



City Manager's Report: October 15, 2020

COVID-19 UPDATES:

- City Hall is open to the public Monday- Thursday 9 a.m. - 3 p.m. Residents are encouraged to make contactless payments, for all payments, including tax payments, by mail, online, or placing in our drive up drop-box in the City Hall parking lot. We are asking residents to limit the use of cash and prepare checks before you enter City Hall. If a receipt is requested, please provide an email address or enclose a self-addressed, stamped envelope.
- Please see the Continuity of Operations document, as of October 15, 2020, available on the City's website: [here](#).
- Please see the COVID-19 Preparedness and Response Plan, as of October 15, 2020 available on the City's website: [here](#).
- Majority of the Emergency Ordinances passed by the City Council due to the pandemic will expire in the next month due to the Governor's Executive Orders no longer being in place. Staff will provide a summary at the next City Council meeting for City Council to consider whether they would like to continue any emergency ordinances.

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

Project Name	Status
BUILDING PERMITS – COMMERCIAL PROJECTS UNDER CITY REVIEW	
118 W. Oak St. – Arcade/Nail Salon PENDING	Two permits pending. 1. Change of Occupancy permit has been filed for Nail Tech in small office space. 2. Change of Occupancy permit has been filed to proceed with opening of the Arcade on the first floor only.
205 S. Cedar - DSN 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.
440 S. Jefferson – Bad Brewing PENDING	Building permit is in review to set up two tents over current patio.
600 Buhl – Ingham Animal Control PENDING	Building permit is in review to construct a 14' x 24' pre-fabricated mini-barn.
110 W. Oak – Mason Energy Group ACTIVE	Building permit active for siding, fascia, and soffit work.
117 & 119 E. Maple – Fiedler ACTIVE	Building permit is active for replacement storm doors, replacement windows, exterior painting, and brick exterior re-pointing.
124-136 W. Ash St. ACTIVE	Building permit active for 2 nd story interior renovations and replacement of all 2 nd story windows.
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.
213 N. East St. – ServiceMaster ACTIVE	Building permit active to add overhead door, open doorways to meet ADA code and build necessary ramps.
230 Temple St. – Sparrow ACTIVE	Building permit is active for tear off and re-roof of building.
301 Bush – Ingham County ACTIVE	Building permit active for tear off and re-roof of building.
610 N. Cedar – Rite Aid ACTIVE	Building permit is active for removal and installation of new signs on business walls.
700 Buhl – Ingham County Justice Complex ACTIVE	Building permit is active for interior remodeling of existing storage facility to accommodate relocation of vehicle maintenance function. Includes new interior mechanical, plumbing, and electrical work. This work is part of a phased construction project for the new Ingham County Justice Complex.

700 Buhl – Ingham 911 ACTIVE	Building permit is active for installation of antennas, microwave dishes and associated mounts on existing tower. Install unmanned equipment shelter.
801 N. Cedar St.- City Limits ACTIVE	Final building inspection approved for a 4,828 sq. ft. addition along with additional parking. Certificate of Occupancy will be issued pending zoning approval for final site inspection.
1133 S. Cedar – MSU Federal CU ACTIVE	Building permit is active for interior renovations.
1154 S. Jefferson – (former Hart Well Drilling) ACTIVE	Building permit is active for demolition of building, removal of debris, and restoration of disturbed areas. The property owner does not have plans for the site at this time.
525 N. Cedar- Timeless Treasures TEMPORARY OCCUPANCY PERMIT	Remaining work includes the installation of landscaping, repairs to parking lot lighting, and a site plan revision if they intend to include the outdoor flea market.
549 W. Ash- Dog Groomer TEMPORARY OCCUPANCY PERMIT	Staff is working with owner on a revised parking plan to address safety requirements and pre-existing, non-conforming layout. <i>Parking updates have been delayed until spring.</i>
132 S. Cedar– Peak Performance COMPLETED	Ste. 500- Final inspection approved and Certificate of Occupancy issued.
352 W. Columbia St. – Michigan Barn Wood and Salvage COMPLETED	Final inspection approved for application of spray foam over 2 sections of roof.
BUILDING PERMITS – DANGEROUS BUILDINGS/FIRE RESTORATION	
665 Hull Rd. – Cleanlites Recycling PENDING	Building permit is pending after fire.
Private Residence – Park St. PENDING	Building permit is pending after fire.
111 Mason St. – Mason Depot ACTIVE	Building permit is active for reconstruction after fire.
Private Residence – Center St. COMPLETED	Final inspection approved for demolition of garage.
OTHER	
840 E. Columbia St. – Masonic Lodge PENDING	Administrative Site Plan Application is being reviewed for changes to the parking lot for one-way traffic, and the addition of a new driveway to accommodate drop-off at the entrance to building where a new elevator is to be installed for ADA access.
1155 Temple St. – Paul Davis Restoration PENDING	Application to amend previously approved Site Plan to reduce building square footage, modify parking and driveway. The application is scheduled for review at a Special Meeting of the Planning Commission to be held Tuesday, October 27.

