



City Manager's Report: November 17, 2023

OPERATIONS

- **General:**

- Sergeant Budd, Officer Thompson, and Property Room Manager Hull worked with our partners at the Ingham County Sheriff's Office (ICSO) in destroying 363 pounds of unwanted medication on November 9, 2023. This was received in the drop-box inside the front doors of City Hall over the last year and a half since our last destruction.
- The City has received notification that Loomis, Ewert Parsley, Davis & Gotting P.C. will be dissolving and our labor attorney, Michael Kluck, will be with Foster, Swift, Collins & Smith, P.C. going forward. This change will not affect the fees that we currently pay. The new vendor will be added to the Professional Vendor listing for approval in January.
- On November 7, 2023, there was a hearing at the Court of Appeals related to the Esquire Development v. City of Mason lawsuit. We received no indication based on the questions or responses from the judges on which way they are leaning and there is no timeline for an opinion. Some are issued very quickly, and others take months. Staff will keep the Council apprised.

- **Special Event Use- Administrative Approval:** Hayhoe Riverwalk Trail, December 10, 2023, 1:00 PM – 3:00 PM, which includes stations along the Hayhoe Riverwalk Trail, between N. East Street and Howell Rd for New Wine Church's Over the River event.

- **Personnel:**

Trainings

- Officer Michele attended FTO Update Training through DeWolf & Associates, November 9, 2023.

Staffing Updates, Current Open Positions (3)

NEW HIRES:

- Full-Time Police Officer – Matthew Birr will be starting Monday, November 27, 2023. This will make the police department fully staffed.
- Melvin Hull has been transferred from a contract position to a temporary part-time Property Room Manager effective November 20, 2023.

OPEN POSITIONS:

- Utility Foreman (2) and DPW Foreman (1). To be posted contingent on approvals of Utility Director and DPW Director on November 20, 2023
- Seasonal Part-time Crossing Guard (1) - Open until filled.

- **Traffic Complaints:**

- A speed complaint was received for the E Cherry/Rogers-E Cherry/Barnes area. Officers have been assigned to the area. Open until November 30, 2023.

CAPITAL IMPROVEMENT PROGRAM PROJECTS

Removed after one notice of complete.

FY 2023-2024				
Project	Project Name/Description		Status	Completed
STREETS, BRIDGES, SIGNALS(S)				
2017-S16	Maple Street Bridge: Replacement		3Q project (re-bidding)	
UTILITIES: SANITARY SEWER, STORM WATER, AND WATER DISTRIBUTION (U)				
2019-U3b	WWTP Plant Construction		Bi-weekly construction meetings are occurring with staff. Contractors are encountering issues with the slurry wall holding up, so adjustments may need to be evaluated. Staff has identified issues with the need to move forward quickly and lack of authorization to change orders. Staff plans on bringing something to Council for consideration to address this at next meeting.	
2022-U1	WWTP Headworks Huber Screen		3Q Project	
2023-U2	Water Service Line Replacement		Contractor anticipates starting replacements of 13 on Nov 13	
2023-U4	South Water Tower Chlorine Analyzer		On order, anticipate 4–6-month lead time (December – February).	
2023-U40	WWTP: Curtis Street Lift Station Replacement		Negotiating necessary easements for gravity line. Finalizing License Agreement, County has not closed on property yet.	
PARKS/ CEMETERY/ FORESTRY/ NONMOTORIZED (P)				
2020-P3	Hayhoe Riverwalk Trail – Eval. & Repair		Complete	November
2020-P4	Hayhoe Riverwalk Trail: Trail Wayfinding		3Q Project	
2020- P6/ 8/12/13/14	Plan/ Design-Rayner, Lee Austin, Bond, Hayes Parks		Updating plans per Council direction.	
2020-P9	DDA: Downtown Wayfinding Signage		DDA established a sub-committee that is meeting to prepare RFP.	
2020-P11	Rayner Park- Phase 1 Construction		Site plan and play equipment options are available for review - here . Documents are being prepared for winter bidding and requires DNR approval.	
2020-P15	Jefferson Trailhead/ Comm Garden		Under construction.	
2020-P21	Hayes Park: Capital Improvements		3Q Project, will need Council on prioritization.	
2022-P2	Maple Grove Cemetery: Trash Receptacles/ Section Signs		3Q Project, in coordination with cemetery board, selecting signs for trash receptacles.	
2023-P3	DDA: Tree Replacement		Awarded, Spring installation.	
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 in February	
2019-MVP6	Vehicle No. 802	Fire Expedition	Ordered	
2022-MVP5	Equip. No. 37	Public Works Gator	Ordered; anticipated arrival in February	
2022-MVP7	Equip. No. 82	Chipper	Anticipate bringing payoff purchase of rental at future meeting.	
2023-MVP1	Vehicle No. 88	New Police Patrol	Anticipate being able to order by February	

