



City Manager's Report: July 15, 2022

OPERATIONS

- The City was awarded a \$15,000 match grant from MEDC to support the Temple/Kipp Road Corridor Study identified in the Capital Improvement Program. The grant will be administered through Ingham County and LEAP.
- The City has issued 1298 ballots for the August 2 Primary Election and 571 ballots have been returned. Ballots will continue to be issued by mail and in-person until Friday, July 29, 2022, at 5:00 p.m. Ballots will be issued in-person ONLY Saturday, July 30 (8:00 AM–4:00 PM) and Monday, August 1 (8:30 AM–4:00 PM)
- **Staffing Updates:** Current Open Positions (5)
 - After 39.6 years of service, Assistant Chief Mark Howe retired on June 24, 2022. Following his retirement, Kirk Crawford was appointed to Assistant Chief, John Sabbadin was promoted to Captain, and Matt Wood was promoted to 1st Lieutenant. After a special election on July 8th, Vaughn Vandecar was elected as the new 2nd Lieutenant. The City thanks Mark for his dedicated service and congratulates the new leadership members!
 - RESIGNATIONS:
 - Nichole Viles has resigned effective July 20, 2022 as a Customer Service Representative in Customer Service
 - CLOSED, EVALUATING APPLICANTS:
 - Full-Time Public Works Director (1) – Applications are under review
 - OPEN, EXTERNALLY:
 - Seasonal Part-time Crossing Guard (1) - Open until filled.
 - PREPARING/ EVALUATION POSTING:
 - Full-Time DPW Mechanic (1)- Evaluating position replacement.
 - Part-Time Administrative Assistant – Community Development (1)- Evaluating position replacement
 - Full-Time Customer Service Representative (1) – Evaluating position and preparing to post
- **Traffic Updates:**
 - Hall Blvd. south to Vanderveen- Officers have been assigned to the area for targeted enforcement. **Status is open.**

LARGE CITY PROJECTS

FY 2021-2022			
Project	Project Name/Description	Status	Completed
STREETS, SIDEWALKS, SIGNALS(S)			
2019-S9b	Signal at E. Maple & S. Jefferson	In progress, anticipation completion by Aug 1	
UTILITIES: SANITARY SEWER, STORM WATER, AND WATER DISTRIBUTION (U)			
2019-U3a	Wastewater Treatment Plant – Design	In Process, anticipated completion 2023	
2021-U1	WTP- High-Pressure Pump VFD	Anticipated completion in December 2023 (equipment is 6 months out)	
PARKS/ CEMETERY/ FORESTRY/ NONMOTORIZED (P)			
2017-P8	Laylin Park - Phase II	Contract Awarded, waiting for consumers transformer to be relocated.	
2020-P6, P8, P12, P13, P14	Plan/ Design-Rayner Park, Lee Austin Park, Bond Park, Griffin Park, Hayes Park	In progress, anticipated drafts to Council in September	
BUILDING, PROPERTY, EQUIPMENT (B)			
2018-B23	Planning: Master Plan/Zoning Update	Staff anticipates that the draft master plan will be presented in July.	

