



## City Manager's Report: January 2, 2020

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

Project Name	Status
<b>LAND DIVISIONS/COMBINATIONS</b>	
Coppersmith Drive (formerly Enclave at Rayner Ponds) <b>PENDING</b>	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.
1926, 1966 W. Dansville Rd <b>APPROVED</b>	Staff processed a land division request to reconfigure lots. A portion of the land is within a 425 agreement with Vevay Township.
<b>BUILDING PERMITS – COMMERCIAL PROJECTS UNDER CITY REVIEW</b>	
118 W. Oak St. <b>PENDING</b>	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 <b>ACTIVE</b>	Building permit is active for a 5,460 sq. ft. addition to accommodate up to four new retailers.
652 Hull Rd- New Goodwill <b>ACTIVE</b>	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 <b>ACTIVE</b>	Building permit is active to construct a 4,828 sq. ft. addition along with additional parking.
402 S. Jefferson (former Baja Grill) <b>ACTIVE</b>	Building permit is active for interior and exterior renovations.
549 W. Ash- Dog Groomer <b>TEMPORARY OCCUPANCY PERMIT ISSUED</b>	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. <b><i>Parking updates have been delayed until spring.</i></b>
525 N. Cedar- Timeless Treasures <b>TEMPORARY OCCUPANCY PERMIT ISSUED</b>	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.
<b>BUILDING PERMITS – FIRE RESTORATION</b>	
Private Residence – Sycamore Village <b>COMPLETED</b>	Final inspection was approved on the demolition permit of the private residence.
Private Residence – Hall Blvd. <b>ACTIVE</b>	Building permit is active for demolition after fire.
111 Mason St. – Mason Depot <b>ACTIVE</b>	Building permit is active for reconstruction after fire.
575 N. Cedar St. – Heb's Inn <b>ACTIVE</b>	Building permit is active for reconstruction after fire.

ZONING BOARD OF APPEALS	
Private Residence – Stag Thicket <b>PENDING</b>	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 will be held Wednesday, January 8, at 5:30pm in the 2 <sup>nd</sup> floor Maple Room.

### OPERATIONS AND COMMUNITY RELATIONS

- Eric Ream has attained the level D-3 Limited Treatment Operator License. Levi Rice has attained the Level S-2 Water Distribution Operator License. These licenses are critical to ensure we have the most qualified people operating our plants.
- Absentee Ballot Applications for the March 2020 and November 2020 elections will be mailed the first week in January. The Bureau of Elections has instructed Clerks that per Election Law, we must include the option for voters to elect to receive the General Ballot on the Primary Election application. However, to ensure that all voters on our Permanent Absentee list are not overlooked for the general November 2020 election, we will be mailing all voters on our Permanent Absentee list another application, towards the end of May 2020, that will include August 2020 and November 2020.

### Staffing Updates:

- New Hires/Promotions: Susan Willis, Seasonal Crossing Guard, started on Monday, December 16, 2019.
- Open Positions: Laborer – posted internally; Crossing Guard, substitute seasonal; Public Works Director.

### Traffic Updates:

- Columbia Street near the Sycamore Village Mobile Home Park (Bus Stop) - Speed Complaint/Concern for Students  
Officers assigned to targeted enforcement; speed trailer is currently in the area. Staff is partnering 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.
- Columbia Street between Cedar Street and the US 127 Overpass - Speed Complaint  
Officers assigned to targeted enforcement; speed trailer data was obtained and needs to be reviewed, with next steps and case status to be determined.
- 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 (Ash St) and Steele St- Crosswalk Complaint  
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. The RRFB at that crossing location is a MDOT devise.

### LARGE CITY PROJECTS

FY 2018-2019 – CONTINUING PROJECTS			
Project	Project Name/Description	Status	Completed
<b>STREETS, SIDEWALKS, BRIDGES (S)</b>			
2018-S1	MDOT- Temple Street Safety Grant	Rejected the bids due to the cost. Meeting to be scheduled with the school before submitting to MDOT.	
<b>PARKS/ CEMETERY/ FORESTRY/ NONMOTORIZED (P)</b>			
2018-P2b	Planning: 5-year Parks Plan	The draft plan is available for 30-day review until January 13 at <a href="http://www.surveymason.com">www.surveymason.com</a> . A Public Hearing will be held January 20, 2020 during the City Council meeting at 7:30pm in the Sycamore Room. Staff is working to finalize the plan and submit to DNR by February 1 <sup>st</sup> .	

