93,686	38,358
2027	9,912,453	6,000	9,918,453	4,118,943	9.54	94,622	39,295
2028	10,011,578	6,000	10,017,578	4,218,068	9.54	95,568	40,240
2029	10,111,694	6,000	10,117,694	4,318,184	9.54	96,523	41,195
2030	10,212,810	6,000	10,218,810	4,419,300	9.54	97,487	42,160
2031	10,314,939	6,000	10,320,939	4,521,429	9.54	98,462	43,134
2032	10,418,088	6,000	10,424,088	4,624,578	9.54	99,446	44,118
2033	10,522,269	6,000	10,528,269	4,728,759	9.54	100,440	45,112
2034	10,627,492	6,000	10,633,492	4,833,982	9.54	101,444	46,116
2035	10,733,766	6,000	10,739,766	4,940,256	9.54	102,457	47,130
2036	10,841,104	6,000	10,847,104	5,047,594	9.54	103,481	48,154
2037	10,949,515	6,000	10,955,515	5,156,005	9.54	104,516	49,188
2038	11,059,010	6,000	11,065,010	5,265,500	9.54	105,560	50,233
2039	11,169,600	6,000	11,175,600	5,376,090	9.54	106,615	51,288
2040	11,281,296	6,000	11,287,296	5,487,786	9.54	107,681	52,353

CITY OF MASON DOWNTOWN DEVELOPMENT AUTHORITY
 PROJECTED REVENUE AND CAPTURED REVENUE FOR LANSING COMMUNITY COLLEGE
 as of October 14, 2010

TABLE 3 - SCHEDULE 2C

YEAR	PROJECTED TAXABLE VALUE 1% INFLATION	PROJECTED CONSTRUCTION	PROJECTED TOTAL TAXABLE VALUE	DDA CAPTURE	MILLAGE	TOTAL	PROJECTED REVENUE CAPTURED TAXES
2010	8,862,501	6,000	8,868,501	3,068,991	3.81	33,789	11,693
2011	8,862,501	6,000	8,868,501	3,068,991	3.81	33,789	11,693
2012	8,862,501	6,000	8,868,501	3,068,991	3.81	33,789	11,693
2013	8,862,501	6,000	8,868,501	3,068,991	3.81	33,789	11,693
2014	8,862,501	6,000	8,868,501	3,068,991	3.81	33,789	11,693
2015	8,862,501	6,000	8,868,501	3,068,991	3.81	33,789	11,693
2016	8,906,814	6,000	8,912,814	3,113,304	3.81	33,958	11,862
2017	8,973,615	6,000	8,979,615	3,180,105	3.81	34,212	12,116
2018	9,063,351	6,000	9,069,351	3,269,841	3.81	34,554	12,458
2019	9,153,984	6,000	9,159,984	3,360,474	3.81	34,900	12,803
2020	9,245,524	6,000	9,251,524	3,452,014	3.81	35,248	13,152
2021	9,337,979	6,000	9,343,979	3,544,469	3.81	35,601	13,504
2022	9,431,359	6,000	9,437,359	3,637,849	3.81	35,956	13,860
2023	9,525,673	6,000	9,531,673	3,732,163	3.81	36,316	14,220
2024	9,620,929	6,000	9,626,929	3,827,419	3.81	36,679	14,582
2025	9,717,139	6,000	9,723,139	3,923,629	3.81	37,045	14,949
2026	9,814,310	6,000	9,820,310	4,020,800	3.81	37,415	15,319
2027	9,912,453	6,000	9,918,453	4,118,943	3.81	37,789	15,693
2028	10,011,578	6,000	10,017,578	4,218,068	3.81	38,167	16,071
2029	10,111,694	6,000	10,117,694	4,318,184	3.81	38,548	16,452
2030	10,212,810	6,000	10,218,810	4,419,300	3.81	38,934	16,838
2031	10,314,939	6,000	10,320,939	4,521,429	3.81	39,323	17,227
2032	10,418,088	6,000	10,424,088	4,624,578	3.81	39,716	17,620
2033	10,522,269	6,000	10,528,269	4,728,759	3.81	40,113	18,017
2034	10,627,492	6,000	10,633,492	4,833,982	3.81	40,514	18,417
2035	10,733,766	6,000	10,739,766	4,940,256	3.81	40,919	18,822
2036	10,841,104	6,000	10,847,104	5,047,594	3.81	41,327	19,231
2037	10,949,515	6,000	10,955,515	5,156,005	3.81	41,741	19,644
2038	11,059,010	6,000	11,065,010	5,265,500	3.81	42,158	20,062
2039	11,169,600	6,000	11,175,600	5,376,090	3.81	42,579	20,483
2040	11,281,296	6,000	11,287,296	5,487,786	3.81	43,005	20,908

