



City Manager's Report: May 15, 2020

COVID-19 UPDATES:

- Please see the Continuity of Operations document that is attached. The last update was on May 12, 2020.
- Please see the COVID-19 Preparedness and Response Plan available on the City's website: [here](#). This document complies with Executive Order 2020-59. The last update was on May 5, 2020.
- As Council is aware, the stock markets had a very difficult first quarter of 2020. This has had a negative impact on our retiree-related investments. Our MERS Defined Benefit saw a decrease of \$1,675,180 or 12.5%. Our OPEB trust fund (retiree health care) saw a decrease of \$114,050 or 12.4%.
- Building Permits - Service has resumed for applications and inspections. Permits can be submitted through the online application or by drop off in the drop box at City Hall. A summary of active permits will be provided, in this report, for the next meeting.
- A new parking space is available for use for anyone required to interact with law enforcement. This parking space is near City Hall on the East side of the building, near S Park Street. Residents should park in this designated space, call the number to indicate arrival, and wait in the vehicle; an officer will meet citizens there. Special thanks to Sgt. Budd, Lynna Walta, Beau Cornell, and Kirk Crawford for making this happen from concept to installation! We will continue to get creative to serve our residents while limiting risk.
- Staff has been working with DDA to launch a gift certificate incentive program to support DDA businesses. The program launched May 15, 2020.



OPERATIONS

- On May 1, 2020, Chief of Police, Donald Hanson, earned a Master of Science degree in Law Enforcement Intelligence and Analysis (LEIA) from MSU. The City knows how important continued education is to our organization. We congratulate the Chief on this achievement and were proud to support him during it.

Staffing Updates:

- City Manager has implemented a hiring freeze due to COVID-19.

Traffic Updates:

- Traffic and speed evaluations in certain areas have become a lower priority to limit contact between staff and public.

LARGE CITY PROJECTS

FY 2019-2020			
Project	Project Name/Description	Status	Completed
STREETS, SIDEWALKS, BRIDGES (S)			
2018-S1 (FY 18/19)	MDOT- Temple Street Safety Grant MPS/ City support smaller scope and rejecting grant due to costs.	City will contribute \$20,000 (previously committed match) and MPS will contribute \$10,000. Plans are being revised for review. Delaying due to COVID-19	
2017-S5	Walnut- Columbia St. to North End	Final cleanup and restoration as applicable remain.	October
2017-S10	Sidewalk Program- NW Quadrant	Bid Opening April 1; five bids were received, delaying award due to COVID-19	
2017-S11/ 2017-U19/ 2018-P3	Kerns Road- Cedar Street to Howell Rd./ Hayhoe Riverwalk Trail Extension	Construction is underway and progressing. Next milestone will be placement of curb and gutter, likely toward the end of the week of May 18 th .	
2017-S12/ 2017-U20	W. Elm St.- Henderson St. to Jefferson St.	Restoration and final clean up as applicable.	November
2017-S13/ 2017-U21	Park St.- Elm Street to Oak St.	Complete	November

