



City Manager's Report: December 1, 2023

OPERATIONS

- **2024 Street Construction and Special Assessment Process:**
 - City staff met with MDOT representatives regarding grant requirements for this street work this week and further defined the required scope. Additional approvals and resolutions by City Council will likely be required to meet the grant requirements.
 - Property Owners that need service line inspection due to suspected lead have been notified to address during construction if needed.
 - Impacted Property Owner Open Houses are scheduled in City Hall, Sycamore Room, on:
 - December 11 - 6:00 PM to 7:00 PM (Monday)
 - December 13 - 12:30 PM to 1:30 PM (Wednesday)
 - Most up-to-date information can be found at: mason.mi.us/streetconstruction.
- **General:**
 - Director Hude represented the City in a promotional video produced by LEAP announcing the transition of the Public Art for Communities (PAFC) grant program to the Arts Council of Greater Lansing (ACGL). She served on the LEAP PAFC committee and serves also on the ACGL Creative Placemaking Summit Steering Committee. A recent press release on the transition features "Silver Respite" located at the S. Jefferson Trailhead. This piece was installed with funding through the PAFC. PAFC also provided funding for the Downtown Mason Art Alleys, and the sculpture in front of Dart Bank.
 - The City received \$690.25 from the BVP Grant (Patrick Leahy Bulletproof Vest Partnership) for two police officer vests purchased in 2022-2023.
 - City Staff met with County officials regarding some exciting, planned projects this summer including a Courthouse renovation, Hillard Building improvements, and parking lot improvement. These projects will take place throughout the summer of 2024 and will involve street closures, parking areas being blocked, and significant scaffolding around the clock tower. We discussed regular events and potential impacts as well as expected communication with impacted businesses.
 - The Environmental Protection Agency announced this week that they are proposing a Lead and Copper Rule to increase the timeline for lead replacement. It would require completion within 10 years, instead of the current 20 years. Based on the recent study of our lines, we believe we now have approximately 452 service lines to replace. Starting in this budget process, we will now be targeting 23 replacements a year at approximately \$160,000 per year. However, with this proposed change, that would change to 46 replacements at approximately \$320,000 per year. There is no identified funding for this change and would likely fall on existing users.
- **Personnel:**
 - **Trainings**
 - Staff Assistant Emens attended a 3-day federal firearms prohibition training, through FBI NICS, November 14, 15, & 16, 2023.
 - Officers Putman and Demo attended CIT Training (Tri-County Crisis Intervention Team), the week of November 27, 2023.
 - **Staffing Updates, Current Open Positions (3)**
OPEN POSITIONS:
 - Utility Foreman (2) and DPW Foreman (1). Internal posting with closing date of December 5, 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. Targeted enforcement occurred at 42 various times over the last few weeks with an emphasis on school start/end times with no speed violations observed. Officers have completed their assignments. Status: Closed

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 (rebitding)	
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 soils that will result in more dewatering measures to occur. Contractors hope to have earth retention established by Dec/Jan, piping for Oxidation Ditch in Feb, form work for Oxidation Ditch in March. The first approved pay request is anticipated by the end of month.	
2022-U1	WWTP Headworks Huber Screen		3Q Project for Feb bid.	
2023-U2	Water Service Line Replacement		The contractor anticipates completion of final this week.	December
2023-U4	South Water Tower Chlorine Analyzer		Installation planned by Jan 1.	
2023-U40	WWTP: Curtis Street Lift Station Replacement		Curtis Street Lift station is back to operational with final invoices being prepared for County. County has not closed on property yet.	
PARKS/ CEMETERY/ FORESTRY/ NONMOTORIZED (P)				
2020-P4	Hayhoe Riverwalk Trail: Trail Wayfinding		4Q Project may delay further due to available grant funding.	
2020- P6/ 8/12/13/14	Plan/ Design-Rayner, Lee Austin, Bond, Hayes Parks		Anticipate presentation to Council in January.	
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, anticipate completion by Feb.	
2020-P21	Hayes Park: Capital Improvements		3Q Project, will request Council prioritization in January.	
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 December 18 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 CADL is launching a local fundraising campaign. 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 scheduled to meet December 12, from 5 PM to 7 PM in the Sycamore Room in City Hall.	
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 February	
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.



CONSTRUCTION NOTICE

2024 Street Construction Planning: Directly Impacted Property Owners and Tenants

Work Details: Planning Phase

Road construction of the following roads is planned for Spring 2024! Pre-work is occurring now so you may see activity on your road including markings on the street and staff investigating water service lines. The outline of improvements below is part of our initial plan and is subject to change based on resident feedback and further investigation. Additional notices will follow including when specific construction will start, if approved.

