



## City Manager's Report: January 28, 2021

### COVID-19 UPDATES

- City Hall is currently open to the public Monday through Friday, 9:00 a.m. to 4:00 p.m. The Customer Service line is answered Monday through Friday, 8:00 a.m. to 5:00 p.m.
- Please see the Continuity of Operations document, as of January 27, 2021, available: [here](#).
- Please see the COVID-19 Preparedness and Response Plan, as of January 12, 2021 available: [here](#).
- Vaccine Deployment: We have started second doses of 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
<b>BUILDING PERMITS – COMMERCIAL PROJECTS UNDER CITY REVIEW</b>	
118 W. Oak St. – Arcade/Nail Salon <b>PENDING</b>	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 <b>PENDING</b>	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.
707 Buhl – Ingham County Drain Commission <b>PENDING</b>	Building permit in commercial review to combine 2 rooms into one office, upgrade toilets, and upgrade entrance walk to comply with ADA.
103 E. Kipp – CP Financial Credit Union <b>ACTIVE</b>	Building permit is active for refacing of monument sign and replacement of wall signs.
124-136 W. Ash St. <b>ACTIVE</b>	Building permit active for 2 <sup>nd</sup> story interior renovations and replacement of all 2 <sup>nd</sup> story windows.
230 Temple St. – Sparrow <b>ACTIVE</b>	Building permit is active for tear off and re-roof of building.
624 S. Cedar – EXIT Realty <b>ACTIVE</b>	Building permit is active to install illuminated sign on building.
624 S. Cedar – Mason Dentistry <b>ACTIVE</b>	Building permits are active for tear off and re-roof and siding of building.
700 Buhl – Ingham County Justice Complex <b>ACTIVE</b>	Three active permits for phased construction project 1. ACTIVE - Sitework, utilities and interior remodeling of exiting storage facility to accommodate relocation of vehicle maintenance garage. 2. ACTIVE - Demolition of 3-6-9 Unit and vehicle maintenance garage. 3. IN REVIEW - Construction phase of new jail.
790 E. Columbia <b>ACTIVE</b>	Building permit is active for interior renovations.
1154 S. Jefferson – (former Hart Well Drilling) <b>ACTIVE</b>	Building permit is active for demolition of building, removal of debris, and restoration of disturbed areas.
1155 Temple St. – Paul Davis Restoration <b>ACTIVE</b>	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 <b>TEMPORARY OCCUPANCY PERMIT</b>	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 <b>TEMPORARY OCCUPANCY PERMIT</b>	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>
204 N. Cedar – Westside Deli <b>COMPLETE</b>	Final Inspection passed for tear off and re-roof of building.
600 Buhl – Ingham Animal Control <b>COMPLETE</b>	Final Inspection passed to construct a 14' x 24' pre-fabricated mini-barn.

<b>BUILDING PERMITS – DANGEROUS BUILDINGS/FIRE RESTORATION</b>	
Center St. – Private Residence <b>PENDING</b>	Building permit is in review to build new garage after roof collapse.
S. Jefferson – Private Residence <b>PENDING</b>	Building permit is in review to build new steps and shore up foundation after accident.
665 Hull Rd. – Cleanlites Recycling <b>PENDING</b>	Building permit is pending after fire; a second fire occurred on December 15, 2020 that caused significant damage to the facility. They are currently cleaning out building so they can demo and rebuild the structure
Private Residence – Park St. <b>ACTIVE</b>	Building permit is active for siding and repair of stairwell wall after fire.
111 Mason St. – Mason Depot <b>ACTIVE</b>	Building permit is active for reconstruction after fire.
<b>ZONING</b>	
840 E. Columbia St. – Masonic Lodge <b>PENDING</b>	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 finalized date of **February 11, 2021 at 7:30pm** 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 21, 2021 a claim was submitted to Michigan Municipal Risk Management Authority (MMRMA) for 410 E. Maple Street. Staff will update on continue to update Council on the status.
- Staff participated in the State wide Risk Limiting Audit (RLA) on January 21, 2021 for the 2020 November General Election. The Risk Limiting Audit randomly selects ballots throughout the state. Mason had 14 ballots selected of the approximately 18,000 ballots randomly selected of the 5.6 million ballots cast in the November General. It was required to report on the casted vote for the office of President of the United States of our randomly selected ballots. These tallies are then uploaded to the State to determine the percentage of accuracy based on the already recorded votes cast. Risk Limiting Audits are a relatively new process in Michigan but will become increasingly more prevalent in years to come, as with the passing of Proposal 18-3 a State wide audit must be conducted for Federal and State elections.
- The Public Comment received by Council from Ms. Fouche on January 18, 2021 has been evaluated. The property and street are in a condition that meet all the legal requirements. Ms. Fouche was contacted in response to her request and notified that the City cannot require MDOT nor the property owner to make any changes, as they are meeting all the requirements.
- Billie O’Berry, Code Enforcement/Community Resource Officer, attended the Michigan Association of Housing Officials Winter Seminar which covered the 2018 International Property Maintenance Code.
- The City Manager met with the new Vevay Supervisor, John Lazet, to discuss future partnerships, including beginning negotiations for the upcoming fire contract renewal.
- The City Manager attended the Michigan Municipal Executive (MME) Winter Conference where she received MME’s first Diversity, Equity and Inclusion Leadership Award. This is new annual award for MME professionals that have led, implemented, and supported diversity, equity, and inclusion initiatives in their organizations and communities that have improved the lives and experience of people across the range of human differences. She was also selected to serve a three-year term on the MME Board of Directors. MME represents municipal professionals throughout Michigan and seeks to enhance management excellence, continuous improvement, and high ethical standards.

