



City Manager's Report: September 30, 2021

OPERATIONS

- Upcoming Event: October 2, 2021, 10:00 a.m. to 2:00 p.m. City of Mason Open House
- Please see the updated COVID-19 Preparedness and Response Plan, effective September 27, 2021, available on our website mason.mi.us or directly [here](#).
- Staff presented to the grant requests to Ingham County Parks and Recreation Commission and received positive feedback on our Park and CIP Plan process to determine prioritization.
- The City Manager attended the MML Conference and moderated general session at on the American Rescue Plan and the potential funding available to communities beyond their allocation.

Staffing Updates:

- Open Positions: Seasonal Part-Time Crossing Guards – Open Until Filled. Full-time Laborer- Review of internal applicants being conducted.

LARGE CITY PROJECTS

FY 2020-2021 CARRYOVER DUE TO TIMING			
Project	Project Name/Description	Status	Completed
UTILITIES: SANITARY SEWER, STORM WATER, AND WATER DISTRIBUTION (U)			
2017-U23	Well No. 6 Rebuild	In progress, expected to be completed by October	
2018-U32	South Water Tower Repair	In progress, expected to be completed by October	
PARKS/ CEMETERY/ FORESTRY/ NONMOTORIZED (P)			
2017-P8	Laylin Park - Phase II	Pathway and sidewalk completed; bids for pavilion and design for signs, in progress.	
2020-P5	Jefferson St – RR Pedestrian Crossing	Railroad work complete, Concrete/ asphalt -Oct	
2020-P8	Rayner Park- Master Park Plan	In progress, anticipated completion winter	
BUILDING, PROPERTY, EQUIPMENT (B)			
2018-B14	Fire Rehab 815 Replacement	Anticipate delivery 3rd quarter FY 21/22	
2019-B2a	City Hall – Phase I Design and Security	Security complete- work space eval in progress	
2020-B4a	DPW- Design	Staff is working on finalizing design.	

FY 2021-2022			
Project	Project Name/Description	Status	Completed
STREETS, SIDEWALKS, SIGNALS(S)			
2017-S23	Rayner St – Randolph St to Columbia St	Completed	July
2017-S24	Eugenia Dr – Northbrook St to End	Base layer of asphalt down. Final layer to be completed by October	
2017-S25	Hall Blvd – Ash St to South St	In progress	
2017-S26	Columbia St – Park St to Jefferson St	Completed	July
2019-S9b	Signal at E. Maple & S. Jefferson	DDA reviewed, acquiring quotes for Council	
UTILITIES: SANITARY SEWER, STORM WATER, AND WATER DISTRIBUTION (U)			
2017-U15	Replace Hydrants and Mason Plaza	Anticipated completion by October 4	
2017-U34	Well No. 5 Rebuild	Expected to start early October	
2019-U3a	Wastewater Treatment Plant – Design	Staff conducting final review of RFP	
2021-U1	WTP- High-Pressure Pump VFD	Staff developing RFP	

2021-U2	WTP- Replacement of Valves	Staff developing RFP	
PARKS/ CEMETERY/ FORESTRY/ NONMOTORIZED (P)			
2020-P3	Hayhoe Riverwalk Trail – Eval. & Repair	Grant submitted	
2020-P6, 2020-P12, 2020-P13, 2020-P14	Lee Austin Park- Plan/Design Bond Park - Plan/Design Griffin Park - Plan/Design Hayes Park - Plan/Design	In progress, anticipated completion Winter	
2020-P11	Rayner Park- Phase 1 Construction	Awaiting DNR funding response in 3 rd quarter	
MOTOR VEHICLE POOL (MVP)			
2017-MVP22	Vehicle No. 83	Police	Anticipated third quarter of FY 21-22
2017-MVP23	Vehicle No. 21	Cemetery/ Parks	Anticipated 2nd quarter of FY 21-22
2017-MVP27	Vehicle No. 86	Police	Vehicle being outfitted with equipment.
2017-MVP24	Vehicle No. 59	Cemetery/ Parks	Anticipated 2nd quarter of FY 21-22
BUILDING, PROPERTY, EQUIPMENT (B)			
2017-B5b	Building: Library Phase 1, Part 1	Grant Agreement approved, plan to bid in Sept	
2017-B7	Building: Parking Lot Repairs	Working on addressing punch list.	
2017-B10	Fire: Furnace/AC, Office & Training Area	Anticipated 2nd quarter of FY 21-22	
2017-B11	Fire: Washing Machine	Anticipated 2nd quarter of FY 21-22	
2018-B15	Fire: Sprinkler System in Truck Bay	Anticipated 2nd quarter of FY 21-22	
2018-B16	Fire: Station 1- Rear Approach	Working on addressing punch list.	
2018-B21	Police: Interview Rm Recording System	Anticipated 3rd quarter of FY 21-22	
2018-B23	Planning: Master Plan/Zoning Update	Finalizing contract with consultant	
2018-B24	Building: Rental Furniture Replacement	Anticipated 3rd quarter of FY 21-22	
2019-B2b	Building: City Hall Renovations	Anticipated 3rd quarter of FY 21-22	
2019-B3	Clerk: Laserfiche Avante Upgrade	Anticipated 2nd quarter of FY 21-22	
2020-B4b	Public Works Facility Construction	Need to complete CIP: 2020-B4a	

