



City Manager's Report: September 10, 2020

COVID-19 UPDATES:

- Staff is now back to full hours and furloughs are no longer in place at this time. However, we are still limiting access to City Hall by the public to Monday- Thursday 9 am-3 pm. Residents are encouraged to make contact-less 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 July 6, 2020, available on the City's website: [here](#).
- Please see the COVID-19 Preparedness and Response Plan, as of June 3, 2020 available on the City's website: [here](#). This document complies with related Executive Orders and continues to be utilized by other communities as a model.
- In response to COVID-19, Staff is currently preparing recommendations to the Capital Improvements Program (CIP). It is anticipated that this will be presented to the Planning Commission in October (due to revenue estimates being provided by State), followed by consideration by the City Council. Budget amendments will also be necessary to implement any of the capital projects recommended to move forward.

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.
352 W. Columbia St. – Michigan Barn Wood and Salvage PENDING	Building permit is under review for application of spray foam over 2 sections of roof.
700 Buhl – Ingham County Justice Complex PENDING	Building permit is under review 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.
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.
132 S. Cedar – Peak Performance ACTIVE	Ste. 500- Building permit is active for renovating space for physical therapy clinic.
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 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	Building permit is active to construct a 4,828 sq. ft. addition along with additional parking.
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.
402 S. Jefferson (former Baja Grill) COMPLETED	Building permit is active for interior and exterior renovations. Downstairs shell has received final approval and Certificate of Occupancy issued for upstairs apartments.
652 Hull Rd- New Goodwill COMPLETED	Final inspection approved and Certificate of Occupancy issued.
525 N. Cedar- Timeless Treasures TEMPORARY OCCUPANCY PERMIT ISSUED	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 ISSUED	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>
BUILDING PERMITS – FIRE RESTORATION	
Private Residence – Park St. PENDING	Building permit is pending after fire.
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.
ZONING AMENDMENT REQUESTS	
117 Mark St. PENDING	Application to rezone property from O-2 to RS-2. Public hearing to be held at 9/15/2020 Planning Commission meeting.
R2F District PENDING	Application to allow 3-unit multiple family residential in the R2F Two-Family zoning district. Public hearing to be held at 9/15/2020 Planning Commission meeting.
OTHER	
Rayner Ponds Phase 4 Subdivision – Giguere Realty & Development PENDING	Giguere Realty & Development, is requesting a 12-month extension of their approved Final Site Plan to construct roads, utilities and infrastructure to serve a new residential subdivision with 20 buildable lots and one common area on property located north of the intersection of Stratford and Eaton roads. This will be reviewed at the 9/15/2020 Planning Commission Meeting.
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 – 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 the 9/15/2020 Planning Commission meeting.
322 S. Jefferson – Commercial Bank PENDING	The owner will be completing exterior brick repairs to the back and alley side of building. This will include the closure of Ingham Ct adjacent to their building and propose re-routing traffic through their parking lot. Historic District Commission will review at 9/21/2020 meeting.

OPERATIONS

- MML Annual Convention will be held virtually, Sept. 30- Oct. 2. All Council Members and Leadership team are registered with the group rate. [Convention Agenda](#)
- We currently have 2,563 voters who have requested an Absentee Ballot for the November General Election. All returned Absentee Ballot envelopes will have pre-paid postage on them to allow for easy return for voters. Initial mailing of all applications we currently have will be mailed by September 24, 2020. Then they will be mailed daily thereafter.
- We received our OPEB actuarial for June 30, 2020. We moved from 24% funded to 50% funded with assumption changes, increased contributions to our Trust Fund and changes in the AFSCME contract for retirees.
- The City finished the Work Share Program on July 25th. Estimated savings to the City was \$84,650.
- Summer Property Tax Collections are at 90.8% for the 2020 Summer taxes compared to 94% last year.
- As discussed at a previous meeting, emergency expenses outside of the purchasing threshold are being incurred related to the sinkhole at 410 E. Maple that in order to ensure the house is not damaged. Once the project is complete, cause of sinkhole is determined, and staff can provide the required itemized list, the City Manager will provide for City Council approval.
- Administrative approval has been given to Mason First Presbyterian Church, for use of parking spaces in the Laylin Park parking lot for the purpose of distributing food for a Drive-Thru Picnic on Wednesday, September 16, 2020 from 4:30 p.m. to 6:30 p.m.
- The City Manager has been asked to represent Region 7 on a Redevelopment Ready Workgroup across the state to help the State improve the program for local governments. Mason has completed the evaluation for the program but has not been certified. She was also asked to present at the Internal City Manager's Association Conference (held virtually this year) on the City of Mason being viewed as a model case study on Gender Equity in the Workforce.

