



HISTORIC DISTRICT COMMISSION MEETING AGENDA – January 15, 2024

**Mason City Hall, 201 W. Ash Street, Mason, MI
Maple Room 2nd Floor, 6:00 p.m.**

1. OATH OF OFFICE
2. CALL TO ORDER
3. CONFIRMATION OF MEMBER ATTENDANCE
4. ELECTION OF LEADERSHIP
5. PUBLIC COMMENT
6. APPROVAL OF MINUTES
 - A. Approval of Minutes from the Historic District Commission Meeting on January 30, 2023
7. UNFINISHED BUSINESS
8. NEW BUSINESS
 - A. Certificate of Occupancy: 440 S. Jefferson - Bad Brewing Company – Server Station
 - B. Letter of Support – SHPO CLG Grant
9. LIAISON REPORT (12.15.23)
10. ADJOURNMENT

**CITY OF MASON
HISTORIC DISTRICT COMMISSION
MINUTES OF JANUARY 30, 2023
DRAFT**

Chair Cummings called the meeting to order at 5:30 p.m. at Mason City Hall.

CONFIRMATION OF MEMBER ATTENDANCE

Members		Present	Absent	Notes
Chair	Cummings	X		
Vice Chair	Clinton	X		
Council Liaison	Preadmore	X		
Commissioner	Carpenter		X	No notice.
Commissioner	Gillis	X		
Commissioner	Klein	X		
Commissioner	Neville-Palmateer		X	Emailed notice.

Also present: Elizabeth A. Hude, AICP, Community Development Director/HDC Secretary

ELECTION OF LEADERSHIP

Director Hude opened nominations for Chair. Klein nominated Mark Cummings. There were no other nominations for Chair. Hude closed the nominations for Chair and called for a vote.

VOTE

Yes (5) Clinton, Cummings, Gillis, Klein, Preadmore

No (0)

Absent (2) Carpenter, Neville-Palmateer

Cummings elected Chair

Director Hude opened nominations for Vice-Chair. Cummings nominated Clinton for position of Vice Chair. There were no other nominations for Vice-Chair. Hude closed nominations for Vice-Chair.

VOTE

Yes (5) Clinton, Cummings, Gillis, Klein, Preadmore

No (0)

Absent (2) Carpenter, Neville-Palmateer

Clinton elected Vice-Chair

Members went around the room and introduced themselves.

PUBLIC COMMENT

None.

APPROVAL OF MINUTES

MOTION by Klein, second by Preadmore to approve the Historic District Commission meeting minutes from July 18, 2022.

VOTE

Yes (5) Clinton, Cummings, Gillis, Klein, Preadmore
No (0)
Absent (2) Carpenter, Neville-Palmateer

MOTION APPROVED

UNFINISHED BUSINESS

None.

NEW BUSINESS

Letter of Support - SHPO CLG Grant

MOTION by Preadmore, second by Klein, to approve the Letter of Support from the Historic District Commission regarding the CLG Grant for Library.

Discussion took place regarding the project and a correction to the letter – 3rd sentence of first paragraph ‘city-owned’ and signature for Chair Cummings.

VOTE

Yes (5) Clinton, Cummings, Gillis, Klein, Preadmore
No (0)
Absent (2) Carpenter, Neville-Palmateer

MOTION APPROVED

LIAISON REPORT

A. City Council Liaison Report

Council liaison Preadmore directed everyone to the City Manager’s report in the packet, spoke about the Master Plan and that public workshops would be held in the future, and stated that City Council would be meeting at 6 pm this same evening to approve the grant application for the library.

ADJOURN

The meeting adjourned at approximately 5:45 p.m.

Elizabeth A. Hude, AICP, Community Development Director and HDC Staff Secretary



Staff Agenda Report: January 15, 2024 Historic District Commission

AGENDA ITEM:	Certificate of Appropriateness (COA) - Brian Rasdale of BAD Brewing Company Has Requested A COA for A Server Station Connected to the Main Structure on Property Located at 440 and 448 S. Jefferson Street.
RECOMMENDED ACTION:	Approve COA
PROJECT ADDRESS:	440 and 448 S. Jefferson
APPLICANT:	Brian Rasdale, for Bad Brewing Company LLC
OWNER:	Rasdale Investments, LLC

Authority .

