



City Manager's Report: February 1, 2019

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

Project Name	Status
318 W. Kipp - Klavon's 228 W. Kipp - Klavon's	Building permit active for construction of new restaurant.
322 S. Jefferson Commercial Bank – Downtown Mason	Two building permits are active for interior and exterior renovations to restore two entrance doors on Jefferson St.; replace door and add concrete pad at alley entrance.
402 S. Jefferson (former Baja Grill)	Project is on track for grant authorization.
201 W. Ash City Hall	Anticipate installation of equipment to begin this winter.
	<i>Subdivisions require three stages of approval before site plan approval and building permits can be issued: (1) Tentative Preliminary Plat, (2) Final Preliminary Plat, (3) Final Plat.</i>
Enclave at Rayner Ponds Subdivision (19 lots, 1 park)	The City has approved a Tentative Preliminary Plat (Stage 1) and is waiting to receive an application for Final Preliminary Plat (Stage 2).
Rayner Ponds – Phase 4 Subdivision (16 lots)	The City approved a Tentative Preliminary Plat in January of 2018 (Stage 1). Staff received an application for Final Preliminary Plat (Stage 2) in December of 2018. A public hearing was held by the Planning Commission on January 15 resulting in a recommendation for approval to City Council. City Council approved the Final Preliminary Plat on January 21, 2019. The applicant will submit a Final Plat for approval (Stage 3) next.
154 W. Maple (former shoe store)	Staff is working with the applicant to develop a demolition/construction schedule and maintenance of traffic plan that will minimize impacts to traffic and businesses in the surrounding area.
600 Buhl St. Ingham Animal Shelter	Building permit active for new construction.
652 Hull Rd New Goodwill	The City of Mason and Vevay Township Joint Planning Commission will conduct a public hearing on Tues, Feb 12, at 6:30 p.m., at City Hall. The purpose of the hearing is to receive public comment on a request for a special use permit from Goodwill Industries of Central Michigan's Heartland Inc. to construct a new 15,772 square foot commercial building for a Goodwill retail store at 652 Hull Road. The application was previously reviewed and approved in 2017, however, the zoning permit will expire this month and must be re-submitted for approval in order to obtain construction permits.
103 E. Maple St.	Local Farm Alliance (LFA) Farmers Market permits for change of occupancy and signs have been approved. The sign received a Certificate of Appropriateness from the Historic District Commission on January 21.
400 S. Cedar St Harvey Education Center / Mason Public Schools	State building permit active for construction of new addition as part of the Phase 1 Bond Project. More information available at: http://bondprojects.masonk12.net/ .
MDOT – Ash/Cedar (M-36)	MDOT has started the signal upgrade project at the intersection of Ash and Cedar (M-36) next week. The Contractor completed installation of the signal foundations. The signals themselves and the sidewalk work will take place at a later time TBD. This 2nd phase of work will take approximately 1-2 weeks and will have the following traffic impacts: Periodic daily lane closures on M-36 for the Contractor to perform the work. The intersection will not be closed at any time and traffic will be maintained through the intersection.

OPERATIONS AND COMMUNITY RELATIONS

- February 1, 2019: The City started a soft launch of our new website. We will be focusing on testing in February and actively promoting to the community in March. Please let us know your feedback!
- February 5-8, 2019: City Manager Stuart will be attending the MME Winter Institute and will be available by email/text.

- February 7, 2019 is the MACC Awards Dinner; Councilmembers, confirmation emails were sent January 21st to those who registered.
- **February 12, 2019 at 7 p.m. will be the joint City Council and Planning Commission meeting for the Capital Improvement Plan (CIP) review; please hold the date.**
- March 19-20, 2019 will be the MML- 2019 Capital Conference. Councilmembers, please let Dana Martin know if you wish to attend by February 22nd.
- **April 13, 2019 (Saturday) is tentatively planned for the 2019 Budget meeting; please hold the date.**
- **Councilmember Tours:** As we prepare for the budget, it can be helpful to get a tour of our facilities. If you would like the City Manager Stuart to provide that tour, please contact Dana Martin to coordinate a time that works for the group.
- Councilmember Schaffer requested a cost of the three days off between Christmas and New Year's. The additional payroll cost was \$3,503 (0.135% of our annual payroll budget). There were no budget amendments required for this time off because the staff anticipates some overtime and this would come out of that budget. There were also costs savings based on limited use of facilities and equipment. This benefit turned out to be one of the lowest cost benefits we provide to our employees and huge morale booster that was well worth the investment.
- Off. Kelly Flores is scheduled to attend a Field Training Officer School in February and will be added to our cadre of field training officers.
- Officers Bradley and Croley attended a 1-day training course about citizens driving under the influence, using and being under the influence of marijuana. Information on the recent law changes was also presented.
- All Mason PD officers went through low light firearms training and qualification this period using our own certified firearms instructors. Officers were also required to demonstrate shooting tactics with full winter gear on and for cold-conditions adaptation.

