



## City Manager's Report: March 1, 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)	Project is on track for grant authorization.
201 W. Ash City Hall	Anticipate installation of equipment to begin this winter.
	<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.
154 W. Maple (former shoe store)	Staff is working with the applicant to develop 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	The City of Mason and Vevay Township Joint Planning Commission met on 2/12/2019 and approved Resolution 2019-01, approving a preliminary site plan, final site plan, and special use permit for Goodwill Industries of Central Michigan's Heartland, Inc. to construct a new 15,772 square foot commercial building located at 652 Hull Road.
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: <a href="http://bondprojects.masonk12.net/">http://bondprojects.masonk12.net/</a> .
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 a preliminary/final site plan approval to construct a 4,828 square foot addition along with additional parking. The project will be reviewed at the March 12, 2019 Planning Commission meeting.
118 W. Oak St. (Old MPS Admin. Bldg.)	The Planning Commission will hold 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.

## OPERATIONS AND COMMUNITY RELATIONS

- **March 9, 2019 at 8:30 am (Saturday)** Planning Commission and Councilmember Tour of Large Capital Projects proposed in CIP. If you would like to attend, you must contact Dana Martin by Wednesday, March 6<sup>th</sup> so we can coordinate the agenda and determine if the meeting needs to be posted. Those that have confirmed their attendance will receive more information directly.
- **March 12, 2019 at 6:30 pm**, the Mason Planning Commission will conduct a public hearing in the Sycamore Room at City Hall. The purpose of the hearing is to take public comment on the Capital Improvements Program (CIP) for the fiscal years of 2019-2025.
- **March 18, 2019 at 11:00 am, Representative Kara Hope** will be at Bestsellers Bookstore and Coffee for a community outreach event. She will be there to meet the public and talk about issues affecting our community and State.
- **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.
- The City of Mason received a Certificate of Achievement from the State of Michigan to acknowledge the receipt of a perfect score on its 2018 AMAR Review and its continued efforts to provide fair and equitable assessing.
- In February, due to a database error, Invoice Cloud did not properly provide billing information to approximately 200 paperless or ACH customers. Customers are being notified of the issue and will be provided with alternate payment methods.
- Staff is in the process of turning off comments to the City of Mason Facebook Page. This change will allow for posts to be shared, liked/disliked, but would not allow individual comments. We have determined the use of this platform is best used to provide factual information regarding the City operations and one-way communication on the site will do that. While we know the disadvantage of this change is lack of immediate feedback, we have not been able to monitor that as fast as many users expect. We will encourage our visitors to use our website customer inquiry request if they have questions or concerns, as that form is directed to a general email that is monitored by multiple individuals to ensure the fastest response.

### Staffing Updates:

- New Hires/ Promotions/ Retirements: Michael Parisian was hired on 2-20-2019 as a DPW Laborer
- Open Positions: Police Officer position has been offered and accepted, background check is in process; Project Specialist has been posted externally with applications due 3-8-2019; Part-Time Code Enforcement/Community Resource Officer position is open until filled.

## LARGE CITY PROJECTS

FY 2018-2019			
Project	Project Name/Description	Status	Completed
<b>STREETS, SIDEWALKS, BRIDGES (S)</b>			
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
<b>UTILITIES: SANITARY SEWER, STORM WATER, AND WATER DISTRIBUTION (U)</b>			
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.	

<b>2017-U15</b>	Replace Two Fire Hydrants Behind Mason Plaza	Delayed until future FY	N/A
<b>2017-U16</b>	Cathodic Protection for Ground Storage Tank	Planning stage	
<b>2017-U17</b>	High Service Pump No. 1 Rebuild	In progress	
<b>2017-U18</b>	Replace Chlorine Analyzer	Complete	Aug
<b>2018-U35</b>	BS&A Work Order Application	Award of project anticipated in May	
<b>2018-U36</b>	Sewer Push Camera Replacement	Complete	Nov
<b>2018-U37</b>	Log Jam Removal Sycamore Creek	Complete	Nov
<b>PARKS/ CEMETERY/ FORESTRY/ NONMOTORIZED (P)</b>			
<b>2017-P8</b>	Laylin Park Improvements	Staff is evaluating final work priorities for the spring.	
<b>2018-P1</b>	Howell Road - Hayhoe Riverwalk (Dart Trailhead)	Complete	Nov
<b>2018-P2</b>	Howell Road - Hayhoe Riverwalk Trail Extension	Complete	Nov
<b>2018-P3</b>	Planning: 5 yr Parks/Recreation Plan; Bond Park Improvements	In progress	
<b>2018-P5</b>	City Tree Evaluation	Notice of Award Sent to Contractor – Awaiting return of Insurances	
<b>MOTOR VEHICLE POOL (MVP)</b>			
<b>2017-MVP6</b>	1/2 Ton 2x4 Pickup Truck	Complete	Sep
<b>2017-MVP7</b>	Mower	Complete	Jul
<b>2017-MVP8</b>	Police Cars	Complete	Jan
<b>2017-MVP9</b>	Large Items (Leaf Vacuum)	Complete	Nov
<b>2017-MVP10</b>	5-yard Dump/Plow Truck	Cab/Chassis Ordered	
<b>2017-MVP18</b>	Command Vehicle	Complete	Oct
<b>2017-MVP30</b>	Front End Material Loader	Complete	Nov
<b>BUILDING, PROPERTY, EQUIPMENT (B)</b>			
<b>2017-B1</b>	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	
<b>2017-B3.1</b>	Police: Portable Radios	Complete	Oct
<b>2017-B4</b>	City Hall Landscaping and Lighting	Phase 1 completed. Phase 2/3 scheduled for the spring as time and budget allows.	
<b>2017-B6</b>	Fire: Fire Engine 809/Tower 808	City Council Approved Change Order, Feb 18	
<b>2018-B4</b>	IT: BS&A Timesheet Program	Not started, connection issues with offsite facilities	
<b>2018-B4</b>	IT: BS&A Cemetery and HR Upgrade	Complete	Nov
<b>2018-B6</b>	IT: AV Room Technology Patch	Evaluation is complete; staff are reviewing	
<b>2018-B7</b>	Planning: Cedar/127 Corridor (Transportation and Land Use)	Moved to 2019-2021 – integrate with master plan	N/A
<b>2018-B24</b>	City Hall Rental Space Furniture Replacement	Old rectangle tables have been replaced with plastic ones. New chairs are currently being evaluated.	

**FY 2019-2020**

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