OPERATIONS

- As of October 12, 2020, we have issued 2,816 Absentee Ballots for the November 3, 2020 Election and received 1,368 back. You may request an absentee ballot to be sent by mail up to Friday, October 30, 2020 by 5:00 p.m. or in person up to 4:00 p.m. on Monday, November 2, 2020. However, any ballot requested in person on Monday, November 2, 2020 must be voted at City Hall and cannot be taken with the voter.
- Council Members and many staff participated in the Michigan Municipal League’s (MML) annual conference virtually on September 28 through October 2, 2020.
- Elizabeth Hude, Community Development Director and Steering Committee Member of the Arts Council of Greater Lansing, participated in the annual Creative Placemaking Summit 6 on October 14, 2020.
- Administrative approval has been given to the Mason Area Chamber of Commerce for a Hocus Pole-Cus Contest, October 15 through November 2, 2020. This event allows businesses to adopt and decorate a light pole to help celebrate the fall season.
- Administrative approval has been given to the Capital Area District Library – Mason Branch for a Holiday Reindeer Event, December 10, 2020. This event will be a drive-through Rayner Park to view live reindeer.
- A grant funded through a partnership between Michigan State Police and Evenflo has allowed the City of Mason to obtain fourteen child car seats to give away to those in need. This is possible, due to Officer Flores’ formal training and credentials as a Car Seat Technician.

- Leaf collection program is to start Monday October 19. Detailed information is attached and also available on the website: [here](#).

Staffing Updates:

- Open Positions – Seasonal Crossing Guard position posted with applications due by Friday, October 23, 2020.
- Additional part-time positions will be posted soon. There is still a hiring freeze on any full-time positions.

LARGE CITY PROJECTS

FY 2019-2020			
Project	Project Name/Description	Status	Completed
STREETS, SIDEWALKS, BRIDGES (S)			
2017-S11/ 2017-U19/ 2018-P3	Kerns Road- Cedar Street to Howell Rd./ Hayhoe Riverwalk Trail Extension	Final Restoration completed. Pond restoration work is in progress.	
UTILITIES: SANITARY SEWER, STORM WATER, AND WATER DISTRIBUTION (U)			
2017-U11	Turbine Aeration Blower at POTW	Blower is in the manufacturing phase with an estimated time of arrival of April 2021.	
2017-U24	Study of Sewer Flow on Mason St.	Staff working with Wolverine Engineering to move monitoring equipment to a new area. Staff waiting for next weather event to televise Devon Hills area to identify cause of inflow and infiltration.	

FY 2020-2021			
Project	Project Name/Description	Status	Completed
STREETS, SIDEWALKS, BRIDGES (S)			
2017-S17	Center Street- Walnut Street to N. Bush Street	Final asphalt layer was laid on October 13, 2020.	October
2017-S18	Brookdale Street- W. South St to Willow Street	Completed	August
2017-S19	Cherry- McRoberts Street to Henderson Street	Final asphalt layer was laid on October 13, 2020.	October
2017-S21	Eaton Drive- All	Completed	June
2017-S22	W. Elm Street- McRoberts Street to Lansing Street	Final asphalt layer was laid on October 13, 2020.	October
2019-S9a	E. Maple– S. Jefferson to S. Barnes	Completed	June
2019-S9b	Signal at E. Maple & S. Jefferson	Delayed traffic study due to COVID-19.	
2019-S5a	Henderson Street– Entire length	Final asphalt layer was laid on October 13, 2020.	October
2019-S5b	Alley- W. Columbia Street to W. Sycamore Street	Final asphalt layer was laid on October 8, 2020.	October
BUILDING, PROPERTY, EQUIPMENT (B)			
2019-B16b	Clerk: Election Tabulator Machines	Tabulator has been received. The City received State funding for half of the tabulator (not including the shipping). Total came to \$3405.80 and the Council had originally approved \$5675.00 so \$2269.20 less than we planned.	October

NOTE: After Capital Improvement Program Plan is adopted, the table will be updated to include all projects.



LEAF COLLECTION PROGRAM

LEAF COLLECTION:

The Leaf Collection Program is a limited service designed to supplement yard waste collection provided by Granger. Removing the fallen leaves helps to prevent ponding, flooding, and road icing as a result of blocked drainage paths and catch basins. As a service to our residents, City staff collect leaves in the right of way during this specific time.