- [Sec. 31-5\(a\)](#): A permit shall be obtained from the zoning official before any work is performed within a historic district affecting the exterior appearance of a resource or affecting the interior arrangements of a resource that will cause visible change to the exterior appearance of a resource.
- [Section 31-4\(7\)](#): The commission established by this chapter shall have the following duties and powers: Review plans and applications for all permits required by this chapter for any work affecting the exterior appearance of any historic or non-historic resource within a historic district. The commission shall have the power to issue a certificate of appropriateness if it approves of the plans submitted. The commission shall also have the power to issue a denial or a notice to proceed.

Public Notice: No additional public notice required beyond notice of a regular public meeting per the Open Meetings Act.

Relation to Other Actions: The applicant has applied for a building permit subject to approval of a COA by HDC per [Sec 31-5\(b\) and \(c\)](#).

Submittal Criteria: The applicant has submitted applications for zoning and building permits which provide the plans and elevations necessary to satisfy the submittal requirements of [Sec. 31-5\(c\)](#).

Review Criteria: Per [Sec. 31-5\(d\)](#) the review of any application shall follow the U.S. Secretary of the Interior's Standards for Rehabilitation and Guidelines for Rehabilitating Historic Buildings, as set forth in 36 C.F.R. Part 67. Review standards and guidelines that address special design characteristics of historic districts administered by the commission may be followed if they are equivalent in guidance to the Secretary of Interior's Standards and Guidelines and are established or approved by the center. In reviewing applications, the commission shall consider the standards and guidelines in [Sec. 31-5\(e\)](#) listed in the Project Analysis.

ATTACHMENTS:

- Project Analysis with Review Criteria
- COA
- Applicant narrative
- Plans and elevations

PROJECT ANALYSIS

Description of Current and Planned Use of Property:

The brewery first opened in 2005. Expansions occurred in 2015 (adjacent building #448), followed by outdoor seating in the rear yard. In June of 2020, approval of a temporary outdoor seating area in the alley was given to support the business during the Covid restrictions. On Monday, September 20, 2021, City Council approved Resolution 2021-27 which vacated a portion of the alley between 440 S. Jefferson (Bad Brew) and 412 S. Jefferson (Kean's). Planning Commission approved a concurrent Preliminary and Final Site Plan on Tuesday, October 12, 2021.

Property/Building Size: 67.5 s.f. server station attached to the north, alley-side of the principal structure

REVIEW CRITERIA:

Per [Sec. 31-5\(d\)](#) the review of any application shall follow the U.S. Secretary of the Interior's Standards for Rehabilitation and Guidelines for Rehabilitating Historic Buildings, as set forth in 36 C.F.R. Part 67. Review standards and guidelines that address special design characteristics of historic districts administered by the commission may be followed if they are equivalent in guidance to the Secretary of Interior's Standards and Guidelines and are established or approved by the center. In reviewing applications, the commission shall consider the standards and guidelines in [Sec. 31-5\(e\)](#). Based upon staff's review, the application appears to meet the standards for approval as noted below.

STATUS/NOTE	REQUIREMENT
MEETS	1) The historical or architectural value and significance of the structure and its relationship to the historical value of the surrounding area.
	440 and 448 S. Jefferson are contributing buildings, shown on pages 26-29 of the Mason Main Street Façade Study . The proposed server station will be directly attached to the historic building. No other alteration to the historic structure is proposed and the new server station will be located in the alley which is partially screened by planters from the streetview.
MEETS	2) The relationship of the exterior architectural features of the structure to the rest of the structure and the surrounding area.
	The exterior architectural features of the proposed structure include transparent vinyl walls and roof. As discussed in the US Secretary of the Interior's Standards, p. 26 , the new addition will not directly impact the historic building and is smaller in size, and differentiated from it. If the server station were to be removed, the essential form and integrity of the historic building would not be affected.
MEETS	3) The general compatibility of exterior design, arrangement, texture, and materials proposed to be used.
	Due to the size, the impact is minimal. The transparency of the walls minimize the overall impact of the station.
MEETS	4) Other factors, including aesthetic value, which the commission considers pertinent.
	Similar to 3 above, the size and transparency of the materials are of minimal impact to the historic building.

