



City Manager's Report: May 12, 2023

IMPORTANT DATES

Master Plan/ Parks Plan Open Houses

For more information and to see the plans visit: www.mason.mi.us/MasterPlan or www.mason.mi.us/Parks
Feedback comments on the plans are welcome, email: info@mason.mi.us by **May 26, 2023**.

In Person Events:

- May 15- 5:00 p.m. to 7:00 p.m. at City Hall

Online Events: (Zoom)

- May 19- noon *Details on meeting access will be posted at www.mason.mi.us/MasterPlan.*
- May 25- 5:30 p.m. *The Zoom meetings will be recorded and posted on the same site.*

OPERATIONS

- MMRMA Renewal:** Our MMRMA liability policy will be renewed on July 1, 2023. We saw a three percent (3%) increase in rates which in comparison to other communities was on the low end of renewal rates.
- Special Event Use- Administrative Approval:** Rayner Park, June 23-25, 2023, and June 21-23, 2024, including overnight use at the southern end of the park, for Central Michigan Amateur Radio Club's annual Field Day event to enhance their skills and preparedness for emergency communications.
- Police Department Evidence Management:** Evidence management and destruction is a time intensive and essential function that is often overlooked by jurisdictions. We pride ourselves on contracting for regular self-initiated audits, including one completed last week to ensure evidence is being handled properly. In addition, last month, staff appropriately documented and disposed of over 320 pounds of evidence.
- Training:**
 - The city received a MMRMA grant in the amount of \$896.25 to reimburse 75% of the cost of Chief Wrigglesworth's attendance to the 2023 New Chief's School.
 - All Police Officers received their PBT Intoxilyzer 9000 Certificates April 3-7.
 - Officer Demo attended Behavioral Threat Assessment & Mgmt. (BTAM) Training April 13-14. He has now completed 32 hours of BTAM Training.
 - Officer Demo attended a 40-hour Evidence Technician Course May 1-May 5, 2023.
- Staffing Updates:** Current Open Positions (4)
 - NEW EMPLOYEES:**
 - Emily Rector started May 15, 2023, as a Seasonal Part-Time Laborer
 - Cameron Etzel, Ethan Lubahn and Cameron Pierce will be starting June 5, 2023, as Seasonal Part-Time Laborers
 - CLOSED POSITIONS**
 - Full Time Finance Bookkeeper (1) – Internal interviews were conducted with an offer being prepared.
 - OPEN POSITIONS**
 - Seasonal Part-time Crossing Guard (1) - Open until filled.
 - Full-Time Police Officer (2) – Positions close Wednesday, May 17, 2023.
- Traffic Updates:**
 - Traffic Complaint- Corbin Street: speeding vehicles. Officers have been assigned. Status: Open
 - Traffic Complaint- Barnes Street between Kipp/South (after school traffic). Officers have been assigned. Status: Open

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	Out to bid, the design portion of contract will end when bids are received. Staff will be recommending expanding the scope of this contract to continue through construction.	
PARKS/ CEMETERY/ FORESTRY/ NONMOTORIZED (P)			
2017-P8	Laylin Park - Phase II	Final punch list is being completed. Facility open.	
2020- P6/ 8/12/13/14	Plan/ Design-Rayner, Lee Austin, Bond, Hayes Parks	Notices have been distributed via Facebook, email, and a postcard via direct mail to residents.	
BUILDING, PROPERTY, EQUIPMENT (B)			
2018-B23	Planning: Master Plan/Zoning Update	Master Plan released for public comment period ends at the end of May. Agency letters have been mailed. Notices have been distributed via Facebook, email, and a postcard via direct mail to residents. Elected and appointed officials can share the information and encourage feedback.	

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 and 10 (Temple St.) and Well No. 8 Rebuilds	No. 8- Complete, 9 & 10 in process.	
2022-U1	Headworks Huber Screen	Moved to next FY	
PARKS/ CEMETERY/ FORESTRY/ NONMOTORIZED (P)			
2020-P3	Hayhoe Riverwalk Trail – Eval. & Repair	Preparing bid package	
2020-P11	Rayner Park- Phase 1 Construction	Preparing bid package	
2020-P1	Columbia Bridge: Non-Motorized Connect	Preparing bid package, submitting MDOT permit, special assessment not required.	
2020-P15	Jefferson Trailhead/ Comm Garden	Final plans (adjusted from public engagement) can be found here . Bids will be prepared to be released on May 22.	
2020-P17	Non-motorized Program: Southeast	Public Notices were mailed to impacted properties, posted on Facebook, posted to the City's website, and included in this report. Construction is anticipated to start June 5.	
2020-P1	Maple Grove Cemetery: Columbarium	Ordered, Cemetery Board to consider layout, fees, and agreement templates.	
MOTOR VEHICLE POOL (MVP)			
2017-MVP22	Vehicle No. 83	Police	Completed February
2017-MVP18a	Vehicle No. 24	Dump/Plow Truck	Ordered, receipt anticipated in 2024
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	Completed	
2020-B4a	DPW: Facility Design	Preparing bid package	
2017-B5b	Building: Library Phase 1, Part 1	Executed contract for only grant portion/entrances and bathrooms of project.	
2017-B10	Fire: Furnace/AC, Office & Training Area	Council approved; in progress	
2018-B15	Fire: Sprinkler System in Truck Bay	Council approved; in progress	
2018-B20	Fire: Carpet Replacement for Station 1	Council approved; in progress	
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	Completed	
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	

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	Anticipated to start in June. Impacted properties have been notified.	
2017-S16	Maple Street Bridge: Replacement	Preparing bids.	
2019-S1/ 2023-U1	S Walnut Ct: W Columbia St to W Ash St	Construction began April 24. Impacted properties have been notified.	
2023-S1	E Cherry St South Alley: S Jefferson St to S Rogers St	Anticipated to start in June. Impacted properties have been notified.	

