



## City Manager's Report: December 3, 2020

### COVID-19 UPDATES

- City Hall will be closed to the public until at least January 4, 2021 to limit exposure to staff. The Customer Service line is answered Monday - Friday, 8:00 a.m. to 5:00 p.m.
- Please see the Continuity of Operations document, as of November 13, 2020, available: [here](#).
- Please see the COVID-19 Preparedness and Response Plan, as of October 15, 2020 available: [here](#).

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

Project Name	Status
<b>BUILDING PERMITS – COMMERCIAL PROJECTS UNDER CITY REVIEW</b>	
118 W. Oak St. – Arcade/Nail Salon <b>PENDING</b>	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 <b>PENDING</b>	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.
790 E. Columbia <b>PENDING</b>	Building permit is pending for interior renovations.
124-136 W. Ash St. <b>ACTIVE</b>	Building permit active for 2 <sup>nd</sup> story interior renovations and replacement of all 2 <sup>nd</sup> story windows.
202 N. Mason St. – Doberman Technologies <b>ACTIVE</b>	Building permit is active for demolition of 3 residential structures. A temporary fence will be installed to prevent anyone from using the space.
230 S. Cedar – Outpost <b>ACTIVE</b>	Building permit is active for change of occupancy of commercial space from laundromat to tack shop.
230 Temple St. – Sparrow <b>ACTIVE</b>	Building permit is active for tear off and re-roof of building.
301 Bush – Ingham County <b>ACTIVE</b>	Building permit active for tear off and re-roof of building.
600 Buhl – Ingham Animal Control <b>ACTIVE</b>	Building permit is active to construct a 14' x 24' pre-fabricated mini-barn.
700 Buhl – Ingham County Justice Complex <b>ACTIVE</b>	Second Permit is active for demolition of part of the building. Building permit is active for interior remodeling of existing storage facility to accommodate relocation of vehicle maintenance function. Part of a phased construction project for the new Ingham County Justice Complex.
700 Buhl – Ingham 911 <b>ACTIVE</b>	Building permit is active for installation of antennas, microwave dishes and associated mounts on existing tower. Install unmanned equipment shelter.
1133 S. Cedar – MSU Federal CU <b>ACTIVE</b>	Building permit is active for interior renovations.
1154 S. Jefferson – (former Hart Well Drilling) <b>ACTIVE</b>	Building permit is active for demolition of building, removal of debris, and restoration of disturbed areas.
1155 Temple St. – Paul Davis Restoration <b>ACTIVE</b>	Building permit is active for the construction of a new 22,500 square foot building that will be used as warehouse and office space.
525 N. Cedar- Timeless Treasures <b>TEMPORARY OCCUPANCY PERMIT</b>	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 <b>TEMPORARY OCCUPANCY PERMIT</b>	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>
110 W. Oak – Mason Energy Group <b>COMPLETED</b>	Final inspection was approved for siding, fascia, and soffit work.
440 S. Jefferson – Bad Brewing <b>COMPLETED</b>	Final inspection was approved to set up two tents over current patio.

610 N. Cedar – Rite Aid <b>COMPLETED</b>	Final inspection was approved for removal and installation of new signs on business walls.
<b>BUILDING PERMITS – DANGEROUS BUILDINGS/FIRE RESTORATION</b>	
S. Jefferson – Private Residence <b>PENDING</b>	Building permit is pending after accident.
665 Hull Rd. – Cleanlites Recycling <b>PENDING</b>	Building permit is pending after fire.
Private Residence – Park St. <b>PENDING</b>	Building permit is pending after fire.
111 Mason St. – Mason Depot <b>ACTIVE</b>	Building permit is active for reconstruction after fire.
<b>ZONING</b>	
840 E. Columbia St. – Masonic Lodge <b>PENDING</b>	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.

## OPERATIONS

- The Rotary Club of Mason agreed to lead fundraising efforts in November for the \$20,000 required for the adoption and training of a sheltered dog for a K-9 Program for the City of Mason. As of 12.3.20, the Rotary had less than \$2,000 remaining to raise to meet the goal. Our team is so appreciative of our generous community and their support of this initiative.
- Canceled: Capital Area District Library – Mason Branch’s Holiday Reindeer Event, December 10, 2020 in Rayner Park.
- Administrative approval has been given to New Wine Church for their Over the River event on December 13, 2020. This event will be held on the Hayhoe Riverwalk Trail with different stations along the trail.
- Surveys have been sent out to all property owners and contractors that pulled building permits in the last two years. We are asking for feedback on their experience to learn how we can improve services in the future. The survey is available here - [mason.mi.us/buildingsurvey](http://mason.mi.us/buildingsurvey).
- City Hall operations will be closed between Christmas and New Year’s, as in previous years to allow our employees to spend time with their families. This continues to be one of our most appreciated benefits and after this stressful year, it is even more deserved. Essential operations will continue and members of our leadership team will be available to respond to any urgent issues.
- 410 E Maple Update: The property is owner is currently waiting for the engineering firm she hired to provide a report on their findings. She will share that with us as soon as she receives it and the firm we hired will review to determine if there is any information that would change his original opinion.
- Rayner Park Grant Applications: We received notification within the last week that we were not awarded grant funding for the Rayner Park Playground from the three programs we applied for. We will take the time to meet with the State to get feedback on our applications and how we can be more competitive for future rounds.