I concur with the comments provided by staff in the table above. In keeping with U.S. Secretary of the Interior's Standard Standard 9, the addition does not adversely affect the character-defining features of this resource and is easily differentiated from the old/existing building. Additionally, the work meets Standard 10; if the work is removed in the future, the integrity of the historic resource will be unimpaired.

Daniel E. Bollman, AIA
 Historic Architect (36 CFR Part 61)
 Michigan Architect License #1301057207

Introduced:

Second:

CITY OF MASON
HISTORIC DISTRICT COMMISSION
Certificate of Appropriateness
440 and 448 S. Jefferson
January 15, 2024

Project: 67.5 sq. ft. Server Station Connected to Principal Structure

At their regular meeting on Monday, January 15, 2024 the City of Mason Historic District Commission approved a Certificate of Appropriateness for a 67.5 sq. ft. server station connected to the north alley side of the principal structure on property located at 440 and 448 S. Jefferson Street. Their decision was based upon the findings that the proposed methods and materials stated in the staff report dated January 12, 2024, are consistent with the standards listed in Section 31-5(3) of the Mason Code specifically:

1. That the property is listed as a contributing building in the City of Mason Historic District property and has a significant impact on the surrounding area, and
2. The proposed server station is contemporary and differentiated from the historic building, and will not negatively affect its essential form and integrity, and
3. The exterior design, texture and materials are transparent vinyl and generally compatible with the buildings adjacent to the site, and
4. The proposed server station will not negatively impact the District.

VOTE

Yes (0)

No (0)

Absent (0)

tbd, Chairperson



BUILDING PERMIT APPLICATION

201 W. Ash Street • Mason, MI 48854 • Phone: 517-676-9155
www.mason.mi.us email: info@mason.mi.us

RECEIVED
HDC PACKET 6

JUL 11 2023

CITY OF MASON
CUSTOMER SERVICE

Date 7/10/2023		Permit No. PB23-0008 (Office Use Only)		
PROJECT LOCATION				
Project Address (Street, City, State, Zip)		440 S. Jefferson ST. Mason, MI 48854		
Parcel ID 33-19-10-08-24-021	Subdivision name/Lot No.	Flood Zone/ FIRM Community Panel No.	Zoning District (s) C-1	Historic District? <input type="checkbox"/> or <input checked="" type="checkbox"/>
PROJECT INFORMATION				
CHECK ALL THAT APPLY: <input type="checkbox"/> Residential <input checked="" type="checkbox"/> Commercial <input type="checkbox"/> Certificate of Occupancy <input type="checkbox"/> New Principal Structure <input checked="" type="checkbox"/> Alteration to Existing Structure <input type="checkbox"/> Demolition of Existing Structure <input type="checkbox"/> Roof/Siding <input type="checkbox"/> Windows/Doors <input type="checkbox"/> Sign(s) <input checked="" type="checkbox"/> Exterior Changes to Building in Historic District <input type="checkbox"/> Accessory Structure (Deck, Shed, Garage, Pool, Fence, Retaining Wall) <input type="checkbox"/> Temporary Structure (Tent/Canopy - Special Event)				
Project Description: (Provide a <u>detailed description</u> of work to be done. Also provide information on how the structure or space within the structure will be used. Attach additional pages if necessary.) 7.5' X 9' structured connected to the north side of 440 S. Jefferson St. The structure has a slanted roof and will be used as a server station for BAD Brewing.				
Size of Structure (sq. ft.) 67.5	Valuation of Work \$300	Permit Fee \$ 75.00		
Construction Type Metal/ Polycarbonate	Use Group	Occupancy Load 2		
APPLICANT INFORMATION				
Who is the applicant? <input checked="" type="checkbox"/> Property Owner <input type="checkbox"/> Tenant <input type="checkbox"/> Contractor <input type="checkbox"/> Other: _____				
Who is the primary contact? <input checked="" type="checkbox"/> Applicant <input type="checkbox"/> Other: _____				
Applicant Name/Address Brian Rasdale/ Owner				
Applicant Phone 517-819-4259		Email info@badbrewing.com		
Property Owner Name/Address (If different from applicant or property address)				
Property Owner Phone		Email		
Contractor Name/Address			License #	
Contractor Phone		Email		
It is understood that this permit becomes null and void if work or construction is not commenced within six months , or if work or construction is suspended or abandoned for a period of six months at any time after work is commenced. A true copy of the plans of said structure is attached. It is understood that all provisions of laws and ordinances governing this type of work will be complied with whether specified herein or not. The granting of a permit does not presume to give authority to violate or cancel the provisions of any other state or local law regulating construction or the performance of construction.				
Section 23a of the Michigan Construction Code Act of 1972 (1972 PA 230, MCL 125.1523A) prohibits a person from conspiring to circumvent the licensing requirement of this State relating persons who are to perform work on a residential building or a residential structure. Violators of Section 23a are subject to civil fines. By execution of this application, the person signing represents that the information provided and the accompanying documentation is, to the best of his/her knowledge, true and accurate. In addition, the person signing represents that he or she is authorized and does hereby grant a right of entry to City officials for the purpose of inspecting the premises and uses thereon to verify compliance with the terms and conditions of any permit or approval issued as a result of this application.				
Applicant Signature		Date 7/10/23		

