



City Manager's Report: May 17, 2019

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

Project Name	Status
318 W. Kipp - Klavon's 228 W. Kipp - Klavon's	A Temporary Certificate of Occupancy has been issued. They are open for business! Staff anticipates a Special Use/Site Plan Application for the development of the overflow parking lot in the near future.
322 S. Jefferson Commercial Bank – Downtown Mason	Three building permits are active for interior and exterior renovations.
402 S. Jefferson (former Baja Grill)	The building permit has been issued and work started.
201 W. Ash City Hall	Anticipate installation of T-Mobile equipment to begin this spring
154 W. Maple (former shoe store)	Building permit has been issued. A Right of Way Permit is under review which will include a temporary easement to use the vacant lot at the alley/Jefferson Street for staging of equipment for the project. A Letter of Intent is being issued for support of the project at a lower amount than requested. Developer is evaluating the feasibility of the project.
600 Buhl St. Ingham Animal Shelter	Building permit active for new construction. Staff anticipates a demolition permit in the near future for the old existing structure.
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/ .
801 N. Cedar St. (City Limits)	At their regular meeting on May 14, the Planning Commission approved the Final Site Plan for City Limits, to construct a 4,828 square foot addition along with additional parking.
525 N. Cedar	At their regular meeting on May 14, the Planning Commission approved the Final Site Plan for Timeless Treasures, for the renovation of an existing building to be used as an antique mall with up to 68 vendor spaces.
118 W. Oak St. (former school administration building)	At their regular meeting on May 14, the Planning Commission approved the Final Site Plan for Dave Meredith, WCH LLC, for the change of use and renovation on the first floor of an existing office building to an arcade and escape room.
Ash/Cedar (M-36) - MDOT	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.
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

- Ross Whitehead, recent MSU Urban and Regional Planning graduate, will be interning in Community Development through July.
- Staff has been notified that we did not receive grant funding for the Kerns Road project.
- Staff is in the process of delivering the 2019 Street Construction Notices to Directly Impacted Property Owners; a copy of the Notice is attached. Construction may begin as early as May 28, 2019.

Staffing Updates:

- New Hires/Promotions: Nathan McCoy started as a Seasonal-Temporary Laborer May 13, 2019.
- Open Positions: Seasonal-Temporary Laborer – All offers have been made and accepted with start dates being coordinated. Full-time Laborer – First and Second interviews have taken place and offer should be made soon. Part-time Custodian- Interviews have been scheduled. Part-time Administrative Assistant in Community Development has been posted and closes May 17. Full-time Police Officer – Position has been posted and closes May 31.

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	Pre-Construction Meeting held; anticipated start date June 10, 2019. Work to begin at the north end and work to the south.	
2017-S10	Sidewalk Program – Downtown and Summerwood	Work downtown completed. Beginning work in Summerwood.	
2018-S1	MDOT- Temple Street Safety Grant	MDOT Grade Inspection completed. Awaiting MDOT comments and authorization to bid.	
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 (2019-2020)	N/A
2017-U6	Abandon Wells by Airport	Delayed until future FY (2021-2022)	N/A
2017-U9	Northbrook - South to Carom Circle	Complete	Sep
2017-U10	S. Jefferson - Oak St to Kipp Road	See 2017-S9 above	
2017-U12	300,000 G Storage Tank Top Sealing	Removed, included with WWTP Upgrade Project	N/A
2017-U13	Well No. 7 Rebuild	Complete	May
2017-U15	Replace Two Fire Hydrants Behind Mason Plaza	Delayed until future FY (2019-2020)	N/A
2017-U16	Cathodic Protection for Ground Storage Tank	Delayed until future FY (2020-2021)	N/A
2017-U17	High Service Pump No. 1 Rebuild	Complete	Mar
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-year Parks/Recreation Plan; Bond Park Improvements	Staff has executed the contract. The technical work is underway and will continue, along with public engagement, through the summer.	
2018-P5	City Tree Evaluation	Evaluation has begun. Anticipated completion by end of May.	
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	Complete (Build Out with Equipment Next Year)	May
2017-MVP18	Command Vehicle	Complete	Oct
2017-MVP30	Front End Material Loader	Complete	Nov
BUILDING, PROPERTY, EQUIPMENT (B)			
2017-B1	Library- Facility Evaluation	The concept design is being revised and finalized based upon public feedback. The project will be prepared to move forward to the final design and construction phases once funding has been confirmed.	
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	Truck is on order; completion anticipated 2020	
2018-B4	IT: BS&A Timesheet Program	Not started, connection issues with offsite facilities; purchase will be pushed to another year	
2018-B4	IT: BS&A Cemetery and HR Upgrade	Complete	Nov
2018-B6	IT: AV Room Technology Patch	City Council approved equipment purchase and contract. Equipment on order with installation expected in June.	
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	Anticipated start date is May 28, 2019, beginning on Elm Street.	



