



City Manager's Report: March 3, 2023

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.
- **FEMA Reimbursement Approved:** The City submitted a project grant to FEMA for reimbursement of Covid related expenses incurred between March 2020 and June 2022 and notified last week we were approved for \$16,401.61. Majority of our eligible expenses were disinfection supplies, testing supplies, materials to protect staff and encourage social distancing and personal protective equipment (PPE).
- **2023 MRWA Exemplary Efforts in Environmental Protection Award:** The City was recently notified that we have received this award for our efforts in maintaining our well head protection program and will be recognized at the MRWA Annual Conference Banquet, held at the Grand Traverse Resort on Thursday, March 16. Kirk Crawford will be in attendance to accept this award for the City of Mason.
- **AED Defibrillator:** An AED Defibrillator located in an on-duty patrol vehicle in case of emergency.
- **Wilson Talent Center:** The Leadership Team toured the Wilson Talent Center last week to get a better understanding of their programing and potential partnerships.
- **Draft Holt to Mason Trail Connection Feasibility Study:** Staff has been involved in a workgroup and received the Draft Holt to Mason Trail Connection Feasibility Study that Ingham County is funding to consider the best way to cross US-127. Staff will provide to Council at their March 20, 2023, meeting and get feedback as to whether City Council supports the conclusions of the study.
- **Pension Funding:** The State recently approved pension funding of \$750 million for cities with pensions funded at less than 60%. They removed the previous proposal of \$250 million to be divided between local units with pensions funded at greater than 60%. The City Manager is participating on a task force to advocate for the \$250 million to be reconsidered. Many cities, including Mason, have in the past and are still making difficult decision regarding pensions to ensure they are funded for those that were promised. However, this action by the State is rewarding those that have not or continue to add to their pensions with no plan to reduce their liability.
- **Community Shelter Partnership:** In response to a request by the City of Mason, the Mason Community Services in conjunction with several local churches have put together a plan to provide shelter for the community in the cases extreme heat, power outage and tornado shelter. City will notify Mason Community Services when there is a potential for an emergency and if the need does arise notify them again to activate the shelters being available to the public.
- **Citizen Request for Action (CRA):** The CRA website reporting tool has been updated to allow for reporting of an issue with the City's website. Please encourage our residents to report these and other issues through this system to ensure it is tracked and they receive updates, if requested.
- **Staffing Updates:** Current Open Positions (2)
 - Seasonal position change: We currently budget for 5 seasonal positions. Due to recent challenges with applicant pool with limited availability, we are shifting to three seasonals and using remaining funds towards one full-time position that has been hired. This will better prepare us for the season and the DDA has requested a seasonal employee be dedicated to them at their cost this year. This would allow us to have one of our full-time positions available to the DDA, once the DDA determines the expected workload. No budget amendment is required.
- **NEW HIRES**
 - Christopher Johns will start on Monday, March 6, 2023 as a Full-time Laborer
 - Anthony Rockhold will start on Monday, March 13, 2023 as a Full-time Laborer
- **APPLICANTS:**
 - 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.

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	In process, anticipated completion March	
PARKS/ CEMETERY/ FORESTRY/ NONMOTORIZED (P)			
2017-P8	Laylin Park - Phase II	Final painting, final electrical and restrooms finishing still needed.	
2020- P6/ 8/12/13/14	Plan/ Design-Rayner, Lee Austin, Bond, Griffin, Hayes Parks	Releasing to public with Master Plan.	
BUILDING, PROPERTY, EQUIPMENT (B)			
2018-B23	Planning: Master Plan/Zoning Update	Planning Commission unanimously voted on 2/21/23 to recommend City Council release Draft to public. City Council will consider the recommendation at their meeting on 3/6/23. Packet available here for review.	

FY 2022-2023			
Project	Project Name/Description	Status	Completed
STREETS, SIDEWALKS, SIGNALS(S)			
2017-S15/ 2017-U28	S. Barnes Street – Ash to Kipp	Completed	February
UTILITIES: SANITARY SEWER, STORM WATER, AND WATER DISTRIBUTION (U)			
2018-U39	Well No. 9 (Temple St.) Rebuild	Bid opened this week for 9 this FY and 8 next FY. Due to low bid, planning to bring change order to include 10 at next meeting.	
2022-U1	Headworks Huber Screen	Moved to next FY	
PARKS/ CEMETERY/ FORESTRY/ NONMOTORIZED (P)			
2020-P3	Hayhoe Riverwalk Trail – Eval. & Repair	Anticipate Bidding early 4 th 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 early 4 th quarter of FY 22-23	
2020-P15	Jefferson Trailhead/ Comm Garden	Anticipate Bidding early 4 th quarter of FY 22-23	
2020-P17	Non-motorized Program: Southeast	Currently bidding; due March 8, 2023	
2020-P1	Maple Grove Cemetery: Columbarium (3)	Bids received; low bid under budget and getting quotes for matching benches.	
MOTOR VEHICLE POOL (MVP)			
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

BUILDING, PROPERTY, EQUIPMENT (B)			
2018-B14	Fire: Rehab 815 Replacement	Anticipate being in service in March	
2020-B4a	DPW: Facility Design	Anticipate selecting design firm in 4 th quarter.	
2017-B5b	Building: Library Phase 1, Part 1	Budget amendment request and contract award consideration by Council anticipated in March.	
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	Currently bidding; due March 22	
2018-B20	Fire: Carpet Replacement for Station 1	Currently getting quotes	
2018-B25	Police: In-Car Digital Recording System	Completed	January
2018-B23a	Cedar/127 Corridor Sub-area Plan	Moved to next FY	
2018-B23b	Kipp Road/Temple Street Sub-Area Plan	In progress, anticipate completion by April	
2019-B2b	City Hall Renovations: Phase 1 /Carpet	Moved to next FY	
2020-B4b	Public Works: Facility Construction	Moved to next FY	
2022-B1	Ordinance Update: Planning, Subdivision, Signs, STR	Moved to next FY	

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

Project Name	Status
PERMITS – COMMERCIAL PROJECTS (listed only once when active)	
Rayner Ponds Subdivision No. 4 and Stratford Drive	City Council will consider approval of a Final Plat for RP4 at their meeting on March 6, 2023. They will also consider acceptance of the utilities and Stratford Drive. The Planning Commission approved the Final Plat on February 21, 2023



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, 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.