



## City Manager's Report: February 17, 2023

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### IMPORTANT DATES

- In recognition of President's Day, **Monday, February 20, 2023**, City Hall will be closed to the public for staff training focused on Solution Mindset.
- **Tuesday, February 28, 2023, 5:00 p.m.:** **CONFIRMED** for Joint Capital Improvement Program Meeting

### OPERATIONS

- **Arbor Day Nominations- Due March 10, 2023:** The City of Mason Tree Commission is now seeking nominees for the person, business or group who will be honored at this year's April 28, 2023, celebration. For more information see attachment.
- **Comcast Build Out:** Comcast continues their work throughout the city and will touch almost every neighborhood as part of their build out. While this is not a city project, please refer any residents' questions or concerns to Customer Service, as our team is working with Comcast directly to address issues to ensure they are responded to timely.
- **Donation:** Staff executed a Donation Agreement with the Friends of the Gustafsons last week for bench to be placed in Rayner Park with an estimate value of \$4,000. The City is honored to be their selected location for their donation in memorial to six-year-old Arek Gustafson who passed away in 2021.
- **Hybrid Police Vehicles:** Vehicle number 83 has been received and is our second hybrid vehicle in service. In evaluating the current hybrid vehicle, we determined we recovered the increased vehicle cost within the first year and believe the City will save over \$8,000 in fuel savings over the remaining four years we retain the vehicle.
- **Mason Public Schools:**
  - The City Manager, along with Mayor Whipple, represented the City on the Mason Public School Strategic Planning Advisory Team last week. This team will meet multiple times prior to making recommendations to the School Board. The first meeting discussed mission and vision for the school district.
  - City and Mason Public School staff have begun the negotiations related to the School Resource Officer position. Staff anticipates bringing the MOU to Council in March to consider.
- **Motor Vehicle Theft:** The City has experienced two new motor vehicle thefts from public parking lots in the last week. In both cases, the owners left the keys in their vehicle. The same suspect has been identified for both instances and one vehicle recovered. Please continue to encourage our residents to remove keys and lock doors to eliminate this easy access by criminals.
- **MSU Response:** On the night of February 13, Sergeant Fairbotham, Officer Demo, and Officer Wildfong all immediately responded to MSU Union Hall after the call went out for an active shooter on MSU's campus. They assisted in clearing buildings, security, and re-unification throughout the night. Our Fire Department also supported Delhi, so they could respond and know that their area was covered for fire. While many of us are still struggling to process the events that night, we continue to offer support to our team members directly involved or impacted and Mason should be very proud our first responders that supported MSU.
- **Staffing Updates:** Current Open Positions (3)
  - **APPLICANTS:**
    - Full-Time Laborer (1) – Offer has been made and accepted, conditions of offer being vetted.
    - Full-Time Police Officer (1) – Offer has been made and accepted, conditions of offer being vetted.
  - **OPEN, EXTERNALLY:**
    - Seasonal Part-time Crossing Guard (1) - Open until filled.
- **WWTP Update:** City staff and HRC met with the flood division of EGLE last week that are the process of reviewing the WWTP plans. While they agree that the FEMA maps require updating and that our build is based on that anticipated update, they are now requiring the City to update the FEMA maps, prior to the sign off the site plan design. This requirement may add cost and time to the project plan preparation. If a budget amendment is required, it will be brought back to Council.

## LARGE CITY PROJECTS

FY 2021-2022			
Project	Project Name/Description	Status	Completed
<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	Materials received, anticipate install by March	
<b>PARKS/ CEMETERY/ FORESTRY/ NONMOTORIZED (P)</b>			
2017-P8	Laylin Park - Phase II	Consumers work completed, scheduling to bring contractors back to complete project	
2020- P6/ 8/12/13/14	Plan/ Design-Rayner, Lee Austin, Bond, Griffin, Hayes Parks	Council considering releasing for public feedback at their 2.20.23 meeting	
<b>BUILDING, PROPERTY, EQUIPMENT (B)</b>			
2018-B23	Planning: Master Plan/Zoning Update	Planning Commission (2.21) considering recommending to Council release of Draft <a href="#">Packet available here for review.</a>	