CONSTRUCTION NOTICE








2019 Street Construction: **Directly Impacted Property Owners**




Work Details

Road construction of the following roads beginning as early as May 28, 2019. Construction will begin in the following order, but as the work progresses there will be overlap. This work is expected to continue through September 2019. All construction activities and dates depend on the weather and may vary.

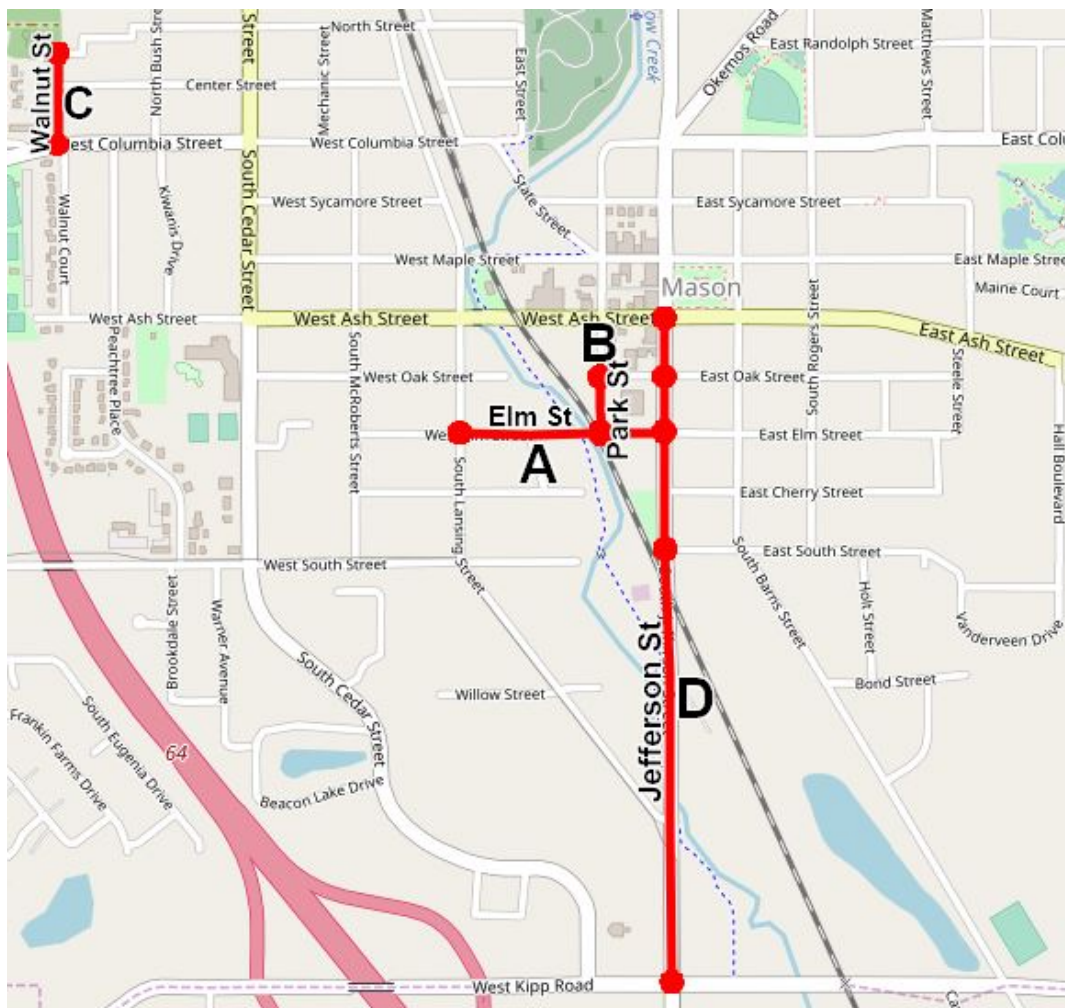
<p>Elm St. South Lansing to Jefferson</p>	Work will include street reconstruction, concrete work, and ensuring sidewalk ramps are compliant with the American's with Disabilities Act (ADA).
<p>Park St. Elm to Oak</p>	Work will include street reconstruction, concrete work, and ensuring sidewalk ramps are compliant with the American's with Disabilities Act (ADA).
<p>Walnut St. Columbia north to End</p>	Pre-work is beginning now which is separate from the work related to this notice. Pre-work may consist of water main valve replacement and verifying water services. Work will include mill and fill, concrete work, and ensuring sidewalk ramps are compliant with the American's with Disabilities Act (ADA).
<p>S. Jefferson Ash to Kipp Road</p>	Work will include mill and fill South Street to Kipp and Ash to Oak; full reconstruction Oak Street to South Street including utility repairs. Work will involve some concrete work and ensuring sidewalk ramps are compliant with the American's with Disabilities Act (ADA).

