



City Manager's Report: March 15, 2019

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

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	Two building permits are active for interior and exterior renovations to restore two entrance doors on Jefferson St.; replace door and add concrete pad at alley entrance.
402 S. Jefferson (former Baja Grill)	Grant Agreement has been signed. Public Project Ground Breaking is scheduled for March 22nd at 11 am. Council is encouraged to attend.
201 W. Ash City Hall	Anticipate installation of equipment to begin this spring
154 W. Maple (former shoe store)	Building permit has been issued. A Right of Way Permit is expected to be submitted next which will include 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.
652 Hull Rd New Goodwill	Staff anticipates a building permit application once supplemental permits from the State and County have been obtained.
400 S. Cedar St Harvey Education Center / Mason Public Schools	State building permit active for construction of new addition as part of the Phase 1 Bond Project. More information available at: http://bondprojects.masonk12.net/ .
MDOT – Ash/Cedar (M-36)	MDOT has started the signal upgrade project at the intersection of Ash and Cedar (M-36) next week. The Contractor completed installation of the signal foundations. The signals themselves and the sidewalk work will take place at a later time TBD. This 2nd phase of work will take approximately 1-2 weeks and will have the following traffic impacts: Periodic daily lane closures on M-36 for the Contractor to perform the work. The intersection will not be closed at any time and traffic will be maintained through the intersection.
801 N. Cedar St. (City Limits)	City Limits, has requested final site plan approval to construct a 4,828 square foot addition along with additional parking. The project is currently on hold as staff is waiting for additional information from the applicant.
118 W. Oak St. (Old MPS Admin. Bldg.)	The Planning Commission held a public hearing on March 12, 2019 to consider a request from applicant, David Meredith, WCH, LLC, to rezone the property from an O-1: General office district to a C-1: Central business district. They recommend that City Council approve Ordinance 226 which provides for the re-zoning of the property. City Council will hold a 2 nd reading of Ordinance 226 on Monday, March 18.
SUBDIVISIONS	<i>Subdivisions require three stages of approval before site plan approval and building permits can be issued: (1) Tentative Preliminary Plat, (2) Final Preliminary Plat, (3) Final Plat.</i>
Enclave at Rayner Ponds Subdivision (19 lots, 1 park)	The City has approved a Tentative Preliminary Plat (Stage 1) and is waiting to receive an application for Final Preliminary Plat (Stage 2).
Rayner Ponds – Phase 4 Subdivision (16 lots)	The City approved a Tentative Preliminary Plat in January of 2018 (Stage 1). Staff received an application for Final Preliminary Plat (Stage 2) in December of 2018. A public hearing was held by the Planning Commission on January 15 resulting in a recommendation for approval to City Council. City Council approved the Final Preliminary Plat on January 21, 2019. The applicant will submit a Final Plat for approval (Stage 3) next.

OPERATIONS AND COMMUNITY RELATIONS

- **The MML- 2019 Capital Conference in Lansing will be March 19 and 20, 2019.** The representatives from Mason will be City Manager Stuart, Mayor Whipple, and Councilmembers Brown, Ferris, and Schaffer.
- **April 13, 2019 (Saturday)** is tentatively planned for the 2019 Budget meeting; please hold the date.

Staffing Updates:

- Open Positions: Police Officer position has been offered and accepted, background check is in process; Project Specialist applications are under review and interviews will be set-up soon; Part-Time Code Enforcement/Community Resource Officer interviews have taken place.

LARGE CITY PROJECTS

FY 2018-2019			
Project	Project Name/Description	Status	Completed
STREETS, SIDEWALKS, BRIDGES (S)			
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	Cannot begin construction before June 9 per contract. Pre-Con meeting will be held in May.	
2017-S10	Sidewalk Program - Summerwood	Notice of Award sent to Contractor – Awaiting return of bonds and insurances	
2018-S1	MDOT- Temple Street Safety Grant	MDOT Grade Inspection has been completed	
2018-S32	Columbia - Cedar to US 127	Complete	Sep
UTILITIES: SANITARY SEWER, STORM WATER, AND WATER DISTRIBUTION (U)			
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	Delayed until future FY	N/A
2017-U6	Abandon Wells by Airport	Delayed until future FY	N/A
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 future 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	Delayed until future FY	N/A
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 May	
2018-U36	Sewer Push Camera Replacement	Complete	Nov
2018-U37	Log Jam Removal Sycamore Creek	Complete	Nov
PARKS/ CEMETERY/ FORESTRY/ NONMOTORIZED (P)			
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	Notice of Award Sent to Contractor – Awaiting return of Insurances	
MOTOR VEHICLE POOL (MVP)			
2017-MVP6	1/2 Ton 2x4 Pickup Truck	Complete	Sep

2017-MVP7	Mower	Complete	Jul
2017-MVP8	Police Cars	Complete	Jan
2017-MVP9	Large Items (Leaf Vacuum)	Complete	Nov
2017-MVP10	5-yard Dump/Plow Truck	Cab/Chassis Ordered	
2017-MVP18	Command Vehicle	Complete	Oct
2017-MVP30	Front End Material Loader	Complete	Nov
BUILDING, PROPERTY, EQUIPMENT (B)			
2017-B1	Library- Facility Evaluation	A public open house will be held on Tuesday, March 12, 2019 to gain feedback on the results of the library feasibility study	
2017-B3.1	Police: Portable Radios	Complete	Oct
2017-B4	City Hall Landscaping and Lighting	Phase 1 completed. Phase 2/3 scheduled for the spring as time and budget allows.	
2017-B6	Fire: Fire Engine 809/Tower 808	City Council Approved Change Order, Feb 18	
2018-B4	IT: BS&A Timesheet Program	Not started, connection issues with offsite facilities	
2018-B4	IT: BS&A Cemetery and HR Upgrade	Complete	Nov
2018-B6	IT: AV Room Technology Patch	Evaluation is complete; staff are reviewing	
2018-B7	Planning: Cedar/127 Corridor (Transportation and Land Use)	Moved to 2019-2021 – integrate with master plan	N/A
2018-B24	City Hall Rental Space Furniture Replacement	Old rectangle tables have been replaced with plastic ones. New chairs are currently being evaluated.	

FY 2019-2020

Project	Project Name/Description	Status	Completed
	2019 Local Streets	Seeking City Council Approval of Award, Mar 4, 2019	