



City Manager's Report: May 13, 2022

OPERATIONS

- **Councilmember Dates to Remember:**
 - **Thursday, May 26, 2022, at 4:00 p.m.** in the Sycamore Room in City Hall; Mark Wriggelsworth will be sworn in as Chief of Police for the City of Mason Police Department. This event is open to the public.
 - **Monday, June 13, 2022, at 5:30 p.m.** in the Sycamore Room in City Hall; the next Joint Recognition Ceremony with Mason Public Schools will be held. Councilmembers should plan to attend.
- **Staff Response to Councilmember questions:**
 - Consumer's Energy Streetlights Tracking:
 - City Councilmembers and public are encouraged to visit the streetlight outages map: <https://streetlights.consumersenergy.com/> use this website to report outages quickly.
 - Staff is tracking the lights on Cedar by Beacon Lakes and Oak/Lansing to seek a credit when repaired.
 - Staff is finalizing a draft of the Purchasing Policy and will be working with the attorney through some questions and will be presenting the policy in the next month.
 - Curtis Street Lift Station: To date we have incurred just over \$11,000 in contracted expenses. We are finalizing an insurance claim for submission related to this issue.
- **Master Plan Public Engagement:** The City has held 15 meetings and engaged nearly 1,500 individuals since the project kick-off in the fall of 2021. We are working through the data so far to determine if we need to do a target campaign to certain groups that we have not heard from.
- **Memorial Bench Donation:** The friends and family of Arek Gustafson (6 year old that passed away in 2021) have requested a bench they provide be placed in Mason in his memory. The bench will be orange as it was his favorite color and in his is favorite park, Rayner Park. They are aware of the changes anticipated in Rayner Park and that it will be placed where it will not be impacted. Staff has been working the family to make this request come to fruition and we have attached some details on the bench to this report.
- **Community Tree:** The County notified us that the replacement Concolor Fir tree on the courthouse lawn will be planted this weekend. We have been working closely with the County and the Chamber on this project and appreciate all their work to get it completed!

Staffing Updates:

- **Current Open Positions (6):**
 - NEW HIRES/TRANSFERS:
 - Stella Emens started on May 12, 2022, doing part-time Custodial work in the Fire Department and occasionally at City Hall.
 - Luis Gomez (Starts May 16th), Colin English (Starts June 16th), Trent Keast (June 13th), and Cameron Etzel June 20th have been selected as Seasonal Temporary Laborers
 - RESIGNATIONS/TERMINATIONS
 - Kendra Coates resigned effective May 9, 2022
 - CLOSED, EVALUATING APPLICANTS:
 - Temporary Part-Time Seasonal Laborer (2)– Background and pre-employment screenings still being conducted.
 - Full-Time Laborer (1) – Applications have been reviewed and first round interviews will be scheduled for the week of May 16, 2022.
 - OPEN, EXTERNALLY:
 - Seasonal Part-time Crossing Guard (1)- Open until filled.
 - PREPARING/ EVALUATION POSTING:
 - Full-Time DPW Mechanic (1)- Evaluating position replacement.

Traffic Updates:

- Corbin Street- A resident on Corbin Street complained of speeding vehicles, specifically Ash St. to Columbia. Officers have been assigned to the area for targeted enforcement. **Status is closed as of 5/12/2022.**
- Columbia Road- A resident on Columbia Road complained of speeding vehicles, specifically East city limits. Officers have been assigned to the area for target enforcement. **Status is closed as of 5/12/2022.**

LARGE CITY PROJECTS

| 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 | | Traffic Signals have transitioned to flashing red and temporary stop signs deployed. Full implementation will be after July 4. | |
| 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 | | In Process, anticipated completion 2023 | |
| 2021-U1 | WTP- High-Pressure Pump VFD | | Anticipated completion in December 2022 (equipment is 6 months out) | |
| 2021-U2 | WTP- Replacement of Valves | | Placing project on hold to do another CIP project that has recently become a priority. | |
| PARKS/ CEMETERY/ FORESTRY/ NONMOTORIZED (P) | | | | |
| 2017-P8 | Laylin Park - Phase II | | Contract Awarded | |
| 2020-P3 | Hayhoe Riverwalk Trail – Eval. & Repair | | Grant submitted, preparing bid documents | |
| 2020-P6, 2020-P8, 2020-P12, 2020-P13, 2020-P14 | Rayner Park- Plan/ Design Lee Austin Park- Plan/Design Bond Park - Plan/Design Griffin Park - Plan/Design Hayes Park - Plan/Design | | In progress, anticipated drafts to Council in May/ June. | |
| 2020-P11 | Rayner Park- Phase 1 Construction | | Awaiting DNR grant funding agreement. | |
| MOTOR VEHICLE POOL (MVP) | | | | |
| 2017-MVP22 | Vehicle No. 83 | Police | Moved to Next FY, in updated CIP | MOVED |
| 2017-MVP23 | Vehicle No. 21 | Cemetery/ Parks | Vehicle ordered; anticipated arrival in June. | |
| 2017-MVP27 | Vehicle No. 86 | Police | Completed | March |
| 2017-MVP24 | Vehicle No. 59 | Cemetery/ Parks | Completed | February |
| BUILDING, PROPERTY, EQUIPMENT (B) | | | | |
| 2018-B14 | Fire Rehab 815 Replacement | | Anticipate 4 th quarter of FY 21-22 | |
| 2019-B2a | City Hall – Phase I Design and Security | | Security complete- work space eval consultant selected and work to begin in the next few months. | |
| 2020-B4a | DPW- Design | | Staff finalizing concepts | |
| 2017-B5b | Building: Library Phase 1, Part 1 | | Staff has identified a contractor willing to provide estimates for the project. | |
| 2017-B7 | Building: Parking Lot Repairs | | Completed | December |

