



City Manager's Report: October 4, 2019

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

Project Name	Status
ZONING AMENDMENTS	
C1 – Central Business District Text Amendment PENDING	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. A public hearing was held at during the Planning Commission meeting on Sept. 10. City Council conducted a first reading with no changes at their Sept. 23 meeting. City Council will conduct a second reading at their Oct. 7 meeting and move to approve.
ZONING PERMITS	
Temple St/Kipp Rd SPECIAL USE PERMIT/FINAL SITE PLAN REVIEW PENDING	Paul Davis is seeking approval of a Special Use Permit and Final Site Plan to construct a 27,000 sq. ft. building on five acres of land owned by the City on the northeast corner of Temple St and Kipp Rd. A public hearing opened at the Planning Commission meeting on Tuesday, September 10 at 6:30 p.m. and was continued to the next regular Planning Commission meeting on Tuesday, October 15, at 6:30 p.m or shortly thereafter.
Rayner Ponds Phase 4 Subdivision FINAL SITE PLAN REVIEW PENDING	Giguere Homes is requesting approval of a Final Site Plan for the Rayner Ponds Phase 4 Subdivision – 20 lots and one common area. The Planning Commission approved the Preliminary Site Plan on Sept. 10. They will review the Final Site Plan at their meeting on Tuesday, October 15 at 6:30 p.m. or shortly thereafter. The subdivision previously received both tentative and final Preliminary Plat approval by City Council, which followed two public hearings by the Planning Commission. The next steps following Final Site Plan approval include, construction of roads and utilities*, and Final Plat approval. *Building permits for the construction of homes may be issued, however, homes cannot be sold until the Final Plat approval process is complete.
LAND DIVISIONS/COMBINATIONS	
1926, 1966 W. Dansville Rd	Staff is administratively processing a land division request to reconfigure lots.
BUILDING PERMITS – COMMERCIAL PROJECTS UNDER CITY REVIEW	
125 E. Kipp Rd – Dollar Tree PENDING	Building permit under review 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 has begun.
600 Buhl St.- Ingham Animal Shelter ACTIVE – DEMO ONLY	The new shelter is complete. Demolition of the old structure in progress.
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 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.
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.

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.
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OPERATIONS AND COMMUNITY RELATIONS

- **October 12th:** City's Open House from 10 am - 2 pm.
- **HOLD DATE- October 26th:** The Mayor and Mayor Pro Tem have requested an MML facilitated discussion on how the Council can operate even more effectively. The meeting will be held in the 2nd floor Maple Room at City Hall tentatively from 8:30 am to 1:00 pm.
- The ASCFME Union has not agreed with the tentative agreement. The next step is mediation.

Staffing Updates:

- New Hires/Promotions: None.
- Open Positions: Custodian, Part-time- Interviews have taken place and reference checks are being conducted.

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	Late Summer/Fall bid letting and Spring 2020 construction.	
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. Community engagement will include input received at the City Open House. There will be display boards, handouts and staff will be onsite to answer questions and receive input. A survey will be available on paper or on-line.	

FY 2019-2020			
Project	Project Name/Description	Status	Completed
STREETS, SIDEWALKS, BRIDGES (S)			
2017-S5	Walnut- Columbia St. to North End	Anticipated completion late 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.	Anticipated completion late October.	
2017-S13/ 2017-U21	Park St.- Elm Street to Oak St.	Park St planned to be paved with Elm St.	
UTILITIES: SANITARY SEWER, STORM WATER, AND WATER DISTRIBUTION (U)			
2017-U11	Turbine Aeration Blower at POTW	Project to be advertised for bid week of October 7.	
2017-U15	Replace Hydrants at Mason Plaza	Securing easement for project	
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	Preparing Request for Proposals for the final design and construction of Phase 1 improvements. Staff and CADL are evaluating fundraising options including grant resources. Preparation of a grant from the Michigan State Historical Preservation Office (SHPO) Certified Local Government (CLG) has begun and will be evaluated for future submittal to coincide with Phase 2 of the improvements.	
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	Obtaining quote for Email conversion to Office 365	
2018-B10	BS&A Module for Online Permitting	Not started	
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	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	