



## City Manager's Report: February 28, 2020

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

Project Name	Status
<b>LAND DIVISIONS/COMBINATIONS</b>	
Coppersmith Drive (formerly Enclave at Rayner Ponds) <b>PENDING</b>	Staff is administratively processing a land division request by Giguere Realty and Development to create five (5) buildable lots approximately 1-acre each and one remaining 8.60-acre parcel with frontage along Coppersmith Drive, an existing public roadway.
<b>BUILDING PERMITS – COMMERCIAL PROJECTS UNDER CITY REVIEW</b>	
110 W. Oak – Mason Energy Group <b>ACTIVE</b>	Building permit active for siding, fascia, and soffit work.
210 State St. – My Smart Homes <b>COMPLETED</b>	Certificate of Occupancy has been issued for the new owner and the permit has been finalized.
213 N. East St. – ServiceMaster <b>ACTIVE</b>	Building permit active to add overhead door, open doorways to meet ADA code and build necessary ramps.
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.
118 W. Oak St. <b>PENDING</b>	Two permits pending for this address. 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.
125 E. Kipp Rd – Dollar Tree <b>ACTIVE</b>	Building permit is active for a 5,460 sq. ft. addition to accommodate up to four new retailers.
652 Hull Rd- New Goodwill <b>ACTIVE</b>	Building permit application is active and construction of a new 15,772 square foot commercial building for a Goodwill retail store.
801 N. Cedar St.- City Limits <b>ACTIVE</b>	Building permit is active to construct a 4,828 sq. ft. addition along with additional parking.
402 S. Jefferson (former Baja Grill) <b>ACTIVE</b>	Building permit is active for interior and exterior renovations.
549 W. Ash- Dog Groomer <b>TEMPORARY OCCUPANCY PERMIT ISSUED</b>	A Temporary Certificate of Occupancy has been issued to assist in opening the business. Staff is working with owner on a revised parking plan to address safety requirements and pre-existing, non-conforming layout. Once the new parking area is complete, a final Certificate of Occupancy will be issued. <b><i>Parking updates have been delayed until spring.</i></b>
525 N. Cedar- Timeless Treasures <b>TEMPORARY OCCUPANCY PERMIT ISSUED</b>	A Temporary Certificate of Occupancy has been issued for Timeless Treasures. Remaining work includes the installation of the approved landscaping, repairs to parking lot lighting, and a site plan revision if the owner intends to include the outdoor flea market.
<b>BUILDING PERMITS – FIRE RESTORATION</b>	
Private Residence – Hall Blvd. <b>ACTIVE</b>	Building permit is active for reconstruction of residence.
111 Mason St. – Mason Depot <b>ACTIVE</b>	Building permit is active for reconstruction after fire.
575 N. Cedar St. – Heb's Inn <b>ACTIVE</b>	Building permit is active for reconstruction after fire.

## ZONING BOARD OF APPEALS

**513-515 W. South St.**  
**PENDING**

Crockett Law Offices filed a petition for a variance from the City ordinances Chapter 94 Article X, Chapter 100 Tables 1, 2 related to a non-conforming structure, non-conforming uses and dimensional requirements, parking in the front yard and deed restrictions on property located at 513 - 515 W. South St. A public hearing was held on Wednesday, February 12, 2020 at City Hall. The ZBA issued a denial for the variances based on there being no practical difficulty related to a unique physical feature of the land and the denial does not render the property to be unusable.

## OPERATIONS AND COMMUNITY RELATIONS

- **Budget Workshop Reminder: Saturday, March 28, 2020 at 9:00 am.**
- An open house to share information on the 2020 Street Construction will be held on March 17, 2020 from 4:00 pm to 6:00 pm in the Sycamore Room at City Hall. Attached is the construction notice that is being sent to directly impacted property owners.
- Officer Flores, who is assigned to Investigations, Basic Investigator School hosted by the Michigan State Police.
- The Park Study came in under the contracted budget, so staff has asked the consultant to complete the signage specifications, anticipated to be completed next fiscal year, as part of their existing contract. No contract or budget amendment is required.
- ISO's rating system goes from a one to a ten, with a one being the highest rating a fire department could achieve. In our most recent ISO evaluation, the Fire Department's ISO rating has decreased from a four to a three. In addition, within five miles of the fire station the rating has dropped from a 6 to a five. Both of these ratings are effective March 1, 2020. Please see the attached press release.