**BAD Brewing Company**BADbrewing.com

517-676-7664

440 S. Jefferson St.

Mason, MI 48854



7/11/23, 10:48 AM

BAD Brewing Co. Mail - (no subject)

HDC PACKET 8



BAD Brewing Co. <info@badbrewing.com>

(no subject)

BAD Brewing Co. <info@badbrewing.com>
To: "BAD Brewing Co." <info@badbrewing.com>

Tue, Jul 11, 2023 at 10:31 AM









BUILDING PERMIT

Technical Review

PERMIT # PB23-0068Type of Permit: Residential _____ Commercial X Change of Occupancy _____Applicant: Brian Rasdale Address: 4405 Jefferson

Requires the following inspections be completed and approved in accordance with the provisions of the Michigan

Residential Code, _____ Edition.

- | | |
|---|---|
| <input type="checkbox"/> Footing inspection | <input type="checkbox"/> Foundation inspection |
| <input type="checkbox"/> Concrete slab or under-floor inspection | <input type="checkbox"/> Post Hole/Ledgerboard inspection |
| <input type="checkbox"/> Vapor barrier inspection | <input type="checkbox"/> Open Joist inspection |
| <input type="checkbox"/> Floodplain inspection (as required) | <input type="checkbox"/> Frame (rough) and Masonry inspection |
| <input type="checkbox"/> Energy Efficiency inspection (Insulation) | <input type="checkbox"/> Roof Deck inspection |
| <input type="checkbox"/> Fire-resistance-rated construction inspection | <input type="checkbox"/> Lowest Floor elevation (if required) |
| <input type="checkbox"/> Lath or gypsum board inspection | <input type="checkbox"/> Final |
| <input type="checkbox"/> Other inspections: _____ | |
| <input type="checkbox"/> Plans are required on jump drive before Final Inspection | |

Before Final Building inspection:

- ☐ All Final State Inspections MUST be approved before a final Building Inspection
- ☐ Zoning - Incomplete items may result in one or combination of the following: denial of C of O, TEMP C of O, Deposit/Bond for remaining work:
 - ☐ Record Drawings of Site Plan in electronic format: structures, set-backs, final grading
 - ☐ Site Inspection: address, setbacks, final grading, ROW (trees, sidewalk, utilities)

BUILDING REVIEW:

Approved _____ Denied _____ Official Administrator _____ Date _____

Special Conditions _____

ZONING REVIEW:

Existing Structure or Use: Conforming _____ Non-Conforming _____

Proposed Structure or Use: Conforming _____ Non-Conforming _____

Variance Granted _____ Date _____ HDC Review Required: Yes ___ No ___ Date _____

Approved _____ Denied _____ Official Administrator _____ Date _____

Special Conditions _____



Building Permit Intake Checklist

CUSTOMER SERVICE

- ☒ Review the application to make sure it is filled out completely including zoning district and email address.
- ☒ Review homeowner information – phone and email address. If none, fill out Owner Authorization.
- ☒ Date stamp permit with 'Customer Service'
- ☒ Enter permit into BS&A – See 'How to Enter a Building Permit in BS&A'
- ☒ Print invoice / take payment
- ☒ Attach Technical Review sheet
- ☒ Add comment under the permit record in BS&A – **REVIEW STATUS** - permit entered, payment taken, and sent to CommDev for review.
- ☒ Put in Community Development inbox