FY 2022-2023

Project	Project Name/Description	Status	Completed
STREETS, SIDEWALKS, SIGNALS(S)			
2017-S15	S. Barnes Street – Ash to Kipp	Construction in process	
2019-S1	Walnut Ct. – Columbia to Ash	Moved to Next FY by Council Action	MOVED
UTILITIES: SANITARY SEWER, STORM WATER, AND WATER DISTRIBUTION (U)			
2017-U28	S. Barnes Street Utilities – Ash to Kipp	Utilities expected to be completed by August	
2018-U39	Well No. 9 (Temple St.) Rebuild	Anticipated 2 nd quarter of FY 22-23	
2022-U1	Headworks Huber Screen	Anticipated 2 nd quarter of FY 22-23	
PARKS/ CEMETERY/ FORESTRY/ NONMOTORIZED (P)			
2020-P3	Hayhoe Riverwalk Trail – Eval. & Repair	Awaiting County Grant Agreement, Anticipate Bidding 3 rd quarter of FY 22-23	
2020-P11	Rayner Park- Phase 1 Construction	Awaiting DNR Grant Agreement, Anticipate Bidding 3 rd quarter of FY 22-23	
2020-P1	Columbia Street Bridge: Non-Motorized Connection	Awaiting County Grant Consideration, Anticipate Bidding 3 rd quarter of FY 22-23	
2020-P15	Jefferson railhead/Cemetery/Community Garden	Awaiting County Grant Agreement, Anticipate Bidding 3 rd quarter of FY 22-23	
2020-P17	Non-motorized Program: Southeast Quadrant of the City	Anticipate Bidding 3 rd quarter of FY 22-23	
2020-P1	Maple Grove Cemetery: Columbarium (3)	Anticipate Bidding 3 rd quarter of FY 22-23	
MOTOR VEHICLE POOL (MVP)			
2017-MVP22	Vehicle No. 83	Police	Anticipate Bidding 1 st quarter of FY 22-23
2017-MVP18a	Vehicle No. 24	Dump/Plow Truck	Anticipate Bidding 3 rd quarter of FY 22-23
2017-MVP22	Vehicle No. 83	Police	Anticipate Bidding 3 rd quarter of FY 22-23
2022-MVP1		Concrete Grinder	Anticipate Bidding 3 rd quarter of FY 22-23
2022-MVP2	Trailer No. 53	Public Works	Anticipate Bidding 1 st quarter of FY 22-23
2022-MVP3	Trailer No. 55	Public Works	Anticipate Bidding 1 st quarter of FY 22-23
2022-MVP4	Mower Attach No. 39	Public Works	Anticipate Bidding 3 rd quarter of FY 22-23
BUILDING, PROPERTY, EQUIPMENT (B)			
2018-B14	Fire: Rehab 815 Replacement	Anticipate 1 st quarter of FY 22-23	
2020-B4a	DPW: Facility Design	Staff finalizing concepts, Anticipate bidding 2 nd quarter of FY 22-23	
2017-B5b	Building: Library Phase 1, Part 1	Staff reviewing estimates from contractor and awaiting grant consideration from MEDC to fill gap	
2017-B10	Fire: Furnace/AC, Office & Training Area	Anticipate 1 st quarter of FY 22-23	
2018-B15	Fire: Sprinkler System in Truck Bay	Anticipate 1 st quarter of FY 22-23	
2018-B20	Fire: Carpet Replacement for Station 1	Anticipate 3 rd quarter of FY 22-23	
2018-B25	Police: In-Car Digital Recording System	Anticipate 3 rd quarter of FY 22-23	
2018-B23a	Cedar/127 Corridor Sub-area Plan	Anticipate 1 st quarter of FY 22-23	
2018-B23b	Kipp Road/Temple Street Sub-area Plan	Anticipate 1 st quarter of FY 22-23	
2019-B2b	City Hall Renovations: Phase 1 /Carpet	Anticipate Bidding 1 st quarter of FY 22-23	
2020-B4b	Public Works: Facility Construction	Anticipate Bidding 3 rd quarter of FY 22-23	
2022-B1	Ordinance Update: Planning, Subdivision, Signs, STR	Anticipate 2 nd quarter of FY 22-23	

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

Project Name	Status
PERMITS – COMMERCIAL PROJECTS (listed only once when active)	
558 N. Cedar Family, Farm & Home APPROVED	Eugene Franks, Family Farm & Home, Inc. has requested a Special Use Permit and concurrent Preliminary and Final site plan approval for the conversion of dedicated parking areas for the use of trailer sales, the expansion of a permanent outdoor retail area, and seasonal outdoor retail displays for an additional 9,000 s.f. of outdoor retail area on property located at 558 N. Cedar, Mason, MI, parcel number 33-19-10-05-401-004.
Land Parcel Giguere Realty & Development, LLC - REZONING – DENIED - PLAT – PENDING - SITE PLAN - PENDING	James Giguere, Giguere Realty & Dev. LLC has three requests for a parcel of land at the end of Stratford Drive, Mason, MI, parcel number 33-19-10-04-477-001. The Planning Commission held Public Hearings at their meeting on July 12, 2022 for: <ol style="list-style-type: none"> Amend the zoning map by rezoning land from RS-2 Single Family Residential District to RS-3 Single Family Residential District. Approval of a Preliminary Plat to create Rayner Ponds No. 4, 5, and 6 comprised of 22 residential lots and new road. <i>Note: The new Preliminary Plat will replace the previously approved plat for 20 lots.</i> The matter was deferred to the meeting on September 13, 2022. Preliminary and Final Site Plan Approval for the first phase of development in the Rayner Ponds residential subdivision No. 4. This will be placed on the September 13 agenda.
440 S. Jefferson BAD Brewing Company APPROVED	Brian Rasdale, BAD Brewing Company requested approval of Preliminary and Final Site Plan for the addition of a 555 square foot deck with an awning canopy on property located at 440 S. Jefferson St., Mason MI; Parcel Number 33-19-10-08-240-021.