Staffing Updates:

- New Hires/ Promotions/ Retirements: Emily Bartlett has been promoted to the Accountant Position in Finance effective February 4, 2019
- Open Positions: DPW Laborer, second round interviews have taken place with the final round to be scheduled soon. Police Officer first round interviews have taken place with the second-round interviews to be scheduled soon.

LARGE CITY PROJECTS

FY 2018-2019			
Project	Project Name/Description	Status	Completed
STREETS, SIDEWALKS, BRIDGES (S)			
2017-S6	South St - Northbrook to City Limits	Complete	Sep
2017-S7	Avon Street - All	Complete	Sep
2017-S8	Northbrook - South to Carom Circle	Complete	Sep
2017-S9	S. Jefferson - Oak Street to Kipp Road	Cannot begin construction before June 9 per contract. Pre-Con meeting will be held in May.	
2017-S10	Sidewalk Program - Summerwood	Seeking City Council Approval of Award, Feb 4, 2019	
2018-S1	MDOT- Temple Street Safety Grant	Project is funded for FY19 (Oct. 1- Sept. 30). Working on revisions for MDOT submittal.	
2018-S32	Columbia - Cedar to US 127	Complete	Sep
UTILITIES: SANITARY SEWER, STORM WATER, AND WATER DISTRIBUTION (U)			
2018-U1	Utilities for Properties on Kipp Road	Complete	Sep
2017-U3.2	Waste Water Treatment Plant Upgrades	Complete	Oct
2017-U3.3	Design of the New DPW Facility	Delayed until next FY	
2017-U6	Abandon Wells by Airport	Delayed until next FY	
2017-U9	Northbrook - South to Carom Circle	Complete	Sep
2017-U10	S. Jefferson - Oak St to Kipp Road	See 2017-S9	
2017-U12	300,000 G Storage Tank Top Sealing	Delayed until next FY	N/A
2017-U13	Well No. 7 Rebuild	Well work is complete. The motor is on order.	
2017-U15	Replace Two Fire Hydrants Behind Mason Plaza	Delayed until next FY	
2017-U16	Cathodic Protection for Ground Storage Tank	Planning stage	

2017-U17	High Service Pump No. 1 Rebuild	In progress	
2017-U18	Replace Chlorine Analyzer	Complete	Aug
2018-U35	BS&A Work Order Application	Award of project anticipated in March/April	
2018-U36	Sewer Push Camera Replacement	Complete	Nov
2018-U37	Log Jam Removal Sycamore Creek	Complete	Nov
PARKS/ CEMETERY/ FORESTRY/ NONMOTORIZED (P)			
2017-P8	Laylin Park Improvements	Staff is evaluating final work priorities for the spring.	
2018-P1	Howell Road - Hayhoe Riverwalk (Dart Trailhead)	Complete	Nov
2018-P2	Howell Road - Hayhoe Riverwalk Trail Extension	Complete	Nov
2018-P3	Planning: 5 yr Parks/Recreation Plan; Bond Park Improvements	In progress	
2018-P5	City Tree Evaluation	Seeking City Council Approval of Award, Feb 4, 2019	
MOTOR VEHICLE POOL (MVP)			
2017-MVP6	1/2 Ton 2x4 Pickup Truck	Complete	Sep
2017-MVP7	Mower	Complete	Jul
2017-MVP8	Police Cars	Complete	Jan
2017-MVP9	Large Items (Leaf Vacuum)	Complete	Nov
2017-MVP10	5-yard Dump/Plow Truck	Cab/Chassis Ordered	
2017-MVP18	Command Vehicle	Complete	Oct
2017-MVP30	Front End Material Loader	Complete	Nov
BUILDING, PROPERTY, EQUIPMENT (B)			
2017-B1	Library- Facility Evaluation	In progress	
2017-B3.1	Police: Portable Radios	Complete	Oct
2017-B4	City Hall Landscaping and Lighting	Phase 1 completed. Phase 2/3 scheduled for the spring as time and budget allows.	
2017-B6	Fire: Fire Engine 809/Tower 808	Pre-construction meeting scheduled for January 21	
2018-B4	IT: BS&A Timesheet Program	Not started, connection issues with offsite facilities	
2018-B4	IT: BS&A Cemetery and HR Upgrade	Complete	Nov
2018-B6	IT: AV Room Technology Patch	Evaluation is complete; staff are reviewing	
2018-B7	Planning: Cedar/127 Corridor (Transportation and Land Use)	Moved to 2019-2021 – integrate with master plan	
2018-B24	City Hall Rental Space Furniture Replacement	Old rectangle tables have been replaced with plastic ones. New chairs are currently being evaluated.	

FY 2019-2020			
Project	Project Name/Description	Status	Completed
	2019 Local Streets	In bidding process	