



City Manager's Report: May 3, 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. A third building permit is being issued for renovation of the upstairs offices.
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 under review which will include a temporary easement to use the vacant lot at the alley/Jefferson Street for staging of equipment for the project. A Letter of Intent is being issued for support of the project at a lower amount than requested. Developer is evaluating the feasibility of the project.
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: http://bondprojects.masonk12.net/ .
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.
SUBDIVISIONS	<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

- The Code Enforcement Officer position has been moved to Community Development from the Police Department.
- On April 11th Crp. Mentink and Off. Bradley attended a 1-day formal training in police report construction and

communication to gain additional skills and in current and best practices.

- On April 16th Off. Michele, Cert. Taser Instructor, attended a 1-day course in Michigan Taser Laws and current Policy to enhance his credential as a Taser and use-of –force instructor.
- On April 18th Off. Flores attended a 2-hour seminar to assist in recognizing and working with those with Autism who may have police contacts.
- The Police and Fire Departments responded to a fire at 622 Hall Boulevard on May 3, 2019. The City received mutual aid from Delhi Township Fire Department, Dansville Fire & Rescue, Leslie Fire Department, and Meridian Township Fire Department’s RIT Team. There were no injuries, but the house is a total loss.

Staffing Updates:

- New Hires/Promotions: David Latter started as a Seasonal-Temporary Laborer May 1, 2019.
- Departures:
 - Charles Goeke, Code Enforcement Officer – Last Day 4/12/2019
 - Daniel Kennedy, Volunteer Fire Fighter – Last Day 4/18/2019
 - Bryan Keeler, Police Officer – Last Day 4/29/2019
- Open Positions: Seasonal-Temporary Laborer – All offers have been made pre-employment screening is being conducted. Full-Time Laborer position closed April 17 and applications are under review. Part-Time Custodian position closed May 1 and applications are under review.

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 scheduled for May 8.	
2017-S10	Sidewalk Program – Downtown and Summerwood	Work downtown nearing completion; Summerwood will begin after downtown.	
2018-S1	MDOT- Temple Street Safety Grant	MDOT Grade Inspection completed. Awaiting MDOT comments and authorization to bid.	
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 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
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	City Council approved contract award to LAP on May 6. Staff is executing contract and anticipates project kick-off this month.	
2018-P5	City Tree Evaluation	Notice to Proceed & Contract signed; Pre-Evaluation Meeting held on April 30.	
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	Complete (Build Out with Equipment Next Year)	May
2017-MVP18	Command Vehicle	Complete	Oct
2017-MVP30	Front End Material Loader	Complete	Nov
BUILDING, PROPERTY, EQUIPMENT (B)			
2017-B1	Library- Facility Evaluation	The concept design is being revised and finalized based upon public feedback. The project will be prepared to move forward to the final design and construction phases once funding has been confirmed.	
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	Truck is on order; completion anticipated 2020	
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	Requesting Council Approval May 8, 2019	
2018-B7	Planning: Cedar/127 Corridor (Transportation and Land Use)	Moved to 2019-2021 – integrate with master plan	N/A
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	Bonds and Insurances in hand; Pre-Construction Meeting set for May 8, Contract and Notice of Award to be signed at the pre-construction meeting. Anticipate May 15th start of construction.	