What to Expect During Construction

	Work Hours: Work will take place from 7:00am to 7:00pm Monday – Saturday. Please note that work may extend past 7:00pm in special circumstances. Work will not take place on Holidays.
	Noise: You may experience intermittent noise and vibration during construction. We will do our best to keep the inconvenience of construction including noise and dust to a minimum.
	Road, Sidewalk, and Riverwalk Trail Access: In order to complete the work in a safe manner, there will be road, sidewalk, and trail restrictions within the construction work area. Access for emergency vehicles will be maintained at all times. Residents that require accommodation must contact the Project Manager to arrange for access during the construction period.
	Property Access: Access on your property by the contractor is not anticipated to be needed. If access is required in special circumstances, you will be contacted directly by the contractor to arrange for that access. At times, the City may be working within the right of way.
	Water Service: There may be a water main shut-off for a portion of this work. Most disruptions take no more than 6 to 8 hours. A notice will be distributed 24-hours prior to the water shut-off.
	Private Sprinkler Systems: Owners with sprinkler systems located within the right of way (33' from the road centerline) must have the sprinkler heads and lines marked by the homeowner, prior to the start of construction. Sprinkler systems that are not marked at the time of construction and are damaged during construction will not be repaired by the contractor. The repair or replacement of damaged unmarked sprinkler systems will be the responsibility of the property owner.
	Private Water Service Lines: During the course of construction, the City will be confirming that lead is not present. If lead is discovered, the City will also be replacing those water service lines as required by state law.

	Recycling and Waste Removal: Please follow your normal routine. If required, your recycling and waste bins will be moved to an appropriate location for pick-up and returned to your home following pick-up. <i>Please ensure that you label your bins with your address.</i>
	Street Parking: Parking in the active work zone is not permitted due to space requirement for construction equipment and materials. Please be sure to park your vehicle off the road and away from the work area. Please be neighborly and allow others to share your driveway if needed.
	Restoration: The construction work area will be restored with topsoil and seed and/or asphalt where required. This may not occur until the following season depending on weather conditions.
Thank you!	Thank you for your patience and understanding! Building and maintaining a great city takes time. Better infrastructure for all of us is worth the inconvenience.

Map of Work Area



Resources

If you have questions about the upcoming work or have any issues during construction, please contact us.

Project Manager:	Marty Sekrenes, Wolverine Engineers & Surveyors, Inc. 517.204.2179
Customer Service:	517.676.9155 or info@mason.mi.us
Website:	www.mason.mi.us