



## City Manager's Report: August 12, 2022

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### OPERATIONS

- **Property Evidence Maintenance:** Thanks to the hard work of Property Room Manager Melvin Hull, our staff was recently able to incinerate over 120 pounds of property/evidence related to 317 cases that were past retention times.
- At the beginning of August, our law enforcement staff participated in a 4-hour **Defensive Tactics Training** course at Mason High School, led by Officer Justin Demo.
- Staff has participated in initial workshops regarding **WWTP Federal Appropriation** from the EPA in the amount of \$3.5 million. The funding does not have a restricted timeframe but will require significant administrative work to comply. Staff is evaluating if a consultant will be required to assist due to current staff capacity.
- Staff is also evaluating the benefits of an **Owner's Representative for WWTP Project** due to the complications of the project and coordination of operating the existing plant at the same time being viable. The County has been a great resource on this process and is providing some contacts to determine the full scope of that position and whether it will be a benefit and likely cost saving to the project.
- Staff is spending significant time on the **Karslake V. City of Mason** case including numerous depositions and document requests. City Attorney Hitch, MMRMA representatives, and City Manager Stuart will all be participating in court ordered mediation next week. Council will be updated if there is any resolution.
- **Union Negotiations** with Technical Professional Office Workers Association of Michigan (TPOAM) have reached a roadblock and they have requested mediation. Mediation has been very helpful in the past to help us come to a resolution more quickly. City Council will authorize any final contract proposal when there is a tentative agreement in place.
- Staff has had initial meetings with the **Superintendent Dr. Kinzer** to discuss continued partnerships, goals for the next year, and preparations for the school year (crosswalks, signs, traffic, school safety, etc.). Council is encouraged to reach out and welcome Dr. Kinzer to the community.
- County:
  - **Curtis Lift Station** has been experiencing challenges due to the transition of facilities during the construction stage of the justice complex. Our repair providers could not make a direct correlation for a claim against the County, so staff are working on a temporary solution to address the challenges until the full facility is up and running which will address the issue permanently.
  - **Ingham County Fair Arena** has been utilizing the arena for events outside of its approved Agricultural use which is exempt from most building code requirements. Staff is hoping to work with them to identify a compliance plan to allow for some temporary short-term options before they can make the required changes.
  - **Justice Facility:** The City's Leadership Team got a full tour of the Justice Complex to understand the layout and needs of the facility. The facility will start to be tested in early winter with full occupancy expected by end of the calendar year.
- Staff had discussions over the last few weeks with **Omni Fiber** regarding a large potential investment in infrastructure and requirements they would have from the city. Omni Fiber is a new company out of Ohio focused on bringing Fiber to rural communities in the Midwest and accessing the federal funds for this purpose. However, after our discussions they have determined our market is not a fit for their business model, which is to only enter markets where they are the sole provider which is not possible with the current agreements the city has in place. They will revisit later if the providers no longer serve Mason.
- **Lansing Mason Ambulance** has put the city on notice that they plan to not continue operations in the near future. Staff is meeting with alternative providers to determine interest, cost, and requirements they would have of the city. Staff will continue to update the Council on this issue.

- **Staffing Updates:** Current Open Positions (5)
  - APPLICANTS:
    - Full-Time Public Works Director (1) – Position on hold.
    - Customer Service Specialist (1) – 1<sup>st</sup> and 2<sup>nd</sup> Interviews to take place the week of August 15.
  - OPEN, EXTERNALLY:
    - Seasonal Part-time Crossing Guard (1) - Open until filled.
    - Part-Time Administrative Assistant – Community Development (1) – Open until filled
  - PREPARING/ EVALUATION POSTING:
    - Full-Time DPW Mechanic (1)- Evaluating position replacement
- **Traffic Updates:**
  - Hall Blvd. south to Vanderveen- Officers have been assigned to the area for targeted enforcement resulting in six stops (five verbal warnings). **Status is open until August 31.**

## LARGE CITY PROJECTS

FY 2021-2022			
Project	Project Name/Description	Status	Completed
<b>STREETS, SIDEWALKS, SIGNALS(S)</b>			
2019-S9b	Signal at E. Maple & S. Jefferson	Completed	August
<b>UTILITIES: SANITARY SEWER, STORM WATER, AND WATER DISTRIBUTION (U)</b>			
2019-U3a	Wastewater Treatment Plant – Design	In Process, anticipated completion 2023	
2021-U1	WTP- High-Pressure Pump VFD	Supply Chain Issues: anticipated January 2023	
<b>PARKS/ CEMETERY/ FORESTRY/ NONMOTORIZED (P)</b>			
2017-P8	Laylin Park - Phase II	Preparing change order for consideration associated with Consumers Transformer relocation/ easement costs	
2020-P6, P8, P12, P13, P14	Plan/ Design-Rayner Park, Lee Austin Park, Bond Park, Griffin Park, Hayes Park	In progress, anticipated drafts to Council in September	
<b>BUILDING, PROPERTY, EQUIPMENT (B)</b>			
2018-B23	Planning: Master Plan/Zoning Update	Staff anticipates that the draft master plan will be presented in late August/ Early Sept	

