



# City Manager's Report: March 17, 2022

## OPERATIONS

- **Councilmembers:** Wednesday, March 23, 2022, from 4:00 p.m. to 6:00 p.m. is the retirement celebration for Police Chief, Don Hanson. City Council and the community are encouraged to attend.
- **Councilmembers:** Monday, April 11, 2022, at 6:30 p.m., is the Budget Workshop at City Hall.
- 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.
- Congresswoman Slotkin has confirmed that the City of Mason was allocated \$3.5 million for the wastewater treatment plant upgrade, as part of the omnibus bill the President signed last week. This amount of funding does not come around often, and it is a direct result of City Council's commitment to real planning, investing in primarily work, identifying a specific budget, and focused support to move a project forward. Additionally, the City's planning through the Capital Improvement Plan, allowed us to move quickly and be competitive against the over 50 submissions her office received.

## Staffing Updates:

- **Current Open Positions (12):**
  - CLOSED, EVALUATING APPLICANTS:
    - Full-Time Water Treatment Operator: Offer has been made and accepted and background and pre-employment checks are being conducted.
    - Full-Time Chief of Police: Offer has been made and accepted and background and pre-employment checks are being conducted. Council is expected to consider confirmation in April.
  - OPEN, EXTERNALLY:
    - Seasonal Part-time Crossing Guard (1): Open until filled.
    - Permanent Part-Time Administrative Assistant – CD (1) – Posted Externally and closes 3/23/2022
    - Permanent Part-Time Administrative Assistant – Fire (1) – Posted Externally and closes 3/23/2022
    - Temporary Part-Time Seasonal Laborer (5) – Posted Externally and closes 3/25/2022
  - PREPARING/ EVALUATION POSTING:
    - Full-Time DPW Laborer: Closed internally, preparing external posting
    - Full-Time DPW Mechanic: Evaluating position replacement

## Traffic Updates:

- 500 Block of Hull Road - A resident on Hull Road Street complained of speeding vehicles, specifically S/B in the 55-mph zone. Officers were assigned to the area for targeted enforcement. **Status is open.**

## 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	
<b>BUILDING, PROPERTY, EQUIPMENT (B)</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	Awarded Contract	
<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	In Process	
2021-U2	WTP- Replacement of Valves	Received no responses for bid, rebidding and reaching out directly currently.	
<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	In Service
2017-MVP23	Vehicle No. 21	Cemetery/ Parks	Vehicle ordered; anticipated arrival in June.
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	Completed
<b>BUILDING, PROPERTY, EQUIPMENT (B)</b>			
2017-B5b	Building: Library Phase 1, Part 1	Bid is posted and proposals are due March 30.	
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	Promotion for the public survey has begun. Information is being shared through social media, the City website, email and postcards have been mailed to over 5,700 registered voters in Mason. We will begin Focus Group meetings and public events in April.	
2018-B24	Building: Rental Furniture Replacement	Anticipated 3rd quarter of FY 21-22	
2019-B2b	Building: City Hall Renovations	Anticipate next FY, due to staff capacity.	
2019-B3	Clerk: Laserfiche Avante Upgrade	Training is in process.	
2020-B4b	Public Works Facility Construction	Need to complete CIP: 2020-B4a	

**FY 2022-2023**

<b>Project</b>	<b>Project Name/Description</b>	<b>Status</b>	<b>Completed</b>
<b>STREETS, SIDEWALKS, SIGNALS(S)</b>			
<b>2017-S15</b>	S. Barnes Street – Ash to Kipp	Council Agenda Item	
<b>2019-S1</b>	Walnut Ct. – Columbia to Ash	Council Agenda Item	
<b>UTILITIES: SANITARY SEWER, STORM WATER, AND WATER DISTRIBUTION (U)</b>			
<b>2017-U28</b>	S. Barnes Street Utilities – Ash to Kipp	Council Agenda Item	

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

<b>Project Name</b>	<b>Status</b>
<b>PERMITS – COMMERCIAL PROJECTS</b> (listed only once when active)	
402 S. Jefferson – Risen Breakfast & Bakery <b>Approval Pending</b>	Building permit for new sign is pending HDC review for a Certificate of Appropriateness.
951 S. Jefferson <b>Withdrawn By Applicant</b>	John Fischer, J & J Properties of Mason, LLC., is requesting joint Preliminary and Final Site Plan approval for development of a 43,560 square foot gravel lot with job trailer for purpose of a construction yard. The applicant has decided to withdraw the proposal and will not pursue the project at this time.