**FY 2019-2020**

Project	Project Name/Description	Status	Completed
<b>STREETS, SIDEWALKS, BRIDGES (S)</b>			
2017-S5	Walnut- Columbia St. to North End	Top Course placed on October 28. 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.	Final paving completed November 22, 2019. Restoration and final clean up as applicable.	
2017-S13/ 2017-U21	Park St.- Elm Street to Oak St.	Complete	November
<b>UTILITIES: SANITARY SEWER, STORM WATER, AND WATER DISTRIBUTION (U)</b>			
2017-U11	Turbine Aeration Blower at POTW	Re-bid planned for Jan.	
2017-U15	Replace Hydrants at Mason Plaza	Discussions with Owner about relocations is underway.	
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	Delayed until FY 2020-2021	
2019-U1	WWTP- Design	RFQP planned for Jan.	
2019-U2	DPW- Design	Revised layouts based on latest meeting provided to stakeholders. Meeting with school in January to discuss potential partnerships.	
<b>PARKS/ CEMETERY/ FORESTRY/ NONMOTORIZED (P)</b>			
2017-P8	Laylin Park - Phase II	Not started	
<b>MOTOR VEHICLE POOL (MVP)</b>			
2017-MVP11	Vehicle No. 13 Replacement	On order; anticipated delivery mid-December	
2017-MVP12	Mower No. 75 Replacement	Complete	July
2017-MVP13	Vehicle No. 6 Replacement	On order; anticipated delivery mid-December	
2019-MVP1	Vehicle No. 25 Equipping	Anticipated completion January 2020	
<b>BUILDING, PROPERTY, EQUIPMENT (B)</b>			
2017-B5	Library Improvements, Phase 1	RFP is re-posted with a deadline of January 31, 2020.	
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	Staff has begun coordination of implementation. 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	

# Welcome to the NEW City of Mason

## Full Page Utility Bill.



### CITY OF MASON UTILITY BILL

201 W Ash St, Mason MI 48854  
Pay Online at [www.mason.mi.us](http://www.mason.mi.us)  
Pay by Phone at 833-699-7827

#### Contact Information:

Billing Questions: 517-676-9155  
Hours: 8:00 a.m. - 5:00 p.m.  
Monday through Friday  
(Except Holidays)  
After Hours Emergency  
517-676-2458

**1**

This includes the customer name, address, account number, bill due date and amount due.

**3**

This section is the breakdown for the total due by rate type. It will also show any previous balance or credit.

**6**

Please tear off the stub and return with payment.

NAME: SMITH, JOHN			
SERVICE ADDRESS: 123 W ASH ST			
ACCOUNT: 0200-06000-03-1			
BILL DATE	DUE DATE	PAY THIS AMOUNT	PAY AFTER DUE DATE
11/30/19	12/20/19	<b>\$39.78</b>	\$43.76

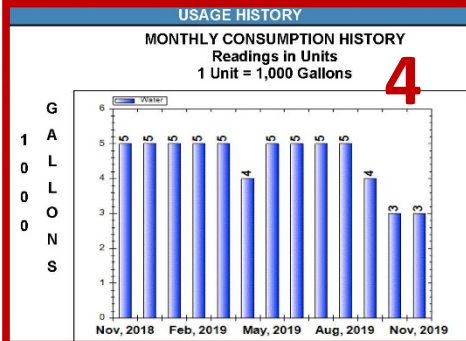
BILLING SUMMARY			
PREVIOUS BALANCE			<b>\$0.00</b>
	RATE	UNITS	
Sewer	Sewer Rate	3	\$16.14
Water	Water Rate	3	\$11.43
Capital Improv-Sewer	Capital Improv - Sewer	3	\$2.19
Capital Improvement	Capital Improv - Water	3	\$8.07
Meter Charge	Meter Charge - Monthly		\$1.95

<b>AUTO DRAFT - DO NOT PAY</b>			
			<b>\$39.78</b>
AFTER 12/20/2019	PAY LATE AMOUNT -		\$43.76

10% PENALTY ADDED TO CURRENT BILL AFTER DUE DATE.  
FAILURE TO RECEIVE BILL DOES NOT WAIVE PAST DUE PENALTY.

- KEEP TOP PORTION FOR YOUR RECORDS -

DISTRICT		02			
BILLING PERIOD: 10/15/2019 TO 11/15/2019					
METER READING DETAIL					
TO	FROM	CODE	PREV READ	CURR READ	UNITS
10/15/19	11/14/19	Water	953	956	3



PAYMENTS PROCESSED  
BY INVOICE CLOUD  
DO NOT PAY THIS BILL

Welcome to the NEW City of Mason Full Page Water Bill. Tear-off the bottom for your payment coupon. See this box for further information.

- SEE REVERSE SIDE FOR IMPORTANT INFORMATION -

**CITY OF MASON**  
201 W Ash St  
PO Box 370  
Mason MI 48854

**ADDRESSEE**

SMITH, JOHN  
123 W ASH STREET  
MASON, MI 48854

SERVICE ADDRESS		DISTRICT	
123 W ASH ST		02	
ACCOUNT NUMBER	BILL DATE	DUE DATE	
0200-06000-03-1	11/30/19	<b>12/20/19</b>	
AMOUNT DUE		PAY AFTER DUE DATE	
<b>\$39.78</b>		\$43.76	

**REMIT TO**

CITY OF MASON  
201 W ASH ST  
PO BOX 370  
MASON MI 48854

**2**

This shows the billing period, current read, previous read and units of water used

**4**

The best part is this new chart that shows water usage. The chart is in units and 1 unit = 1,000 gallons. This chart will update every month with the current usage.

**5**

Look here for important messages and seasonal information.

**ALSO NEW** – Be sure to check the monthly envelope!  
There may be additional inserts with critical information included.

If you have further questions, contact Customer Service at 676-9155 or [info@mason.mi.us](mailto:info@mason.mi.us)