



## City Manager's Report: June 28, 2019

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

Project Name	Status
322 S. Jefferson Commercial Bank – Mural	Staff has received an application for a Sign and Certificate of Appropriateness from the Historic District Commission (HDC) to paint a mural and the installation of 5 display boxes on the south façade of Commercial Bank facing Ingham Court. The HDC will review the request at their regular meeting on July 15.
700 Eden Road Michigan Packaging	A request has been received from Michigan Packaging for final site plan approval to construct a 160 sq. ft. addition to serve as a truck driver entrance on the south side of the existing office facility. Staff is working to coordinate a meeting for the joint Vevay and Mason Planning Commission to review the request in July as the site is located in a 425 District.
125 E. Kipp Rd Dollar Tree	Pacifica companies is seeking approval of a final site plan amending a previously approved site plan to build an addition that will accommodate up to four new retailers. The Planning Commission is expected to consider the request at their regular meeting on July 9.
213 East Street	A request has been received from Service Master, Inc. for joint preliminary and final site plan approval related to a change of use and construction of an 11-space parking lot. The Planning Commission will review the request at their regular meeting on July 9.
202 & 206 Mason Street, 332 Center Street	Staff is currently waiting for information to complete the land combination application; a building permit application is expected in the near future.
318 W. Kipp - Klavon's 228 W. Kipp - Klavon's	A Certificate of Occupancy is being evaluated. Staff has met with and continues to work with property owners toward a Special Use/Site Plan Application for the development of the overflow parking lot at 228 W. Kipp.
322 S. Jefferson Commercial Bank	Building permits are active for interior renovation of offices on the second floor.
402 S. Jefferson (former Baja Grill)	The building permit is active for interior and exterior renovations.
201 W. Ash City Hall	Anticipate installation of T-Mobile equipment to begin when time permits for company.
154 W. Maple (former shoe store)	Building permit has been issued. 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	Certificate of Occupancy has been issued. Demolition of old structure in progress.
652 Hull Rd Goodwill	Building permit application is under review.
400 S. Cedar St Harvey Education Center	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)	Building permit application is under review to construct a 4,828 sq ft addition along with additional parking.
525 N. Cedar	Building permit is active for Timeless Treasures, for the renovation of an existing building to be used as an antique mall with vendor spaces.
<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). City Council approved the Final Preliminary Plat (Stage 2) on January 21, 2019. The applicant will submit a Final Plat for approval (Stage 3) next.

## OPERATIONS AND COMMUNITY RELATIONS

- Clarification to the amended budget SAR from June 17, 2019 – The ending 18/19 fiscal year budgeted unassigned general fund balance is estimated at 33.42%. The projected ending unassigned general fund balance for 19/20 fiscal year is 20.2%. Cash being used in 19/20 equates to \$849,250.
- Officer Bradley and Officer Demo attended Standard Field Sobriety Testing (SFST) training from OSHP which is utilized in driving under the influence investigations, report writing and court testimony.
- Officer Flores and Officer Croley attended a personal and professional development seminar called “Bullet Proof Mind” taught by U.S. Army Lt. Col. Dave Grossman (Ret.) who is a nationally known expert, author, speaker and former professor about causes of mass violence and violence by our youth.
- The Central Michigan Amateur Radio Club (CMARC) who were set-up over the weekend in Rayner Park for their Field Day.
- The Ingham County Drain Commissioner will be attending the July 15, 2019 City Council meeting to discuss the proposed Rayner Drain project impacting Rayner Park.
- The Mayor and Mayor Pro Tem have requested an MML facilitated discussion on how the Council can operate even more effectively. The MML has provided the following dates. September 28, October 5, October 19 and October 26. There will be an action item on the next agenda to finalize a date and anything Councilmembers would like added to the agenda.
- The City received notice that Gestamp Mason LLC filed a Property Tax Petition to the Michigan Tax Tribunal for Parcel #33-19-10-16-100-024 for 2019. The amount of assessed value in contention is \$5,395,780.

### Staffing Updates:

- New Hires/Promotions: None
- Open Positions: Part-time Administrative Assistant- Community Development – has been posted and closes July 12. Full-time Police Officer – 2<sup>nd</sup> Interviews have been conducted.

## LARGE CITY PROJECTS

Fiscal Year 2019-2020 projects will appear on the next City Manager’s Report.

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	Work is in progress. Underground work in first two blocks is complete.	
2017-S10	Sidewalk Program – Downtown and Summerwood	Work downtown completed. Working in Summerwood.	
2018-S1	MDOT- Temple Street Safety Grant	Awaiting SHPO approval.	
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 Study	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	Complete	May
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

<b>2018-U35</b>	BS&A Work Order Application	Awarded May 20, 2019; Installation anticipated first quarter of FY 2019-2020	May
<b>2018-U36</b>	Sewer Push Camera Replacement	Complete	Nov
<b>2018-U37</b>	Log Jam Removal Sycamore Creek	Complete	Nov
<b>PARKS/ CEMETERY/ FORESTRY/ NONMOTORIZED (P)</b>			
<b>2017-P8</b>	Laylin Park Improvements	Staff finishing up improvement, rain has caused delays	
<b>2018-P1</b>	Howell Road - (Dart Trailhead)	Complete	Nov
<b>2018-P2</b>	Howell Road - Hayhoe Riverwalk	Complete	Nov
<b>2018-P3</b>	Planning: 5-year Parks/Recreation Plan; Bond Park Improvements	Technical work is underway and will continue, along with public engagement, through the summer.	
<b>2018-P5</b>	City Tree Evaluation	Evaluation is completed and reports delivered.	Jun
<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	Complete (Build Out with Equipment Next Year)	May
<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	The evaluation has concluded.	Jun
<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 progressing, upper LED lights on front of City Hall and perimeter wall pack lights have been replaced. Parking lot pole lights are ready to be installed.	
<b>2017-B6</b>	Fire: Fire Engine 809/Tower 808	Truck is on order; completion anticipated 2020	Jun
<b>2018-B4</b>	IT: BS&A Timesheet Program	Delayed until future FY (2020-2021)	N/A
<b>2018-B4</b>	IT: BS&A Cemetery and HR Upgrade	Complete	Nov
<b>2018-B6</b>	IT: AV Room Technology Patch	Installation complete, testing and training in process.	Jul
<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	Completed	June