



# City Manager's Report: February 11, 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 February 1, 2021, available: [here](#).
- Please see the COVID-19 Preparedness and Response Plan, as of January 12, 2021 available: [here](#).

## 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.
216 W. Kipp – McDonalds <b>PENDING</b>	Building permit is in review for interior and exterior remodel including ADA improvements.
340 North – Americhem <b>PENDING</b>	Building permit is in review for installation of new ground sign and directional sign.
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.
811 Kim Drive <b>PENDING</b>	Building permit is in review for a Certificate of Occupancy for a change of occupancy and use of building space.
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.
125 E. Kipp – Wild Bill's Tobacco <b>ACTIVE</b>	Two permits active. 1. Building permit is active to install wall sign. 2. Building permit is active for interior alterations.
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>	Two active permits for phased construction project 1. ACTIVE - Sitework, utilities and interior remodeling of existing storage facility to accommodate relocation of vehicle maintenance garage. 2. ACTIVE - Demolition of 3-6-9 Unit and vehicle maintenance garage. City formally requested the State provide oversight and building services related to project on other permits and State agreed.
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>
<b>BUILDING PERMITS – DANGEROUS BUILDINGS/FIRE RESTORATION</b>	

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
Center St. – Private Residence <b>ACTIVE</b>	Building permit is active to build new garage after roof collapse.
S. Jefferson – Private Residence <b>ACTIVE</b>	Building permit is active to build new steps and shore up foundation after accident.
Park St. - Private Residence <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>	
128 W. Ash – Mason Flats <b>PENDING</b>	The owner will be installing signs to the front of the building. Historic District Commission will review at 2/15/2021 meeting.
S. Eugenia – Private Residence <b>PENDING</b>	Application for a Special Use Permit is in review for in-home daycare to go from 6 to 12 children. A Public Hearing is expected to occur at the 3/9/2021 Planning Commission Meeting.
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:** An email will be sent soon requesting your availability for a joint City Council and Planning Commission special meeting, regarding the Masterplan.
- **Councilmembers:** Mark your calendars for the Budget Workshop on **Monday, March 29, 2021 at 6:00 p.m.**
- An administrative approval was provided to Bad Brewing Company L.L.C. for use of public property for four upcoming special events. All events are contingent upon COVID-19 rules and guidelines that are in place at the time of the event.
- Staff has been working with our IT contractor and WOW over the last few months and resolved the issues with the cable channel computer and information has resumed airing on Channel 21 and new slides will be airing within the week.
- Staff received notice from WOW that they will be shifting the delivery of their managed video cable services in Mason to a new IP video delivery platform that will add easy access to many of today's popular streaming services. These video services will be accessed through on-screen guides and voice-activated commands, customized to operate with WOW's new streaming box and remote control and expected to be completed in the next few months. With this advancement, staff is working with our current local media consultant to get the necessary equipment needed to broadcast to the cable channel for this upcoming change.
- Public Act 253 of 2020 was signed into law on December 23, 2020. The Act made several changes to the poverty exemption statute (MCL 211.7u) including only the Board of Review can grant/deny poverty exemptions and requiring the policy, guidelines, and application form to be posted on the website. The Act also allows the adoption of a resolution granting a 3 year carry forward of a previous exemption from 2020. Staff have recommended not adopting this resolution as we only have a couple poverty exemptions a year and we like to manage each application annually and have a discussion with the applicant on an annual basis. There is also the chance income can change and they would not remember to resubmit the updated information to us, and this would cause a hardship on that taxpayer at a later point to have to repay the exemption that was already granted.

## Staffing Updates:

- **New Hires/Promotions:** Stephanie Strickland started on February 8, 2021 as the new Part-time Administrative Assistant in Community Development.
- **Open Positions:** K-9 Handler Special Assignment/ Police Position closed on Friday, January 29, 2021 – Interviews and Home Assessments are under way. Full-Time Police Officer – Position closed on Friday, February 26, 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	Contractor planning to begin install in February.	
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	Traffic study tentatively scheduled for April.	
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 delayed due to weather conditions.	
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	Staff is reviewing study report.	
<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 has been delivered, waiting for equipment and decals to be outfitted.	
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	
2018-MVP1	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.	