



## City Manager's Report: June 30, 2023

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### IMPORTANT DATES

**Councilmembers** are invited to the Ingham County Fair VIP Dinner on Tuesday, August 1, 2023 at 6:00 p.m. See attached invitation; RSVP is due by July 25, 2023.

### OPERATIONS

**Grant Funds:** The City was awarded three MMRMA RAP Grants for the following projects: In Car Camera-\$3,979.96, Field Training Officer-\$422.50, and Certified Taser Instructor-\$392.93.

**Staffing Updates:** Current Open Positions (5)

**RETIREMENTS:** Sam Bibler, Water Superintendent, will be retiring effective August 1, 2023 after serving the City of Mason for over 16 years. The City will be working with the Michigan Rural Water Association to provide an operator in charge until we fill the position.

**NEW HIRES:** Christian Washington started as a Full-Time Police Officer on Friday, June 30, 2023.

**CLOSED POSITIONS:** School Resource Officer (1) – Position closed internally on Monday, June 26, 2023 and interviews have been conducted.

**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 attract 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.
- Full-Time Police Officer (2) – Position closes on Wednesday, July 12, 2023. An MOU was executed with the Union to allow for a temporary moratorium on the 20-mile radius requirement for the length of the contract to allow for a larger pool of candidates.
- Part-Time Administrative Assistant, Community Development (1) – Position closes on Wednesday, July 12, 2023.

### Expertise Development:

- Matt Johnson and Roger Pfannenschmid successfully completed distribution operator S-3 license certification.

### Traffic Updates:

- Traffic Complaint- Corbin Street: speeding vehicles. Officers have been assigned. Status: Open
- 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
<b>STREETS, BRIDGES, SIGNALS(S)</b>			
2017-S14/ 2017-U27	E Cherry St: S Rogers St to End	Anticipate starting mid-July.	
2017-S16	Maple Street Bridge: Replacement	Permits have been submitted to State and bids have been prepared. Delayed due to required easements.	
2019-S1/ 2023-U1	S Walnut Ct: W Columbia St to W Ash St	Substantially complete. Top coat anticipated next week.	
2023-S1	E Cherry St South Alley: S Jefferson St to S Rogers St	Anticipate starting mid-July.	
<b>UTILITIES: SANITARY SEWER, STORM WATER, AND WATER DISTRIBUTION (U)</b>			
2018-U37	Well No. 10 (Temple St.) Rebuild	Completed	June
2018-U39	Well No. 8 Rebuilds	In Progress	
2019-U3b	WWTP Plant Construction	Contract Award being considered by CC 7.3.23	
2022-U1	WWTP Headworks Huber Screen	3Q Project	
2023-U2	Water Service Line Replacement	In Progress	
2023-U3	Hunting Meadows/ Stag Thicket Valve	Contract Award being considered by CC 7.3.23	
2023-U4	South Well Tower Chlorine Analyzer	3Q Project	
<b>PARKS/ CEMETERY/ FORESTRY/ NONMOTORIZED (P)</b>			
2020-P1	Columbia Bridge: Non-Motorized Connect	Final plans can be found <a href="#">here</a> . Bids anticipated to be released by mid-July. Delayed due to drainage concerns.	
2020-P3	Hayhoe Riverwalk Trail – Eval. & Repair	Preparing bid package. Bids anticipated to be released by mid-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 received is being summarized and will require CC action to adjust plans.	
2020-P9	DDA: Downtown Wayfinding Signage	3Q Project	
2020-P11	Rayner Park- Phase 1 Construction	Preparing bid package. Bids anticipated to be released by mid-July.	
2020-P15	Jefferson Trailhead/ Comm Garden	Final plans (adjusted from public engagement) can be found <a href="#">here</a> . Bids anticipated to be released by mid-July.	
2020-P20	Non- Motorized Program: Southwest Quadrant	Complete	June
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	3Q Project	
2023-P1	Non-Motorized Program: Maple Street and Rogers Street Stairs Repair	Complete	June
2023-P2	DDA: Sidewalk Repair	Complete	June
2023-P3	DDA: Tree Replacement	Preparing Bid	

<b>MOTOR VEHICLE POOL (MVP)</b>				
<b>2017-MVP18</b>	Vehicle No. 24	Dump/Plow Truck	Ordered, receipt anticipated in 2024	
<b>2018-MVP3</b>	Vehicle No. 84	Police Patrol	Suppliers have not released vehicles for this yr.	
<b>2019-MVP6</b>	Vehicle No. 802	Fire Expedition	1Q	
<b>2022-MVP5</b>	Equip. No. 37	Public Works Gator	1Q	
<b>2023-MVP1</b>	Vehicle No. 88	New Police Patrol	Suppliers have not released vehicles for this yr.	
<b>BUILDING, PROPERTY, EQUIPMENT (B)</b>				
<b>2017-B5b</b>	Building: Library Phase 1, Part 1		Executed contract for only grant portion/entrances and bathrooms of project. Anticipating finalizing contract for remainder in July.	
<b>2018-B15</b>	Fire: Sprinkler System in Truck Bay		In progress	
<b>2018-B23</b>	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.	
<b>2018-B23a</b>	Cedar/127 Corridor Sub-area Plan			
<b>2019-B2b</b>	City Hall Renovations: Phase 1 /Carpet			
<b>2019-B8</b>	Police: Car Port (7-Car Unit)			
<b>2020-B4</b>	DPW: Facility Design Build		Preparing bid package, anticipate bidding in Aug/Sept. Meeting with MPS to start negotiating structure in Aug.	
<b>2022-B1</b>	Ordinance Update: Planning, Subdivision, Signs, STR			
<b>2023-B1</b>	City Hall: HVAC Controls Replacement			
<b>2023-B2</b>	DPW: Salt Storage			
<b>2023-B3</b>	Police: Taser Replacement			
<b>2023-B4</b>	Planning: Public Participation Plan & Communication Strategy			



2023 INGHAM COUNTY FAIR

# VIP Dinner

Shirley Clark Pavilion  
Tuesday, August 1 at 6 PM  
Ingham County Fairgrounds

RSVP TO SARAH AT 517-676-2429 OR  
SRICKETTS@INGHAM.ORG  
BY JULY 25



700 E. Ash Street  
Mason