Staffing Updates:

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

Substance Abuse Program Updates:

Drug Take Back Program (Prevention):

- About 80% of people that misuse prescription drugs get medication from family members and friends through theft, buying or being given the medication. Properly disposing of is essential to keep them out of our community and decrease access. The City of Mason drug drop box is available right as you walk into City Hall. In the last two years, we have collected 738.7 pounds of unwanted or expired prescription medication.

Hope Not Handcuffs <https://www.familiesagainstnarcotics.org/hopenothandcuffs> (Prevention):

- Hope Not Handcuffs is an initiative started by Families Against Narcotics (FAN), aimed at bringing law enforcement and community organizations together to find viable treatment options for individuals seeking help to reduce dependency with heroin, prescription drugs, and alcohol. A person struggling with any substance use disorder can come to any of the participating police agencies (including Mason) and ask for help. Our customer service and police staff are in the process of being trained on the intake process to receive these individuals with compassion.

Narcan Administration (Life Saving):

- Narcan is a medication that can reverse an overdose within minutes of being administered, giving time to provide life-saving treatment. Narcan is a medication approved by the Food and Drug Administration (FDA) to prevent overdose death caused by opioids such as heroin, morphine, hydrocodone (Vicodin), and oxycodone (OxyContin, Percocet). Our police department personnel are trained in its use and Narcan is provided at no cost by Ingham County Community Mental Health. **Narcan Use and Mortality Rate is as follows for the last two years.**
 - FY 2018: 4 deployments, 4 survived
 - FY 2019: 4 deployments, 4 survived

Traffic Updates:

- Summerwood Subdivision- Speed Complaint
 Officers were assigned to the area for targeted enforcement and more police presence. The speed trailer was not deployed. Officers routinely noted no speeding vehicles. The matter is closed.

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	Reviewed and approved documents from contractor. Estimated time of arrival of blower is February 2021.	
2017-U24	Study of Sewer Flow on Mason St.	Staff working with Wolverine Engineering to move monitoring equipment to a new area. Staff working with Wolverine Engineering to develop next steps based of data received.	

FY 2020-2021			
Project	Project Name/Description	Status	Completed
STREETS, SIDEWALKS, BRIDGES (S)			
2017-S17	Center Street- Walnut Street to N. Bush Street	Scheduled for final asphalt layer week of September 21.	
2017-S18	Brookdale Street- W. South St to Willow Street	Completed	August
2017-S19	Cherry- McRoberts Street to Henderson Street	Waiting for Consumers Energy to finish to complete base asphalt and adjustment of structures.	
2017-S21	Eaton Drive- All	Completed	June
2017-S22	W. Elm Street- McRoberts Street to Lansing Street	Scheduled for final asphalt layer week of September 21.	
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	Scheduled for final asphalt layer week of September 21.	
2019-S5b	Alley- W. Columbia Street to W. Sycamore Street	Scheduled for final asphalt layer week of September 21.	
BUILDING, PROPERTY, EQUIPMENT (B)			
2019-B16b	Clerk: Election Tabulator Machines	Tabulator should be received by mid-October, in time for November election.	