



City Manager's Report: July 14, 2023

OPERATIONS

- Director Hude represented Mason to discuss the Master Plan in an interview with the Greater Lansing Realtors Association. The video clip will be distributed via email newsletter to the GLRA's membership in July.
- Director Hude attended the Active Transportation Project Summit held by MDOT in June. The Columbia Bridge Pedestrian installation was highlighted as a successful example of collaboration for non-motorized transportation system.
- Chief Wriggelsworth, along with Lansing area Police Chief's and School Superintendents met for a School Safety Meeting on July 13, 2023, coordinated by the Ingham County Sheriff's Office. The meeting included a lessons learned portion from the Okemos High School incident along with the MSU shooting.

Trainings:

- The City of Mason, Mason Public Schools, and Medical Mobile Response partnered on July 6, 2023, to conduct a school safety training exercise at Mason High School.
- Officer Demo and Officer Thompson attended Active Shooter Preparedness (ALICE) training July 12-13, 2023, at Mason Middle School. This was a train the trainer to build our capacity to train others in ALICE.
- Stella Emens, Staff Services Coordinator attended training on July 12, 2023, at Community Mental Health (CMH). The training involved the voluntary and involuntary admissions of individuals to mental health facilities to ensure compliancy with mental health court orders and petitions under the Michigan Mental Health Code.

Staffing Updates: Current Open Positions (4)

- NEW ASSIGNMENT: Officer Justin Demo has been assigned to the School Resource Officer position effective August 1, 2023. Mason Public School has agreed to work with the city on a scheduling to ensure coverage of the City until a backfill is hired.
- CLOSED POSITIONS:
 - Full-Time Police Officer (2) – Position closed, and applications are under review with interviews to be scheduled by the end of July.
 - Part-Time Administrative Assistant, Community Development (1) – Position closed, and applications are under review with interviews to be scheduled on July 21, 2023.
- OPEN POSITIONS: The City recognizes our team members are our best recruiters and as of June 30, 2023, has started to offer an incentive to current employees that are able to attracts a candidate that ultimately gets hired for this position and an additional incentive if they are employed for a year.
 - Seasonal Part-time Crossing Guard (1) - Open until filled.

Traffic Updates:

- Traffic Complaint- Corbin Street: speeding vehicles. Officers have been assigned. Status: Closed
- Traffic Complaint- Mason Street, speeding vehicles. Officers have been assigned. Status: Open

CAPITAL IMPROVEMENT PROGRAM PROJECTS

Removed after one notice of complete.

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	Anticipate starting July 24 th	
2017-S16	Maple Street Bridge: Replacement	Easement in process, planning to bid once finalized. Still on track to complete this construction season.	
2019-S1/ 2023-U1	S Walnut Ct: W Columbia St to W Ash St	Complete	July
2023-S1	E Cherry St South Alley: S Jefferson St to S Rogers St	Anticipate starting July 24 th	
UTILITIES: SANITARY SEWER, STORM WATER, AND WATER DISTRIBUTION (U)			
2018-U39	Well No. 8 Rebuilds	Complete	July
2019-U3b	WWTP Plant Construction	Finalizing financing for project	
2022-U1	WWTP Headworks Huber Screen	3Q Project	
2023-U2	Water Service Line Replacement	In Progress	
2023-U3	Hunting Meadows/ Stag Thicket Valve	Anticipate starting in August/ September	
2023-U4	South Well Tower Chlorine Analyzer	Seeking quotes	
PARKS/ CEMETERY/ FORESTRY/ NONMOTORIZED (P)			
2020-P1	Columbia Bridge: Non-Motorized Connect	Final plans can be found here . Bids anticipated to be released in July. Delayed due to drainage concerns that are being addressed.	
2020-P3	Hayhoe Riverwalk Trail – Eval. & Repair	Bids anticipated to be released in July.	
2020-P4	Hayhoe Riverwalk Trail: Trail Wayfinding Signage	3Q Project	
2020- P6/ 8/12/13/14	Plan/ Design-Rayner, Lee Austin, Bond, Hayes Parks	Feedback will be requested of CC at the 8.7.23 meeting.	
2020-P9	DDA: Downtown Wayfinding Signage	3Q Project	
2020-P11	Rayner Park- Phase 1 Construction	Bids anticipated to be released in July.	
2020-P15	Jefferson Trailhead/ Comm Garden	Final plans (adjusted from public engagement) can be found here . Bids anticipated to be released in July.	
2020-P21	Hayes Park: Capital Improvements	3Q Project	
2022-P1	Maple Grove Cemetery: Columbarium	Ordered, Cemetery Board to consider layout, fees, and agreement templates.	
2022-P2	Maple Grove Cemetery: Trash Receptacles/ Section Signs	2Q Project	
2023-P3	DDA: Tree Replacement	Preparing Bid	

MOTOR VEHICLE POOL (MVP)				
2017-MVP18	Vehicle No. 24	Dump/Plow Truck	Ordered, receipt anticipated in 2024	
2018-MVP3	Vehicle No. 84	Police Patrol	Suppliers have not released vehicles for this yr.	
2019-MVP6	Vehicle No. 802	Fire Expedition	Comparing quotes with MiDeal	
2022-MVP5	Equip. No. 37	Public Works Gator	Comparing quotes with MiDeal	
2023-MVP1	Vehicle No. 88	New Police Patrol	Suppliers have not released vehicles for this yr.	
BUILDING, PROPERTY, EQUIPMENT (B)				
2017-B5b	Building: Library Phase 1, Part 1	The new bathrooms and replacement ramp in Zone A are anticipated to be complete by the end of August. The remaining work is expected to be finished by December, except for exterior work. Mason did not receive the CLG grant for the exterior improvements. Staff will continue to seek funding for this gap and refine the scope as necessary to meet the available budget.		
2018-B15	Fire: Sprinkler System in Truck Bay	Complete		July
2018-B23	Planning: Master Plan/Zoning Update	The public comment period has ended. Staff will present the final plan for adoption in August to the Planning Commission and City Council. Zoning to begin after Master Plan is adopted.		
2018-B23a	Cedar/127 Corridor Sub-area Plan	Staff is finalizing the scope. Bids expected to be released in September.		
2019-B2b	City Hall Renovations: Phase 1 /Carpet	2Q Project		
2019-B8	Police: Car Port (7-Car Unit)	3Q Project		
2020-B4	DPW: Facility Design Build	Preparing bid package, anticipate bidding in Aug/Sept. Meeting with MPS to start negotiating structure in Aug.		
2022-B1	Ordinance Update: Planning, Subdivision, Signs, STR	2Q Project		
2023-B1	City Hall: HVAC Controls Replacement	CC considering award at 7.17.23 meeting		
2023-B2	DPW: Salt Storage	3Q Project		
2023-B3	Police: Taser Replacement	2Q Project		
2023-B4	Planning: Public Participation Plan & Communication Strategy	2Q Project		

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

Project Name	Status
440 S. Jefferson Street BAD Brewing Company, LLC	The Planning Commission will hold a public hearing at their regular meeting on August 15 to consider approval of a Special Use Permit with concurrent Preliminary and Final Site Plan approval for Outdoor Entertainment.