



## City Manager's Report: August 2, 2019

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

Project Name	Status
<b>ZONING AMENDMENTS</b>	
C1 – Central Business District Text Amendment <b>PENDING</b>	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. Staff will prepare a report and schedule the necessary readings at City Council and public hearing with the Planning Commission.
<b>BUILDING PERMITS – COMMERCIAL PROJECTS UNDER CITY REVIEW</b>	
322 S. Jefferson- Commercial Bank – Mural <b>PENDING</b>	Staff has received an application from Arts Initiative Mason (AIM) for a Sign and Certificate of Appropriateness from the Historic District Commission (HDC) to paint a mural and the installation of 5 display boxes on the south façade of Commercial Bank facing Ingham Court. The HDC reviewed the request at their regular meeting on July 15 and continued the discussion to their next regular meeting on August 19 to allow AIM to update their proposal.
322 S. Jefferson- Commercial Bank <b>ACTIVE</b>	Building permit is active for interior renovation of offices on the second floor.
402 S. Jefferson (former Baja Grill) <b>ACTIVE</b>	Building permit is active for interior and exterior renovations.
525 N. Cedar- Timeless Treasures <b>ACTIVE</b>	Building permit is active for Timeless Treasures, for the renovation of an existing building to be used as an antique mall with vendor spaces.
549 W. Ash- Dog Groomer <b>ACTIVE</b>	Building permit is active for interior renovations. Staff is working with owner on a revised parking plan to address safety requirements and pre-existing, non-conforming layout.
600 Buhl St.- Ingham Animal Shelter <b>ACTIVE – DEMO ONLY</b>	The new shelter is complete. Demolition of the old structure in progress, pending disconnect letter from Consumers Energy.
652 Hull Rd- New Goodwill <b>PENDING</b>	Building permit application is under review.
801 N. Cedar St.- City Limits <b>ACTIVE</b>	Building permit is active to construct a 4,828 sq ft addition along with additional parking.
<b>ZONING BOARD OF APPEALS</b>	
934 and 965 Franklin Farms Drive <b>PENDING</b>	Esquire Development and Construction, Inc., has submitted an appeal to an administrative decision to deny building permits for the construction of two new residential homes. A public hearing with the Zoning Board of Appeal will take place on Wednesday, August 14, 2019 at 5:30 p.m. or shortly after.

### OPERATIONS AND COMMUNITY RELATIONS

- The Mayor and Mayor Pro Tem have requested an MML facilitated discussion on how the Council can operate even more effectively. The City Council selected the October 26 date. The meeting will be held in the 2<sup>nd</sup> floor Maple Room at City Hall tentatively from 8:30 am to 1:00 pm.
- City of Mason and Mason Public Schools City Hall Partnership has been selected as one of the four finalists in the Michigan Municipal League's 2019 Community Excellence Award! The project now moves to compete in the Race for the Cup at the MML Convention in Detroit, Sept. 25-27.
- Sgt. Fairbotham completed a course regarding use-of-force and appropriate review. Officer Demo and Officer Bradley were both trained and certified as Data Master Breath Test Operators.
- On July 27, 2019 Officer Croley and Reserve Officer Toodzio represented the Mason Police Department at the dedication ceremony of the Michigan Law Enforcement Officers Memorial in Lansing.

- The Council meeting recording from July 15, 2019 is not available due to technical difficulty with the new technology. Staff have worked with meeting recorders to develop a plan for future recordings as we learn the equipment and options available.
- State Street between Sycamore St. and Park St. is anticipated to closed on portions due to brick replacement work next week.

#### Staffing Updates:

- New Hires/Promotions: None
- Open Positions: Full-Time Police Officer – offer has been made and background checks are still underway. Part-Time Administrative Assistant – Community Development – first round interviews have been conducted and second round will be scheduled soon. Part-Time – Custodian- position closed July 31 and applicants are under review.

#### Traffic Updates:

CONCERN	LOCATION / STATUS
Speed <b>OPEN</b>	<b>Barnes Street between Ash Street and Bond Street</b> Staff to place (2) additional 25-mph speed limit signs (already marked) in the area and trim back any obstructing branches for improved signage. Construction on Jefferson Street has concluded which relieve some concerns.
Speed <b>OPEN</b>	<b>Lansing Street between South Street and Jefferson Street</b> (this is both a 25-mph and 35-mph zone) Staff placed the speed trailer in the area and officers were assigned to targeted enforcement. Construction on Jefferson Street has concluded which relieve some concerns.
Speed <b>OPEN</b>	<b>Summerwood Subdivision</b> T-C-O #19-02 was passed and staff will be placing (2) 25-mph speed limit signs (already marked) near both entrances.
Traffic Pattern, Speed <b>OPEN</b>	<b>Cedar Street between Ash Street and South Street</b> Staff developed a plan to improve the area for anticipated changes for Fall 2019 school year. The speed trailer will be placed in the area when available. Staff to change the location of (1) 25-mph speed limit sign, place (2) additional 25-mph speed limit signs (already marked) and trim back any obstructing branches for improved signage in the area.