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

Project Name	Status
BUILDING PERMITS – COMMERCIAL PROJECTS (listed only once when active)	
208 N. Mason: Mason Antique Market ACTIVE	Building permit is active tear off and re-shingle roof.
402 S. Jefferson: Risen Bakery ACTIVE	Building permit is active to construct free standing bar/tabletops & walls for upstairs and free-standing wall in basement to close off space for an office.
700 E. Ash: Ingham County Fairgrounds ACTIVE	Building permit is active to replace steel lintel for the OHD on the brick building.
730 N. Cedar: McDonalds ACTIVE	Building permit is active to add a 10' x 16' storage shed to existing trash enclosure.
100 E. Ash: Howard Hanna PENDING	Building permit for new sign is pending HDC approval.
417 S. Jefferson: Robert Dowding Group PENDING	Building permit for new sign is pending HDC approval.
440 S. Jefferson: Bad Brew PENDING	Zoning & Building permits received to install free standing shipping container commercial kitchen on concrete pad. Site plan review will take place at October 12 Planning Commission meeting at 6:30pm. Building permit is pending HDC approval



LEAF COLLECTION PROGRAM

LEAF COLLECTION:

The Leaf Collection Program is a limited service designed to supplement yard waste collection provided by Granger. Removing the fallen leaves helps to prevent ponding, flooding, and road icing as a result of blocked drainage paths and catch basins. As a service to our residents, City staff collect leaves in the right of way during this specific time.

You can help the City clear the autumn leaves by raking leaves that have accumulated in your front yard out to the right of way, no more than a few days before your street's collection day; see the Zone Map below. Please do not rake leaves onto sidewalks, roadways, on top of catch basins, or obstruct water flow in any way. Improperly placed leaves may cause them to be missed during the pick-up day and can create dangerous conditions for pedestrians, cyclists, motorists, and may create flooding conditions. All other leaves (like those from side and back yards) should be placed in either disposable paper bags or in trash cans, 30-gallon or smaller, and placed at the curb on Fridays. Granger will accept up to 5 bags or cans weekly from each residence **until November 26, 2021**, as part of their service with the City.

LEAF COLLECTION SCHEDULE AND ZONE MAP: Collections will be mid to late October through November 19, 2021.

Pick-up days are coordinated by the Zone in which you live. If you see City staff in your area a few days earlier or later than scheduled, they are just getting an early start or making a final collection pass in your area. Please understand that snow accumulation and other weather-related events may impact the City's ability to run the program.

Zone 1 - Mondays

South of W. Ash, West of S. Jefferson

Zone 2- Tuesdays

North of W. Ash, West of N. Jefferson

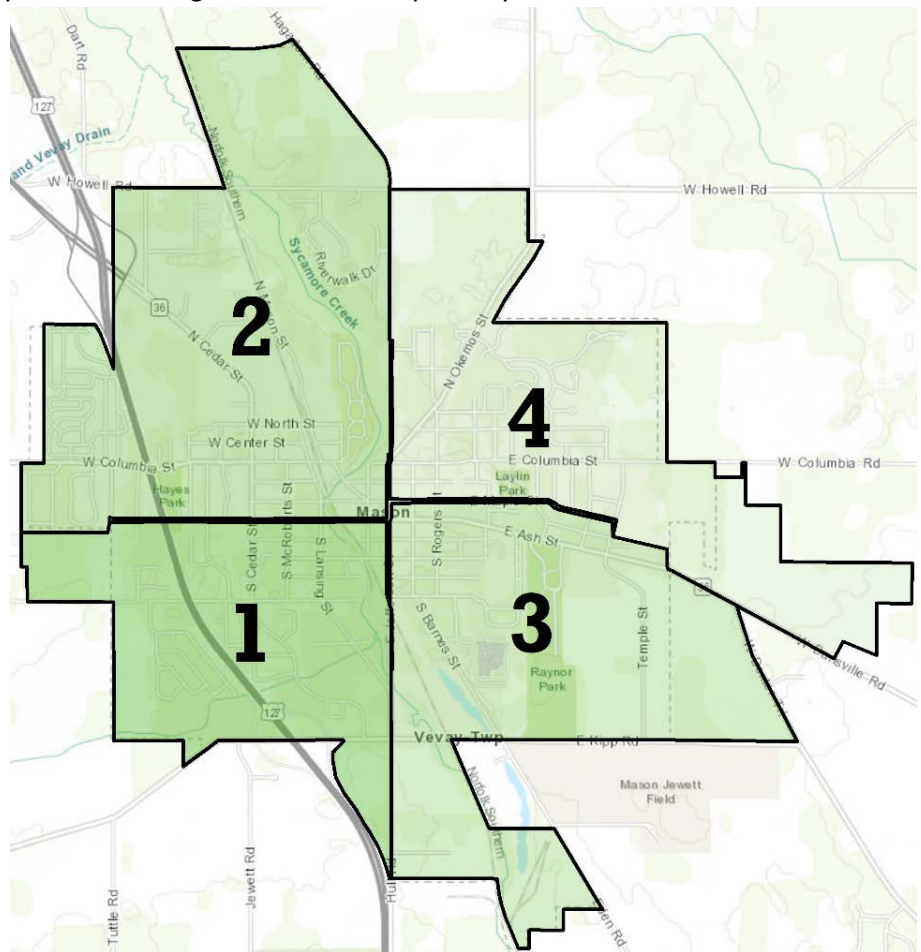
Zone 3- Wednesdays

South of E. Maple, East of S. Jefferson

Zone 4- Thursdays

North of E. Maple, East of N. Jefferson

*** Fridays are catch-up days (as needed)**



COMPOST CENTER:

The Compost Center is available for anyone who would like to pick-up compost or drop off leaves; brush and limbs are not accepted. It is located at 862 Mason St. and will be open **Saturday, October 23, 2021** through **Saturday, November 20, 2021**; Monday – Friday 8:00 a.m. to 3:00 p.m. and Saturday 8:00 a.m. to 12:00 p.m.; closed on Holidays.

RESOURCES:

More Questions? Please contact our Customer Service Desk at 517.676.9155