



City Manager's Report: October 17, 2019

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

Project Name	Status
ZONING AMENDMENTS	
C1 – Central Business District Text Amendment APPROVED	Staff has received a request from Jamie Robinson to amend the text of the C1 District for the purpose of adding short-term rentals as an allowed use. A public hearing was held at during the Planning Commission meeting on Sept. 10. City Council conducted a first reading with no changes at their Sept. 23 meeting. City Council conducted a second reading at their Oct. 7 meeting and approved the ordinance.
ZONING PERMITS	
366-368 S. Jefferson St., Apartment 3A SPECIAL USE PERMIT – SHORT-TERM RENTAL PENDING	Jamie Robinson, Robinson Realty is requesting a Special Use Permit to convert a single residential unit into a commercial short-term rental use. A public hearing will be held at the Planning Commission Meeting, Tuesday, November 12 at 6:30 p.m. or shortly thereafter.
Temple St/Kipp Rd SPECIAL USE PERMIT/FINAL SITE PLAN REVIEW APPROVED	Paul Davis is seeking approval of a Special Use Permit and Final Site Plan to construct a 27,000 sq. ft. building on five acres of land owned by the City on the northeast corner of Temple St and Kipp Rd. A public hearing opened at the Planning Commission meeting on Tuesday, September 10 and was continued to the next regular Planning Commission meeting on Tuesday, October 15, during which it was approved.
Rayner Ponds Phase 4 Subdivision FINAL SITE PLAN REVIEW APPROVED	Giguere Homes is requesting approval of a Final Site Plan for the Rayner Ponds Phase 4 Subdivision – 20 lots and one common area. The Planning Commission approved the Preliminary Site Plan on Sept. 10. They reviewed the Final Site Plan at their meeting on Tuesday, October 15, during which it was approved. The subdivision previously received both tentative and final Preliminary Plat approval by City Council, which followed two public hearings by the Planning Commission. The next steps following Final Site Plan approval include, construction of roads and utilities*, and Final Plat approval. *Building permits for the construction of homes may be issued, however, homes cannot be sold until the Final Plat approval process is complete.
LAND DIVISIONS/COMBINATIONS	
1926, 1966 W. Dansville Rd	Staff is administratively processing a land division request to reconfigure lots. A portion of the land is within a 425 agreement with Vevay Township.
BUILDING PERMITS – COMMERCIAL PROJECTS UNDER CITY 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.
125 E. Kipp Rd – Dollar Tree ACTIVE	Building permit under review 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.
322 S. Jefferson- Commercial Bank ACTIVE	Building permit is active for interior renovation of offices on the second floor.

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.
525 N. Cedar- Timeless Treasures TEMPORARY OCCUPANCY PERMIT ISSUED	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.

OPERATIONS AND COMMUNITY RELATIONS

- **HOLD DATE- October 26th- NOTE NEW TIME 8am-4pm** The Mayor and Mayor Pro Tem have requested an MML facilitated discussion on how the Council can operate even more effectively. The meeting will be held in the 2nd floor Maple Room at City Hall.
- On October 12th the City held the annual Open House. Department staff did an amazing job ensuring they were able to share key information with the public. We received great feedback on the event and already are planning improvements for next year. Thank you to the City Councilmembers that attended and supported our team!
- The City started Invoice Cloud in October 2018. There have been 12,802 transactions with a total of \$1,258,147.61 collected for all types of payments, including water, tax, building and police. Out of that total, \$1,158,109.62 have been water payments. We have paid \$15,093.62 in processing fees October 2018 thru Sept 2019. That's an average of \$1,257.80 per month for water/sewer processing fees. We have a total of 3,502 water accounts; 751 accounts are paperless and 679 customers are on Auto-Pay.

Staffing Updates:

- New Hires/Promotions: None.
- Open Positions: Custodian, Part-time- Offer has been made and accepted; pre-employment screening is underway; Public Works Director, Full-time- will be posted next week.

Traffic Updates:

- Cedar St (W Ash St to South St) – Speed Complaint: Closed
After review of area the following improvements were made: added 2 additional 25 mph speed limit signs, upgraded/replaced other signs, brush was cut away for more visibility, a crosswalk was re-painted with a “chevron design” and a crossing guard was added at Ash and McRoberts. MDOT also changed the length of signal green time on eastbound Ash at Cedar to reduce congestion.

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. May rebid in January.	
PARKS/ CEMETERY/ FORESTRY/ NONMOTORIZED (P)			
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. Community engagement will include input received at the City Open House. There will be display boards, handouts and staff will be onsite to answer questions and receive input. A survey will be available on paper or on-line.	

FY 2019-2020

Project	Project Name/Description	Status	Completed
STREETS, SIDEWALKS, BRIDGES (S)			
2017-S5	Walnut- Columbia St. to North End	Anticipated completion late 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.	Anticipated completion late October.	
2017-S13/ 2017-U21	Park St.- Elm Street to Oak St.	Park St planned to be paved with Elm St.	
UTILITIES: SANITARY SEWER, STORM WATER, AND WATER DISTRIBUTION (U)			
2017-U11	Turbine Aeration Blower at POTW	Project advertised for bid. Bid opening scheduled for November 6.	
2017-U15	Replace Hydrants at Mason Plaza	Securing easement for project	
2017-U23	Well No. 6 Rebuild	Not started	
2017-U24	Study of Sewer Flow on Mason St.	Data collection underway with Wolverine Engineering & Surveyors	
2017-U25	Gutters for Water Treatment Plant	Not started	
2019-U1	WWTP- Design	Not started	
2019-U2	DPW- Design	Not started	
PARKS/ CEMETERY/ FORESTRY/ NONMOTORIZED (P)			
2017-P8	Laylin Park - Phase II	Not started	
MOTOR VEHICLE POOL (MVP)			
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	Outfitting beginning the end of September; anticipated completion January 2020	
BUILDING, PROPERTY, EQUIPMENT (B)			
2017-B5	Library Improvements, Phase 1	Preparing Request for Proposals 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	Obtaining quote for Email conversion to Office 365	
2018-B10	BS&A Module for Online Permitting	Not started	
2018-B12	City Hall Carpet Replacement	Not started	
2018-B13	Extrication Tools Replacement	Requesting Council take action at October 7 th meeting. Additional purchase anticipated to complete this project and is in process.	
2018-B15	Sprinkler System in Truck Bay	Preparing bid documents for project.	
2018-B19	Wireless Connectivity- City Hall to Jefferson St (DPW and POTW)	Staff evaluating options available and cost estimates in process.	
2019-B1	Election Tabulator Machines	Not started	
2019-B2	City Hall- Phase 1	Not started	