For comparison, an ISO rating of a three is the same rating provided to Meridian Township and Lansing Township. East Lansing and Eaton Rapids currently hold an ISO rating of a four. St. Johns on the other hand has an ISO rating of a five. Only 17 fire departments out of a total 1,538 evaluated in the State of Michigan have achieved lower than a class 3. For citizens of Mason that live within the City, with the new rating they can anticipate approximately a \$30.00 dollar reduction on their home insurance annually. For citizens that live outside of the City but within five miles of the fire department they can anticipate an annual \$15.00 dollar reduction on their home insurance.

### Staffing Updates:

- Open Positions: Laborer – interviews will be conducted soon; Assistant City Manager/DPW Director – interviews are being conducted; Reserve Officer- started training on February 24; Crossing Guard, substitute seasonal- open until filled.

### Traffic Updates:

- Columbia Street near the Sycamore Village Mobile Home Park (Bus Stop) - Speed Complaint/Concern for Students  
Officers assigned to targeted enforcement. Staff has partnered with Sycamore Village Management to add a conspicuous school bus warning sign for W/B traffic to notify drivers of the bus stop. Received sign & will be installed.
- Maple Street between Columbia Street and Steele Street -Speed Complaint.  
This concern is related to the Mason Middle School drop-off and pick-up times in the AM and PM. Officers assigned to targeted enforcement; speed trailer will be placed in the area when available, after winter.
- W. Ash between Kiwanis Drive and Cedar St. – Traffic Flow Complaint  
This concern is being re-opened as there is a need to continue to monitor traffic issues around the Harvey Education Center during school days, including pedestrian safety, vehicular travel and parking.
- M-36 (S Cedar St) and W Columbia St- Traffic Flow Complaint  
Left Turn/Intersection Complaint for cross traffic left turns. This intersection is MDOT controlled. Officers will be conducting targeted enforcement. The matter remains open.

**LARGE CITY PROJECTS**

<b>FY 2018-2019 – CONTINUING PROJECTS</b>			
<b>Project</b>	<b>Project Name/Description</b>	<b>Status</b>	<b>Completed</b>
<b>STREETS, SIDEWALKS, BRIDGES (S)</b>			
<b>2018-S1</b>	MDOT- Temple Street Safety Grant	MPS has decided to support a smaller scope and also recommends not moving forward with the grant. City will contribute \$20,000 (previously committed match) and they will contribute \$10,000. MDOT has been notified.	
<b>BUILDING, PROPERTY, EQUIPMENT (B)</b>			
<b>2017-B6</b>	Fire: Fire Engine 809/Tower 808	Final inspection took place 2/21/2020 – 2/22/2020. Tower 808 arrived the week of 2/26/2020.	February 2020