CITY OF MASON DOWNTOWN DEVELOPMENT AUTHORITY
 PROJECTED REVENUE AND CAPTURED REVENUE FOR CAPITAL AREA DISTRICT LIBRARY
 as of October 14, 2010

TABLE 3 - SCHEDULE 2D

YEAR	PROJECTED TAXABLE VALUE 1% INFLATION	PROJECTED CONSTRUCTION	PROJECTED TOTAL TAXABLE VALUE	DDA CAPTURE	MILLAGE	TOTAL	PROJECTED REVENUE CAPTURED TAXES
2010	8,862,501	6,000	8,868,501	3,068,991	1.56	13,835	4,788
2011	8,862,501	6,000	8,868,501	3,068,991	1.56	13,835	4,788
2012	8,862,501	6,000	8,868,501	3,068,991	1.56	13,835	4,788
2013	8,862,501	6,000	8,868,501	3,068,991	1.56	13,835	4,788
2014	8,862,501	6,000	8,868,501	3,068,991	1.56	13,835	4,788
2015	8,862,501	6,000	8,868,501	3,068,991	1.56	13,835	4,788
2016	8,906,814	6,000	8,912,814	3,113,304	1.56	13,904	4,857
2017	8,973,615	6,000	8,979,615	3,180,105	1.56	14,008	4,961
2018	9,063,351	6,000	9,069,351	3,269,841	1.56	14,148	5,101
2019	9,153,984	6,000	9,159,984	3,360,474	1.56	14,290	5,242
2020	9,245,524	6,000	9,251,524	3,452,014	1.56	14,432	5,385
2021	9,337,979	6,000	9,343,979	3,544,469	1.56	14,577	5,529
2022	9,431,359	6,000	9,437,359	3,637,849	1.56	14,722	5,675
2023	9,525,673	6,000	9,531,673	3,732,163	1.56	14,869	5,822
2024	9,620,929	6,000	9,626,929	3,827,419	1.56	15,018	5,971
2025	9,717,139	6,000	9,723,139	3,923,629	1.56	15,168	6,121
2026	9,814,310	6,000	9,820,310	4,020,800	1.56	15,320	6,272
2027	9,912,453	6,000	9,918,453	4,118,943	1.56	15,473	6,426
2028	10,011,578	6,000	10,017,578	4,218,068	1.56	15,627	6,580
2029	10,111,694	6,000	10,117,694	4,318,184	1.56	15,784	6,736
2030	10,212,810	6,000	10,218,810	4,419,300	1.56	15,941	6,894
2031	10,314,939	6,000	10,320,939	4,521,429	1.56	16,101	7,053
2032	10,418,088	6,000	10,424,088	4,624,578	1.56	16,262	7,214
2033	10,522,269	6,000	10,528,269	4,728,759	1.56	16,424	7,377
2034	10,627,492	6,000	10,633,492	4,833,982	1.56	16,588	7,541
2035	10,733,766	6,000	10,739,766	4,940,256	1.56	16,754	7,707
2036	10,841,104	6,000	10,847,104	5,047,594	1.56	16,921	7,874
2037	10,949,515	6,000	10,955,515	5,156,005	1.56	17,091	8,043
2038	11,059,010	6,000	11,065,010	5,265,500	1.56	17,261	8,214
2039	11,169,600	6,000	11,175,600	5,376,090	1.56	17,434	8,387
2040	11,281,296	6,000	11,287,296	5,487,786	1.56	17,608	8,561

Support in Other Regional Plans and Resources

While placemaking may be a new concept for some of the readers of this article, it has been the target of many related studies for several decades.