Initial & Date Km 7/11/23

COMMUNITY DEVELOPMENT (SEE DEPARTMENT CHECKLIST)

CUSTOMER SERVICE

- ☐ Place in bin for Meridian p/u
- ☐ Make sure Meridian signs Transfer Log at p/u

CUSTOMER SERVICE UPON RETURN FROM MERIDIAN

- ☐ Sign Transfer Log for permits returned from Meridian
- ☐ Update comment in BS&A – **REVIEW STATUS** - date - returned from Meridian, permit issued, scanned, emailed- initial
- ☐ Add stipulations
- ☐ Issue permit
- ☐ Email weather card and building permit
- ☐ Scan entire permit packet – save as PBXX-XXXX, 123 Big Bird Dr. – Approved
 - ☐ Save in both BS&A and the 2021 scan folder
- ☐ Place Customer copy of permit packet in Building Permit folder for customer pick up
 - ☐ File original copy of permit packet in the 2021 Building Permit File folder

Initial & Date _____



CITY OF MASON

201 WEST ASH
MASON, MI 48854
5176769155
5176761330

Invoice For Permit: PB23-0068

HDC PACKET 15
Print Date: 07/11/2023


Rasdale, Brian
3106 Scarborough
Lansing MI 48910

Pay by Account In Full



Pay by Account In Full

\$ 175.00

Invoice No		Invoice Date	Permit Number	Address	Amount Due	
		00005328	07/11/23	PB23-0068	440 S JEFFERSON	\$ 175.00
Fee Details:	Quantity	Description			Amount Cost	Balance
	300.000	NEW BUILDING / ADDITION / ALTERATIONS			\$75.00	\$ 75.00
	1.000	COMMERCIAL REVIEW			\$100.00	\$ 100.00
Total Amount Due					\$ 175.00	

PAID

JUL 11 2023

CITY OF MASON



TO: Historic District Commission
FROM: Elizabeth A. Hude, AICP, Community Development Director
RE: Letter of Support and draft Resolution to Authorize application to the Certified Local Government Grant Application for the Library renovations.
DATE: January 15, 2024

For your consideration, enclosed is a Letter of Support to include in the Certified Local Government Grant Application for the Mason Library renovations. Submittal of the grant application is contingent upon City Council approval.

Staff offers the following Motion for consideration:

1 – Letter of Support

Motion to approve Letter of Support and submit to SHPO with the CLG grant application



January 30, 2024

Alan Higgins
Certified Local Government Coordinator
State Historic Preservation Office
300 N. Washington Square
Lansing, MI 48913

RE: City of Mason CLG Grant Application for Library Renovations

Dear Mr. Higgins,

We are very excited to support the City of Mason's application for the Michigan State Historic Preservation Office's Michigan Certified Local Government Rehabilitation Planning & Rehabilitation Project Grant in the amount of \$100,000 for the Mason Library renovations. Our Library is the only city-owned historic building in Mason's Downtown Historic District. It is an architectural treasure and the symbolic cornerstone of Mason's character and civic life.

As members of the City of Mason Historic District Commission we see this as a great opportunity to protect an important historic resource in Mason that our community takes great pride in. The Library is currently home to the Capital Area District Library. The renovation will preserve this building and increase public accessibility into the foreseeable future, even if the use should change over time.

The City of Mason, in partnership with Capital Area District Library – Mason Branch completed a Feasibility Study in 2018 to develop conceptual plans for the library's renovation. We were generously awarded a SHPO CLG grant of \$116,950 in 2021. This in turn inspired additional community support in the way of private donations by individuals and grants from other community agencies.

After two rounds of unsuccessful bids, escalating costs resulting in part from the COVID-19 pandemic, the renovation budget has nearly doubled to over \$1 million. We are seeking \$100,000 from SHPO through the CLG grant program to help us close the gap without having to further reduce the scope of work to complete the improvements to the library. Specifically, this money will be used to address the restoration of exterior historic features of the building - windows, the stained-glass cupola, and fascia/soffit.

