



City Manager's Report: March 12, 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](#).

OPERATIONS

- **Councilmembers:** Mark your calendars for the Budget Workshop on **Monday, March 29, 2021 at 6:00 p.m.**
- An agreement and release of claims has been executed with Vevay Township to settle the dispute regarding the Township's claim for a share of the personal property tax reimbursement funds from the State of Michigan paid to the City for years prior to 2018 with such claim stemming from purported obligations under the 425 Agreement of 1989 between the City and the Township. This was authorized by Council almost two years ago.

Staffing Updates:

- New Hires/Promotions: None
- Open Positions: Full-time Police Officer- position closed on February 26, 2021, applications are being reviewed and interviews will be set up soon. Seasonal Crossing Guard- posted and is open until filled.
- Due to recent exposures to COVID-19, the City of Mason is required to quarantine majority of our Public Works Department (DPW). This will result in some service delays, as the DPW will only be able to respond to emergencies until at least March 17, 2021. Residents have been asked to continue to report any concerns, however, concerns will be addressed as soon as time allows. The City has been diligent about communications and reporting to the Ingham County Health Department to limit the spread.

Traffic Updates:

- Columbia Street at US 127 Overpass – Traffic congestion, turning difficulties, temporary signal operation and timing issues. On November 3, 2020, a citizen contacted Mason PD about problems involving congestion and turning difficulties on Columbia Street due to the MDOT temporary signals because of bridge damage. Additional complaints have been made about the signal operations, and Mason PD continues to monitor the temporary signals, and work collaboratively with Mason DPW and MDOT until the overpass is repaired.

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	Cherry- McRoberts St to Henderson St	Completed	October
2020-U2			
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	Anticipated start date Summer of 2021	
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	Preparing documents for bid advertising.	
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	Facilities, Code Enforcement	Vehicle has been ordered
2017-MVP16	Mower No. 77 Replacement	Cemetery, Parks, Forestry	Staff working with vendor on ordering and delivery details
2017-MVP17	Vehicle No. 85 Replacement	Police	Vehicle has been delivered, waiting for equipment and decals to be outfitted.
2017-MVP20	Vehicle No. 18 Replacement	Cemetery, Parks, Forestry	Vehicle has been ordered
2017-MVP21	Mower No. 66 Replacement	Cemetery, Parks, Forestry	Staff working with vendor on ordering and delivery details
2017-MVP29	Mower No. 69 Replacement	Cemetery, Parks, Forestry	Staff working with vendor on ordering and delivery details
2018-MVP1	Vehicle No. 22 Replacement	Cemetery, Parks, Forestry	Vehicle has been ordered
BUILDING, PROPERTY, EQUIPMENT (B)			
2017-B12	IT New Servers	Anticipated start date Spring of 2021	
2017-B17	Fire SCBA units	Authorization presented to City Council 3.15.21	
2018-B14	Fire Rehab 815 Replacement	Anticipated purchase Spring of 2021	
2018-B22	Police Body Worn Cameras	Complete	March
2018-B23	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.	
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.	

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

Project Name	Status
BUILDING PERMITS – COMMERCIAL PROJECTS (listed only once when active)	
216 W. Kipp – McDonalds ACTIVE	Two permits active. 1. Building permit is active for interior and exterior remodel including ADA improvements. 2. Building permit is active 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 ACTIVE	Two permits are active. 1. Building permit is active to install illuminated wall sign to front façade of suite. 2. Building permit is active for installation of walls to create private offices.
809 Kerns – T & D Concrete ACTIVE	Building permit is active for a Certificate of Occupancy for a change of occupancy and use of building space.
ZONING (listed when pending and once when approved)	
828 S Lansing PENDING	Andrew and Ryann Warner have requested a six-foot variance to accommodate an addition to their home. A public hearing is expected to take place on 4/19/21 at 5:30 during the Zoning Board of Appeals meeting.
1041 & 1123 S. Jefferson PENDING	George Hayhoe, Capex Land, Inc., has requested a zoning ordinance amendment to rezone 1041 Jefferson St. and 1123 Jefferson St. from M-1: Light Manufacturing District to C-2: General Commercial District. A public hearing will take place at the 4/13/2021 Planning Commission Meeting.
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.
S. Eugenia – Private Residence APPROVED	Application for a Special Use Permit is in review for in-home daycare to go from 6 to 12 children. The Planning Commission approved the Resolution for the Special Use Permit at their meeting on 3/9/2021.