



City Manager's Report: January 31, 2020

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

Project Name	Status
LAND DIVISIONS/COMBINATIONS	
Coppersmith Drive (formerly Enclave at Rayner Ponds) PENDING	Staff is administratively processing a land division request by Giguere Realty and Development to create five (5) buildable lots approximately 1-acre each and one remaining 8.60-acre parcel with frontage along Coppersmith Drive, an existing public roadway.
BUILDING PERMITS – COMMERCIAL PROJECTS UNDER CITY REVIEW	
213 N. East St. – ServiceMaster ACTIVE	Building permit active to add overhead door, open doorways to meet ADA code and build necessary ramps.
205 S. Cedar - DSN PENDING	Two building permits pending for this address. Both filed after code enforcement violations were noted. 1. Sign permit. 2. Installing door on front of building.
118 W. Oak St. PENDING	Two permits pending for this address. 1. Change of Occupancy permit has been filed for Nail Tech in small office space. 2. Change of Occupancy permit has been filed to proceed with opening of the Arcade on the first floor only. There will be no escape room at this time.
125 E. Kipp Rd – Dollar Tree ACTIVE	Building permit is active for a 5,460 sq. ft. addition to accommodate up to four new retailers.
652 Hull Rd- New Goodwill ACTIVE	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 ACTIVE	Building permit is active to construct a 4,828 sq. ft. addition along with additional parking.
402 S. Jefferson (former Baja Grill) ACTIVE	Building permit is active for interior and exterior renovations.
549 W. Ash- Dog Groomer TEMPORARY OCCUPANCY PERMIT ISSUED	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. <i>Parking updates have been delayed until spring.</i>
525 N. Cedar- Timeless Treasures TEMPORARY OCCUPANCY PERMIT ISSUED	A Temporary Certificate of Occupancy has been issued for Timeless Treasures. 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.
BUILDING PERMITS – FIRE RESTORATION	
Private Residence – Hall Blvd. ACTIVE	Building permit is active for demolition after fire. Building permit received for reconstruction of residence is under review.
111 Mason St. – Mason Depot ACTIVE	Building permit is active for reconstruction after fire.
575 N. Cedar St. – Heb's Inn ACTIVE	Building permit is active for reconstruction after fire.

ZONING BOARD OF APPEALS	
Private Residence – Stag Thicket ACTIVE	Scott LaMacchia appealed an administrative decision from the Code Enforcement and Zoning Officials to require permits for work being done on the property. ZBA rendered a decision on January 8 that the Zoning Official can continue enforcement activity that will include working with the homeowners on the process of obtaining permits and assessing any fines that may be required and that the Zoning Official will work out an appropriate time frame in this matter. Staff have met with the owners and they are working on compliance.
513-515 W. South St. PENDING	Crockett Law Offices has filed a petition for a variance from the City ordinances Chapter 94 Article X, Chapter 100 Tables 1, 2 related to a non-conforming structure, non-conforming uses and dimensional requirements, parking in the front yard and deed restrictions on property located at 513 - 515 W. South St. A public hearing will take place on Wednesday, February 12, 2020, at 5:30 p.m., or as soon thereafter as possible, in the 2nd floor Maple Room at City Hall.
934 and 965 Franklin Farms Drive Esquire Development and Construction, Inc. ACTIVE	On January 7, the Ingham County Drain Commission held a Board of Determination meeting after receiving a petition signed by 5 landowners. They decided there is sufficient evidence to take action on the Willow Creek Drain.

OPERATIONS AND COMMUNITY RELATIONS

- Some paperless customers for water and sewer bills didn't receive their December bills due to an issue with the new full-page format. If you need anyone needs a copy, please call 676-9155 or email info@mason.mi.us.
- The Police Department worked collaboratively with MSP and our SRMS Analysts to migrate to an electronic vacation property check form for all our in-car SRMS units. All vehicles now have real-time access to the information.
- Staff has developed a Sanitary Sewer - Inflow and Infiltration Reduction Plan to address excess influent into the WWTP. The plan being implemented includes: identifying (repairing, if needed) all manhole castings not in the right-of-way, installing flow meters at troublesome areas, televising certain areas, evaluating a point of sale ordinance requiring an inspection to determine illicit connections/ water service line materials.
- Emily Bartlett attended the Annual Michigan Municipal Treasurer's Association Winter Workshop Jan 16-17. This year the workshop had training on our BS&A tax software.
- On Jan 22, 2020 the Police Department began transition to the Axon X2 ECW (Tasers) with a 6-hour block by Certified Axon ECW Instructor, Officer Adam Michele. Stockbridge participated in the training.
- City Manager Stuart attended the Winter Institute for Michigan Municipal Executives on Jan. 28-31. This included legislative updates, state agency updates, lead and copper law, and numerous other sessions that will assist the City.