The Mason Historic District Commission fully supports this effort as it aligns with our mission to preserve and increase access to historic resources in Downtown Mason's Historic District. The community has overwhelmingly expressed its support to invest in the protection of the Library building. The City has worked diligently to keep the project moving forward. We appreciate your previous support to get us where we are today and ask that you consider approval of our CLG grant application.

Sincerely,

To be determined., Chair
Historic District Commission

CC: City Council, City of Mason



City Manager's Report: December 15, 2023

OPERATIONS

General:

- Manager Stuart represented the City in a promotional video for MDOT regarding the Columbia Street Bridge and 127 project. It is expected to be released in the next few weeks.
- Manager Stuart attended the MML and MML Foundation Board meetings where projects and initiatives for the next year were discussed.
- Director Hude represented the City in a promotional video produced by LEAP announcing the transition of the Public Art for Communities (PAFC) grant program to the Arts Council of Greater Lansing (ACGL). Available to view at: <https://www.youtube.com/watch?v=ndBzI5gEFf8>.

Community Outreach:

- Officers Demo, Washington, and Chief Wriggelsworth participated in Shop with a Cop.
- Officers Thompson, Wildfong and Chief Wriggelsworth, and Firefighters Powless, March, Etzel, Baughman, and Cook participated in Shop with a Hero.
- Officer Birr, Officer Thompson, and Stella Emens delivered No Senior without Christmas packages.
- City staff has adopted multiple families this holiday season and has donated over \$600 towards the cause.

Personnel:

• Trainings

- Clerk Jarvis attended the Michigan Association of Municipal Clerk's Master Academy November 28 -30, 2023.
- Officer Justin Demo attended Defensive Tactics Instructor refresher training December 6 - 8, 2023.

• Staffing Updates,

PROMOTIONS/TRANSFERS:

- Jeff Rewerts appointed as Utilities Director effective December 10, 2023.
- Levi Rice appointed as Public Works Foreman effective December 10, 2023.
- Kirk Crawford appointed as Public Works Director effective December 12, 2023
- Roger Pfannenschmid appointed as Public Works Foreman effective December 18, 2023.
- Eric Ream and Michael Hersey were appointed as Utilities Foreman effective December 18, 2023.

OPEN POSITIONS-4:

- Laborer (1) - posting under review.
- Utility Operation (1) - posting under review.
- Temporary Election Assistant (1) position will close January 3, 2024
- Seasonal Part-time Crossing Guard (1) - open until filled.

CAPITAL IMPROVEMENT PROGRAM PROJECTS

Removed after one notice of complete.

FY 2023-2024				
Project	Project Name/Description		Status	Completed
STREETS, BRIDGES, SIGNALS(S)				
2017-S16	Maple Street Bridge: Replacement		3Q project (rebidding)	
UTILITIES: SANITARY SEWER, STORM WATER, AND WATER DISTRIBUTION (U)				
2019-U3b	WWTP Plant Construction		Change Order summary is attached for reference. Pay Application 1 for \$2,108,440.80 is being reviewed for payment.	
2022-U1	WWTP Headworks Huber Screen		3Q Project for Feb bid.	
2023-U4	South Water Tower Chlorine Analyzer		Installation planned by Jan 1.	
2023-U40	WWTP: Curtis Street Lift Station Replacement		Curtis Street Lift station is back to operational with final invoices being prepared for County. City has closed on property.	
PARKS/ CEMETERY/ FORESTRY/ NONMOTORIZED (P)				
2020-P4	Hayhoe Riverwalk Trail: Trail Wayfinding		4Q Project may delay further due to available grant funding.	
2020- P6/ 8/12/13/14	Plan/ Design-Rayner, Lee Austin, Bond, Hayes Parks		Anticipate presentation to Council in Jan.	
2020-P9	DDA: Downtown Wayfinding Signage		DDA established a sub-committee that is meeting to prepare RFP.	
2020-P11	Rayner Park- Phase 1 Construction		Site plan and play equipment options are available for review - here . Documents are being prepared for winter bidding to be submitted for DNR approval. Staff is working on board removal process for community.	
2020-P15	Jefferson Trailhead/ Comm Garden		Under construction, anticipate completion by Feb.	
2020-P21	Hayes Park: Capital Improvements		3Q Project, will request Council prioritization in Jan.	
2022-P2	Maple Grove Cemetery: Trash Receptacles/ Section Signs		3Q Project, in coordination with cemetery board, selecting signs for trash receptacles.	
2023-P3	DDA: Tree Replacement		Awarded, Spring installation.	
MOTOR VEHICLE POOL (MVP)				
2017-MVP18	Vehicle No. 24	Dump/Plow Truck	Ordered, receipt anticipated in 2024	
2018-MVP3	Vehicle No. 84	Police Patrol	Anticipate being able to order in Feb.	
2019-MVP6	Vehicle No. 802	Fire Expedition	Ordered	
2022-MVP5	Equip. No. 37	Public Works Gator	Complete	December
2022-MVP7	Equip. No. 82	Chipper	Complete, contingent on City Council consideration at Dec 18 meeting.	December
2023-MVP1	Vehicle No. 88	New Police Patrol	Anticipate being able to order by Feb.	