<b>FY 2019-2020</b>			
<b>Project</b>	<b>Project Name/Description</b>	<b>Status</b>	<b>Completed</b>
<b>STREETS, SIDEWALKS, BRIDGES (S)</b>			
<b>2017-S5</b>	Walnut- Columbia St. to North End	Final cleanup and restoration as applicable remain.	October
<b>2017-S10</b>	Sidewalk Program- NW Quadrant	Anticipated bid process beginning Spring 2020	
<b>2017-S11/ 2017-U19/ 2018-P3</b>	Kerns Road- Cedar Street to Howell Rd./ Hayhoe Riverwalk Trail Extension	Contractor in place. Plans and permit request submitted to ICRD for Howell Road crossing. Project is on hold until Spring 2020	
<b>2017-S12/ 2017-U20</b>	W. Elm St.- Henderson St. to Jefferson St.	Restoration and final clean up as applicable.	November
<b>2017-S13/ 2017-U21</b>	Park St.- Elm Street to Oak St.	Complete	November
<b>UTILITIES: SANITARY SEWER, STORM WATER, AND WATER DISTRIBUTION (U)</b>			
<b>2017-U11</b>	Turbine Aeration Blower at POTW	Re-bid March 18, 2020	
<b>2017-U15</b>	Replace Hydrants at Mason Plaza	Discussions with owner about relocations occurring.	
<b>2017-U23</b>	Well No. 6 Rebuild	Moved to FY 2020-2021	
<b>2017-U24</b>	Study of Sewer Flow on Mason St.	Data collection underway	
<b>2017-U25</b>	Gutters for Water Treatment Plant	Moved to FY 2020-2021	
<b>2019-U1</b>	WWTP- Design	RFQP planned for Spring	
<b>2019-U2</b>	DPW- Design	Discussed with school and will be getting feedback within next month or two regarding if they are able to move forward	
<b>PARKS/ CEMETERY/ FORESTRY/ NONMOTORIZED (P)</b>			
<b>2017-P8</b>	Laylin Park - Phase II	Working on pathways for bidding. Evaluation of Pavilion may lead to a recommendation for demo and replacement in building requiring less maintenance.	
<b>MOTOR VEHICLE POOL (MVP)</b>			
<b>2017-MVP11</b>	Vehicle No. 13 Replacement	Received; outfitting is underway	
<b>2017-MVP12</b>	Mower No. 75 Replacement	Complete	July
<b>2017-MVP13</b>	Vehicle No. 6 Replacement	Received; outfitting is underway	
<b>2019-MVP1</b>	Vehicle No. 25 Equipping	Received and is in service - Complete	January
<b>BUILDING, PROPERTY, EQUIPMENT (B)</b>			
<b>2017-B5</b>	Library Improvements, Phase 1	Awarded the contract for the Mason Library Renovation Phase 1 project to East Arbor Architects.	
<b>2017-B7 2018-B16</b>	City Hall Parking Lot Repairs Station 1 Rear Approach	Projects will be combined with 2017-B7 for efficiency and budgeting. Estimated construction costs have been estimated and planning is in process.	
<b>2017-B10</b>	Fire Station 1- Furnace/AC	Not started	
<b>2017-B11</b>	Fire Station 1- Washer/ Dryer	Not started	

<b>2017-B12</b>	City Hall New Servers	Email Server to Office 365 Complete. City Hall server replacement expected June 2020.	
<b>2018-B10</b>	BS&A Module for Online Permitting	Beta testing of module will begin in 2020 with roof/siding permits.	
<b>2018-B12</b>	City Hall Carpet Replacement	Not started	
<b>2018-B13</b>	Extrication Tools Replacement	All items have been received.	February
<b>2018-B15</b>	Sprinkler System in Truck Bay	Setting up as a design build process.	
<b>2018-B19</b>	Wireless Connectivity- City Hall to Jefferson St (DPW and POTW)	Previous account manager no longer with ACD. Working on new estimates with alternate routes.	
<b>2019-B1</b>	Election Tabulator Machines	Tabulator Machine has been ordered; anticipated receipt is now April 2020 so we will not have the new tabulator in time for the March 2020 election.	
<b>2019-B2</b>	City Hall- Phase 1	Not started	



