



City Manager's Report: December 13, 2019

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

Project Name	Status
LAND DIVISIONS/COMBINATIONS	
Coppersmith Drive PENDING	Staff is administratively processing a land division request by Giguere Realty and Development to reconfigure lots.
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. Historic District Commission will meet December 16 at 6:00pm to further discuss outdoor lighting.
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.
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 until spring.</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.
ZONING BOARD OF APPEALS	
Private Residence – Stag Thicket PENDING	Scott LaMacchia is appealing an administrative decision from the Code Enforcement and Zoning Officials to require permits for work being done on the property. A public hearing will be held Wednesday, January 8, at 5:30pm in the 2 nd floor Maple Room.

OPERATIONS AND COMMUNITY RELATIONS

- Officer Chick and members from the MFD participated in the annual TRIAD “No Senior Left Behind” event and distributed Holiday baskets to seniors in Mason. Officer Bradley participated in the Courts in Schools event at the Mason High School and the 55th District Court.
- Six officers attended A.L.I.C.E. training.
- 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. An example will be coming soon to the City of Mason website and Facebook page.
- Todd Thie has attained the level D-1 Limited Treatment Operator and S-1 Water Distribution System Operator License. Tom Yeider has attained the Level D-2 Limited Treatment Operator and S-2 Water Distribution Operator License. These licenses are critical to ensure we have the most qualified people operating our plants.

Staffing Updates:

- New Hires/Promotions: None.
- Open Positions: Crossing Guard – offer has been made; Public Works Director – will be re-posted.

Traffic Updates:

- Center Street between Bush Street and Walnut Street - Speed Complaint - CLOSED
- 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. The sign has been ordered.
- Columbia Street between Cedar Street and the US 127 Overpass - Speed Complaint
Officers assigned to targeted enforcement; speed trailer data was obtained and needs to be reviewed, with next steps and case status to be determined.
- 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.
- M-36 (Ash St) and Steele St- Crosswalk Complaint
This concern is related to failure to yield to Middle School children crossing in the morning prior to the Crossing Guard’s arrival time for elementary-aged children. Officers assigned and will work to identify and resolve any problems. The RRFB at that crossing location is a MDOT devise.

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. Meeting to be scheduled with the school before submitting to MDOT.	
PARKS/ CEMETERY/ FORESTRY/ NONMOTORIZED (P)			
2017-P8	Laylin Park Improvements	Bridges have been repaired, inspections approved, and the work is completed.	December
2018-P2b	Planning: 5-year Parks Plan	Technical work is underway. Visit www.surveymason.com for more info. Open House will be December 14 th from 10am – 2pm at City Hall.	

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.	Final paving to be completed November 22, 2019. Restoration and final clean up as applicable.	
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	Moved to FY 2020-2021	
2017-U24	Study of Sewer Flow on Mason St.	Data collection underway	
2017-U25	Gutters for Water Treatment Plant	Delayed until FY 2020-2021	
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	Anticipated completion January 2020	
BUILDING, PROPERTY, EQUIPMENT (B)			
2017-B5	Library Improvements, Phase 1	One proposal was received and an interview was conducted. Staff determined that the project should be re-bid. The RFP will be re-posted the week of December 16.	
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 2018-B10	City Hall New Servers BS&A Module for Online Permitting	Complete	December
2018-B12	City Hall Carpet Replacement	Staff has begun coordination of implementation. Beta testing of module will begin in 2020 with roof/siding permits.	
2018-B13	Extrication Tools Replacement	Not started	
2018-B15	Extrication Tools Replacement	All items have been ordered and most have been received. Anticipated completion January 2020.	
2018-B19	Sprinkler System in Truck Bay	Preparing bid documents for project.	
2019-B1	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-B2	Election Tabulator Machines	Not started	
2019-B2	City Hall- Phase 1	Not started	