



City Manager's Report: February 26, 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
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.
216 W. Kipp – McDonalds PENDING	Two permits pending. 1. Building permit is in review for interior and exterior remodel including ADA improvements. 2. Building permit is in review to install 4 signs – one illuminated channel letters on raceway, one illuminated logo wall sign, and two drive-thru direction signs.
715 Curtis – G & G Tax PENDING	Building permit is pending to install illuminated wall sign to front façade of suite.
809 Kerns – T & D Concrete PENDING	Building permit is pending for a Certificate of Occupancy for a change of occupancy and use of building space.
811 Kim Drive PENDING	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 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.
125 E. Kipp – Wild Bill's Tobacco ACTIVE	Two permits active. 1. Building permit is active to install wall sign. 2. Building permit is active for interior alterations.
230 Temple St. – Sparrow ACTIVE	Building permit is active for tear off and re-roof of building.
340 North – Americhem ACTIVE	Building permit is active for installation of new ground sign and directional sign.
427 S. Jefferson – Realty Office ACTIVE	Building permit is active for a Certificate of Occupancy for a change of occupancy and use of building space.
624 S. Cedar – EXIT Realty ACTIVE	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	Two 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. City formally requested the State provide oversight and building services related to project on other permits and State agreed.
707 Buhl – Ingham County Drain Commission ACTIVE	Building permit is active for project to combine 2 rooms into one office, upgrade toilets, and upgrade entrance walk to comply with ADA.
790 E. Columbia 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.

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>
BUILDING PERMITS – DANGEROUS BUILDINGS/FIRE RESTORATION	
Mason St. – Private Residence	Building permit is pending after fire.
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. They are currently cleaning out building so they can demo and rebuild the structure
Center St. – Private Residence ACTIVE	Building permit is active to build new garage after roof collapse.
S. Jefferson – Private Residence ACTIVE	Building permit is active to build new steps and shore up foundation after accident.
Park St. - Private Residence ACTIVE	Building permit is active for siding and repair of stairwell wall after fire.
111 Mason St. – Mason Depot ACTIVE	Building permit is active for reconstruction after fire.
ZONING	
Sanctuary & Stratford St. - PENDING	Giguere Realty and Development LLC is requesting a parcel combination and Land Division for 2 lots located on Sanctuary and Stratford Streets.
128 W. Ash – Mason Flats PENDING	A Certificate of Appropriateness was approved for their sign installation at the 2/15/2021 meeting of the Historic District Commission.
S. Eugenia – Private Residence PENDING	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 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:** Mark your calendars for the Masterplan Workshop, a joint meeting with the Planning Commission, on **Monday, March 15, 2021 at 8:00 p.m. or immediately following the City Council meeting.**
- **Councilmembers:** Mark your calendars for the Budget Workshop on **Monday, March 29, 2021 at 6:00 p.m.**
- The Planning Commission will hold a public hearing at their regular meeting on Tuesday, March 9, 2021 to receive public comments on the proposed Capital Improvement Program (CIP).
- Reserved curbside pick-up parking spaces, for five downtown businesses who requested it, have been extended through Monday, May 31, 2021.
- The City received final closeout approval for the trail extension on Howell. At the completion of the project, the City contributed \$12,045 and was able to leverage \$1,057,267 toward the project costs (\$801,746 from the Trail Award).
- The Hope Not Handcuffs Program kick-off occurred on February 18, 2021. Mason Police is now a participating agency and employees began formal training on the program. Hope not Handcuffs is an initiative that brings law enforcement and community organizations together in an effort to find viable treatments options for individual seeking help to reduce dependency with heroin, prescription drugs and other substances.

Staffing Updates:

- **New Hires/Promotions:** Officer Hayden Wildfong was appointed as the K-9 Handler effective February 18, 2021. Tamarack is now placed with Officer Wildfong and they will begin formal training in March as a dual purpose team trained in tracking and explosives detection.

- Open Positions: Full-time Police Officer- position closes 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
UTILITIES: SANITARY SEWER, STORM WATER, AND WATER DISTRIBUTION (U)			
2017-U11	Turbine Aeration Blower at POTW	Contractor has begun work, including the electrical portion. Awaiting delivery of blower.	
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	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	MPS has agreed to move forward with this project this fiscal year.	
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	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.	
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	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	
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 Camera training has begun and have transitioned to the new Axon BWC system.	
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.	