BUILDING, PROPERTY, EQUIPMENT (B)			
2017-B5b	Building: Library Phase 1, Part 1	Interior work expected to be finished by March. Updated estimates were received, and exterior work has a funding gap that is currently over \$220,000. CADL/City are continuing to apply for a grant to fill the gap and CADL is launching a local fundraising campaign. Meeting with MEDC for potential crowd funding grant opportunity.	
2018-B23	Planning: Master Plan/Zoning Update	Zoning updates are in progress, Zoning Ordinance Review Committee mtg is meeting monthly, but hasn't scheduled their Jan meeting.	
2018-B23a	Cedar/127 Corridor Sub-area Plan	Bids expected to be released by January.	
2019-B2b	City Hall Renovations: Phase 1 /Carpet	3Q Project	
2019-B8	Police: Car Port (7-Car Unit)	3Q Project	
2020-B4	DPW: Facility Design Build	Preparing bid package, staff anticipates bidding February. Staff is meeting in Jan with bond experts and MPS to discuss recommended structure.	
2022-B1	Ordinance Update: Planning, Subdivision, Signs, STR	3Q Project	
2023-B1	City Hall: HVAC Controls Replacement	In progress	
2023-B4	Planning: Public Participation Plan & Communication Strategy	3Q Project	

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

None.



Date: December 15, 2023

Notes:		
Estimated, pending final estimate	Total Contingency:	\$2,347,657
Change directive sent, pending estimate	Staff Authorized to:	\$1,347,657

Reference ID	Description	Submitted By	Received By	Date Submitted	Date Authorized/Returned	Response	CCI Change Number	Confirmed Add/Deduct	Total Contingency After Change	Change Order	Change Order Date	Change Order Authorized Date
RFI-004	Tree removal as required (25 large trees, 17 smaller trees) in order for installation of bentonite slurry wall. Additional trees (invasive cottonwoods) were also removed after determined to be a threat to tank operations due to branches and seeds. Tree buffer will be installed by completion of project in this area (10 were included in project and six will be added in landscaping change order).	CCI	HRC/City	10/19/23	10/20/23	Proceed with tree removals	CI002	\$ 29,928.37	\$2,377,585.37	C/0: 01	12/8/2023	12/15/2023
RFI-009	Demolition of 15x60 tank discovered during demolition of old tricking filters	CCI	HRC/City	10/26/23	10/27/23	Proceed with tank demo		\$ 16,000.00	\$2,393,585.37			
RFI-008, Other	Slurry wall impacts (credit for removal of slurry wall sections and add for soil stabilization)	CCI	HRC/City	11/8/23	11/8/23	Proceed with modifications to wall		\$ (75,000.00)	\$2,318,585.37			
WCD-001	Consumers Power requirements for second natural gas meter	HRC	CCI	11/8/23		TBD - pending change from CCI		\$ -	\$2,318,585.37			
WCD-002	Landscaping for plan review requirements (ornamental fencing, additional landscaping)	HRC/City	CCI	12/6/23		TBD - pending change from CCI		\$ -	\$2,318,585.37			