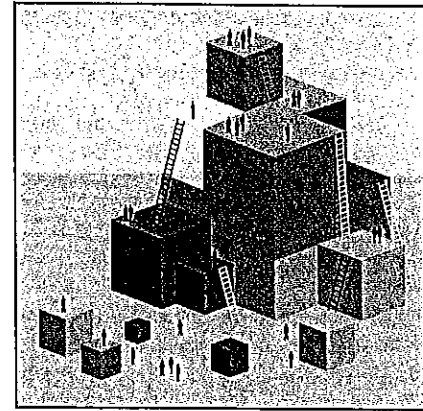
Notably, the **Metropolitan Development Blueprint** for the Grand Rapids metro area created by the Grand Valley Metro Council (based on visioning sessions originally conducted in the early 1990's) laid out the basic strategy to enhance the quality of places in West Michigan.¹⁸ The Tri-County Regional Planning Commission adopted a **Regional Growth Plan** in 2005. This is a land use and infrastructure policy plan for Clinton, Eaton and Ingham counties. It was predominately prepared to help guide future transportation improvements, but has a policy framework that is both supportive of and complementary to the proposed strategies in the Leap plan. The TCRPC **Regional Growth Plan** calls for establishment of a regional public services boundary, that when implemented, will help increase density by infill and redevelopment in the urban core parts of the metro area. These are important policies that will make it easier to attract new knowledge workers as a stronger market for higher density development in the urban core emerges over time. The **Grand Vision** project in the Northwest part of the Lower Peninsula presents similar strategies for regional growth that focus on con-

centrating new development in the small towns of the region.¹⁹

These regional plans are built on a series of planning principles widely in use in other areas of the United States. They go under a variety of monikers, such as Smart Growth²⁰ (widely promoted by the National Association of Realtors, the National Association of Home Builders, HUD and the EPA); Livable Communities;²¹ Healthy Communities,²² and New Urbanism.²³ See the special November 2008 issue of *Planning & Zoning News* for a summary of best practices related to these planning principles. In addition, the Michigan Association of Planning has a set of planning principles that support these concepts²⁴ as does the Michigan Municipal League.²⁵

However, a regional plan is only as strong as local efforts to implement it. That may not be good enough. Instead, perhaps a mechanism is needed to gain local consensus on the regional plan, from every local unit of government in the region, and then to commit to implementing the plan. If that fails, the region will be at a competitive disadvantage to other regions who have committed to working together to effectively compete in the global New Economy. LPI research shows that around the nation, those regions that are doing well economically, have regional land use and economic development plans that lay out the basic principles and key strategies to move the region to sustainable prosperity.

Michigan communities could emulate this model of working collaboratively through their regional planning commissions, and with businesses and NGOs to prepare and implement Regional Strategic Growth Plans that focus on a small set of powerful strategies to use regional assets to move the region economically forward. Key strategies will likely involve maintenance of existing gray infrastructure in the region (see sidebar on recent SEMCOG report). Those strategies will include placemaking initiatives and place-based projects that will over time, improve the quality of key places in the region to serve as attractors of new development, new people and new talent.



Placemaking in Local Master Plans

Planning commissions are usually forced to react to a mixture of market pressures, individual property owner ideas, old problems and emerging opportunities. In most cases planning for the future is limited to work on the Master Plan to identify an arrangement of future land uses, gray infrastructure and establishing a basis for local zoning. Some communities include green infrastructure planning and a host of sub-area plans. Few communities incorporate key elements of local, let alone regional CEDS or Strategic Growth Plans in the Master Plan. The best way to implement regional growth strategies is by incorporating them as parts of plans of all the interested stakeholders, and especially in local Master Plans. While not presently statutorily required, there is also no prohibition against doing so.

Very few local Master Plans focus on placemaking as essential to effectively competing for knowledge workers in the New Economy. This requires local strategy development that is consistent with and complements the Regional Strategic Growth Plan. The contents of local placemaking elements to include in the Master plan will vary tremendously depending on where a local jurisdiction is located. Just as regional plans should be rooted in a set of planning principles and best practices, so should all local Master Plans be rooted in a set of planning principles that are appropriate for the community in question. Examples include:

Creating a Sustainable Infrastructure System in Southeast Michigan

SEMCOG, the Southeast Michigan Council of Governments, describes the region's emerging infrastructure crisis in a recently published report – *Creating a Sustainable Infrastructure in Southeast Michigan*. The report is the work of SEMCOG's Infrastructure Task Force, made up of regional leaders in government and business and infrastructure service providers. The task force was chaired by Rolland Sizemore, Washtenaw County Board of Commissioners.

