



City Manager's Report: May 14, 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

- Administrative approvals of use of public property, contingent on adhering to COVID requirements:
 - May 1 – August 31 to Bad Brewing, LLC for license to use alley between Kean's and Bad Brewing to assist with seating capacity constraints.
 - May – June 9 to Mason High School for the use of the Hayhoe Riverwalk Trail as a Storybook Walk.
 - May 26 – July 7 to Mason Area Chamber of Commerce for the use of City light poles for decorations.
 - June 5 to Bad Brewing, LLC for their annual Bad Brewing Block Party on June 5, 2021. Street closures for the event are Jefferson St (Ash to Oak) and Alley (Jefferson to back of Brewery) June 5 at 10:00 a.m. to June 6 at 12:00 a.m.
 - June 25 - June 27 to Central Michigan Amateur Radio Club for their annual Field Day event and will include permission for overnight use at the southern end of Rayner park.

Staffing Updates:

- New Hires: Jacob Rector was hired as a Seasonal-Temporary Laborer in Public Works, started May 5, 2021. James Schnipke was hired as a Seasonal-Temporary Laborer in Public Work, started on May 11, 2021.
- Separations: Max Barton resigned as a Seasonal-Temporary Laborer in Public Works, effective May 12, 2021.
- Open Positions: Full-time Police Officer- Applicant who was originally offered the position accepted a position elsewhere and we are evaluating another candidate. Seasonal-Temporary Laborer- Seeking additional applicants and is opened until filled. 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	Installation is complete; schedule start up expected the week of May 24.	

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 is completed and staff is reviewing	
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	Completed	April	
2018-U32	South Water Tower Repair	Preparing documents for bid advertising.		
2017-U33	Well No. 4 Rebuild	Anticipated start date Spring of 2021		
2019-U1	Wastewater Treatment Plant - Design	Staff is drafting Request for Proposal for work.		
2019-U4	Study - Wastewater Solids System	Completed	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	Staff finalizing design		
2020-P5	Jefferson St – RR Pedestrian Crossing	Railroad Company confirming rail work date, start Summer 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	Replacement expected to be complete by June		
2017-B17	Fire SCBA units	Firefighters have been “fit tested”; order has been placed; expected late June.		
2018-B14	Fire Rehab 815 Replacement	Anticipated purchase Spring of 2021		
2018-B22	Police Body Worn Cameras	Complete	March	
2018-B23	Master Plan/Ordinance Update	RFP proposals are due May 27, 2021		
2019-B16b	Election Tabulator Machines	Completed	October	
2019-B2a	City Hall - Phase I Design and Security	Security complete- getting bids for design work		
2020-B4a	DPW- Design	Staff is working on refining design.		