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| 2017-B10 | Fire: Furnace/AC, Office & Training Area | Anticipated 4 th quarter of FY 21-22 | |
| 2017-B11 | Fire: Washing Machine | Completed | March |
| 2018-B15 | Fire: Sprinkler System in Truck Bay | Anticipated 4 th quarter of FY 21-22 | |
| 2018-B16 | Fire: Station 1- Rear Approach | Completed | December |
| 2018-B21 | Police: Interview Rm Recording System | Ordered, expected installation in June | |
| 2018-B23 | Planning: Master Plan/Zoning Update | Beginning Focus Group meetings | |
| 2018-B24 | Building: Rental Furniture Replacement | Completed | April |
| 2019-B2b | Building: City Hall Renovations | Moved to Next FY, in updated CIP | MOVED |
| 2019-B3 | Clerk: Laserfiche Avante Upgrade | Training is in process. | |
| 2020-B4b | Public Works Facility Construction | Moved to Next FY, in updated CIP | MOVED |

FY 2022-2023

STREETS, SIDEWALKS, SIGNALS(S)

| | | | |
|-----------------|--------------------------------|---|-------|
| 2017-S15 | S. Barnes Street – Ash to Kipp | Milling of old asphalt week of May 16. Street Construction Notification attached. | |
| 2019-S1 | Walnut Ct. – Columbia to Ash | Moved to Next FY by Council Action | MOVED |

UTILITIES: SANITARY SEWER, STORM WATER, AND WATER DISTRIBUTION (U)

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| 2017-U28 | S. Barnes Street Utilities – Ash to Kipp | Utilities expected start in June. | |
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ACTIVE PROJECTS STATUS UPDATES (PROJECTS NOT COORDINATED BY THE CITY)

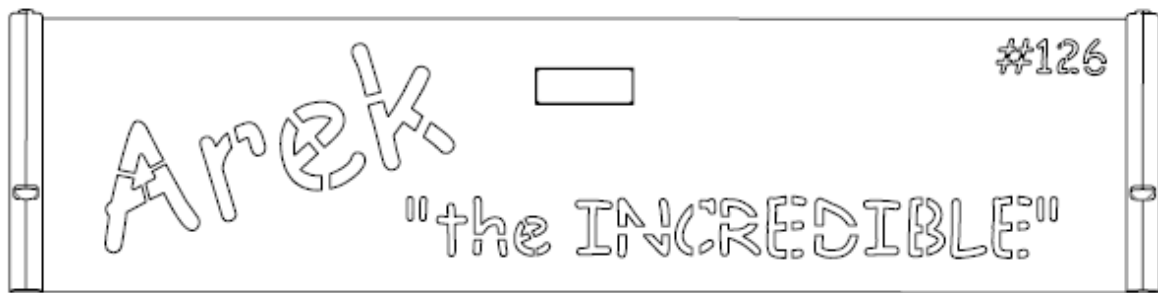
| Project Name | Status |
|---|---|
| PERMITS – COMMERCIAL PROJECTS (listed only once when active) | |
| 124 W. Maple – Mason Floral Active | Building permit is active to tear off and redo roof. |
| 201 E. Ash – Mason 1 st . United Methodist Church Active | Building permit is active to recover flat roof. |
| 6300 Trillium – Mark Dutkiewicz, B & M Ashman, Inc. Approved | B&M Ashman, Inc., has submitted a request for concurrent approval of a Preliminary and Final Site Plan to place a temporary 10 x 40 office trailer behind the existing building and to construct a gravel lot to store communication cables and conduit on property located at 6300 Trillium Drive. Planning Commission approved the project at the May 10 meeting. |

Arek Gustafson's Memorial Bench

This is a picture of the style of bench we would like to purchase:



This is what the back of the bench would look like:



Arek the Incredible is his nickname and #126 is his motocross number.

