



# City Manager's Report: November 26, 2019

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

Project Name	Status
<b>LAND DIVISIONS/COMBINATIONS</b>	
1926, 1966 W. Dansville Rd <b>PENDING</b>	Staff is administratively processing a land division request to reconfigure lots. A portion of the land is within a 425 agreement with Vevay Township.
<b>BUILDING PERMITS – COMMERCIAL PROJECTS UNDER CITY REVIEW</b>	
118 W. Oak St. <b>PENDING</b>	Two permits pending for this address. 1. Change of Occupancy permit has been filed for Nail Tech in small office space. 2. At their meeting on Monday, November 18, the Historic District approved a Certificate of Appropriateness for modification of the shed to serve as a dumpster enclosure with a wooden gate, and cleaning of the brick. Historic District Commission will meet December 16 at 6:00pm to further discuss lighting. Property owner is not moving forward with the Arcade at this time.
125 E. Kipp Rd – Dollar Tree <b>ACTIVE</b>	Building permit is active for a 5,460 sq. ft. addition to accommodate up to four new retailers.
652 Hull Rd- New Goodwill <b>ACTIVE</b>	Building permit application is active and construction of a new 15,772 square foot commercial building for a Goodwill retail store.
801 N. Cedar St.- City Limits <b>ACTIVE</b>	Building permit is active to construct a 4,828 sq ft addition along with additional parking.
402 S. Jefferson (former Baja Grill) <b>ACTIVE</b>	Building permit is active for interior and exterior renovations.
549 W. Ash- Dog Groomer <b>TEMPORARY OCCUPANCY PERMIT ISSUED</b>	A Temporary Certificate of Occupancy has been issued to assist in opening the business. Staff is working with owner on a revised parking plan to address safety requirements and pre-existing, non-conforming layout. Once the new parking area is complete, a final Certificate of Occupancy will be issued. <b><i>Parking updates have been delayed until spring.</i></b>
525 N. Cedar- Timeless Treasures <b>TEMPORARY OCCUPANCY PERMIT ISSUED</b>	A Temporary Certificate of Occupancy has been issued for Timeless Treasures. The interior renovation is complete and new parking spaces have been striped on the lot. The remaining work includes the installation of the approved landscaping, repairs to parking lot lighting, and a site plan revision if the owner intends to include the outdoor flea market.
<b>BUILDING PERMITS – FIRE RESTORATION</b>	
Private Residence – Sycamore Village <b>PENDING</b>	Insurance Company investigation in process.
Private Residence – Hall Blvd. <b>ACTIVE</b>	Building permit is active for demolition after fire.
111 Mason St. – Mason Depot <b>ACTIVE</b>	Building permit is active for reconstruction after fire.
575 N. Cedar St. – Heb's Inn <b>ACTIVE</b>	Building permit is active for reconstruction after fire.

## OPERATIONS AND COMMUNITY RELATIONS

- The City has posted the Farm Lease Bid to solicit bids for lease of the City owned property along Temple Street and the corner of Dexter Trail and Kipp Road for the purpose of planting and harvesting crops. Bids must be received by 10:00am on December 4.
- December 14, 2019:** The City will host an Open House for the Parks, Recreation and Non-Motorized Plan in the 2<sup>nd</sup> floor Maple Room at City Hall from 10:00am-2:00pm. Please plan on attending as we need input from our community on what

you would like to see happen with the parks. [Visit www.surveymason.com](http://www.surveymason.com) for more information and to take the online survey.

- The Finance Staff have attended financial management software training at BS&A over the last couple months to learn more features and options within our software programs.
- The City winter tax bills were sent out the end of November, if any property owner does not receive this bill please contact City Hall or obtain the information from the city website [www.mason.mi.us](http://www.mason.mi.us)
- In November, the City completed the process required to successfully destroy over 480 pounds of evidence that involved 353 old cases. This effort has been a focus of the Police Department to clean up records and ensure our evidence room meets all audit requirements.

**Staffing Updates:**

- New Hires/Promotions: None.
- Open Positions: Crossing Guard – Posting has closed; Public Works Director – Interviews have been conducted.

**Traffic Updates:**

- Center Street between Bush Street and Walnut Street - Speed Complaint  
Officers assigned to targeted enforcement; speed trailer is currently at this location.
- Columbia Street near the Sycamore Village Mobile Home Park (Bus Stop) - Speed Complaint/Concern for Students  
Officers assigned to targeted enforcement; speed trailer is currently in the area. Staff is partnering with Sycamore Village Management to add a conspicuous school bus warning sign for W/B traffic to notify drivers of the bus stop. The sign has been ordered.
- Columbia Street between Cedar Street and the US 127 Overpass - Speed Complaint  
Officers assigned to targeted enforcement; speed trailer was placed in the area. More information will be gathered in the W/B 35 mph zone.
- Maple Street between Columbia Street and Steele Street -Speed Complaint.  
This concern is related to the Mason Middle School drop-off and pick-up times in the AM and PM. Officers assigned to targeted enforcement; speed trailer will be placed in the area when available, after winter.
- W. Ash between Kiwanis Drive and Cedar St. – Traffic Flow Complaint  
This concern is being re-opened as there is a need to continue to monitor traffic issues around the Harvey Education Center during school days, including pedestrian safety, vehicular travel and parking.
- M-36 (Ash St) and Steele St- Crosswalk Complaint  
This concern is related to failure to yield to Middle School children crossing in the morning prior to the Crossing Guard’s arrival time for elementary-aged children. Officers assigned and will work to identify and resolve any problems. The RRFB at that crossing location is a MDOT devise.