UTILITIES: SANITARY SEWER, STORM WATER, AND WATER DISTRIBUTION (U)			
2017-U11	Turbine Aeration Blower at POTW	Bids received, delaying due to COVID-19	
2017-U15	Replace Hydrants at Mason Plaza	Discussions with owner about relocations occurring. Delaying due to COVID-19	
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	Moved to FY 2020-2021	
2019-U1	WWTP- Design	RFQP planned for Spring, delaying due to COVID-19	
2019-U2	DPW- Design	Delaying due to COVID-19	
PARKS/ CEMETERY/ FORESTRY/ NONMOTORIZED (P)			
2017-P8	Laylin Park - Phase II	Delaying due to COVID-19	
MOTOR VEHICLE POOL (MVP)			
2017-MVP11	Vehicle No. 13 Replacement	Complete	March
2017-MVP12	Mower No. 75 Replacement	Complete	July
2017-MVP13	Vehicle No. 6 Replacement	Complete	March
2019-MVP1	Vehicle No. 25 Equipping	Complete	January
BUILDING, PROPERTY, EQUIPMENT (B)			
2017-B5	Library Improvements, Phase 1	Contractor has begun work preparing final design/construction documents.	
2017-B7	City Hall Parking Lot Repairs	Bids received, delaying due to COVID-19	
2018-B16	Station 1 Rear Approach		
2017-B10	Fire Station 1- Furnace/AC	Delaying due to COVID-19	
2017-B11	Fire Station 1- Washer/ Dryer	Dryer has been received and installed (May 2020); delaying washer due to COVID-19	
2017-B12	City Hall New Servers	Email Server to Office 365 Complete. City Hall server replacement delaying due to COVID-19	
2018-B10	BS&A Module for Online Permitting	This service is live and we are accepting applications.	May
2018-B12	City Hall Carpet Replacement	Delaying due to COVID-19	
2018-B13	Extrication Tools Replacement	All items have been received.	February
2018-B15	Sprinkler System in Truck Bay	Delaying due to COVID-19	
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. Delaying due to COVID-19	
2019-B1	Election Tabulator Machines	Tabulator Machine has been ordered; manufacturer has been delayed; anticipated receipt July 2020. State of Michigan Grant has been approved to fund 50% of the tabulator cost.	
2019-B2	City Hall- Phase 1	Received bid for design, delaying due to COVID-19	

FY 2020-2021

Project	Project Name/Description	Status	Completed
STREETS, SIDEWALKS, BRIDGES (S)			
	2020 Local Streets	Pre-construction meeting held on May 12 th . Work scheduled to begin on Eaton and Maple Streets week of May 18 th . Schedule, as provided, has construction slated to be completed by end of August.	



COVID-19

CONTINUITY OF OPERATIONS

This document outlines the City of Mason's continuity of operations during the state of emergency declared by Governor Whitmore under Executive Order No. 2020-4. It will be updated regularly as needs are identified.

CITY CLERK, CUSTOMER SERVICE, AND FINANCE

Customer Service Specialists will be available Mon thru Fri 8 a.m. – 5 p.m. by phone 517.676.9155, email at info@mason.mi.us, or request action [here](#). The Customer Service Specialists are available to answer any questions or concerns.

Freedom of Information Act (FOIA) requests will still be accepted. Request for public records must be submitted in writing using the FOIA request form found [here](#). Requests may be sent via email to foia@mason.mi.us, fax 517.676.1330, or mail: City of Mason, Attn: FOIA Coordinator, 201 West Ash Street, Mason, MI 48854. All responses will be sent through email unless an email is not provided then it will be sent by U.S. Mail.

Payment inquiries will be handled by phone, 517.676.9155 or email info@mason.mi.us during normal business hours. Payments can be made by mail, [online](#), by phone (833.699.7827), or can be dropped off in the drop box located outside of City Hall, 201 West Ash Street, Mason, MI 48854.

- No water shutoffs will occur during this public health emergency in order to reduce the spread. Water bills will be sent out as regularly scheduled and can be paid with any options referenced above.
- Delinquent personal property taxes can be paid by mail or drop box. To get an updated amount due, please call 517.676.9155 or email info@mason.mi.us. For delinquent real property taxes please contact the Ingham County Treasurer's office at (517) 676-7220 or visit [here](#) for more information.

Rental of City owned facilities, including City Hall, have been cancelled through Thursday, October 1, 2020. The City will take no rental requests during this time.

Trash, Recycling, and Yard Waste Collection is provided to City residents by Granger. They have no plans to limit trash or recycling collection at this point. No loose items will be picked up; all items must be in appropriate containers. Bulk item pick-up has been suspended effective April 1, 2020. Yard waste collection began April 1, 2020. More information can be found [here](#).