E Elm St – South Alley S Jefferson St to S Rogers St	Work will include pulverizing the existing pavement, grading, and repaving the alley and other ancillary work as necessary for a complete and finished project.
S McRoberts Street W Columbia St to W Ash St Steele Street E Ash St to E Elm St Foxview Lane Middlebury Lane Peachtree Place W Columbia to W South St	Work will include pulverizing the existing pavement, grading, and repaving the street, miscellaneous concrete work (drive approaches and sidewalk), ADA ramp improvements as required, and other ancillary work as necessary for a complete and finished project (tree trimming, fire hydrant replacement, etc.) Note: Peachtree is still being evaluated on whether reconstruction is required.

Public Meetings

Public meetings regarding the work planned on these streets are scheduled in City Hall, Sycamore Room, on:

- **December 11 - 6:00 PM to 7:00 PM (Monday)**
- **December 13 - 12:30 PM to 1:30 PM (Wednesday)**

Type of Meeting: Informal (children are welcome), drop in style. Stop by anytime during allotted times or reach out to Customer Service to identify a different time. Your feedback is critical to this process.

How to prepare: These planning meetings make sure that we consider the feedback from those most familiar with the street. Before the meeting, observe the condition of your driveway approach, sidewalk, and street in front of your home. Be sure to consider any past issues you may have had related to drainage, pooling of water, regular pothole areas, etc. Finally, this is the best time to do other private work, so let us know if you have any plans.

What you will learn: The plan for your street and the impact on your property, including any anticipated assessments.

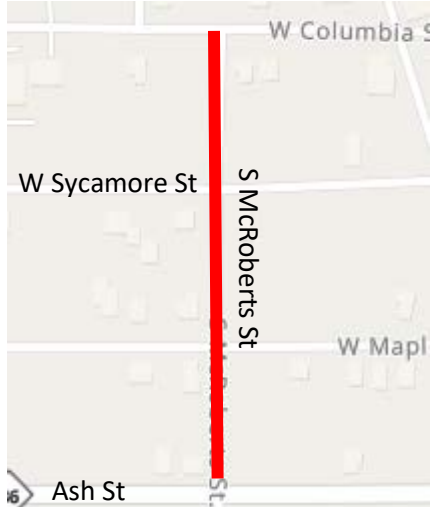
Future Opportunities for Engagement

January – March: Look for additional notices regarding these opportunities for comment.

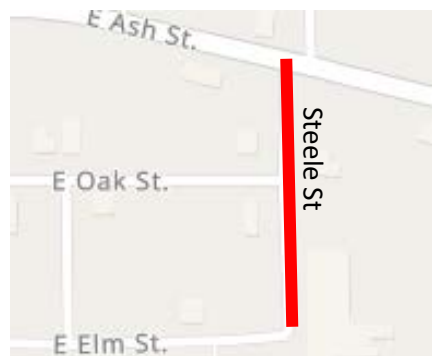
- City Council Meeting - Consideration of Special Assessment District (SAD)
- Open Houses – SAD Public consideration
- Public Hearing of Necessity, SAD - Public Comments and City Council final decision
- Public Hearing of Apportionment, SAD – Public Comments and City Council final decision

Maps of Work Areas

S McRoberts St



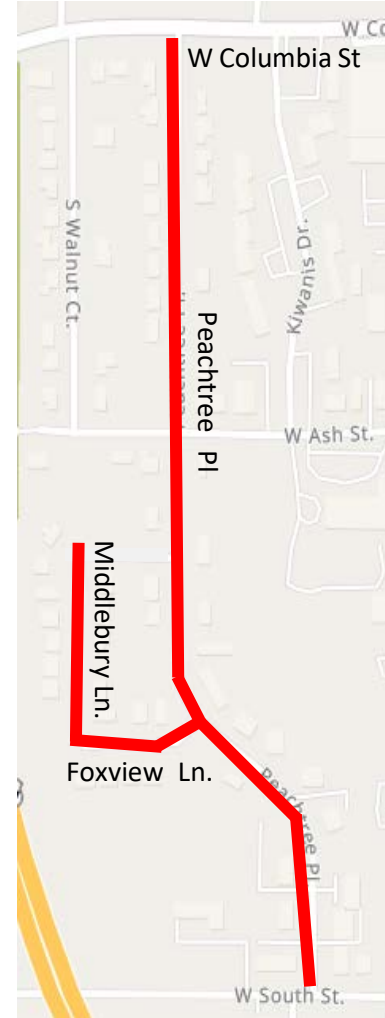
Steele St



E Elm St – South Alley



Foxview, Middlebury, Peachtree Pl



Resources

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

<p>Customer Service: 8:30 AM – 4:30 PM, M-F</p>	<p>517.676.9155 or info@mason.mi.us City Hall: 201 W. Ash St, Mason, MI 48854</p>
<p>Website:</p>	<p>www.mason.mi.us</p>