



City Manager's Report: August 18, 2023

OPERATIONS

- **Ambulance Contract:** Third quarterly meeting was held on August 8, 2023, and key highlights were:
 - Alaiedon Township joined the joint contract on July 1, 2023.
 - Area averaged around 200 calls per month over the quarter.
 - MMR has implemented significant wage increases and is hosting an EMT academy in Mason to help with staffing levels. They received over 100 applications and 20 will be selected.
 - Plan to update and extend agreement for two years prior to November. No anticipated changes to the fee structure.
 - Mutual aid in last quarter:
 - 28 times MMR requested other departments.
 - 37 times MMR have given mutual aid.
- **City Executive Regional Meeting:** Held on August 17, 2023, topics discussed included staffing/recruitment challenges, benefits to retain staff including reduced hours, State departments response delays, seasonal worker challenges/solutions, etc.
- **Administrative Extended Use Approval:** September 8, 2023, 9:00 p.m. to September 9, 2023, 12:00 a.m., Michigan State University Paranormal Society – Maple Grove Cemetery.
- The City has no law enforcement issues or general complaints related to the Ingham County Fair.
- **Staffing Updates:** Current Open Positions (3)
NEW HIRES:
 - Pamela Derby has been hired as a Part-Time Administrative Assistant position in Community Development and will be starting Thursday, August 24, 2023.
 - Joanna Parens has been hired as a Supplemental Custodian effective August 8, 2023.
 CLOSED POSITIONS:
 - Full-Time Police Officer (1) – Offer has been made, accepted, in the pre-employment screening process.
 OPEN POSITIONS:
 - Full-Time Police Officer (1) – Position closes on September 5, 2023.
 - Seasonal Part-time Crossing Guard (1) - Open until filled.

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	In process, anticipate completion early October	
2017-S16	Maple Street Bridge: Replacement	Accepting bids until 10:00 am on Aug. 30, 2023 Link to bid documents	
2023-S1	E Cherry St South Alley: S Jefferson St to S Rogers St	In process.	
UTILITIES: SANITARY SEWER, STORM WATER, AND WATER DISTRIBUTION (U)			
2019-U3b	WWTP Plant Construction	Bonding documents have been finalized. Pre-construction meeting is being scheduled.	
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 Water Tower Chlorine Analyzer	On order.	

PARKS/ CEMETERY/ FORESTRY/ NONMOTORIZED (P)			
2020-P1	Columbia Bridge: Non-Motorized Connect		Reviewing Bids
2020-P3	Hayhoe Riverwalk Trail – Eval. & Repair		Reviewing Bids
2020-P4	Hayhoe Riverwalk Trail: Trail Wayfinding Signage		3Q Project
2020- P6/ 8/12/13/14	Plan/ Design-Rayner, Lee Austin, Bond, Hayes Parks		Updating plans per Council direction.
2020-P9	DDA: Downtown Wayfinding Signage		3Q Project
2020-P11	Rayner Park- Phase 1 Construction		Site plan received; bids being prepared for release in August.
2020-P15	Jefferson Trailhead/ Comm Garden		Reviewing Bids
2020-P21	Hayes Park: Capital Improvements		3Q Project
2022-P1	Maple Grove Cemetery: Columbarium		Waiting for delivery.
2022-P2	Maple Grove Cemetery: Trash Receptacles/ Section Signs		2Q Project
2023-P3	DDA: Tree Replacement		Reviewing Bids
MOTOR VEHICLE POOL (MVP)			
2017-MVP18	Vehicle No. 24	Dump/Plow Truck	Ordered, receipt anticipated in 2024
2018-MVP3	Vehicle No. 84	Police Patrol	Anticipate being able to order by November
2019-MVP6	Vehicle No. 802	Fire Expedition	Ordered
2022-MVP5	Equip. No. 37	Public Works Gator	Ordered
2023-MVP1	Vehicle No. 88	New Police Patrol	Anticipate being able to order by November
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.
2018-B23	Planning: Master Plan/Zoning Update		The Planning Commission will hold a Public Hearing in accordance with Sec. 43 of the Michigan Planning Enabling Act at their regular meeting on Tuesday, September 12 after which they will make a recommendation to City Council regarding adoption of the plan. Zoning to begin after Master Plan is adopted. Plan can be found here and any comments by individuals should be provided to Planning Commission.
2018-B23a	Cedar/127 Corridor Sub-area Plan		Staff is finalizing the scope. Bids expected to be released by October.
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, staff anticipates bidding in September.
2022-B1	Ordinance Update: Planning, Subdivision, Signs, STR		3Q Project
2023-B1	City Hall: HVAC Controls Replacement		In Progress
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 APPROVED	The Planning Commission held a public hearing at their regular meeting on August 15, 2023, at 6:30 p.m. for approval of a Special Use Permit, Preliminary and Final Site Plan to allow Outdoor Entertainment for one year. At the end of the year, the Planning Commission will review pertinent data to determine if and for how long an extension of the SUP will be granted.