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

Project Name	Status
720 W. South Street All Saints Lutheran Church APPROVED	The Planning Commission held a public hearing at their regular meeting on May 9, 2023, at 6:30 p.m. for a Special Use Permit and concurrent Preliminary and Final site plan approval for the creation of a private recreation facility consisting of a six-hole disc golf course.
440 S. Jefferson Street BAD Brewing Company LLC APPROVED WITH ORIGINAL CONDITION	The Planning Commission will consider a request at their regular meeting on May 9, 2023, at 6:30 p.m. for approval of a Final Site Plan Amendment to modify the conditions of the previously approved site plan by removing the curb and sidewalk requirement and allowing for the installation of bollards at both ends of the alley instead; and to reduce the footprint of the proposed bathroom structure. The site plan was approved for the bathroom; however, the Commission maintained the original condition for requiring curb and sidewalk.

City of Mason Master Plan



The City of Mason is updating the 20-Year Master Plan which serves as a guidebook to help elected officials and staff decide how to direct funding for infrastructure and services, and how to manage future growth based upon the community's vision.



The Draft Master Plan is now available for public review and feedback. You can find the document here: Visit www.mason.mi.us/MasterPlan use the QR Code

Guiding Principles for Draft Plan based on Community Input:



WELCOMING

Promote Mason as a welcoming and vibrant place.



CHARMING

Preserve Mason's neighborhoods and small-town charm.



SAFE

Provide safe infrastructure through the forward-thinking delivery of city services.

City of Mason Park Designs

City Council adopted the Five-Year Parks, Recreation, and Non-Motorized Plan. In 2022, residents approved a millage to support improvements to our parks. Park Designs were the first step to identifying needs and prioritizing projects.



The Draft Park Designs are now available for public review and feedback. You can find the documents here: Visit www.mason.mi.us/Parks or use the QR Code

Example Draft Park Design based on Community Input:

(May take more than 10 years to complete.)



Deadline for feedback on Master Plan and Parks is Friday, May 26, 2023!



YOUR CITY. YOUR PLANS.

We are finalizing two plans that will shape the future of Mason and we want to hear from you by May 26, 2023!

MASTER PLAN/ PARKS PLAN OPEN HOUSE

See a brief overview of each plan, review drafts, and give feedback.

IN PERSON EVENTS

May 6- 7:00 a.m. to 11:00 a.m. at the Fire Station (Pancake Breakfast)

May 15- 5:00 p.m. to 7:00 p.m. at City Hall

ONLINE EVENTS (ZOOM)

May 19- noon **May 25-** 5:30 p.m.

*Details on meeting access will be posted at www.mason.mi.us/MasterPlan
Zoom meetings will be recorded and posted on same site.*

Feedback comments on the plans are welcome, email: info@mason.mi.us

FOR MORE INFORMATION and TO SEE THE PLANS:

Visit: www.mason.mi.us/MasterPlan or www.mason.mi.us/Parks

Contact: Customer Service at 517.676.9155



SIDEWALK REPAIRS

2023 Construction

Directly Impacted Property Owners and Tenants

SIDEWALK CONSTRUCTION LOCATION

Only affected properties have received this notice. A detailed map is available at: mason.mi.us/sidewalks

DATE BEGINNING

June 5, 2023

DETAILS

Activities include, but are not limited to:

- Ensuring Americans with Disabilities Act (ADA) compliance,
- Removing and Repairing sidewalks where identified, and
- Restoring disturbed areas after project completion.

We know that construction is noisy, dusty, and very inconvenient. We will do our best to expedite this work and keep the inconvenience to a minimum.

Weather: Construction dates and work depend on the weather and may vary.

Landscaping: This project is not expected to significantly affect adjacent lawns and landscaping; however, we request and recommend removing any decorative items. Decorative items remaining in the right of way will be moved as carefully as possible but will not be replaced if damaged. Where lawn areas have been disturbed, the affected areas will be replaced with topsoil and seed.

Private Sprinkler Systems: Owners with sprinkler systems located within the right of way (typically 33' from the road centerline) must have the sprinkler heads and lines marked prior to the start of construction. Workers will strive to not disrupt marked sprinkler systems. Unfortunately, the City nor its contractors are responsible for repairing sprinkler systems within the right of way. The repair or replacement of damaged sprinkler systems will be the responsibility of the property owner.

Thank you for your patience and understanding while we make these improvements!

Resources: More questions or concerns about access during construction? Please contact our Customer Service Desk at 517.676.9155 or info@mason.mi.us.