## Staffing Updates:

- Open Positions – Seasonal Crossing Guard position posted and is open until filled.
- Resignations – Rob Mentink voluntarily resigned as Corporal, effective November 13, 2020.

## Traffic Updates:

- Columbia Street at US 127 Overpass - Traffic congestion turning difficulties. Staff is working with MDOT for possible changes to the signal timing. An officer has been assigned to monitor the situation and be a liaison.
- Rodgers Street and Cherry Street – Stop Sign Violations. Officers have been assigned for additional police presence and targeted enforcement.

## LARGE CITY PROJECTS

FY 2019-2020			
Project	Project Name/Description	Status	Completed
<b>UTILITIES: SANITARY SEWER, STORM WATER, AND WATER DISTRIBUTION (U)</b>			
2017-U11	Turbine Aeration Blower at POTW	Estimated time of arrival of April 2021.	
FY 2020-2021			
Project	Project Name/Description	Status	Completed
<b>STREETS, SIDEWALKS, SIGNALS(S)</b>			
2017-S17	Center Street-Walnut St to N. Bush St	Completed	October
2017-S18	Brookdale St- W. South St to Willow St	Completed	August
2017-S19 2020-U2	Cherry- McRoberts St to Henderson St	Completed	October
2017-S21	Eaton Drive- All	Completed	June
2017-S22	W. Elm St- McRoberts St to Lansing St	Completed	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	Completed	October
2019-S5b	Alley- W. Columbia to W. Sycamore	Completed	October
2018-S1	Temple Street Pedestrian Crossing	Confirming with MPS, still priority project.	
<b>UTILITIES: SANITARY SEWER, STORM WATER, AND WATER DISTRIBUTION (U)</b>			
2017-U8	Replace PLCs on 3 Wells	Anticipated start date Spring of 2021.	
2017-U23	Well No. 6 Rebuild	Anticipated start date Spring of 2021.	
2017-U25	Gutters for Water Treatment Plant	City Council approved; work expected to begin January 2021	
2018-U32	South Water Tower Repair	Staff reviewing report from Dixon Engineering	
2019-U1	Wastewater Treatment Plant - Design	Staff is drafting Request for Proposal for work.	
2019-U4	Study - Wastewater Solids System	Staff is drafting Request for Proposal for work.	
<b>PARKS/ CEMETERY/ FORESTRY/ NONMOTORIZED (P)</b>			
2017-P8	Laylin Park - Phase II	Anticipated start date Spring of 2021	
2020-P2	Columbia St Bridge Ped. Crossing Design	Anticipated Spring of 2021	
2020-P5	Jefferson St – RR Pedestrian Crossing	Working with RR on scheduling rail work.	
2020-P6	Lee Austin Park- Plan/Design	Staff is drafting Request for Proposal for work.	
2020-P7	Non- Motorized Prog: NE Quadrant	Completed	October
2020-P8	Rayner Park- Master Park Plan	Staff is drafting Request for Proposal for work.	
<b>MOTOR VEHICLE POOL (MVP)</b>			
2017-MVP15	Vehicle No. 16 Replacement	Anticipated purchase Spring of 2021.	
2017-MVP16	Mower No. 77 Replacement	Anticipated purchase Spring of 2021.	
2017-MVP17	Vehicle No. 85 Replacement	Vehicle ordered; expected Spring 2021.	
2017-MVP20	Vehicle No. 18 Replacement	Anticipated purchase Spring of 2021.	
2017-MVP21	Mower No. 66 Replacement	Anticipated purchase Spring of 2021.	
2017-MVP29	Mower No. 69 Replacement	Anticipated purchase Spring of 2021.	
2018-MVP1	Vehicle No. 22 Replacement	Anticipated purchase Spring of 2021.	

<b>BUILDING, PROPERTY, EQUIPMENT (B)</b>			
<b>2017-B12</b>	IT New Servers	Anticipated start date Spring of 2021	
<b>2017-B17</b>	Fire SCBA units	Anticipated purchase Spring of 2021.	
<b>2018-B14</b>	Fire Rehab 815 Replacement	Anticipated purchase Spring of 2021.	
<b>2018-B22</b>	Police Body Worn Cameras	Contract to be presented to City Council 12.7.20	
<b>2018-B23</b>	Masterplan/Zoning Update	Staff is drafting Request for Proposal for work	
<b>2019-B16b</b>	Election Tabulator Machines	Completed	October
<b>2019-B2a</b>	City Hall - Phase I Design and Security	Security approved. Design is still pending.	
<b>2020-B4a</b>	DPW- Design	Staff is working on refining design.	