**LARGE CITY PROJECTS**

FY 2018-2019 – CONTINUING PROJECTS			
Project	Project Name/Description	Status	Completed
<b>STREETS, SIDEWALKS, BRIDGES (S)</b>			
2018-S1	MDOT- Temple Street Safety Grant	Rejected the bids due to the cost. Meeting to be scheduled with the school before submitting to MDOT.	
<b>PARKS/ CEMETERY/ FORESTRY/ NONMOTORIZED (P)</b>			
2017-P8	Laylin Park Improvements	Building permits are active for the repair of the bridges within the park.	
2018-P2b	Planning: 5-year Parks Plan	Technical work is underway. Visit <a href="http://www.surveymason.com">www.surveymason.com</a> for more info. Open House will be December 14 <sup>th</sup> from 10am – 2pm at City Hall.	

FY 2019-2020			
Project	Project Name/Description	Status	Completed
<b>STREETS, SIDEWALKS, BRIDGES (S)</b>			
2017-S5	Walnut- Columbia St. to North End	Top Course placed on October 28. Final cleanup and restoration as applicable remain.	October
2017-S10	Sidewalk Program- NW Quadrant	Anticipated bid process beginning Spring 2020	
2017-S11/ 2017-U19/ 2018-P3	Kerns Road- Cedar Street to Howell Rd./ Hayhoe Riverwalk Trail Extension	Contractor in place. Plans and permit request submitted to ICRD for Howell Road crossing. <b>Project is on hold until Spring 2020</b>	
2017-S12/ 2017-U20	W. Elm St.- Henderson St. to Jefferson St.	Final paving to be completed November 22, 2019. Restoration and final clean up as applicable.	
2017-S13/ 2017-U21	Park St.- Elm Street to Oak St.	Complete	November
<b>UTILITIES: SANITARY SEWER, STORM WATER, AND WATER DISTRIBUTION (U)</b>			
2017-U11	Turbine Aeration Blower at POTW	Bid Opening has been cancelled pending equipment procurement review with Manager and staff.	
2017-U15	Replace Hydrants at Mason Plaza	Discussions with Owner about relocations is underway.	
2017-U23	Well No. 6 Rebuild	Moved to FY 2020-2021 to allow for Chlorine Generator replacement and Well #4 repair in this FY; City Council approved October 21, 2019. Chlorine Generator replacement is in process and Well #4 repair anticipated Spring 2020.	
2017-U24	Study of Sewer Flow on Mason St.	Data collection underway with Wolverine Engineering & Surveyors	
2017-U25	Gutters for Water Treatment Plant	Delayed until FY 2020-2021	
2019-U1	WWTP- Design	Not started	
2019-U2	DPW- Design	Not started	
<b>PARKS/ CEMETERY/ FORESTRY/ NONMOTORIZED (P)</b>			
2017-P8	Laylin Park - Phase II	Not started	
<b>MOTOR VEHICLE POOL (MVP)</b>			
2017-MVP11	Vehicle No. 13 Replacement	On order; anticipated delivery mid-December	
2017-MVP12	Mower No. 75 Replacement	Complete	July
2017-MVP13	Vehicle No. 6 Replacement	On order; anticipated delivery mid-December	
2019-MVP1	Vehicle No. 25 Equipping	Anticipated completion January 2020	
<b>BUILDING, PROPERTY, EQUIPMENT (B)</b>			
2017-B5	Library Improvements, Phase 1	Request for Proposals issued in November to solicit contractor for the final design and construction of Phase 1 improvements. Staff and CADL are evaluating fundraising options including grant resources.	
2017-B7 2018-B16	City Hall Parking Lot Repairs Station 1 Rear Approach	Projects will be combined with 2017-B7 for efficiency and budgeting. Estimated construction costs have been estimated and planning is in process.	
2017-B10	Fire Station 1- Furnace/AC	Not started	
2017-B11	Fire Station 1- Washer/ Dryer	Not started	
2017-B12	City Hall New Servers	Email conversion to Office 365 scheduled early December	
2018-B10	BS&A Module for Online Permitting	Staff has begun coordination of implementation. Beta testing of module will begin in 2020 with roof/siding permits.	
2018-B12	City Hall Carpet Replacement	Not started	
2018-B13	Extrication Tools Replacement	All items have been ordered and most have been received. Anticipated completion January 2020.	

<b>2018-B15</b>	Sprinkler System in Truck Bay	Preparing bid documents for project.	
<b>2018-B19</b>	Wireless Connectivity- City Hall to Jefferson St (DPW and POTW)	Previous account manager no longer with ACD. Working on new estimates with alternate routes.	
<b>2019-B1</b>	Election Tabulator Machines	Not started	
<b>2019-B2</b>	City Hall- Phase 1	Not started	