FY 2022-2023			
Project	Project Name/Description	Status	Completed
<b>STREETS, SIDEWALKS, SIGNALS(S)</b>			
2017-S15/ 2017-U28	S. Barnes Street – Ash to Kipp	South end of Barnes, leveling portion of pavement is complete, updated schedule developed with anticipated completion of paving by end of October.	
2019-S1	Walnut Ct. – Columbia to Ash	Moved to Next FY by Council Action	MOVED
<b>UTILITIES: SANITARY SEWER, STORM WATER, AND WATER DISTRIBUTION (U)</b>			
2018-U39	Well No. 9 (Temple St.) Rebuild	Well No. 8 has become a higher priority, staff evaluating a change in well rebuild.	
2022-U1	Headworks Huber Screen	Anticipated 2 <sup>nd</sup> quarter of FY 22-23	
<b>PARKS/ CEMETERY/ FORESTRY/ NONMOTORIZED (P)</b>			
2020-P3	Hayhoe Riverwalk Trail – Eval. & Repair	Received County Grant Agreement, Preparing Necessary Documents to Execute, Anticipate Bidding 3 <sup>rd</sup> quarter of FY 22-23	
2020-P11	Rayner Park- Phase 1 Construction	Received DNR Grant Agreement, Preparing Necessary Documents to Execute, Anticipate Bidding 3 <sup>rd</sup> quarter of FY 22-23	

<b>2020-P1</b>	Columbia Street Bridge: Non-Motorized Connection	County Approved Grant as a Late Award, Awaiting Grant Documents, Anticipate Bidding 3 <sup>rd</sup> quarter of FY 22-23	
<b>2020-P15</b>	Jefferson Trailhead/ Cemetery/ Community Garden	Received County Grant Agreement, Preparing Necessary Documents to Execute, Anticipate Bidding 3 <sup>rd</sup> quarter of FY 22-23	
<b>2020-P17</b>	Non-motorized Program: Southeast Quadrant of the City	Anticipate Bidding 3 <sup>rd</sup> quarter of FY 22-23	
<b>2020-P1</b>	Maple Grove Cemetery: Columbarium (3)	Anticipate Bidding 3 <sup>rd</sup> quarter of FY 22-23	
<b>MOTOR VEHICLE POOL (MVP)</b>			
<b>2017-MVP22</b>	Vehicle No. 83	Police	Anticipate Bidding 3 <sup>rd</sup> quarter of FY 22-23
<b>2017-MVP18a</b>	Vehicle No. 24	Dump/Plow Truck	Anticipate Bidding 3 <sup>rd</sup> quarter of FY 22-23
<b>2022-MVP1</b>		Concrete Grinder	City Council considering 8.15.22
<b>2022-MVP2</b>	Trailer No. 53	Public Works	Under Council threshold on quotes, anticipate receiving by September
<b>2022-MVP3</b>	Trailer No. 55	Public Works	City Council considering 8.15.22
<b>2022-MVP4</b>	Mower Attach No. 39	Public Works	City Council considering 8.15.22
<b>BUILDING, PROPERTY, EQUIPMENT (B)</b>			
<b>2018-B14</b>	Fire: Rehab 815 Replacement		Anticipate 1 <sup>st</sup> quarter of FY 22-23
<b>2020-B4a</b>	DPW: Facility Design		Staff finalizing concepts, Anticipate bidding 2 <sup>nd</sup> quarter of FY 22-23
<b>2017-B5b</b>	Building: Library Phase 1, Part 1		Staff reviewing estimates from contractor, amending scope of SHPO grant for essential items, and awaiting grant consideration from MEDC to fill gap (anticipate announcement Sept)
<b>2017-B10</b>	Fire: Furnace/AC, Office & Training Area		Anticipate 3 <sup>rd</sup> quarter of FY 22-23
<b>2018-B15</b>	Fire: Sprinkler System in Truck Bay		Anticipate 3 <sup>rd</sup> quarter of FY 22-23
<b>2018-B20</b>	Fire: Carpet Replacement for Station 1		Anticipate 3 <sup>rd</sup> quarter of FY 22-23
<b>2018-B25</b>	Police: In-Car Digital Recording System		Anticipate 3 <sup>rd</sup> quarter of FY 22-23
<b>2018-B23a</b>	Cedar/127 Corridor Sub-area Plan		Anticipate 1 <sup>st</sup> quarter of FY 22-23
<b>2018-B23b</b>	Kipp Road/Temple Street Sub-area Plan		Underway through County grant, met with consultants to confirm outstanding items.
<b>2019-B2b</b>	City Hall Renovations: Phase 1 /Carpet		Anticipate Bidding 2 <sup>nd</sup> quarter of FY 22-23
<b>2020-B4b</b>	Public Works: Facility Construction		Anticipate Bidding 3 <sup>rd</sup> quarter of FY 22-23
<b>2022-B1</b>	Ordinance Update: Planning, Subdivision, Signs, STR		Anticipate 2 <sup>nd</sup> quarter of FY 22-23

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

Project Name	Status
<b>PERMITS – COMMERCIAL PROJECTS</b> (listed only once when active)	
202 Park Street <b>PENDING</b>	Jessie Schmidt, Elsagrco LLC, has requested a zoning map amendment to rezone 202 Park Street (parcel 33-19-10-08-232-003) from O1: Office District to C1: Central Business District. The Planning Commission will hold a public hearing on the request at their regular meeting on Tuesday, September 13, 2022.