## **Staffing Updates:**

- **Open Positions:** Administrative Assistant (part-time), Community Development: An offer has been made and accepted; pre-employment checks and screenings are being conducted. K-9 Handler Special Assignment/

Police Officer: Position will be filled by existing staff and closes, Friday, January 29, 2021. Seasonal Crossing Guard: Posted and is open until filled.

## LARGE CITY PROJECTS

FY 2019-2020			
Project	Project Name/Description	Status	Completed
<b>UTILITIES: SANITARY SEWER, STORM WATER, AND WATER DISTRIBUTION (U)</b>			
2017-U11	Turbine Aeration Blower at POTW	Staff to meet with contractor to schedule an installation date.	
FY 2020-2021			
Project	Project Name/Description	Status	Completed
<b>STREETS, SIDEWALKS, SIGNALS(S)</b>			
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.	
<b>UTILITIES: SANITARY SEWER, STORM WATER, AND WATER DISTRIBUTION (U)</b>			
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	Contractor had to reschedule to week of Feb 1	
2018-U32	South Water Tower Repair	Staff working on RFP for repairs	
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.	
<b>PARKS/ CEMETERY/ FORESTRY/ NONMOTORIZED (P)</b>			
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.	
<b>MOTOR VEHICLE POOL (MVP)</b>			
2017-MVP15	Vehicle No. 16 Replacement	Vehicle has been ordered	
2017-MVP16	Mower No. 77 Replacement	Staff working with vendor on ordering and delivery details	
2017-MVP17	Vehicle No. 85 Replacement	Vehicle ordered; expected Spring 2021	
2017-MVP20	Vehicle No. 18 Replacement	Vehicle has been ordered	
2017-MVP21	Mower No. 66 Replacement	Staff working with vendor on ordering and delivery details	
2017-MVP29	Mower No. 69 Replacement	Staff working with vendor on ordering and delivery details	

<b>2018-MVP1</b>	Vehicle No. 22 Replacement	Vehicle has been ordered	
<b>BUILDING, PROPERTY, EQUIPMENT (B)</b>			
<b>2017-B12</b>	IT New Servers	Anticipated start date Spring of 2021	
<b>2017-B17</b>	Fire SCBA units	Anticipated purchase Spring of 2021	
<b>2018-B14</b>	Fire Rehab 815 Replacement	Anticipated purchase Spring of 2021	
<b>2018-B22</b>	Police Body Worn Cameras	Body Worn Cameras have shipped; training is scheduled for the last week of January for initial set-up and rollout.	
<b>2018-B23</b>	Masterplan/Zoning Update	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. 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.	
<b>2019-B16b</b>	Election Tabulator Machines	Completed	October
<b>2019-B2a</b>	City Hall - Phase I Design and Security	Installation is in progress; anticipated completion February/March.	
<b>2020-B4a</b>	DPW- Design	Staff is working on refining design.	