# CONSTRUCTION NOTICE

2020 Street Construction: **Directly Impacted Property Owners**

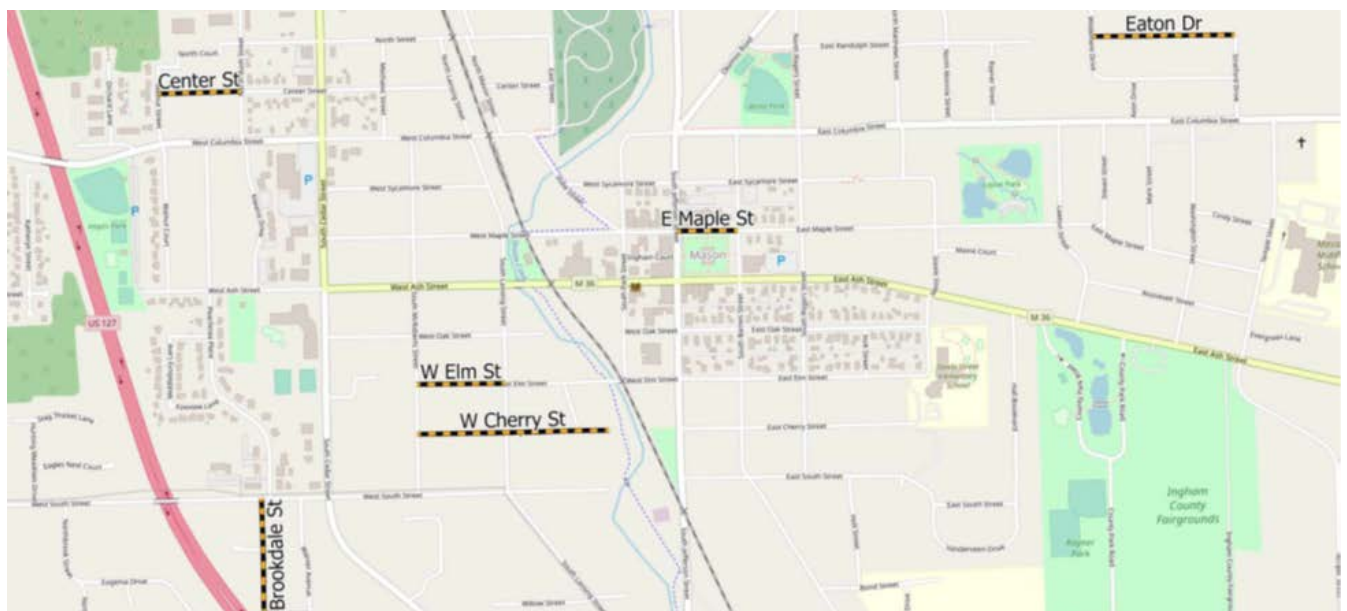
## Work Details

**An open house regarding the work planned on these streets is scheduled for March 17, 2020 from 4pm to 6pm in the Sycamore Room at City Hall. Please plan to attend or reach out to staff at 517.676.9155 to discuss any specific concerns you have about the streets or sidewalks that you are requesting to be addressed.**











Road construction of the following roads beginning as early as May 2020. Additional notices will follow regarding when specific construction will start. Pre-work is beginning now which is separate from the work related to this notice. Pre-work may consist of water main valve replacement and verifying water services.

<b>Brookdale St</b> W South St to Willow St	Work will include street reconstruction, concrete work, and ensuring sidewalk ramps are compliant with the American's with Disabilities Act (ADA).
<b>W Center St</b> N Walnut St to N Bush St	Work will include street reconstruction, concrete work, and ensuring sidewalk ramps are compliant with the American's with Disabilities Act (ADA).
<b>W Cherry St</b> S McRoberts to dead-end	Work will include mill and fill, concrete work, and ensuring sidewalk ramps are compliant with the American's with Disabilities Act (ADA).
<b>Eaton Dr</b> Stratford Dr to Wildemere Dr	Work will include mill and fill, concrete work, and ensuring sidewalk ramps are compliant with the American's with Disabilities Act (ADA).
<b>W Elm St</b> S McRoberts to S Lansing St	Work will include street reconstruction, concrete work, and ensuring sidewalk ramps are compliant with the American's with Disabilities Act (ADA).
<b>E Maple St</b> S Jefferson to S Barnes St	Work will include street reconstruction, concrete work, and ensuring sidewalk ramps are compliant with the American's with Disabilities Act (ADA).

