



# City Manager's Report: February 18, 2022

## OPERATIONS

- Wastewater Treatment Plant (WWTP) Bypass: On February 17, 2022, the WWTP was required to bypass into the Sycamore Creek from around 7:30 a.m. to 11:30 p.m. The total number of gallons the wastewater treatment plant had to bypass was 3,888,000. We have been in regular contact with Ingham County and EGLE as required per our permit.
- **Councilmembers:** Councilmember Vogel is the only City Councilmember that has requested to attend the MML – 2022 Capital Conference. She will report back related information to the City Council following the conference.
- **Councilmembers:** Monday, February 28, 2022, is the deadline for Honoree recommendations for the Joint Recognition Ceremony. Nomination form sent by email from City Manager on 2.17.22.
- **Councilmembers:** Monday, March 21, 2022, at 6:30 p.m., is the tentative date for the next Joint Recognition Ceremony with Mason Public Schools.
- **Councilmembers:** The retirement celebration for Police Chief, Don Hanson, will be Wednesday, March 23, 2022, from 4:00 p.m. to 6:00 p.m. The community is welcome to attend.
- In recognition of President's Day, Monday, February 21, 2022, City Hall will be closed to the public for staff training, including wellness and stress management.
- Candidates who are interested in running for Mason City Council must file their Affidavit of Identity and Nominating Petitions with the Mason City Clerk by 4:00 p.m., April 19, 2022. City Council filing packets are available at the Mason City Clerk's Office.
- City Manager Stuart has been selected by the County Commission to represent small cities on the Ingham County Commissioner's Broadband Taskforce.

## Staffing Updates:

- **New Hires/ Transfers/ Promotions (1):**
  - Jacob Golden has accepted a transfer from a part-time custodian in Facilities to a full-time DPW laborer with a start date of March 7, 2022.
- **Current Open Positions (11):**
  - CLOSED, EVALUATING APPLICANTS:
    - Full-Time Water Treatment Operator: applications are under review
  - OPEN, EXTERNALLY:
    - Seasonal Part-time Crossing Guard: Open until filled.
    - Full-Time Chief of Police (Retiring 3/31/2022): Posted externally, closes 2/21
  - PREPARING/ EVALUATION POSTING:
    - Full-Time DPW Laborer (1): Closed internally, preparing external posting
    - Permanent Part-Time Administrative Assistant (Community Development): Preparing to post
    - Seasonal Part-time DPW (4): Preparing to post
    - Permanent Part-Time Administrative Assistant (Fire Department): Preparing to post
    - Full-Time DPW Mechanic: Evaluating position replacement

## LARGE CITY PROJECTS

FY 2020-2021 CARRYOVER DUE TO TIMING			
Project	Project Name/Description	Status	Completed
<b>PARKS/ CEMETERY/ FORESTRY/ NONMOTORIZED (P)</b>			
2017-P8	Laylin Park - Phase II	Pathway and sidewalk completed, bids for pavilion and design for signs, in progress.	
2020-P8	Rayner Park- Master Park Plan	In progress, anticipated completion winter	

BUILDING, PROPERTY, EQUIPMENT (B)			
2018-B14	Fire Rehab 815 Replacement	Anticipate delivery 3rd quarter FY 21/22	
2019-B2a	City Hall – Phase I Design and Security	Security complete- work space eval has been delayed due to staff capacity.	
2020-B4a	DPW- Design	Staff reviewing concepts	

### FY 2021-2022

Project	Project Name/Description	Status	Completed
<b>STREETS, SIDEWALKS, SIGNALS(S)</b>			
2017-S23	Rayner St – Randolph St to Columbia St	Completed	July
2017-S24	Eugenia Dr – Northbrook St to End	Completed	November
2017-S25	Hall Blvd – Ash St to South St	Completed	November
2017-S26	Columbia St – Park St to Jefferson St	Completed	July
2019-S9b	Signal at E. Maple & S. Jefferson	Council Agenda Item	
<b>UTILITIES: SANITARY SEWER, STORM WATER, AND WATER DISTRIBUTION (U)</b>			
2017-U15	Replace Hydrants and Mason Plaza	Completed	November
2017-U34	Well No. 5 Rebuild	Completed	December
2019-U3a	Wastewater Treatment Plant – Design	In Process, anticipated completion 2023	
2021-U1	WTP- High-Pressure Pump VFD	Out for bid	
2021-U2	WTP- Replacement of Valves	Out for bid	
<b>PARKS/ CEMETERY/ FORESTRY/ NONMOTORIZED (P)</b>			
2020-P3	Hayhoe Riverwalk Trail – Eval. & Repair	Grant submitted	
2020-P6, 2020-P12, 2020-P13, 2020-P14	Lee Austin Park- Plan/Design Bond Park - Plan/Design Griffin Park - Plan/Design Hayes Park - Plan/Design	In progress, anticipated completion March/April	
2020-P11	Rayner Park- Phase 1 Construction	Awaiting DNR funding response in 3 <sup>rd</sup> quarter	
<b>MOTOR VEHICLE POOL (MVP)</b>			
2017-MVP22	Vehicle No. 83	Police	Anticipated 3rd quarter of FY 21-22
2017-MVP23	Vehicle No. 21	Cemetery/ Parks	Anticipated 3rd quarter of FY 21-22
2017-MVP27	Vehicle No. 86	Police	Vehicle being outfitted with equipment. Expected to be in service in March.
2017-MVP24	Vehicle No. 59	Cemetery/ Parks	Anticipated 3rd quarter of FY 21-22
<b>BUILDING, PROPERTY, EQUIPMENT (B)</b>			
2017-B5b	Building: Library Phase 1, Part 1	Anticipate re-posting bid in February. <b>SHPO has extend deadline to complete grant project by one year to September 2023.</b>	
2017-B7	Building: Parking Lot Repairs	Completed	December
2017-B10	Fire: Furnace/AC, Office & Training Area	Anticipated 3rd quarter of FY 21-22	
2017-B11	Fire: Washing Machine	Anticipate receipt in next few months	
2018-B15	Fire: Sprinkler System in Truck Bay	Anticipated 3rd quarter of FY 21-22	
2018-B16	Fire: Station 1- Rear Approach	Working on addressing punch list.	
2018-B21	Police: Interview Rm Recording System	Complete- Alternative Solution Found	December
2018-B23	Planning: Master Plan/Zoning Update	The Zoning Ordinance Review Committee will meet again on March 1 (rescheduled from 2/22.) Public Survey will be released in February.	

<b>2018-B24</b>	Building: Rental Furniture Replacement	Anticipated 3rd quarter of FY 21-22	
<b>2019-B2b</b>	Building: City Hall Renovations	Anticipate next FY, due to staff capacity.	
<b>2019-B3</b>	Clerk: Laserfiche Avante Upgrade	Training anticipated 3rd quarter of FY 21-22	
<b>2020-B4b</b>	Public Works Facility Construction	Need to complete CIP: 2020-B4a	

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

No permits approved during report time-period.

# *Retirement Celebration*



**Don Hanson**  
Chief of Police

Please come and share your well wishes  
as we celebrate Don's retirement  
and celebrate  
28 years of dedicated service.



**Wednesday, March 23, 2022**

**4 PM - 6 PM**

Sycamore Room, City Hall  
201 W Ash St, Mason, MI 48854