



## City Manager's Report: April 12, 2019

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

Project Name	Status
318 W. Kipp - Klavon's 228 W. Kipp - Klavon's	A Temporary Certificate of Occupancy has been issued. They are open for business! Staff anticipates a Special Use/Site Plan Application for the development of the overflow parking lot in the near future.
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)	Grant Agreement has been signed. The building permit is under review.
201 W. Ash City Hall	Anticipate installation of T-Mobile equipment to begin this spring
154 W. Maple (former shoe store)	Building permit has been issued. A Right of Way Permit is expected to be submitted next which will include 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	Staff anticipates a building permit application once supplemental permits from the State and County have been obtained.
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: <a href="http://bondprojects.masonk12.net/">http://bondprojects.masonk12.net/</a> .
801 N. Cedar St. (City Limits)	City Limits, has requested final site plan approval to construct a 4,828 square foot addition along with additional parking. The project is expected to be reviewed by the Planning Commission at their regular meeting on May 14.
Ash/Cedar (M-36) - MDOT	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.
Howell/Okemos Rd intersection – Ingham County Road Department	ICRD is installing a four-way stop with flashers at this intersection.
<b>SUBDIVISIONS</b>	<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.

### OPERATIONS AND COMMUNITY RELATIONS

- Mason is celebrating Arbor Day and recognizing Doug Klein as the 2019 Arbor Day Honoree on Friday, April 26, 2019 at 12pm, noon, at Griffin Park. Public is invited to attend.
- Sgt. Budd began course work for a First-Line Supervisor Course he has been enrolled in through MSU. A grant was submitted to MMRMA for reimbursement up 50% of the tuition cost.

### Staffing Updates:

- New Hires/Promotions: Kerry Neville-Palmateer was promoted on April 8, 2019 to full-time Project Specialist in the Administration/Finance departments. Billie O’Berry started on April 9, 2019 as the Code Enforcement/Community Resource Officer in the Community Development department.
- Open Positions: Seasonal Laborer applications are under review. Full-Time Laborer position has been posted externally with applications due by April 17, 2019.

### LARGE CITY PROJECTS

FY 2018-2019			
Project	Project Name/Description	Status	Completed
<b>STREETS, SIDEWALKS, BRIDGES (S)</b>			
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 – Downtown and Summerwood	Construction has begun; ramps on courthouse side nearly completed.	
2018-S1	MDOT- Temple Street Safety Grant	MDOT Grade Inspection has been completed. Revised plans to be re-submitted to MDOT week of April 8 <sup>th</sup>	
2018-S32	Columbia - Cedar to US 127	Complete	Sep
<b>UTILITIES: SANITARY SEWER, STORM WATER, AND WATER DISTRIBUTION (U)</b>			
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 future FY (2019-2020)	N/A
2017-U6	Abandon Wells by Airport	Delayed until future FY (2021-2022)	N/A
2017-U9	Northbrook - South to Carom Circle	Complete	Sep
2017-U10	S. Jefferson - Oak St to Kipp Road	See 2017-S9 above	
2017-U12	300,000 G Storage Tank Top Sealing	Removed, included with WWTP Upgrade Project	N/A
2017-U13	Well No. 7 Rebuild	Well work is complete. Motor drive is on order.	
2017-U15	Replace Two Fire Hydrants Behind Mason Plaza	Delayed until future FY (2019-2020)	N/A
2017-U16	Cathodic Protection for Ground Storage Tank	Delayed until future FY (2020-2021)	N/A
2017-U17	High Service Pump No. 1 Rebuild	Complete	Mar
2017-U18	Replace Chlorine Analyzer	Complete	Aug
2018-U35	BS&A Work Order Application	Award of project anticipated in May	
2018-U36	Sewer Push Camera Replacement	Complete	Nov
2018-U37	Log Jam Removal Sycamore Creek	Complete	Nov
<b>PARKS/ CEMETERY/ FORESTRY/ NONMOTORIZED (P)</b>			
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	Proposals from consultants are being reviewed with award anticipated by May	
2018-P5	City Tree Evaluation	Notice to Proceed & Contract signed; Pre-Evaluation Meeting to be scheduled	

<b>MOTOR VEHICLE POOL (MVP)</b>			
<b>2017-MVP6</b>	1/2 Ton 2x4 Pickup Truck	Complete	Sep
<b>2017-MVP7</b>	Mower	Complete	Jul
<b>2017-MVP8</b>	Police Cars	Complete	Jan
<b>2017-MVP9</b>	Large Items (Leaf Vacuum)	Complete	Nov
<b>2017-MVP10</b>	5-yard Dump/Plow Truck	Cab/Chassis Ordered; anticipated late April	
<b>2017-MVP18</b>	Command Vehicle	Complete	Oct
<b>2017-MVP30</b>	Front End Material Loader	Complete	Nov
<b>BUILDING, PROPERTY, EQUIPMENT (B)</b>			
<b>2017-B1</b>	Library- Facility Evaluation	A public open house was held on March 12 to gain feedback on the initial results	
<b>2017-B3.1</b>	Police: Portable Radios	Complete	Oct
<b>2017-B4</b>	City Hall Landscaping and Lighting	Phase 1 completed. Phase 2/3 scheduled for the spring as time and budget allows.	
<b>2017-B6</b>	Fire: Fire Engine 809/Tower 808	Truck is on order; completion anticipated 2020	
<b>2018-B4</b>	IT: BS&A Timesheet Program	Not started, connection issues with offsite facilities	
<b>2018-B4</b>	IT: BS&A Cemetery and HR Upgrade	Complete	Nov
<b>2018-B6</b>	IT: AV Room Technology Patch	RFP sent out; bids due 4/17/19	
<b>2018-B7</b>	Planning: Cedar/127 Corridor (Transportation and Land Use)	Moved to 2019-2021 – integrate with master plan	N/A
<b>2018-B24</b>	City Hall Rental Space Furniture Replacement	Old rectangle tables have been replaced with plastic ones. New chairs are currently being evaluated.	

<b>FY 2019-2020</b>			
<b>Project</b>	<b>Project Name/Description</b>	<b>Status</b>	<b>Completed</b>
	2019 Local Streets	Bonds and Insurances in hand; Pre-Construction Meeting to be set, Contract and Notice of Award to be signed. Anticipate May 1st start of construction.	