## Map of Work Area



## What to Expect During Construction

	<b>Work Hours:</b> Work will take place from 7:00am to 7:00pm Monday – Saturday. Please note that work may extend past 7:00pm in special circumstances. Work will not take place on Holidays.
	<b>Noise:</b> You may experience intermittent noise and vibration during construction. We will do our best to keep the inconvenience of construction including noise and dust to a minimum.
	<b>Road and Sidewalk:</b> In order to complete the work in a safe manner, there will be road and sidewalk within the construction work area. Access for emergency vehicles will be maintained at all times. <b>Residents that require accommodation must contact the Project Manager to arrange for access during the construction period.</b>
	<b>Property Access:</b> Access on your property by the contractor is not anticipated to be needed. If access is required in special circumstances, you will be contacted directly by the contractor to arrange for that access. At times, the City may be working within the right of way.
	<b>Water Service:</b> There may be a water main shut-off for a portion of this work. Most disruptions take no more than 6 to 8 hours. A notice will be distributed 24-hours prior to the water shut-off.
	<b>Private Sprinkler Systems:</b> Owners with sprinkler systems located within the right of way (33' from the road centerline) must have the sprinkler heads and lines marked by the homeowner, prior to the start of construction. Sprinkler systems that are not marked at the time of construction and are damaged during construction will not be repaired by the contractor. The repair or replacement of damaged unmarked sprinkler systems will be the responsibility of the property owner.
	<b>Private Water Service Lines:</b> During the course of construction, the City will be confirming that lead is not present ( <b>SEE ENCLOSED NOTICE</b> ). If lead is discovered, the City will also be replacing those water service lines as required by state law.
	<b>Recycling and Waste Removal:</b> Please follow your normal routine. If required, your recycling and waste bins will be moved to an appropriate location for pick-up and returned to your home following pick-up. <b>Please ensure that you label your bins with your address.</b>
	<b>Street Parking:</b> Parking in the active work zone is not permitted due to space requirement for construction equipment and materials. Please be sure to park your vehicle off the road and away from the work area. Please be neighborly and allow others to share your driveway if needed.
	<b>Restoration:</b> The construction work area will be restored with topsoil and seed and/or asphalt where required. This may not occur until the following season depending on weather conditions.
<b>Thank you!</b>	Thank you for your patience and understanding! Building and maintaining a great city takes time. Better infrastructure for all of us is worth the inconvenience.

## Resources

If you have questions about the upcoming work or have any issues during construction, please contact us.

<b>Project Manager:</b>	Marty Sekrenes, Wolverine Engineers & Surveyors, Inc. 517.204.2179
<b>Customer Service:</b>	517.676.9155 or info@mason.mi.us
<b>Website:</b>	www.mason.mi.us





## For Immediate Release: February 28, 2020

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**Contact:**

Chief Kerry Minshall, Fire Department, City of Mason  
517.244.9025; kerrym@mason.mi.us

### **Mason Fire Department Attains a Class 3 ISO Public Protection Class Rating**

The Mason Fire Department is pleased to announce after completing an Insurance Service Office (ISO) Public Protection Classification (PPC) evaluation last fall, that their rating for the City of Mason has decreased from a four to a three, effective March 1 2020. Currently there are only 62 fire departments out of a total 1,538 fire departments evaluated in the State of Michigan that are a class 3. Within the United States, the Mason Fire Department is one of 3,490 out of 41,177 departments evaluated with a PPC rating of 3. Therefore, Mason Fire Department is in the top 4% of fire protection services for the state, and top 8.5% nationwide that were rated.

Furthermore, outside of the City limits but within five road miles of the fire station, the Mason Fire Department rating has decreased from a six to a five. This rating of a five is pertinent to Vevay Township, Aurelius Township, and Alaiedon Township residents. With a lower rating for both the City as well as for the Townships, homeowners and businesses may receive a decrease in home insurance.

ISO's Public Protection Classification conducts a survey every five years. To get the rating, ISO evaluates four main areas: emergency communication services (Ingham Dispatch; 10%), fire department (50%), and water supply (40%). In addition, ISO assesses community risk reduction, which specifically addresses a department's ability to adopt as well as enforce fire prevention codes, public safety education, and fire investigation.

ISO's rating system ranges from a one to a ten, with a one being the highest rating a fire department could achieve. Just for perspective, only one fire department in the entire state of Michigan was given a rating of one. This rating has been awarded based on the continued efforts of City staff, City Council, fire personnel, and the maintenance of the City of Mason

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