Compost Center for leaves and grass clippings is available by calling ahead to make an appointment with Customer Service at 517.676.9155. Appointment times are available, Monday – Friday, 7:30 a.m. to 3:00 p.m.

Vendors will be paid without disruption. Checks will not be able to be picked up at City Hall; they will be mailed via USPS.

FACILITIES, MEETINGS AND EVENTS

City **Buildings** have been closed to the public from Monday, March 16, 2020 until further notice.

The City's **Public Meetings, Events and Programs** have also been canceled from Monday, March 16, 2020 through Sunday, May 31, 2020. Special meetings may be called via Zoom, if required.

All rentals of City Spaces have been canceled from Monday, March 16, 2020 through Thursday, October 1, 2020. No future rentals will be considered at this time.

All **Community Special Events** that are utilizing City space, including City streets, have been canceled from Monday, March 16, 2020 through Sunday, May 31, 2020. No new requests will be considered at this time for events based on the guidance from the State, unless they are viewed as essential service.

FIRE

Essential **Fire Services** will be provided and maintained 24/7. **In an emergency, please call 911.**

Burn Permits are being issued for Aurelius Township, Vevay Township, and City of Mason residents by calling Customer Service, 517.676.9155, during regular business hours. Recreational fires are permitted as long as existing guidelines are being followed.

POLICE

Essential **Police Services** will be maintained 24/7. **In an emergency, please call 911.**

Non-Emergency Police inquiries should be directed through 517.676.2458. These calls will be handled on a case-by-case basis, with officers following up in person for some cases and following up by phone whenever possible. The following non-essential police services will be suspended:

- Walk-In Polybutylene terephthalate (PBT) Reporters
- Employment Fingerprinting
- License to Purchase a Pistol
- Public Relations Activities and Presentations
- Drug/Medication Take Back Program
- Car Seat Safety Inspections
- VIN and Salvaged Vehicle Inspections

If there is a need to interact with Law Enforcement, a new designated parking space is available. This allows a Citizen to remain in his/her vehicle, call the number posted, and an Officer will come out this space. This parking space is located near City Hall on the East side of the building, near S Park Street.

PUBLIC WORKS (Water, Wastewater, Public Works, Cemetery, Parks)

Public Works Services will be fully staffed and working normal hours; however, they will have limited face to face contact. Community members can contact 517.676.9155 M-F 8-5 or after hours at 517.676.2458 with any inquires or request action [here](#).

- The following non-essential services have been suspended:
 - In-home appointments
 - Water testing
 - Meter setting

Our **Water and Wastewater Treatment** Plants will be operating 24/7. The plants have been restricted to no public access and limited to essential staff only.

Parks are now open; however, playground equipment and restrooms are closed due to concerns for public health. All rentals have been cancelled for the park through Thursday, October 1, 2020.

The **Cemetery** remains open and all cemetery services will continue to be provided (burials, lot purchases, foundation orders) by contacting 517.676.9155 or find information [here](#).

PLANNING, ZONING, BUILDING & CODE ENFORCEMENT

Staff will continue to work on Planning projects such as the Library and Parks. Public meetings will either be postponed until further notice or be scheduled using technology for remote participation.

Building Services will continue to accept permit applications; however, no permits will be issued nor will any inspections be performed except for instances of an emergency, and only at the discretion of the Building Official. You may obtain a permit application on-line [here](#), please include all required documents with a check payment and return by mail or in the City's drop box outside City Hall. Please call 517.676.9155 with any further questions.

Information about Mechanical, Electrical, Plumbing permit applications is available through the State of Michigan – [click here](#).

Zoning applications will not be accepted until further notice. Prospective applicants for typical zoning reviews are encouraged to contact staff by phone 517.978.0211 or email marciah@mason.mi.us.