You can help the City clear the autumn leaves by raking leaves that have accumulated in your front yard out to the right of way, no more than a few days before your street's collection day; see the Zone Map below. Please do not rake leaves onto sidewalks, roadways, on top of catch basins, or obstruct water flow in any way. Improperly placed leaves may cause them to be missed during the pick-up day and can create dangerous conditions for pedestrians, cyclists, motorists, and may create flooding conditions. All other leaves (like those from side and back yards) should be placed in either disposable paper bags or in trash cans, 30-gallon or smaller, and placed at the curb on Fridays. Granger will accept up to 5 bags or cans weekly from each residence **until November 20, 2020**, as part of their service with the City.

LEAF COLLECTION SCHEDULE AND ZONE MAP: Collections will be mid to late October through November 20, 2020.

Pick-up days are coordinated by the Zone in which you live. If you see City staff in your area a few days earlier or later than scheduled, they are just getting an early start or making a final collection pass in your area. Please understand that snow accumulation and other weather-related events may impact the City's ability to run the program.

Zone 1 - Mondays

South of W. Ash, West of S. Jefferson

Zone 2- Tuesdays

North of W. Ash, West of N. Jefferson

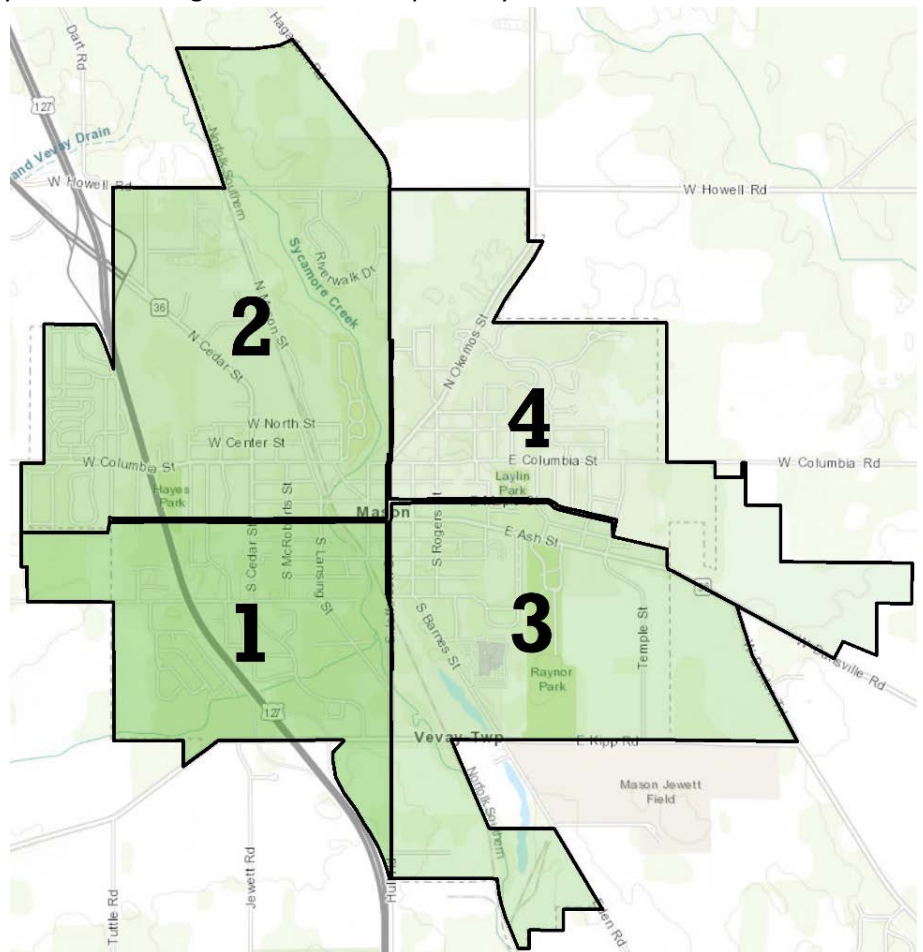
Zone 3- Wednesdays

South of E Maple, East of S. Jefferson

Zone 4- Thursdays

North of E. Maple, East of N. Jefferson

*** Fridays are catch-up days (as needed)**



COMPOST CENTER:

The Compost Center is available for anyone who would like to pick-up compost or drop off leaves; brush and limbs are not accepted. It is located at 862 Mason St. and will be open **Saturday, October 24, 2020** through **Saturday, November 21, 2020**; Monday – Friday 8:00 a.m. to 3:00 p.m. and Saturday 8:00 a.m. to 12:00 p.m.; closed on Holidays.

RESOURCES:

More Questions? Please contact our Customer Service Desk at 517.676.9155