



City Manager's Report: January 14, 2021

COVID-19 UPDATES

- City Hall will be closed to the public until at least January 25, 2021. 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 December 7, 2020, available: [here](#).
- Please see the COVID-19 Preparedness and Response Plan, as of January 12, 2021 available: [here](#).
- Vaccine Deployment: We have started vaccinations for those in group 1a, including our firefighters and police officers. The City's current position is that vaccination will be voluntary. These vaccinations will be staggered to allow for recovery time for those with reactions.

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.
790 E. Columbia PENDING	Building permit is pending for interior renovations.
103 E. Kipp – CP Financial Credit Union ACTIVE	Building permit is active for refacing of monument sign and replacement of wall signs.
124-136 W. Ash St. ACTIVE	Building permit active for 2 nd story interior renovations and replacement of all 2 nd story windows.
204 N. Cedar – Westside Deli ACTIVE	Building permit is active for tear off and re-roof of building.
230 Temple St. – Sparrow ACTIVE	Building permit is active for tear off and re-roof of building.
600 Buhl – Ingham Animal Control ACTIVE	Building permit is active to construct a 14' x 24' pre-fabricated mini-barn.
624 S. Cedar – EXIT Realty ACTIVE	Final inspection was completed for change of occupancy (former daycare to office.) Building permit is active to install illuminated sign on building.
624 S. Cedar – Mason Dentistry ACTIVE	Building permits are active for tear off and re-roof and siding of building.
700 Buhl – Ingham County Justice Complex ACTIVE	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.
1154 S. Jefferson – (former Hart Well Drilling) ACTIVE	Building permit is active for demolition of building, removal of debris, and restoration of disturbed areas.
1155 Temple St. – Paul Davis Restoration ACTIVE	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 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>
202 N. Mason St. – Doberman Technologies COMPLETED	Final inspection was completed for demolition of 3 residential structures. A temporary fence will be installed to prevent anyone from using the space.
230 S. Cedar – Outpost COMPLETED	Final inspection was completed for change of occupancy of commercial space from laundromat to tack shop.

BUILDING PERMITS – DANGEROUS BUILDINGS/FIRE RESTORATION	
S. Jefferson – Private Residence PENDING	Building permit is pending after accident.
665 Hull Rd. – Cleanlites Recycling PENDING	Building permit is pending after fire; a second fire occurred on December 15, 2020 that caused significant damage to the facility. Owner has not determined how they will move forward at this point.
Private Residence – Park St. PENDING	Building permit in review for siding and repair of stairwell wall after fire.
111 Mason St. – Mason Depot ACTIVE	Building permit is active for reconstruction after fire.
ZONING	
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.

OPERATIONS

- **Councilmembers:** Please hold the tentative date of **January 25, 2021 at 7:30pm** as a possible date for a joint City Council and Planning Commission meeting, regarding the Capital Improvement Program.
- **Councilmembers:** Please hold the tentative date of **February 22, 2021 at 7:30pm** as a possible date for a joint City Council and Planning Commission special meeting, regarding the Masterplan.
- **Councilmembers:** Michigan Municipal League’s CAPCON 2021 conference will be held on March 16-17, 2021. Click [here](#) for more information. To register, call or [email](#) Dana Martin by **Friday, February 1, 2021**.
- On January 6th, the Mason Police Department was certified by the Michigan Association of Chiefs of Police (MACP) on behalf of the United States Department of Justice as meeting police reform and credentials standards, certifying that we meet new standards on use of force. Our Command Staff will continue to emphasize and adhere to these standards in in-service training, supervision, and practice.
- On January 14th, members of City Council and various Boards and Commissions attended the American Planning Association Winter Cities Planning and Development event.
- City Manager Stuart was selected from the Michigan Municipal League (MML) Board to represent the MML on the MML Foundation Board and began her term in January.
- Reserved curbside pick-up parking spaces, for five downtown business who requested it, have been extended through Sunday, February 28, 2021.
- At this time, the February 2021 Joint Recognition Ceremony has been put on hold. In the next few months, we will assess the current COVID situation and determine whether to proceed with the City’s ceremony or consider doing a joint ceremony with the school this year later in the Spring.
- Staff has applied for the State of Michigan Environment, Great Lakes, and Energy Drinking Water Asset Management Grant in the amount of \$910,000.00. If awarded the grant, \$900,000.00 of the grant would help fund the Lead Service Line replacement program in our commitment to ensure safe drinking water to our water customers. The remaining \$10,000.00 will help fund the asset management side of the water system.

Staffing Updates:

- New Hires/ Promotions/ Retirements: Marcia Holmes was promoted to the Permit Administration Specialist (Community Development, Part Time Position) effective January 4, 2021.
- Open Position – Administrative Assistant (Part Time) – Community Development: Posted internally and externally; closed Friday, January 8, 2021 – Applications are under review and interviews will be scheduled soon; Seasonal Crossing Guard: Posted and is open until filled.

LARGE CITY PROJECTS

FY 2019-2020			
Project	Project Name/Description	Status	Completed
UTILITIES: SANITARY SEWER, STORM WATER, AND WATER DISTRIBUTION (U)			
2017-U11	Turbine Aeration Blower at POTW	Estimated time of arrival of April 2021.	

FY 2020-2021

Project	Project Name/Description	Status	Completed
STREETS, SIDEWALKS, SIGNALS(S)			
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.	
UTILITIES: SANITARY SEWER, STORM WATER, AND WATER DISTRIBUTION (U)			
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	Work is scheduled to begin week of Jan. 18	
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	Wolverine is working with HRC on the study. Study completion expected in March.	
PARKS/ CEMETERY/ FORESTRY/ NONMOTORIZED (P)			
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	Feb Construction Meeting; start Spring 2021	
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.	
MOTOR VEHICLE POOL (MVP)			
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	
BUILDING, PROPERTY, EQUIPMENT (B)			
2017-B12	IT New Servers	Anticipated start date Spring of 2021	
2017-B17	Fire SCBA units	Anticipated purchase Spring of 2021	
2018-B14	Fire Rehab 815 Replacement	Anticipated purchase Spring of 2021	
2018-B22	Police Body Worn Cameras	Body Worn Cameras have shipped; training is scheduled for the last week of January for initial set-up and rollout.	

2018-B23	Masterplan/Zoning Update	<p>Webpage has been created on City website under How Do I → Learn About →Master Plan which included current documents, draft of Request for Proposal (RFP) and option to sign up for email updates on the project.</p> <p>On February 22, 2021 at 7:30 pm via Zoom, City Council and Planning Commission are planning to meet jointly to confirm the expected outcomes for the plan. Meeting information will be posted on both groups meeting pages.</p>	
2019-B16b	Election Tabulator Machines	Completed	October
2019-B2a	City Hall - Phase I Design and Security	Installation is in progress; anticipated completion February/March.	
2020-B4a	DPW- Design	Staff is working on refining design.	