The report outlines the emerging infrastructure crisis in the region, discusses components of the solution to addressing this crisis, and specific actions that the public and private sector must take to help secure our quality of life and economic prosperity. Services addressed include transportation, water, sewer, and energy.

Whether it's gallons of water, kilowatts of electricity, cubic feet of natural gas, or gallons of gasoline, a common characteristic in Southeast Michigan is that the base (number of units being assessed) is declining because we are consuming less. Some of this decline in consumption is related to the economic transition

and some reflects the high level of importance we now attach to conserving natural resources. If we do not change the way we fund our infrastructure, this means that revenue will continue to decline unless rates are increased.

The SEMCOG report suggests a number of actions to create a sustainable infrastructure system, including:

- Reducing costs;
- Redesigning revenue collection systems;
- Instituting collaboration among service providers;
- Strategically investing and disinvesting to make efficient use of infrastructure;
- Managing infrastructure based on holistic view of needs and outcomes;
- Developing an agenda for specific legislative/regulatory reforms; and
- Education and disclosure.

The report may be viewed at <http://library.semco.org/lnmagicGenie/DocumentFolder/Sustainable%20Infrastructure%20Report%202010.pdf>.

SEMCOG is a regional planning partnership of governmental units serving 4.8 million people in the seven-county region of Southeast Michigan striving to enhance the region's quality of life.

- Six Pillars of Prosperity of the People and Land Program
- Ten Smart Growth Tenets
- Complete Streets
- New Urbanism
- Livable Communities
- Healthy Communities
- Green Communities
- Sustainable Communities (economic, environmental and social sustainability).

Following are the principal Master Plan elements presently listed in the Michigan Planning Enabling Act:

- Future land use map and policies
- Infrastructure maps and policies (that include complete streets considerations – see *PZN* article in October 2010 Issue).
- Relationship to zoning (zoning plan if there is a zoning ordinance)
- Recommendations for implementation
- Redevelopment maps and policies (optional)
- Master street plan (optional)
- Subarea plans (optional).

Many of these relate closely to placemaking and place-based strategies and it is very important that strategies for effective placemaking be carefully included in the Master Plan in a manner that is consistent with and supports related strategies in the Regional Strategic Growth Plan. This will typically involve:

- Supplementing the section on Planning Principles & Best Practices to reflect those used to guide development and implementation of the Master Plan consistent with the Regional Strategic Growth Plan.
- Supplementing the introduction and vision chapters to integrate appropriate elements from the Regional Strategic Growth Plan and the Regional CEDS Plan, and explaining the relationship of these plans to the local Master Plan (include relationship to any other local economic development plan as well).
- Supplementing data inventories to include key assets associated with regional and local economic growth.
- Supplementing the land use section to focus on higher density and mixed-use development in appropriate locations.
- Supplementing the green infrastructure description with discussion of strategies to better integrate and link green infrastructure throughout the community and with adjoining jurisdictions.
- Supplementing the infrastructure chapter with treatment of broadband communications (in those communities without high speed internet access) and any other key missing gray infrastructure.
- Supplementing the transportation

chapter with complete streets elements:

- Road classification network inventory.
- Complete sidewalk inventory and completion strategy.
- Bicycle path and trail development strategy.
- Transit stop and expansion strategy (in those communities large enough for transit).
- Opportunities for connection of all transportation modes including surface vehicle, bicycle, pedestrian, transit, port, rail and air.
- Opportunities for driveway closure to implement access management considerations.
- Opportunities to prevent adverse effects from highway noise.

Add a new section or chapter on placemaking and place-based strategies as they relate to population retention, and talent attraction. These could include:

- Add a new section or chapter on GREEN development, jobs, building standards and energy efficiency and sustainability strategies.
- Consider adding an entirely new section or chapter on local economic development.
- Add a new section or chapter on regionalism/intergovernmental cooperation/issues of greater than local concern.

All changes to the Master Plan to reflect Regional Strategic Growth Strategies will be driven by what the Regional Plan covers. For example there may be a need to:

- Focus on particular placemaking improvements in large cities and small towns (e.g. pedestrian improvements, bike paths, outdoor restaurant seating, street enhancement projects, mixed-use development, etc.)
- Focus on regional transit in urban areas.
- Focus on integration of green infrastructure throughout the region.
- Focus on entrepreneurship (e.g. provision of incubators).
- Focus on culture and arts expansion.
- Focus on rural identity and communication access issues.

