



City Manager's Report: July 11, 2019

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

Project Name	Status
ZONING PERMITS – COMMERCIAL PROJECTS UNDER CITY REVIEW	
700 Eden Rd- Michigan Packaging APPROVED JULY 9	The Joint Vevay and Mason Planning commission approved a final site plan for Michigan Packaging to construct a 160 sq. ft. addition to serve as a truck driver entrance on the south side of the existing office facility, which is located in a 425 District.
125 E. Kipp Rd- Dollar Tree APPROVED JULY 9	The Planning commission approved a request received from Pacifica companies for approval of a final site plan amending a previously approved site plan to build an addition that will accommodate up to four new retailers.
213 East Street- Service Master APPROVED JULY 9	The Planning commission approved a request received from Service Master, Inc. for joint preliminary and final site plan approval related to a change of use and construction of an 11-space parking lot.
BUILDING PERMITS – COMMERCIAL PROJECTS UNDER CITY REVIEW	
318 W. Kipp- Klavon's COMPLETE	A Certificate of Occupancy has been issued and project is complete.
322 S. Jefferson- Commercial Bank ACTIVE	Building permit is active for interior renovation of offices on the second floor.
402 S. Jefferson (former Baja Grill) ACTIVE	Building permit is active for interior and exterior renovations.
600 Buhl St.- Ingham Animal Shelter ACTIVE – DEMO ONLY	The new shelter is complete. Demolition of the old structure in progress, pending disconnect letter from Consumers Energy.
801 N. Cedar St.- City Limits ACTIVE	Building permit is active to construct a 4,828 sq ft addition along with additional parking.
525 N. Cedar- Timeless Treasures ACTIVE	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 ACTIVE	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.
201 W. Ash- City Hall Radio Tower DELAYED	T-Mobile project installation date is now March 2020. Project has been delayed due to frequency issues with proposed equipment.
652 Hull Rd- New Goodwill PENDING	Building permit application is under review.
322 S. Jefferson- Commercial Bank – Mural PENDING	Staff has received an application 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 will review the request at their regular meeting on July 15.
ZONING BOARD OF APPEALS	
934 and 965 Franklin Farms Drive PENDING	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 is being scheduled.

OPERATIONS AND COMMUNITY RELATIONS

- Staff is working with the owner of 124-130 W Ash to seek funding from the MEDC to assist with the rehabilitation of rental units on the second floor. The project has received a Letter of Intent to fund the project and staff will be working through the application process. The funding requires the City to be the applicant and manage the project.

Staffing Updates:

- New Hires/Promotions: None
- Open Positions: Full-Time Police Officer – Offer has been made and accepted, background check is currently underway. Part-Time Administrative Assistant – Community Development – Position Closes July 12 and then applications will be reviewed.

Traffic Updates:

There are (5) active traffic complaints where efforts are being directed to improve traffic safety which may include targeted enforcement as well as other strategies.

- Barnes Street between South Street and Ash Street – Speed complaint
- Summerwood Subdivision – Speed complaint
- Lansing Street between South Street and Jefferson Street (this is both a 25-mph and 35-mph zone) – Speed complaint
The speed trailer is currently on Lansing Street in the posted 35-mph zone.
- Cedar Street between Ash Street and South Street - Initiated by staff to develop a plan done on June 13, 2019 to improve the area for anticipated changes for Fall 2019 school year.
- Barnes Street between South Street and Bond Street - Speed complaint.

LARGE CITY PROJECTS

FY 2018-2019 – CONTINUING PROJECTS			
Project	Project Name/Description	Status	Completed
STREETS, SIDEWALKS, BRIDGES (S)			
2017-S9/ 2017-U10	S. Jefferson - Oak Street to Kipp Road	Grading in northern two (2) blocks completed and paving of this area anticipated soon.	
2017-S10	Sidewalk Program – Downtown, Summerwood and Laylin	Summerwood and Downtown completed. Restoration and pavement patching in Summerwood remains. Contractor transitioning into Laylin Park in upcoming weeks.	
2018-S1	MDOT- Temple Street Safety Grant	SHPO clearance obtained. Late Summer/Fall bid letting and Spring 2020 construction.	
PARKS/ CEMETERY/ FORESTRY/ NONMOTORIZED (P)			
2017-P8	Laylin Park Improvements	Staff finishing up improvement, rain has caused delays.	
2018-P2b	Planning: 5-year Parks/Recreation Plan; Bond Park Improvements	Technical work is underway and will continue, along with public engagement, through the summer.	
BUILDING, PROPERTY, EQUIPMENT (B)			
2017-B4	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 are ready to be installed.	

FY 2019-2020			
Project	Project Name/Description	Status	Completed
STREETS, SIDEWALKS, BRIDGES (S)			
2017-S5	Walnut- Columbia St. to North End	Water services explored, determined X are lead. Will begin after Park & Elm are completed.	
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. Easements are being finalized.	
2017-S12/ 2017-U20	W. Elm St.- Henderson St. to Jefferson St.	Water Main under construction. Consumers contractor working on gas main replacement.	
2017-S13/ 2017-U21	Park St.- Elm Street to Oak St.	Water Main Completed. Consumers contractor working on gas main replacement.	
UTILITIES: SANITARY SEWER, STORM WATER, AND WATER DISTRIBUTION (U)			
2017-U11	Turbine Aeration Blower at POTW	Not started	
2017-U15	Replace Hydrants at Mason Plaza	Not started	
2017-U23	Well No. 6 Rebuild	Not started	
2017-U24	Study of Sewer Flow on Mason St.	Not started	
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	Not started	
2017-MVP12	Mower No. 75 Replacement	Not started	
2017-MVP13	Vehicle No. 6 Replacement	Not started	
2019-MVP1	Vehicle No. 25 Equipping	Not started	
BUILDING, PROPERTY, EQUIPMENT (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	Not started	
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)	Site Visit meeting July 10, 2019 to determine timeline and scope	
2019-B1	Election Tabulator Machines	Not started	
2019-B2	City Hall- Phase 1	Not started	