



City Manager's Report: January 13, 2023

IMPORTANT DATES

- **Thursday, January 19, 2023:** Joint Recognition Honoree recommendation form is due to Becky Hinman, Mason Public Schools.
- **Monday, January 30, 2023, 7:30 p.m.:** HOLD for **potential** Special Meeting to Discuss Library Renovation
- **Monday, February 6, 2023, 6:30 p.m.:** **Confirmed** Joint Recognition Ceremony at City Hall.
- **Tuesday, February 14, 2023, 6:30 p.m.:** HOLD for **potential** Joint Capital Improvement Program Meeting
- **Monday, February 20, 2023, 6:30 p.m.:** HOLD for Park Site Plan Workshop

OPERATIONS

- As part of our ongoing contract with Invoice Cloud they are raising fees by \$5,400 for 2023. This contract will be up for bid at the end of the fiscal year, but in comparison to other entities continues to be a low-cost option for the City.
- Staff met with Ingham County regarding continued issues with the jail discharge to the sanitary sewer system. The County has identified a solution on site and has agreed to continue to pay any maintenance or repair costs until that is completed.
- Staff meet with EGLE after requesting an amendment to the WWTP ACO in the beginning of September. We expressed the urgency to update the legal document prior to finalizing financing and they appeared supportive of the amendments being requested but are very short staffed and expressed they are backlogged on these types of requests.
- Members of our police department donated \$700 to the Mason Food Bank for No Shave November and December.
- The Police and Fire Chiefs are working in cooperation with area churches to establish opportunities for shelter for extreme weather or power outages. Many churches have expressed interest and we tested our notification process with the snowstorm over Christmas.

Staffing Updates: Current Open Positions (4)

- APPLICANTS:
 - Part-Time Custodian (1) – Applications were reviewed, and interviews took place on January 11, 2023
- OPEN, EXTERNALLY:
 - Full-Time Laborer (1) – Position has been reposted and closes on January 25, 2023
 - Full-Time Police Officer (1) – Position has been reposted and closed on January 25, 2023
 - Seasonal Part-time Crossing Guard (1) - Open until filled.

LARGE CITY PROJECTS

FY 2021-2022			
Project	Project Name/Description	Status	Completed
UTILITIES: SANITARY SEWER, STORM WATER, AND WATER DISTRIBUTION (U)			
2019-U3a	Wastewater Treatment Plant – Design	In Process, anticipated completion 2023.	
2021-U1	WTP- High-Pressure Pump VFD	Supply Chain Issues: anticipated January 2023	
PARKS/ CEMETERY/ FORESTRY/ NONMOTORIZED (P)			
2017-P8	Laylin Park - Phase II	Consumers have notified last week that they do not expect supplies being available until after March.	
2020-P6, P8, P12, P13, P14	Plan/ Design-Rayner Park, Lee Austin Park, Bond Park, Griffin Park, Hayes Park	Anticipate recommendation for Council to release for public feedback in February.	

BUILDING, PROPERTY, EQUIPMENT (B)			
2018-B23	Planning: Master Plan/Zoning Update	Staff confirming priorities for Action Plan. Anticipate recommendation for Council to release for public feedback in February.	

FY 2022-2023				
Project	Project Name/Description	Status	Completed	
STREETS, SIDEWALKS, SIGNALS(S)				
2017-S15/ 2017-U28	S. Barnes Street – Ash to Kipp	Complete except for final signage and final walk through.		
2019-S1	Walnut Ct. – Columbia to Ash	Moved to Next FY by Council Action	MOVED	
UTILITIES: SANITARY SEWER, STORM WATER, AND WATER DISTRIBUTION (U)				
2018-U39	Well No. 9 (Temple St.) Rebuild	Well No. 8 & 9 (both) are now a priority as they are not operational and are being bid jointly.		
2022-U1	Headworks Huber Screen	Anticipate moving to new FY due to unexpected cost for clarifier tank failure, WWTP		
PARKS/ CEMETERY/ FORESTRY/ NONMOTORIZED (P)				
2020-P3	Hayhoe Riverwalk Trail – Eval. & Repair	Anticipate Bidding 3 rd quarter of FY 22-23		
2020-P11	Rayner Park- Phase 1 Construction	Anticipate Bidding 3 rd quarter of FY 22-23		
2020-P1	Columbia Bridge: Non-Motorized Connect	Anticipate Bidding 3 rd quarter of FY 22-23		
2020-P15	Jefferson Trailhead/ Comm Garden	Anticipate Bidding 3 rd quarter of FY 22-23		
2020-P17	Non-motorized Program: Southeast	Anticipate Bidding 3 rd quarter of FY 22-23, staff will request adding, into this item, stairs at Maple/ Rogers		
2020-P1	Maple Grove Cemetery: Columbarium (3)	Currently bidding.		
MOTOR VEHICLE POOL (MVP)				
2017-MVP22	Vehicle No. 83	Police	Received 1/5/23; Equipping in process.	
2017-MVP18a	Vehicle No. 24	Dump/Plow Truck	Council approved; ordered, build year 2024, staff plans to request equipping soon due to lead time required.	
2022-MVP1		Concrete Grinder	Completed	September
2022-MVP2	Trailer No. 53	Public Works	Completed	October
2022-MVP3	Trailer No. 55	Public Works	Completed	September
2022-MVP4	Mower Attach No. 39	Public Works	Completed	September
BUILDING, PROPERTY, EQUIPMENT (B)				
2018-B14	Fire: Rehab 815 Replacement	Equipping in process, anticipate being in service in April.		
2020-B4a	DPW: Facility Design	Anticipate selecting design firm in 4 th quarter.		
2017-B5b	Building: Library Phase 1, Part 1	Revised estimates, update and potential grant application anticipated for special meeting in January.		
2017-B10	Fire: Furnace/AC, Office & Training Area	Anticipate bidding in 3 rd quarter of FY 22-23		
2018-B15	Fire: Sprinkler System in Truck Bay	Anticipate bidding in 3 rd quarter of FY 22-23		
2018-B20	Fire: Carpet Replacement for Station 1	Anticipate bidding in 3 rd quarter of FY 22-23		
2018-B25	Police: In-Car Digital Recording System	Completed	January	
2018-B23a	Cedar/127 Corridor Sub-area Plan	Anticipate moving to next FY		
2018-B23b	Kipp Road/Temple Street Sub-Area Plan	In progress		
2019-B2b	City Hall Renovations: Phase 1 /Carpet	Anticipate Bidding 4th quarter of FY 22-23		

2020-B4b	Public Works: Facility Construction	Anticipate moving to next FY	
2022-B1	Ordinance Update: Planning, Subdivision, Signs, STR	Anticipate moving to next FY	

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

Project Name	Status
PERMITS – COMMERCIAL PROJECTS (listed only once when active)	
620 N. Cedar Midwest Hair Lounge	Building permit issued for interior alteration to accommodate business expansion.
118 W. Oak Mason Community Services	Building permit issued for Certificate of Occupancy to establish new use on the first floor of the building.