The rectangle in the drawing above is a plaque which will look like this:



Arek Gustafson
Our Buddy

The bench seat and back will be bright orange and the arms/frame will be blue (2 of Arek's favorite colors):





CONSTRUCTION NOTICE

2022 Street Construction: **Directly Impacted Property Owners**






Work Details

| | |
|--|--|
| <p>S Barnes St. E Ash St to Kipp Road</p> | <p>Work will include street reconstruction, concrete work, sidewalk replacement as needed, and ensuring sidewalk ramps are compliant with the Americans with Disabilities Act (ADA).</p> <p>Road construction of S. Barnes St. will be broken into two phases. However, work to curbs and sidewalks will occur along the length of Barnes (Ash to Kipp), beginning mid-May and continuing for the duration of the project.</p> <p>Phase 1 – S. Barnes St. (Ash to Bond): Anticipated to start mid-May. Includes utility and road work.</p> <p>Phase 2 – S. Barnes St. (Bond to Kipp): (Note milling will occur in mid-May) Anticipated to start late summer. Includes road work.</p> |
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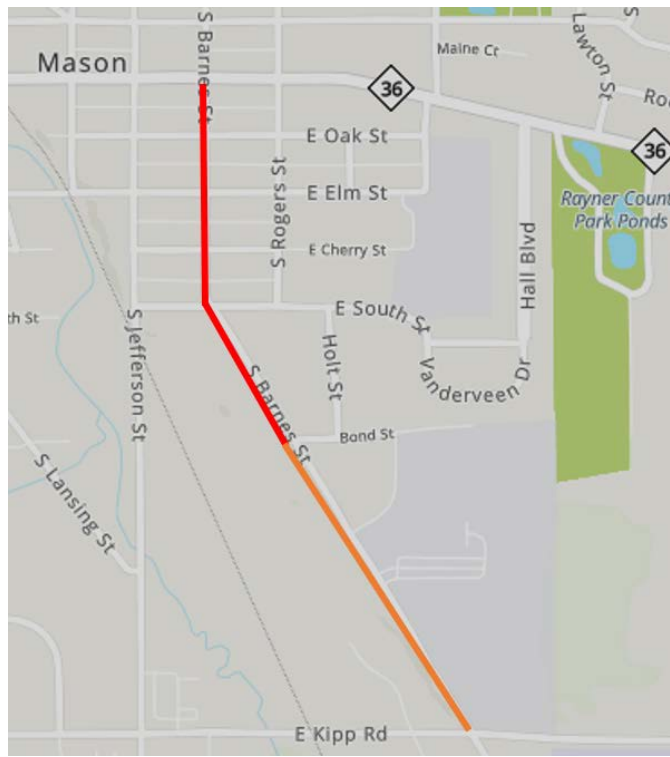
IMPORTANT: If you have a desire to have additional work on private property performed (at your own expense), like having a wider driveway approach, replace a water or sewer lead on your private property, etc., please contact the City to obtain a list of approved contractors that can work in coordination with our contractor during this construction time. There may be cost savings to coordinate the project at this time. Please contact us today without delay! Customer Service may be reached at 517-676-9155, info@mason.mi.us, or visit City Hall at 201 W. Ash St., M-F 8:30am – 4:30pm.

What to Expect During Construction

| | |
|--|---|
| | <p>Work Hours: 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.</p> |
| | <p>Noise: 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.</p> |
| | <p>Road and Sidewalk: To complete the work in a safe manner, there will be road and sidewalk closures within the construction work area. Access for emergency vehicles will be maintained. Residents that require accommodation must contact Customer Servicer to arrange for access during the construction period (contact information is found below under resources).</p> |
| | <p>Property Access: 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.</p> |
| | <p>Mobility Access: If you or any household member has mobility provisions that need to be taken into consideration, please let us know in advance so we can make accommodations to minimize the impact.</p> |
| | <p>Water Service: 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 unless an emergency occurs.</p> |
| | <p>Private Sprinkler Systems: Owners with sprinkler systems located within the right of way 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.</p> |

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|  | Private Water Service Lines: During the course of construction, if you haven't already been inspected the City will be confirming that lead is not present. If lead is discovered, the City will also be replacing those water service lines as required by state law. Letters will be sent to residents directly in the next few weeks regarding this process, if you are impacted. |
|  | Recycling and Waste Removal: 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. <i>Please ensure that you label your bins with your address.</i> |
|  | Street Parking: 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. |
|  | School Bus Pick-up/Drop-off/Routes: The City will be working with the Mason Public Schools to ensure changes to routes and pick-up/drop-off locations are communicated. |
|  | Restoration: 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 and will require the property owner to water the area for best results. |
| Thank you! | Thank you for your patience and understanding! Building and maintaining a great city takes time. We hope you believe that better infrastructure for Mason is worth the inconvenience. |

Map of Work Area



Red= Phase 1
 Begins May, ends Fall (October)

- Utility work
- Road work

Orange= Phase 2
 Begins late Summer, ends Fall

- Utility work
- Road work

Note:

- Construction on curbs and sidewalks will begin mid-May for the length of Barnes (Ash to Kipp.)
- The Independence Day parade route will include crossing Barnes at Cherry St.
- Dates are estimates and weather dependent.

Resources / Contacts

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

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| Customer Service: | 517.676.9155 or info@mason.mi.us |
| Website: | www.mason.mi.us |