



City Manager's Report: February 4, 2022

OPERATIONS

- **Councilmembers:** **Saturday**, February 12, 2022, at 9:00 a.m., is the joint City Council and Planning Commission Capital Improvements Plan (CIP) workshop in the Sycamore Room at City Hall.
- **Councilmembers:** March 15-16, 2022 will be the MML- 2022 Capital Conference. Please let Dana Martin know if you wish to attend by February 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.
- 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.
- The Michigan DNR has approved the City of Mason's 2021 Tree City USA application. The Tree City USA program provides communities with a four-step framework to maintain and grow their tree cover. It also gives them an avenue to celebrate their work, showing residents, visitors, and the entire country that they're committed to the mission of environmental change. Tree City, USA is a commendable designation that the City has held consecutively since 1991, through the Arbor Day Foundation.
- City Manager Stuart met with Representative Slotkin's Staff. The requested appropriation was passed by the House this fall but is still unclear if it will be supported in the Senate. While it is likely there will be another continuing resolution, they anticipated they should have a clear indication if it will be supported by the end of February. Her staff was also very helpful in strategizing other options and where they may be able to help secure other funding sources to support the Wastewater Treatment Plant project. Her staff reiterated this project is a high priority for the Representative.
- Staff has also submitted the initial Notice of Intent for funding through the Clean Water State Revolving Fund Program for the Wastewater Treatment Plant for 2023 funding. This is the first step in the process.

Staffing Updates:

- **Employee Achievements:** Finance Director Pietsch has earned the Certified Public Funds Investment Manager (CPFIM) certification from the Association of Public Treasurers of the United States and Canada. The nationally recognized CPFIM certification program is designed to provide treasury professionals with the confidence and knowledge to better manage investments on behalf of their municipalities.
- **New Hires/Transfers/Promotions:** Dennis Motes transferred on 1/17/2022 from the DPW Department as a full-time Mechanic to the Water Treatment Plant as a full-time Water Treatment Plant Operator; Alyssa Hagle transferred on 1/31/2022 from the Fire Department as a part-time Administrative Assistant to the Finance Department as a full-time Bookkeeper; Nichole Viles was offered and accepted the position of full-time Customer Service Specialist and will be starting on 2/7/2022.
- **Resignations:** Scott Foote resigned as a full-time Laborer effective 1/28/2022; James Schnipke resigned as a full-time Laborer effective 1/31/2022.
- **Current Open Positions (8):**
 - Seasonal Part-time Crossing Guards: Open until filled.
 - Part-Time Administrative Assistant (Fire Department): Preparing to post
 - Part-Time Administrative Assistant (CD): Reviewing position, anticipate delaying until next FY.
 - Full-Time DPW Laborer (2): Positions were posted internally, closes 2/7
 - Full-Time DPW Mechanic: Reviewing position
 - Full-Time Water Treatment Operator: Position closed externally 1/28, applications are under review
 - Chief of Police (Retiring 3/31/2022): Posted externally, closes 2/21

LARGE CITY PROJECTS

FY 2020-2021 CARRYOVER DUE TO TIMING			
Project	Project Name/Description	Status	Completed
PARKS/ CEMETERY/ FORESTRY/ NONMOTORIZED (P)			
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
STREETS, SIDEWALKS, SIGNALS(S)			
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	Out for bid	
UTILITIES: SANITARY SEWER, STORM WATER, AND WATER DISTRIBUTION (U)			
2017-U15	Replace Hydrants and Mason Plaza	Completed	November
2017-U34	Well No. 5 Rebuild	Completed	December
2019-U3a	Wastewater Treatment Plant – Design	Reviewing Qualifications from seven firms	
2021-U1	WTP- High-Pressure Pump VFD	Out for bid	
2021-U2	WTP- Replacement of Valves	Out for bid	
PARKS/ CEMETERY/ FORESTRY/ NONMOTORIZED (P)			
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 rd quarter	
MOTOR VEHICLE POOL (MVP)			
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 January.
2017-MVP24	Vehicle No. 59	Cemetery/ Parks	Anticipated 3rd quarter of FY 21-22
BUILDING, PROPERTY, EQUIPMENT (B)			
2017-B5b	Building: Library Phase 1, Part 1	Anticipate re-posting bid in February. SHPO has extend deadline to complete grant project by one year to September 2023.	
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	Ordered- 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	In progress. The Zoning Ordinance Review Committee will meet again on February 22. Public Survey will be released in February.	
2018-B24	Building: Rental Furniture Replacement	Anticipated 3rd quarter of FY 21-22	
2019-B2b	Building: City Hall Renovations	Anticipate pushing out to next FY, due to staff capacity.	
2019-B3	Clerk: Laserfiche Avante Upgrade	Training anticipated 3rd quarter of FY 21-22	
2020-B4b	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.