BUILDING, PROPERTY, EQUIPMENT (B)			
2017-B5b	Building: Library Phase 1, Part 1	Interior work expected to be finished by March. Updated estimates were received, and exterior work has a funding gap that is currently over \$220,000. CADL/City are continuing to apply for a grant to fill the gap and plan to launch a local fundraising campaign in Nov. Meeting with MEDC for potential crowd funding grant opportunity.	
2018-B23	Planning: Master Plan/Zoning Update	Zoning updates are in progress, Zoning Ordinance Review Committee mtg is scheduling December meeting.	
2018-B23a	Cedar/127 Corridor Sub-area Plan	Bids expected to be released by January.	
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 Nov/Dec.	
2022-B1	Ordinance Update: Planning, Subdivision, Signs, STR	3Q Project	
2023-B1	City Hall: HVAC Controls Replacement	In progress	
2023-B4	Planning: Public Participation Plan & Communication Strategy	3Q Project	

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

None.



2024 HOLIDAY SCHEDULE

MASON CITY HALL & MAPLE GROVE CEMETERY

HOLIDAYS (FACILITIES ARE CLOSED AND ONLY ESSENTIAL SERVICES ARE AVAILABLE)

NOTE: Grave openings cannot be scheduled on these holidays, except during Minimum Staffing Days.

- Friday, March 29, 2024..... Good Friday
- Monday, May 27, 2024 Memorial Day
- Thursday, July 4, 2024 Independence Day
- Monday, September 2, 2024..... Labor Day
- Monday, November 11, 2024..... Veterans Day
- Thursday & Friday, November 28 & 29, 2024 Thanksgiving Holiday
- Tuesday, December 24, 2022 Christmas Eve
- Wednesday, December 25, 2024 Christmas Day
- Tuesday, December 31, 2024 New Year’s Eve Holiday
- Wednesday, January 1, 2025..... New Year’s Day Holiday

IN-SERVICE TRAINING/ MINIMUM STAFF DAYS (FACILITIES ARE CLOSED TO PUBLIC)

- Monday, January 15, 2024 Martin Luther King Jr. Birthday*
- Monday, February 19, 2024 Washington’s Birthday*
- Wednesday, June 19, 2024 Juneteenth National Independence Day*
- Monday, October 14, 2024..... Columbus Day / Indigenous Peoples’ Day*
- Thursday, Friday, Monday, December 26, 27, & 30, 2024 Minimum Staffing Days - tentative*