Staffing Updates:

- Open Positions: Laborer – posted externally, closes February 7; Assistant City Manager/Public Works Director posted externally, closes February 12; Crossing Guard, substitute seasonal; open until filled.

Traffic Updates:

- Columbia Street near the Sycamore Village Mobile Home Park (Bus Stop) - Speed Complaint/Concern for Students
Officers assigned to targeted enforcement. Staff has partnered 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.
- 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 (S Cedar St) and W Columbia St- Traffic Flow Complaint
Left Turn/Intersection Complaint for cross traffic left turns. This intersection is MDOT controlled. Mason PD is conducting observation and working with MDOT engineers to collect information for the intersection.

LARGE CITY PROJECTS

FY 2018-2019 – CONTINUING PROJECTS			
Project	Project Name/Description	Status	Completed
STREETS, SIDEWALKS, BRIDGES (S)			
2018-S1	MDOT- Temple Street Safety Grant	Rejected the bids due to the cost. School will make the decision in the next few weeks regarding how they would like to move forward.	

FY 2019-2020			
Project	Project Name/Description	Status	Completed
STREETS, SIDEWALKS, BRIDGES (S)			
2017-S5	Walnut- Columbia St. to North End	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. Project is on hold until Spring 2020	
2017-S12/ 2017-U20	W. Elm St.- Henderson St. to Jefferson St.	Restoration and final clean up as applicable.	November
2017-S13/ 2017-U21	Park St.- Elm Street to Oak St.	Complete	November
UTILITIES: SANITARY SEWER, STORM WATER, AND WATER DISTRIBUTION (U)			
2017-U11	Turbine Aeration Blower at POTW	Re-bid planned for Jan.	
2017-U15	Replace Hydrants at Mason Plaza	Discussions with owner about relocations occurring.	
2017-U23	Well No. 6 Rebuild	Moved to FY 2020-2021	
2017-U24	Study of Sewer Flow on Mason St.	Data collection underway	
2017-U25	Gutters for Water Treatment Plant	Moved to FY 2020-2021	
2019-U1	WWTP- Design	RFQP planned for Jan.	
2019-U2	DPW- Design	Revised layouts based on latest meeting provided to stakeholders. Discussed with school and will be getting feedback within next month or two regarding if they are able to move forward	
PARKS/ CEMETERY/ FORESTRY/ NONMOTORIZED (P)			
2017-P8	Laylin Park - Phase II	Not started, planned for Spring	
MOTOR VEHICLE POOL (MVP)			
2017-MVP11	Vehicle No. 13 Replacement	Received; outfitting is underway	
2017-MVP12	Mower No. 75 Replacement	Complete	July
2017-MVP13	Vehicle No. 6 Replacement	Received; outfitting is underway	
2019-MVP1	Vehicle No. 25 Equipping	Received and is in service - Complete	January
BUILDING, PROPERTY, EQUIPMENT (B)			
2017-B5	Library Improvements, Phase 1	RFP is re-posted with a deadline of January 31	
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 Server to Office 365 Complete. City Hall server replacement expected June 2020.	
2018-B10	BS&A Module for Online Permitting	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.	
2018-B15	Sprinkler System in Truck Bay	Preparing bid documents for project.	

2018-B19	Wireless Connectivity- City Hall to Jefferson St (DPW and POTW)	Previous account manager no longer with ACD. Working on new estimates with alternate routes.	
2019-B1	Election Tabulator Machines	Tabulator Machine has been ordered; anticipated receipt is now April 2020 so we will not have the new tabulator in time for the March 2020 election.	
2019-B2	City Hall- Phase 1	Not started	