



City Manager's Report: May 28, 2020

COVID-19 UPDATES:

- Please see the Continuity of Operations document that is attached. The last update was on May 28, 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.
- 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.

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

Project Name	Status
HISTORIC DISTRICT COMMISSION	
117 & 119 E. Maple – Fiedler Insurance PENDING	Historic District Commission approved a Certificate of Appropriateness for replacement storm doors, replacement windows, exterior painting, and brick exterior re-pointing on May 26, 2020.
BUILDING PERMITS – COMMERCIAL PROJECTS UNDER CITY REVIEW	
110 W. Oak – Mason Energy Group ACTIVE	Building permit active for siding, fascia, and soffit work. *Historic District Commission approved a Certificate of Appropriateness for new metal gable siding and gutters on May 26, 2020.
706 S. Cedar – State Farm Insurance ACTIVE	Building permit active for tear off and re-roof of building.
213 N. East St. – ServiceMaster ACTIVE	Building permit active to add overhead door, open doorways to meet ADA code and build necessary ramps.
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.
118 W. Oak St. PENDING	Two permits pending for this address. 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.
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.
652 Hull Rd- New Goodwill ACTIVE	Building permit application is active and construction of a new 15,772 square foot commercial building for a Goodwill retail store.
801 N. Cedar St.- City Limits ACTIVE	Building permit is active to construct a 4,828 sq. ft. addition along with additional parking.
402 S. Jefferson (former Baja Grill) ACTIVE	Building permit is active for interior and exterior renovations.
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.
549 W. Ash- Dog Groomer TEMPORARY OCCUPANCY PERMIT ISSUED	A Temporary Certificate of Occupancy has been issued to assist in opening the business. Staff is working with owner on a revised parking plan to address safety requirements and pre-existing, non-conforming layout. Once the new parking area is complete, a final Certificate of Occupancy will be issued. <i>Parking updates have been delayed until spring.</i>
525 N. Cedar- Timeless Treasures TEMPORARY OCCUPANCY PERMIT ISSUED	A Temporary Certificate of Occupancy has been issued for Timeless Treasures. Remaining work includes the installation of the approved landscaping, repairs to parking lot lighting, and a site plan revision if the owner intends to include the outdoor flea market.
BUILDING PERMITS – FIRE RESTORATION	
Private Residence – Hall Blvd. ACTIVE	Building permit is active for reconstruction of residence.
111 Mason St. – Mason Depot ACTIVE	Building permit is active for reconstruction after fire.

575 N. Cedar St. – Heb’s Inn ACTIVE	Building permit is active for reconstruction after fire.
ZONING BOARD OF APPEALS	
513-515 W. South St. COMPLETED	Crockett Law Offices filed a petition for a variance from the City ordinances Chapter 94 Article X, Chapter 100 Tables 1, 2 related to a non-conforming structure, non-conforming uses and dimensional requirements, parking in the front yard and deed restrictions on property located at 513 - 515 W. South St. A public hearing was held on Wednesday, February 12, 2020 at City Hall. The ZBA issued a denial for the variances based on there being no practical difficulty related to a unique physical feature of the land and the denial does not render the property to be unusable.

OPERATIONS

Staffing Updates:

- City Manager has implemented a hiring freeze due to COVID-19.
- Resignation: Kerry Neville-Palmateer, Project Specialist, resigned effective May 23, 2020.

Traffic Updates:

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

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 <i>MPS/ City support smaller scope and rejecting grant due to costs.</i>	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 during the week of June 1st.	
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 2018-B16	City Hall Parking Lot Repairs Station 1 Rear Approach	Bids received, delaying due to COVID-19	
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 June 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	Work has begun on Eaton and Maple Streets. Concrete placement will begin late in the week of May 24 th .	



COVID-19

CONTINUITY OF OPERATIONS

This document outlines the City of Mason's continuity of operations during the state of emergency declared by Governor Whitmer under Executive Order No. 2020-4. Executive Order 2020-42 and subsequent Orders 2020-59, 2020-70, 2020-77, 2020-92 prohibits businesses or operations to operate a business or conduct operations that requires workers to leave their homes except to the extent those workers are necessary to sustain or protect life (i.e., critical infrastructure workers) or to conduct minimum basic operations.

CITY CLERK, CUSTOMER SERVICE, AND FINANCE

Customer Service Specialists will be available Mon thru Thurs 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. Administrative offices will be closed on FRIDAY.

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 Tuesday, June 30, 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 or part of an allowable business operation.

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 inquiries 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 5.28.20