Capital Improvement Program, Budget & Special Assessment 2024/2025 Timeline

DATE	CAPITAL IMPROVEMENT PROGRAM	BUDGET
11/27/23	SAD: DPW Dir/Engineer complete assessment recommendation, provide to assessor (addresses and linear feet)	
12/5/23	SAD: Assessor completes roll. Roll shall include name, address of parcel, mailing address, legal description as per tax roll, and number of front feet. Copy to Clerk, Finance, Eng, CM, DPW Dir.	
Week of December 11	SAD Public Engagement- Planning DPW/ CM Hold (at least 2, 1 in neighborhoods) Open Houses with drawings for feedback on project planning and discussion of assessment process	
12/31/23	CIP: DH's submit review worksheet and any new projects to CM	
1/5/24	CIP: CM provides draft CIP project table is provided to DH's	
1/9/24	CIP/ BUDGET: LEADERSHIP STRATEGY MEETING <ul style="list-style-type: none"> Capital and staffing priorities discussed by Leadership Team. DHs: Pitch any changes in organizational structure/ staffing or changes in capital priorities. 	
1/15/24	SAD Council Engagement: Council consideration of <ul style="list-style-type: none"> Special Assessment Res 1 which tentatively declares their intention to make certain improvements and authorizes the engineer to make estimates for those improvements. Special Assessment Res 2, which orders the Clerk to give notice of a public hearing (Hearing of Necessity) to the owners of the properties abutting the project. The purpose of this hearing is to hear any and all objections or comments concerning the improvements. If approved, engineer provides estimates of the project. Assessor prepares roll using estimates. 	
1/16/24	SAD: <ul style="list-style-type: none"> Clerk publish ads for hearing of necessity. (Must be 10 days before public hearing Sec 66-4) Must be published in paper Jan 21, 2024 Clerk sends notice of hearing of necessity to property owners by return receipt mail. Include Assessment Guide, flow chart, public engagement meetings, and anticipated assessment. 	
1/19/24	CIP: CM provides draft CIP narrative is provided to DH's.	
1/22/24	BUDGET: Finance distributes three-year Operational Budget estimates to DHs.	
Early in Week of January 29	SAD Public Engagement- Necessity DPW/ CM Hold (at least 2) Open Houses with updated drawing, anticipated SAD (you are anticipated or not anticipated to have a special assessment), assessment/ project flow chart	
Jan/ Feb	CIP Public Engagement- Hold Open Houses as needed for other projects	
2/2/24	BUDGET: DHs submit all budget requests to Finance	
2/5/24	SAD Council/ Public Engagement: Council holds Hearing of Necessity and consideration of: <ul style="list-style-type: none"> Special Assessment Res 3, which determines that the Council agrees to make the street and related improvements. The resolution further orders the Assessor to prepare a special assessment roll which will include the cost to be assessed to each property owner. Special Assessment Res 4, which orders the City Clerk to give notice to all persons on the Special Assessment roll of the review of said special assessment roll at a public meeting (Hearing of Apportionment). 	

2/6/24	SAD: Engineer to send out bid specifications and advertisements requesting bids for project. Immediately following Resolution 3.	
2/6/24	CIP: Distribute proposed Budget/ CIP Books to stakeholders and public (Only with CIP)	
2/12/24 Or 2/13/24	CIP Council, Planning Commission Engagement JOINT WORKSHOP (CM presents- DHs to attend); review draft CIP and discuss new project applications or changes to timelines, CC/PC feedback	
2/13/24	SAD: <ul style="list-style-type: none"> • Clerk Publish notices for Hearing of Apportionment of Special Assessment roll. (must be 10 days before hearing) Must be published in paper February 18th • Clerk sends notice to all property owners advising of the public Hearing of Apportionment of Special Assessment roll. This is sent by return receipt mail. 	
2/21/24	SAD: Bids received and opened at 10:00 a.m. Engineer review bids and recommends to Council.	
2/26/24	SAD: Assessor applies actual cost to Special Assessment roll and turns over roll to Clerk (copy to Finance).	
2/28/24	CIP: CM updates from workshop provides to DH's	BUDGET: LDFA, DDA, Cemetery Budget Due, Liaisons provide all changes to Finance
3/4/24	SAD Council Engagement: Council holds public Hearing of Apportionment. <ul style="list-style-type: none"> • Council presented with Special Assessment Res 5, which is the approval of the Special Assessment Roll. • If Council Approves the Special Assessment Roll, a City Council Resolution accepting a bid for the project is presented. 	
3/11/24	SAD: Finance sends notices by regular mail advising property owners of amount due and payment options available. Send Notice after Pre-Construction with timelines and what to expect.	
3/12/24	CIP Planning Commission/ Public Engagement: Consider recommending final CIP to Council. (Open House for CIP, Public Hearing for CIP)	
3/18/24	CIP Council Engagement considers adopting PC recommended CIP	BUDGET: CM incorporate any CIP changes, confirm final budget adjustments with dept heads
4/1/24	BUDGET: Distribute draft proposed budget book inserts at 1 st council meeting in April	
4/1 –5/31/24	SAD: Payoff of current year installment accepted to avoid being applied to tax statement.	
4/3/24	BUDGET: DHs review annual vendors and Finance of any changes with reasoning	
4/10-4/11/24	BUDGET Council Engagement: BUDGET WORKSHOP (CM presents-DHs to attend) review draft Budget and discuss trends/ personnel changes, CC feedback	
4/26/24	BUDGET: CM distributes final proposed budget with changes from workshop internally.	
5/6/24	BUDGET Council/ Public Engagement: Holds public hearing, considers adopting final budget. Must be adopted by 5/20 per Sec 8.4. Notice published by Finance.	
June 2024	SAD: First installment of special assessment applied to summer tax statements	