



City Manager's Report: April 1, 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:** Please mark your calendar for **May 10, 2021 at 5:30pm** for the Mason Public Schools and City of Mason Joint Recognition Ceremony to be held virtually. If you wish to nominate someone or group, let Sarah Jarvis know.
- Board of Ethics approved the Complaint and Advisory Opinion Forms at their March 24, 2021 meeting and they have been added to the City website here: <https://www.mason.mi.us/your-government/board-of-ethics/index.php>
- Tree Commission/Cemetery Board has decided at their March 25, 2021 meeting that instead of honoring a specific person or group for Arbor Day that a tree will be planted in honor of the indomitable spirit of the citizens of Mason during this last year. Details are still in the works regarding the location and type of tree that will be planted. There will be no in-person ceremony, but an official announcement will be made on the City's Facebook and Website along with the Mayor's Proclamation on Arbor Day April 30, 2021.

Staffing Updates:

- New Hires/Promotions: Randy Auga was appointed on March 22, 2021 as a Volunteer Firefighter in the Fire Department.
- Open Positions: Full-time Police Officer- first interviews and second interviews have been conducted. Seasonal Temporary Laborer- position has been posted and closes on April 16. Seasonal Crossing Guard- posted and is open until filled.

Traffic Updates:

- A Mason resident contacted staff with concerns about the intersection of Jefferson Street (S/B) at Okemos Street. The drivers on Okemos Street always have R-O-W. But as the drivers are traveling S/W on Okemos Street towards the intersection, the citizen believed they see the stop sign intended for S/B Jefferson Street and stop causing some traffic issues and confusion. Initial research of traffic crash data from 2017 until March 23, 2021 was done. None involved S/W drivers on Okemos entering the intersection and being the cause of the crash. All were other drivers who failed to yield R-O-W. **Status is open.**

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	Blower has been set. Contractor finishing up wiring.	

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	Completion of project set for week of April 5 th .		
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	Study Completed and Reviewed by Staff.	March	
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	Railroad Company confirming rail work date, 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, expected delivery at the end of May.	
2017-MVP16	Mower No. 77 Replacement	Cemetery, Parks, Forestry	Delivered	March
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, expected delivery at the end of May.	
2017-MVP21	Mower No. 66 Replacement	Cemetery, Parks, Forestry	Delivered	March
2017-MVP29	Mower No. 69 Replacement	Cemetery, Parks, Forestry	Delivered	March
2018-MVP1	Vehicle No. 22 Replacement	Cemetery, Parks, Forestry	Vehicle has been ordered, expected delivery at the end of May.	
BUILDING, PROPERTY, EQUIPMENT (B)				
2017-B12	IT New Servers		Purchase has been approved; working with IT on server build and schedule for replacement	
2017-B17	Fire SCBA units		Authorization by City Council to purchase	
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)	
124 W. Maple – Mason Floral ACTIVE	Building permit is active for water mitigation – removal of drywall, flooring and drop ceiling from water damage.
ZONING (listed when pending and once when approved)	
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.