



City Manager's Report: January 17, 2020

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

Project Name	Status
LAND DIVISIONS/COMBINATIONS	
Coppersmith Drive (formerly Enclave at Rayner Ponds) PENDING	Staff is administratively processing a land division request by Giguere Realty and Development to create five (5) buildable lots approximately 1-acre each and one remaining 8.60-acre parcel with frontage along Coppersmith Drive, an existing public roadway. The applicant determined they would not proceed with platting for the Enclave at Rayner Ponds subdivision which would have resulted in a new road/cul-de-sac, 19 building lots, and one remaining parcel/common area. Staff is working with the applicant to clarify and document the responsible party for the perpetual care of the remaining parcel.
BUILDING PERMITS – COMMERCIAL PROJECTS UNDER CITY REVIEW	
205 S. Cedar PENDING	Two building permits pending for this address. Both filed after code enforcement violations were noted. 1. Sign permit. 2. Installing door on front of building.
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 issued Certificates of Appropriateness for the modification of the shed to serve as a dumpster enclosure with a wooden gate, cleaning of the brick, and outdoor lighting. Change of Occupancy permit has been filed to proceed with opening of the Arcade on the first floor only. There will be no escape room at this time.
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 – Hall Blvd. ACTIVE	Building permit is active for demolition after fire. Building permit received for reconstruction of residence is under review.
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 was held Wednesday, January 8, at 5:30pm in the 2 nd floor Maple Room and the Zoning Board of Appeals rendered a decision that the Zoning Official can continue enforcement activity that will include working with the homeowners on the process of obtaining permits and assessing any fines that may be required and that the Zoning Official will work out an appropriate time frame in this matter.
934 and 965 Franklin Farms Drive Esquire Development and Construction, Inc. ACTIVE	On Tuesday, January 7, the Ingham County Drain Commission held a Board of Determination meeting after receiving a petition signed by 5 landowners. They decided there is sufficient evidence to take action on the Willow Creek Drain.

OPERATIONS AND COMMUNITY RELATIONS

- Wastewater Public Notice: Due to the recent storm event, the City of Mason had no other option but to discharge approximately 4.00 MG of wastewater into the Rayner Drain from Saturday, January 11, 2020 to Sunday, January 12, 2020. This action was necessary to prevent sewage backups within the City.
- The City Manager attended Vevay Township’s informational meeting regarding the oil well drilling scheduled to occur just outside of the City of Mason. The information was helpful regarding the process for State permitting.

Staffing Updates:

- Open Positions: Laborer – posted internally; Crossing Guard, substitute seasonal; Public Works Director.

Note: The City Manager plans to post the Public Works Director position as an Assistant City Manager/ Public Works Director. After discussions with our team and review of candidates from the initial posting, the City Manager believes that by changing the job title, she may receive a larger pool of candidates with the skill sets required. This has been successful in other jurisdictions, as roles and responsibilities evolve. Responsibilities and wage range for the position will be unchanged, but the position itself has changed to more of an administrative role due to the large budget, large capital projects anticipated, and recent laws passed related to water, stormwater, and wastewater.

Traffic Updates:

- Columbia Street between Cedar Street and the US 127 Overpass - Speed Complaint - **CLOSED**
Officers assigned to targeted enforcement; speed trailer data was obtained; speeds are not significant.
- M-36 (Ash St) and Steele St- Crosswalk Complaint - **CLOSED**
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. Minor brush requested to be trimmed back, foliage has fallen off, no violations observed, RRFB at that crossing location is a MDOT device.
- Columbia Street near the Sycamore Village Mobile Home Park (Bus Stop) - Speed Complaint/Concern for Students
Officers assigned to targeted enforcement. Staff has partnered 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.
- 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 (S Cedar St) and W Columbia St- NEW
Left Turn/Intersection Complaint for cross traffic left turns. This intersection is MDOT controlled. Mason PD is conducting observation and working with MDOT engineers to collect information for the intersection.

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. School will make the decision in the next few weeks regarding how they would like to move forward.	
PARKS/ CEMETERY/ FORESTRY/ NONMOTORIZED (P)			
2018-P2b	Planning: 5-year Parks Plan	The review period has ended. The plan is available at www.surveymason.com . The Planning Commission adopted the plan at their meeting Jan. 14 th . A Public Hearing will take place at the City Council Meeting on Monday, January 20 th at 7:30 p.m. If adopted, the plan will be submitted to the Michigan Department of Natural Resources no later than February 1, for grant eligibility.	January

FY 2019-2020			
Project	Project Name/Description	Status	Completed
STREETS, SIDEWALKS, BRIDGES (S)			
2017-S5	Walnut- Columbia St. to North End	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.	Restoration and final clean up as applicable.	November
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	Re-bid planned for Jan.	
2017-U15	Replace Hydrants at Mason Plaza	Discussions with owner about relocations occurring.	
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	Moved to FY 2020-2021	
2019-U1	WWTP- Design	RFQP planned for Jan.	
2019-U2	DPW- Design	Revised layouts based on latest meeting provided to stakeholders. Discussed with school and will be getting feedback within next month or two regarding if they are able to move forward	
PARKS/ CEMETERY/ FORESTRY/ NONMOTORIZED (P)			
2017-P8	Laylin Park - Phase II	Not started, planned for Spring	
MOTOR VEHICLE POOL (MVP)			
2017-MVP11	Vehicle No. 13 Replacement	Received; outfitting is underway	
2017-MVP12	Mower No. 75 Replacement	Complete	July
2017-MVP13	Vehicle No. 6 Replacement	Received; outfitting is underway	
2019-MVP1	Vehicle No. 25 Equipping	Received and is in service - Complete	January
BUILDING, PROPERTY, EQUIPMENT (B)			
2017-B5	Library Improvements, Phase 1	RFP is re-posted with a deadline of January 31	
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	City Hall New Servers	Email Server to Office 365 Complete. City Hall server replacement expected June 2020.	
2018-B10	BS&A Module for Online Permitting	Beta testing of module will begin in 2020 with roof/siding permits.	
2018-B12	City Hall Carpet Replacement	Not started	
2018-B13	Extrication Tools Replacement	All items have been ordered and most have been received. Anticipated completion January 2020.	
2018-B15	Sprinkler System in Truck Bay	Preparing bid documents for project.	
2018-B19	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-B1	Election Tabulator Machines	Tabulator Machines have been ordered; anticipated receipt mid-January 2020.	
2019-B2	City Hall- Phase 1	Not started	