Code Enforcement Services will continue to accept complaints by phone 517.978.0207 or email code@mason.mi.us, however, cases not determined to be a matter of safety may be deferred until further notice. Prohibited Vegetation (Noxious Weeds and Grasses) Ordinance will not be enforced during this time due to [Executive Order 2020-42](#) restricting lawn mowing contracts.

UPDATED 5.12.20



CONSTRUCTION NOTICE

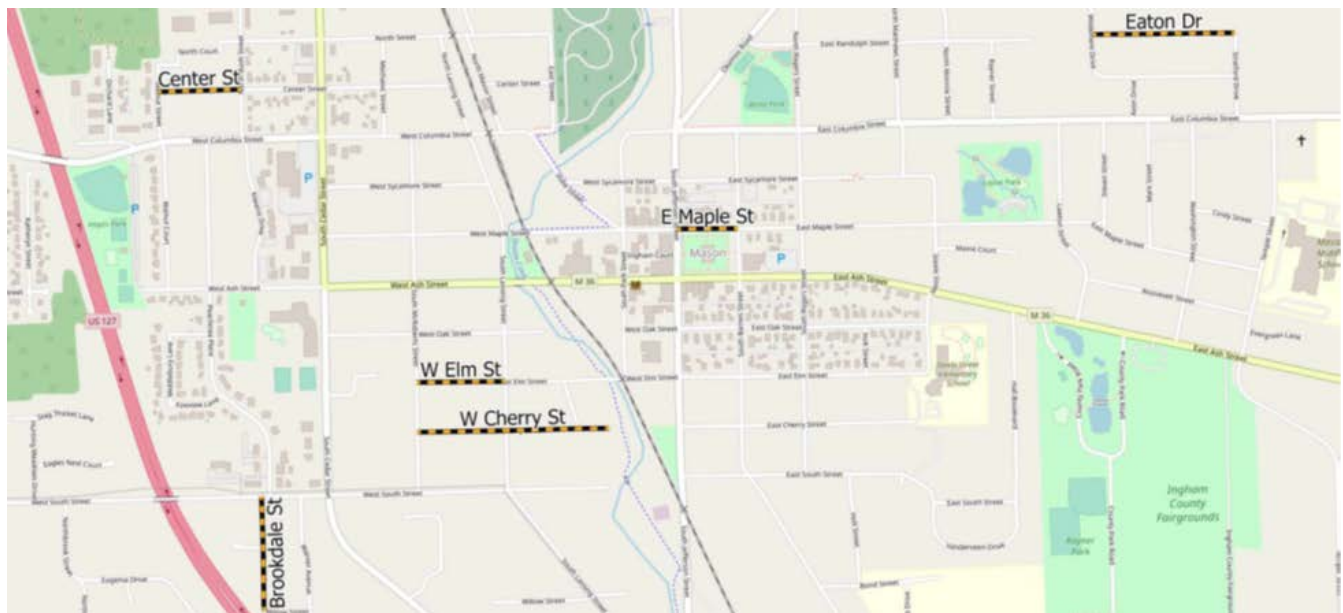
2020 Street Construction: **Directly Impacted Property Owners**

Work Details













Road construction of the following roads beginning as early as May 18, 2020. Additional notices will follow regarding when specific construction will start. Pre-work is beginning now which is separate from the work related to this notice. Pre-work may consist of water main valve replacement and verifying water services.