Roles of Local Planning Commissions

These changes to the local Master Plan will not get made by themselves. They will need advocates and workers. That is the job of the local planning commission (with assistance from staff and consultants). The particular roles the planning commission can play in this context are listed below:

- Keep Master Plan up-to-date (perform 5 year review).
- Adopt and consistently apply appropriate Planning Principles and Best

Practices that underlie regional economic and placemaking strategies.

- Integrate placemaking strategies as pertinent into the top priorities of the Master Plan.
- Align local strategies and policies in the Master Plan with regional infrastructure, land use and economic development strategies.
- Coordinate planning with adjoining units of government with a special focus on regional economic development policies.
- Play an educational and leadership role with citizen groups, businesses, developers and others as to Planning Principles and Best Practices, and objectives of the Regional Strategic Growth Plan.
- Review the Zoning Ordinance to be sure it is consistent with the Master Plan and Regional Strategic Growth Plan and is supporting and not impeding appropriate economic development in appropriate locations.

Summary

Planners, other community design professionals, and planning commissioners have focused on placemaking, creating a sense of place, and place-based initiatives for decades—even if they did not call it that. However, changes in global economic competition and recent research reporting on the success of places with a high quality of life that are attracting large numbers of knowledge workers both point to the need for new action on the part of Michigan's regions and localities. Regional Strategic Growth Plans that target placemaking strategies, and local Master Plans that identify specific placemaking improvements and place-based initiatives to implement those strategies will be key to Michigan's economic transformation over the next decade. □

FOOTNOTES

- 1 The report may be downloaded at www.greaterlansingnext.com.
- 2 See for example *PZN*, June 2009 for Smart Growth examples in municipalities; see July and August 2009 for examples in Michigan counties; see March 2010 for examples along corridors in Michigan cities and townships; and see September 2010 for examples in small cities, villages and townships.
- 3 The leading journal on the topic is PLACES: Forum of Design for the Public Realm, founded by Donald Appleyard and Donlyn Lyndon. For back issues see: <http://places.designobserver.com/>.
- 4 See Project for Public Spaces which is the clearinghouse for the global placemaking movement; <http://www.livablestreets.com/streetswiki/placemaking>.
- 5 Lansing and East Lansing Cultural Economic Development Survey Results,

(Continued on page 15)

David Haywood

From: Marlene Lieder [mlieder@mason.k12.mi.us]
Sent: Thursday, December 02, 2010 1:59 PM
To: David Haywood
Subject: master plan
Attachments: City of Mason Planning Documents.docx

Good Afternoon!

Mr. Dillingham asked me to send you the attached document in regard to school information that has been revised for the City of Mason Master Plan.

If you have any questions or need additional information, please feel free to contact him at 676-6489 or by email at mdilling@mason.k12.mi.us.

Take care - Happy Holidays!
Marlene

Marlene Lieder
Executive Assistant to the Superintendent Mason Public Schools 400 S. Cedar St.
Mason, MI 48854
(517) 676-2484
Fax (517) 676-42965

Mason Public Schools

The Mason School district comprises approximately 110 square miles in area, including all of the City of Mason, almost all of Vevay Township, approximately 75% of Aurelius and Alaiedon Townships, 25% of Delhi Township and a small portion of Wheatfield Township. The district enjoys a good reputation throughout the region due to the quality of education provided as reflected in such measures as the MEAP test scores.

The following school facilities are located within Mason:

- Harvey Education Center
- Steele Elementary
- Mason Middle School
- Mason High School
- Mason High School - Summit Campus (alternative education)
- Transportation Department (approx. 25 buses)

The two other facilities for the district are Alaiedon Elementary School in Alaiedon Township and North Aurelius Elementary School in Aurelius Township. One of the District's former facilities, the Jefferson Street School (high school and junior high), has been converted into senior housing. Currently, all the facilities are fully functional and adequate for the needs of the District.

Mason Schools have been experiencing a declining enrollment for the last few years, and unfortunately this decline is projected to continue. The loss of students seems to correspond to the declining household size throughout the area, which in turn correlates to the rising median age. This scenario has severe implications for the district as each lost student represents a drop of approximately \$7,200 in the amount per pupil the District receives.

This decline mirrors the state trend as well, where projections to 2025 show virtually all age groups declining, except for those 65 and older. This retirement age category is projected to grow by more than 50% by the year 2025.