



## City Manager's Report: January 4, 2019

### ACTIVE PRIVATE PROJECTS STATUS UPDATES

Project Name	Status
318 W. Kipp - Klavon's 228 W. Kipp - Klavon's	Building permit active for construction of new restaurant.
322 S. Jefferson Commercial Bank – Downtown Mason	Building permit active for interior renovations; restore second entrance doors on Jefferson St.; replace door and add concrete pad at alley entrance. The HDC approved a Certificate of Appropriateness for doors on 9/17/18.
402 S. Jefferson (former Baja Grill)	Bids were received on 10/5/18 and project is on track for grant authorization.
201 W. Ash City Hall	The T-Mobile contract to co-locate on the radio tower has been signed and a building permit has been issued. Anticipate installation of equipment to begin this winter.
Pending Subdivisions: Enclave at Rayner Ponds (19 lots, 1 park) and Rayner Ponds – Phase 4 (16 lots)	Subdivisions require three stages of approval before site plan approval and building permits can be issued – Tentative Preliminary Plat/Final Preliminary Plat/Final Plat. Current stage for both: The City has approved a Tentative Preliminary Plat for both projects (Stage 1) and is waiting to receive an application for Final Preliminary Plat (Stage 2). Staff anticipates the applicant will submit a Final Preliminary Plat for Rayner Ponds – Phase 4 in December.
154 W. Maple (former shoe store)	The Planning Commission approved the Final Site Plan on December 11 meeting. Staff is working with the applicant to develop a demolition/construction schedule and maintenance of traffic plan that will minimize impacts to traffic and businesses in the surrounding area.
600 Buhl St. Ingham Animal Shelter	Building permit active for new construction.
118 W Oak Former school administration building	Two applications received - one to re-zone the property to C1 Central Business District, the second for Final Site Plan approval for the use of the property as an entertainment venue with an escape room on the 2 <sup>nd</sup> floor and arcade on the first floor. Staff is working with applicant to obtain complete information necessary for evaluating the proposal.

### OPERATIONS AND COMMUNITY RELATIONS

- A Public Hearing will be held on Tuesday, January 15, 2019 regarding a preliminary plat for future development as part of Phase 4 of the existing Rayner Ponds Estates development (notice attached).
- February 7, 2019 will be the MACC 2019 Awards Dinner (notice attached). Among other Awards and Recognitions, Fire Chief, Kerry Minshall, will be awarded The Citizen of the Year Award. Councilmembers, please let Dana Martin know if you wish to attend by January 17<sup>th</sup>.
- February 11, 2019 is tentatively planned for the joint City Council and Planning Commission meeting for the Continuous Improvement Plan (CIP) review; please hold the date.
- March 19-20, 2019 will be the MML- 2019 Capital Conference. Councilmembers, please let Dana Martin know if you wish to attend by February 22<sup>nd</sup>.
- Summary from MML of legislation that was passed in the last few months is attached for your reference.

### Staffing Updates:

- New Hires/Promotions: Jeff Rewerts was promoted to Utility Foreman- POTW effective January 6, 2019.
- Open Positions: Police Officer position has been posted, applications due by January 11, 2019. DPW Laborer position has been posted, applications due by January 4, 2019.