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	Completed	February
2019-S1	Walnut Ct. – Columbia to Ash	Moved to Next FY by Council Action Open House held on 2.16.23.	MOVED
<b>UTILITIES: SANITARY SEWER, STORM WATER, AND WATER DISTRIBUTION (U)</b>			
2018-U39	Well No. 9 (Temple St.) Rebuild	Bid opening in March. Bid includes both Well No. 8 & 9, as they are now a priority as they are not operational and are being bid jointly. Staff may be asking for the addition of Well No. 10 depending on bids, as it has also failed.	
2022-U1	Headworks Huber Screen	Requesting to move to next FY due to unexpected cost for clarifier tank failure, WWTP	
<b>PARKS/ CEMETERY/ FORESTRY/ NONMOTORIZED (P)</b>			
2020-P3	Hayhoe Riverwalk Trail – Eval. & Repair	Anticipate Bidding 3 <sup>rd</sup> quarter of FY 22-23	
2020-P11	Rayner Park- Phase 1 Construction	Anticipate Bidding 3 <sup>rd</sup> quarter of FY 22-23	
2020-P1	Columbia Bridge: Non-Motorized Connect	Anticipate Bidding 3 <sup>rd</sup> quarter of FY 22-23	
2020-P15	Jefferson Trailhead/ Comm Garden	Anticipate Bidding 3 <sup>rd</sup> quarter of FY 22-23	
2020-P17	Non-motorized Program: Southeast	Anticipate Bidding 3 <sup>rd</sup> quarter of FY 22-23, staff will request adding, into this item, stairs at Maple/ Rogers and BAD Brewing alley curb (paid by property owner)	
2020-P1	Maple Grove Cemetery: Columbarium (3)	Currently bidding; due February 22, 2023	
<b>MOTOR VEHICLE POOL (MVP)</b>			
2017-MVP22	Vehicle No. 83	Police	Completed February
2017-MVP18a	Vehicle No. 24	Dump/Plow Truck	Ordered, build year 2024, staff to request equipping this FY 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 No. 39	Public Works	Attachment only- Completed September

<b>BUILDING, PROPERTY, EQUIPMENT (B)</b>			
<b>2018-B14</b>	Fire: Rehab 815 Replacement	Anticipate being in service in March	
<b>2020-B4a</b>	DPW: Facility Design	Anticipate selecting design firm in 4 <sup>th</sup> quarter.	
<b>2017-B5b</b>	Building: Library Phase 1, Part 1	Budget amendment request and contract award consideration by Council anticipated in March.	
<b>2017-B10</b>	Fire: Furnace/AC, Office & Training Area	Anticipate bidding in 3 <sup>rd</sup> quarter of FY 22-23	
<b>2018-B15</b>	Fire: Sprinkler System in Truck Bay	Anticipate bidding in 3 <sup>rd</sup> quarter of FY 22-23	
<b>2018-B20</b>	Fire: Carpet Replacement for Station 1	Anticipate bidding in 3 <sup>rd</sup> quarter of FY 22-23	
<b>2018-B25</b>	Police: In-Car Digital Recording System	Completed	January
<b>2018-B23a</b>	Cedar/127 Corridor Sub-area Plan	Anticipate moving to next FY, due to timing of Master Plan	
<b>2018-B23b</b>	Kipp Road/Temple Street Sub-Area Plan	In progress	
<b>2019-B2b</b>	City Hall Renovations: Phase 1 /Carpet	Anticipate moving to another year due to Library contribution	
<b>2020-B4b</b>	Public Works: Facility Construction	Anticipate moving to next FY	
<b>2022-B1</b>	Ordinance Update: Planning, Subdivision, Signs, STR	Anticipate moving to next FY, due to timing of Zoning Updates	



# PUBLIC NOTICE

## Mason Tree Commission Seeks Nominees for Arbor Day Honoree

Since 1991, the City of Mason has observed Arbor Day during the last week of April by planting a tree in honor of a citizen or group who has made positive contributions to ecology.

The City of Mason Tree Commission is now seeking nominees for the person, business or group who will be honored at this year's April 28, 2023, celebration. Citizens are asked to submit letters of nominations by **Friday, March 10, 2023**, to: City of Mason, Attn: Sarah Jarvis, 201 W Ash Street, Mason, MI 48854. Envelopes should be clearly marked "Arbor Day Nomination." Nominations can also be submitted by email to [masonclerk@mason.mi.us](mailto:masonclerk@mason.mi.us), please include "Arbor Day Nomination" in the subject line.

The Tree Commission will make their selection of the 2023 honoree on the basis of their contribution to ecology in general, and promotion and preservation of trees in particular. Emphasis will be placed on selecting an individual or group who has made a significant contribution to the enhancement of the ecology in the City of Mason or surrounding Mason area.

Sarah J. Jarvis, City Clerk

**Resources:** More Questions? Please contact our Customer Service Desk at 517.676.9155 or [info@mason.mi.us](mailto:info@mason.mi.us).