



City Manager's Report: November 14, 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 APPROVED	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 was held at the Planning Commission Meeting, Tuesday, November 12. Resolution 2019-15 was approved.
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	
118 W. Oak St. PENDING	Two permits pending for this address. 1. Change of Occupancy permit has been filed for Nail Tech in small office space. 2. Building permit filed to update outdoor lighting, modify shed for use as dumpster area and clean outside wall. Request for a Certificate of Appropriateness will be discussed at the Historic District Commission meeting on Monday, November 18, at 6:00pm in the Maple Room. Property owner is not moving forward with the Arcade at this time.
125 E. Kipp Rd – Dollar Tree ACTIVE	Building permit is active 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 COMPLETED	Building permit is active for interior renovation of offices on the second floor. Certificate of Occupancy was issued.
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.
BUILDING PERMITS – FIRE RESTORATION	
Private Residence – Sycamore Village PENDING	Insurance Company investigation in process.
Private Residence – Hall Blvd. ACTIVE	Building permit is active for demolition after fire.
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.

OPERATIONS AND COMMUNITY RELATIONS

- The City has posted the Farm Lease Bid 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. Bids must be received by 10:00am on December 4.
- The City will host an Open House for the Parks, Recreation and Non-Motorized Plan on December 14, 2019, in the 2nd floor Maple Room at City Hall from 10:00am-2:00pm. Please plan on attending as we need input from our community on what you would like to see happen with the parks.
- With the finalization of the audit, staff is working on the many reports due by the end of the calendar year. This includes Act 51, pension and OPEB reporting, DDA & LDFA annual reports, continuing disclosure, qualifying statements, F-65, and CVTRS (City, Village, Townships Revenue Sharing) annual report.
- The City is preparing for a transition into full page water bills that are expected to start in January that will make water bills easier to understand and provide account history to the customer, similar to other utilities.

Staffing Updates:

- New Hires/Promotions: None.
- Open Positions: Crossing Guard – Posting has closed; Public Works Director – Position has been posted and will close on November 15.

Traffic Updates:

- Center Street between Bush Street and Walnut Street - Speed Complaint
Officers assigned to targeted enforcement; speed trailer is currently at this location.
- 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, after winter.
- W. Ash between Kiwanis Drive and Cedar St. – Traffic Flow Complaint
This concern is being re-opened as there is a need to continue to monitor traffic issues around the Harvey Education Center during school days, including pedestrian safety, vehicular travel and parking.
- Temple St. near Mason Middle School – Failure to yield for Middle School children crossing at crosswalk
Officers assigned to targeted enforcement and will work to identify and resolve any problems.

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. The materials displayed are now available on the City's website under Community Development → 2019 Update - Parks, Recreation, and Non-Motorized Plan . There is an online survey . Open House planned for December 14 from 10am – 2pm.	

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.	October
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.	Awaiting paving of Elm west of railroad track will be completed later with a larger paver.	
2017-S13/ 2017-U21	Park St.- Elm Street to Oak St.	Complete	November
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	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 issued in November to solicit contractor for the final design and construction of Phase 1 improvements. Proposals must be received by 3:00pm, November 26. 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	Staff has begun coordination of implementation. Beta testing of module will begin in 2020 with roof/siding permits.	
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	