



City Manager's Report: November 1, 2019

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

Project Name	Status
ZONING PERMITS	
366-368 S. Jefferson St., Apartment SPECIAL USE PERMIT PENDING	Robinson Realty is requesting a Special Use Permit and Joint Preliminary and Final Site Plan Approval 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.
LAND DIVISIONS/COMBINATIONS	
1926, 1966 W. Dansville Rd PENDING	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. Preparing to issue Certificate of Occupancy.
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 due to operators strike.</i>
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

- Officer Hayden Wildfong is in Step 2 of the Field Training Program and is assigned to the day shift.
- On October 25, 2019, Sgt. Fairbotham assisted the Mason High School Football Team with an escort from the city limits back to the Mason High School after their game at Eaton Rapids High School
- With the passing of Proposal 18-3 in November 2018, any registered voter can vote absentee without having a reason. If an effort to determine how many City of Mason voters would want to vote absentee the City Clerk's office sent out a notice to all registered voters in the City of Mason who were not already on the Permanent Absentee Voter list asking them to reply if they would like to be added to this list. At this point we have received back 790 requests taking our Permanent Absent Voter list to 1632 which is 26% of the registered voters in the City of Mason.
- The City will be posting the Farm Lease Bid in early November 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.

Staffing Updates:

- New Hires/Promotions: Catherine Bush started as the new Part-Time Custodian on Thursday, October 31, 2019.
- Open Positions: Public Works Director – Position has been posted and will close on Friday, November 14, 2019. Crossing Guard – Position has been posted and will close on Friday, November 8, 2019

Traffic Updates:

- Center Street between Bush Street and Walnut Street - Speed Complaint
Officers assigned to targeted enforcement; speed trailer will be placed in the area when available.
- 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.
- Columbia Street between Cedar Street and the US 127 Overpass - Speed Complaint
Officers assigned to targeted enforcement; speed trailer was placed in the area.
- 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.

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 began at the City Open House. The materials displayed are now available on the City's website under Community Development → 2019 Update - Parks, Recreation, and Non-Motorized Plan . There is a link on the webpage to an online survey as well. Additional promotion of the survey and announcement of future public meetings will begin in early November.	

FY 2019-2020			
Project	Project Name/Description	Status	Completed
STREETS, SIDEWALKS, BRIDGES (S)			
2017-S5	Walnut- Columbia St. to North End	Top Course placed on October 28. Final cleanup and restoration as applicable remain.	
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. Elm St. east of the railroad track anticipated to be topped on October 28; west of railroad track will be completed later with a larger paver.	
2017-S13/ 2017-U21	Park St.- Elm Street to Oak St.	Park St planned to be paved with Elm St. Anticipated to be topped on October 28.	
UTILITIES: SANITARY SEWER, STORM WATER, AND WATER DISTRIBUTION (U)			
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	Easement from 1980 for the utilities has been located. Discussions with Owner about relocations is underway.	
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	Request for Proposals will be 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	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)	Previous account manager no longer with ACD. Working on new estimates with alternate routes.	
2019-B1	Election Tabulator Machines	Not started	
2019-B2	City Hall- Phase 1	Not started	