## LARGE PUBLIC PROJECTS

FY 2018-2019			
Project	Project Name/Description	Status	Completed
<b>STREETS, SIDEWALKS, BRIDGES (S)</b>			
2017-S6	South St - Northbrook to City Limits	Complete	Sep
2017-S7	Avon Street - All	Complete	Sep
2017-S8	Northbrook - South to Carom Circle	Complete	Sep
2017-S9	S. Jefferson - Oak Street to Kipp Road	Project has been let through the MDOT system. Rieth Riley is low bidder.	
2017-S10	Sidewalk Program - Summerwood	Documents prepared for a Jan advertisement and spring construction.	
2018-S1	MDOT- Temple Street Safety Grant	Project is funded for FY19 (Oct. 1- Sept. 30). Package to be submitted to MDOT.	
2018-S32	Columbia - Cedar to US 127	Complete	Sep
	MDOT – South Street Bridge Repair	Complete	Nov
	MDOT – Cedar/Ash intersection	MDOT does not have a start date yet.	
	MDOT – Steele Street signaled pedestrian crossing	Complete	Aug
<b>UTILITIES: SANITARY SEWER, STORM WATER, AND WATER DISTRIBUTION (U)</b>			
2018-U1	Utilities for Properties on Kipp Road	Complete	Sep
2017-U3.2	Waste Water Treatment Plant Upgrades	Complete	Oct
2017-U3.3	Design of the New DPW Facility	After 2017-U3	
2017-U6	Abandon Wells by Airport	Project on hold; filed FAA permit to do work – up to 45-day response period.	
2017-U9	Northbrook - South to Carom Circle	Complete	Sep
2017-U10	S. Jefferson - Oak St to Kipp Road	See 2017-S9	
2017-U12	300,000 G Storage Tank Top Sealing	Delayed until next FY	N/A
2017-U13	Well No. 7 Rebuild	Well work is complete. The motor is on order.	
2017-U15	Replace Two Fire Hydrants Behind Mason Plaza	Work scheduled for spring construction	
2017-U16	Cathodic Protection for Ground Storage Tank	Planning stage.	
2017-U17	High Service Pump No. 1 Rebuild	In progress	
2017-U18	Replace Chlorine Analyzer	Complete	Aug
2018-U35	BS&A Work Order Application	Award of project anticipated in December to coordinate with other projects involving BS&A software.	
2018-U36	Sewer Push Camera Replacement	Complete	Nov
2018-U37	Log Jam Removal Sycamore Creek	Complete	Nov
<b>PARKS/ CEMETERY/ FORESTRY/ NONMOTORIZED (P)</b>			
2017-P8	Laylin Park Improvements	Staff is evaluating final work priorities for the spring.	
2018-P1	Howell Road - Hayhoe Riverwalk (Dart Trailhead)	Complete	Nov
2018-P2	Howell Road - Hayhoe Riverwalk Trail Extension	Complete	Nov
2018-P3	Planning: 5 yr Parks/Recreation Plan; Bond Park Improvements	In progress	
2018-P5	City Tree Evaluation	Bid packets announcement will go out December 16 Bid opening January 4 2019.	

<b>MOTOR VEHICLE POOL (MVP)</b>			
<b>2017-MVP6</b>	1/2 Ton 2x4 Pickup Truck	Complete	Sep
<b>2017-MVP7</b>	Mower	Complete	Jul
<b>2017-MVP8</b>	Police Cars	On order	
<b>2017-MVP9</b>	Large Items (Leaf Vacuum)	Complete	Nov
<b>2017-MVP10</b>	5-yard Dump/Plow Trucks	Cab/Chassis (City Council consideration 12.14.18)	
<b>2017-MVP18</b>	Command Vehicle	Complete	Oct
<b>2017-MVP30</b>	Front End Material Loader	Complete	Nov
<b>BUILDING, PROPERTY, EQUIPMENT (B)</b>			
<b>2017-B1</b>	Library- Facility Evaluation	In progress	
<b>2017-B3.1</b>	Police: Portable Radios	Complete	Oct
<b>2017-B4</b>	City Hall Landscaping and Lighting	Phase 1 completed. Phase 2/3 scheduled for the spring as time and budget allows.	
<b>2017-B6</b>	Fire: Fire Engine 809/Tower 808	Recommendation to City Council	
<b>2018-B4</b>	IT: BS&A Timesheet Program	Not started, connection issues with offsite facilities	
<b>2018-B4</b>	IT: BS&A Cemetery and HR Upgrade	Complete	Nov
<b>2018-B6</b>	IT: AV Room Technology Patch	Evaluation is complete; staff are reviewing	
<b>2018-B7</b>	Planning: Cedar/127 Corridor (Transportation and Land Use)	Drafting scope/RFP	
<b>2018-B24</b>	City Hall Rental Space Furniture Replacement	Not started, evaluation planned during winter	