



City Manager's Report: September 29, 2023

IMPORTANT DATES

- October 7, 2023: **City of Mason Open House**, 10 am - 2 pm at City Hall Parking Lot and James M. Pelton Memorial Fire Station

OPERATIONS

- **Storm Recovery:** City clean up continues. Update below:
 - Debris Clean-up at Properties ROW: Complete.
 - Private property damage assessments: Completed with FEMA staff.
 - Removal of loose limbs/ trees that are in the City ROW: In Process. We have already identified over 40 trees that need to be removed and this will be a long process.
 - Clean-up of Riverwalk Trail, Parks, and Cemetery: In Process. Staff is working on clean-up as time allows.
- **Large Donations for Library Project** (Council approved fundraising project):
 - A \$10,000 donation was received from Debbie Zielinski
 - A \$2,500 donation was received from the Mason Optimist Club
- **Trainings:**
 - Finance Director/Treasurer Pietsch and Accountant Powless attended the Michigan Municipal Treasurer's Fall Conference September 25-27.
 - School Resource Officer (SRO) Demo attended National Association of School Resource Officers (NASRO) Basic SRO Course September 18-22. He officially started his assignment at the Mason Public Schools on September 25.
 - Chief Wriggelsworth and Officer Thompson attended a presentation on Active Assailant Debriefs on September 22. The MSU Chief of Police gave a 2-hour presentation on the MSU shootings and lessons learned.
 - Officer Wildfong, Officer Chick, Officer Bradley, and Officer Collier attended CRICS (Capital Region Integrated Critical Skills) on September 26.
- **Staffing Updates:** Current Open Positions (2)
 - A Swearing In Ceremony took place on September 26 for Officer Collier. A Mason resident that brings over five years of policing experience to the position.

OPEN POSITIONS:

- Full-Time Police Officer (1) – Offer has been made and accepted and pre-employment screenings are currently being conducted.
- Utility Supervisor (1) – Internal Foreman posting being prepared.
- Seasonal Part-time Crossing Guard (1) - Open until filled.

CAPITAL IMPROVEMENT PROGRAM PROJECTS

Removed after one notice of complete.

FY 2023-2024			
Project	Project Name/Description	Status	Completed
STREETS, BRIDGES, SIGNALS(S)			
2017-S14/ 2017-U27	E Cherry St: S Rogers St to End	In process, anticipate completion early October	
2017-S16	Maple Street Bridge: Replacement	3Q project (rebiting)	
2023-S1	E Cherry St South Alley: S Jefferson St to S Rogers St	In process, anticipate completion early October	
UTILITIES: SANITARY SEWER, STORM WATER, AND WATER DISTRIBUTION (U)			
2019-U3b	WWTP Plant Construction	Site plan has been submitted for consideration. Parcels need to be combined to meet site plan requirements. Contractor trailers are on site with demolition anticipated to start in mid-October. Staff are in the process of relocating items to storage containers to allow for the required demolition.	
2022-U1	WWTP Headworks Huber Screen	3Q Project	
2023-U2	Water Service Line Replacement	13 properties have been identified and staff is working to finalize required paperwork with individual property owners to start work.	
2023-U3	Hunting Meadows/ Stag Thicket Valve	In progress, paving at same time as E. Cherry.	
2023-U4	South Water Tower Chlorine Analyzer	On order, anticipate 4–6-month lead time.	
PARKS/ CEMETERY/ FORESTRY/ NONMOTORIZED (P)			
2020-P1	Columbia Bridge: Non-Motorized Connect	Pre-Construction held; work planned to occur 10/2-10/20. Property owners notified (attached). Grant amendment request has been submitted to Ingham County.	
2020-P3	Hayhoe Riverwalk Trail – Eval. & Repair	Notice of Award completed, scheduling pre-construction meeting, planned to be completed this calendar year.	
2020-P4	Hayhoe Riverwalk Trail: Trail Wayfinding Signage	3Q Project	
2020- P6/ 8/12/13/1 4	Plan/ Design-Rayner, Lee Austin, Bond, Hayes Parks	Updating plans per Council direction.	
2020-P9	DDA: Downtown Wayfinding Signage	3Q Project	
2020-P11	Rayner Park- Phase 1 Construction	Site plan and play equipment options are available for review - here . DNR meeting to discuss project and requirements of bid document. Documents are being prepared for winter bidding.	
2020-P15	Jefferson Trailhead/ Comm Garden	PC approved site design on Sept 12th. Notice of Award completed, scheduling pre-construction meeting, planned to be completed this calendar year. Grant amendment request has been submitted to Ingham County.	
2020-P21	Hayes Park: Capital Improvements	3Q Project, will be requesting action by Council on prioritization.	
2022-P1	Maple Grove Cemetery: Columbarium	Delivered, waiting for benches anticipated mid-Oct.	
2022-P2	Maple Grove Cemetery: Trash Receptacles/ Section Signs	2Q Project, in coordination with cemetery board, selecting signs for trash receptacles.	

2023-P3	DDA: Tree Replacement		DDA awarded bid for replacement. While originally planned for this fall, after speaking with contractor it was decided to replace trees in Spring, to allow for full lighting over the holidays and all species to be available.	
MOTOR VEHICLE POOL (MVP)				
2017-MVP18	Vehicle No. 24	Dump/Plow Truck	Ordered, receipt anticipated in 2024	
2018-MVP3	Vehicle No. 84	Police Patrol	Anticipate being able to order by November	
2019-MVP6	Vehicle No. 802	Fire Expedition	Ordered	
2022-MVP5	Equip. No. 37	Public Works Gator	Ordered; anticipated arrival in November	
2023-MVP1	Vehicle No. 88	New Police Patrol	Anticipate being able to order by November	
BUILDING, PROPERTY, EQUIPMENT (B)				
2017-B5b	Building: Library Phase 1, Part 1		Work and grant for Zone A (new bathrooms and replacement ramp) is being closed out. The remaining interior work expected to be finished by Dec. Updated estimates were received, and exterior work has a funding gap that is currently over \$200,000. CADL/City are continuing to apply for a grant to fill the gap and plan to launch a local fundraising campaign in Oct/Nov.	
2018-B23	Planning: Master Plan/Zoning Update		Master Plan is adopted and can be found here, communication will be sent to residents on results in next few weeks. Zoning updates are in progress, staff will start coordinating meeting schedules with the committee.	
2018-B23a	Cedar/127 Corridor Sub-area Plan		Staff is finalizing the scope. Bids expected to be released by October.	
2019-B2b	City Hall Renovations: Phase 1 /Carpet		3Q Project	
2019-B8	Police: Car Port (7-Car Unit)		3Q Project	
2020-B4	DPW: Facility Design Build		Preparing bid package, staff anticipates bidding in Oct/ Nov.	
2022-B1	Ordinance Update: Planning, Subdivision, Signs, STR		3Q Project	
2023-B1	City Hall: HVAC Controls Replacement		In Progress	
2023-B3	Police: Taser Replacement		Council approved September 18 and ordered	
2023-B4	Planning: Public Participation Plan & Communication Strategy		3Q Project	

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

Project Name	Status
345 N. Jefferson St. Wastewater Treatment Plant Pending	The Planning Commission will consider a request from Hubbell, Roth, & Clark, on behalf of the City of Mason, for concurrent approval of a Preliminary and Final Site Plan for the construction of new facilities and buildings, demolition of existing facilities, and other site improvements at their regular meeting on October 10, 2023, at 6:30 p.m.