#### LARGE CITY PROJECTS

FY 2018-2019 – CONTINUING PROJECTS			
Project	Project Name/Description	Status	Completed
<b>STREETS, SIDEWALKS, BRIDGES (S)</b>			
<b>2017-S9/ 2017-U10</b>	S. Jefferson - Oak Street to Kipp Road	Road work completed and open to traffic approximately 7 weeks ahead of schedule.	July
<b>2017-S10</b>	Sidewalk Program – Downtown, Summerwood and Laylin	Summerwood, Downtown and Laylin completed. Restoration and pavement patching in Summerwood remain.	
<b>2018-S1</b>	MDOT- Temple Street Safety Grant	SHPO clearance obtained. Late Summer/Fall bid letting and Spring 2020 construction.	
<b>PARKS/ CEMETERY/ FORESTRY/ NONMOTORIZED (P)</b>			
<b>2017-P8</b>	Laylin Park Improvements	Building permits are active for the repair of the bridges within the park.	
<b>2018-P2b</b>	Planning: 5-year Parks Plan	Technical work is underway. The public engagement meetings are expected to begin in September.	
<b>BUILDING, PROPERTY, EQUIPMENT (B)</b>			
<b>2017-B4</b>	City Hall Landscaping and Lighting	Phase 1 completed. Phase 2/3 progressing, upper LED lights on front of City Hall and perimeter wall pack lights have been replaced. Parking lot pole lights have been replaced with LEDs.	

**FY 2019-2020**

Project	Project Name/Description	Status	Completed
<b>STREETS, SIDEWALKS, BRIDGES (S)</b>			
2017-S5	Walnut- Columbia St. to North End	Will begin after Park & Elm are completed. <b>RIETH RILEY OPERATORS ARE CURRENTLY ON STRIKE- MAY DELAY THIS PROJECT TO SPRING</b>	
2017-S10	Sidewalk Program- NW Quadrant	Not started	
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. <b>RIETH RILEY OPERATORS STRIKE WILL LIKELY DELAY, PLANNED TO START NEXT WEEK</b>	
2017-S12/ 2017-U20	W. Elm St.- Henderson St. to Jefferson St.	Water Main under construction. Consumers contractor working on gas main replacement. <b>RIETH RILEY OPERATORS STRIKE MAY DELAY, PAVING NOT PLANNED IN MONTH</b>	
2017-S13/ 2017-U21	Park St.- Elm Street to Oak St.	Water Main Completed. Consumers contractor working on gas main replacement.	
<b>UTILITIES: SANITARY SEWER, STORM WATER, AND WATER DISTRIBUTION (U)</b>			
2017-U11	Turbine Aeration Blower at POTW	Plans completed and will be advertised for bids.	
2017-U15	Replace Hydrants at Mason Plaza	Securing easement for project	
2017-U23	Well No. 6 Rebuild	Bid process to start August/September	
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	
<b>PARKS/ CEMETERY/ FORESTRY/ NONMOTORIZED (P)</b>			
2017-P8	Laylin Park - Phase II	Not started	
<b>MOTOR VEHICLE POOL (MVP)</b>			
2017-MVP11	Vehicle No. 13 Replacement	Not started	
2017-MVP12	Mower No. 75 Replacement	Complete	July
2017-MVP13	Vehicle No. 6 Replacement	Not started	
2019-MVP1	Vehicle No. 25 Equipping	Not started	
<b>BUILDING, PROPERTY, EQUIPMENT (B)</b>			
2017-B5	Library Improvements, Phase 1	Not started	
2017-B7	City Hall Parking Lot Repairs	Not started	
2017-B10	Fire Station 1- Furnace/AC	Not started	
2017-B11	Fire Station 1- Washer/ Dryer	Not started	
2017-B12	City Hall New Servers	Not started	
2018-B10	BS&A Module for Online Permitting	Not started	
2018-B12	City Hall Carpet Replacement	Not started	
2018-B13	Extrication Tools Replacement	Committee of Firefighters has been formed to bring back a recommendation.	
2018-B15	Sprinkler System in Truck Bay	Not started	
2018-B16	Station 1 Rear Approach	Not started	
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	