<p>Brookdale St W South St to Willow St</p>	<p>Construction Dates: June 22, 2020 – July 28, 2020 Work will include street reconstruction, concrete work, and ensuring sidewalk ramps are compliant with the American’s with Disabilities Act (ADA).</p>
<p>W Center St N Walnut St to N Bush St</p>	<p>Construction Dates: June 22, 2020 – July 28, 2020 Work will include street reconstruction, concrete work, and ensuring sidewalk ramps are compliant with the American’s with Disabilities Act (ADA).</p>
<p>W Cherry St S McRoberts to dead-end</p>	<p>Construction Dates: July 28, 2020 – August 31, 2020 Work will include mill and fill, concrete work, and ensuring sidewalk ramps are compliant with the American’s with Disabilities Act (ADA).</p>
<p>Eaton Dr Stratford Dr to Wildemere Dr</p>	<p>Construction Dates: May 18, 2020 – June 20, 2020 Work will include mill and fill, concrete work, and ensuring sidewalk ramps are compliant with the American’s with Disabilities Act (ADA).</p>
<p>W Elm St S McRoberts to S Lansing St</p>	<p>Construction Dates: July 28, 2020 – August 31, 2020 Work will include street reconstruction, concrete work, and ensuring sidewalk ramps are compliant with the American’s with Disabilities Act (ADA).</p>
<p>E Maple St S Jefferson to S Barnes St</p>	<p>Construction Dates: May 18, 2020 – June 20, 2020 Work will include street reconstruction, concrete work, and ensuring sidewalk ramps are compliant with the American’s with Disabilities Act (ADA).</p>

Map of Work Area



What to Expect During Construction

	Pre-Construction Activities: Videos and photographs are taken of the road, sidewalks, driveways, and landscape of each property where the construction is to take place. This ensures that any damage to property will be restored to pre-construction conditions.
	MISS DIG: Paint lines and flags may be installed in front of your property prior to construction. This is performed to avoid damaging a buried utility and possibly interrupting your service. An individual may need to approach the side your home to connect a low voltage signal to locate your utility. The paint is temporary and flags may be removed when construction is completed.
	Work Hours: Work will take place from 7:00am to 7:00pm Monday – Saturday. Please note that work may extend past 7:00pm in special circumstances. Work will not take place on Holidays.
	Noise: You may experience intermittent noise and vibration during construction. We will do our best to keep the inconvenience of construction including noise and dust to a minimum.
	Road and Sidewalk: In order to complete the work in a safe manner, there will be road and sidewalk within the construction work area. Access for emergency vehicles will be maintained at all times. Residents that require accommodation must contact the Project Manager to arrange for access during the construction period.
	Property Access: Access on your property by the contractor is not anticipated to be needed. If access is required in special circumstances, you will be contacted directly by the contractor to arrange for that access. At times, the City may be working within the right of way.
	Water Service: There may be a water main shut-off for a portion of this work. Most disruptions take no more than 6 to 8 hours. A notice will be distributed 24-hours prior to the water shut-off.
	Private Sprinkler Systems: Owners with sprinkler systems located within the right of way (33' from the road centerline) must have the sprinkler heads and lines marked by the homeowner, prior to the start of construction. Sprinkler systems that are not marked at the time of construction and are damaged during construction will not be repaired by the contractor. The repair or replacement of damaged unmarked sprinkler systems will be the responsibility of the property owner.
	Private Water Service Lines: During the course of construction, the City will be confirming that lead is not present. If lead is discovered, the City will also be replacing those water service lines as required by state law.
	Recycling and Waste Removal: Please follow your normal routine. If required, your recycling and waste bins will be moved to an appropriate location for pick-up and returned to your home following pick-up. Please ensure that you label your bins with your address.
	Street Parking: Parking in the active work zone is not permitted due to space requirement for construction equipment and materials. Please be sure to park your vehicle off the road and away from the work area. Please be neighborly and allow others to share your driveway if needed.
	Restoration: The construction work area will be restored with topsoil and seed and/or asphalt where required. This may not occur until the following season depending on weather conditions.
Thank you!	Thank you for your patience and understanding! Building and maintaining a great city takes time. Better infrastructure for all of us is worth the inconvenience.

Resources

If you have questions about the upcoming work or have any issues during construction, please contact us.

Project Manager:	Marty Sekrenes, Wolverine Engineers & Surveyors, Inc. 517.204.2179
Customer Service:	517.676.9155 or info@mason.mi.us
Website:	www.mason.mi.us