



City Manager's Report: August 4, 2023

OPERATIONS

- **Cemetery Columbarium Rates:** The Cemetery Board met on June 22, 2023, to set the rates for purchasing a niche and opening a niche in the newly purchased three columbaria. The guidelines, fees, and map have been updated and can be found [here](#).
 - Cost of one (1) niche was determined by taking the total of the cost of the three Columbarium, Foundation, and Engineering costs for mapping Section V and dividing it by 144 niches (total number of niches in the three-columbarium purchased). Then a \$100.00 perpetual care fee was added taking the cost to \$700.00.
 - The cost for engraving the fronts of the niches is set by INCH Memorials, the vendor for the Columbarium, and will be passed on directly to the purchaser. The Cemetery Board approved the engraved font to be Times New Roman. Engraving orders will be provided to INCH Memorial quarterly to be completed.
- On July 21, 2023, Officer Christian Washington was officially sworn into duty with a ceremony that his family and staff attended.
- July 25-27, 2023, the City Manager attended the Michigan Municipal Executives (MME) summer conference that provided critical information on various topics including, but not limited to: Legislative updates, Treasury updates on Revenue Sharing/ Pension funding/ Budget, the Secretary of State update on Proposal 2 impacts, Leadership and Hiring Challenges in Current Market, Ethical Standards for City Managers, and Generational Workforce Changes.
- **Wastewater Treatment Plan Project:**
 - On July 28, 2023, staff met again with Michigan's Department of Environment, Great Lakes, and Energy (EGLE) regarding the Administrative Consent Order (ACO) amendment requested last year. While EGLE's staff capacity is making it not feasible to have a draft amendment by the time of loan closing, EGLE has assured us that only compliance requirements related to obtain compliance with the Remedial Design Standard (RDS), National Pollutant Discharge Elimination System (NPDES) Permit, and the law will be included in the amended requirements. We are working with EGLE and our legislative representatives to expedite this process but anticipate it may take months.
 - On August 1, 2023, staff and our bonding consultants met with representatives from EGLE, Treasury, and Attorney General's office to finalize the debt information for the project.
 - EGLE confirmed a loan in the amount of \$30,985,000; for 30 years; at an interest rate of 2.125%.
 - The Treasury and the Attorney General offices confirmed our legal ability to issue the bond under state law and without a referendum.
 - Payments were outlined as follows:
 - April 1, 2024: First interest payment
 - April 1, 2026: First principal payment
 - April 1, 2055: Final maturity payment
 - Estimated on August 9, 2023: The purchase agreement is to be executed.
 - Estimated on August 14, 2023: The closing documents are to be executed.

Trainings:

- All Mason Police Officers participated in their annual Firearms Training July 26 - July 28, 2023.

Staffing Updates: Current Open Positions (4)

CLOSED POSITIONS:

- Full-Time Police Officer (1) – Offer has been made, accepted, in the pre-employment screening process.
- Part-Time Administrative Assistant, Community Development (1) – Offer has been made, accepted, in the pre-employment screening process.

OPEN POSITIONS:

- Full-Time Police Officer (1) – Position will be reposted soon.
- Seasonal Part-time Crossing Guard (1) - Open until filled.

Traffic Updates:

- Traffic Complaint- Mason Street, speeding vehicles. Officers have completed their assignments. Status: Closed

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.	
2017-S16	Maple Street Bridge: Replacement		Easement in process, bid once finalized.	
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		See note above.	
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 City Council approval 8.7.23.	
PARKS/ CEMETERY/ FORESTRY/ NONMOTORIZED (P)				
2020-P1	Columbia Bridge: Non-Motorized Connect		Accepting bids until 11:30 am on Aug. 16, 2023. Link to bid documents	
2020-P3	Hayhoe Riverwalk Trail – Eval. & Repair		Accepting bids until 10:30 am on Aug. 16, 2023. Link to bid documents	
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		Site plan received; bids being prepared for release in August.	
2020-P15	Jefferson Trailhead/ Comm Garden		Accepting bids until 10 am on August 16, 2023. Link to bid documents	
2020-P21	Hayes Park: Capital Improvements		3Q Project	
2022-P1	Maple Grove Cemetery: Columbarium		Foundations are poured, waiting for delivery. See notes above regarding updated fees.	
2022-P2	Maple Grove Cemetery: Trash Receptacles/ Section Signs		2Q Project	
2023-P3	DDA: Tree Replacement		Accepting bids until 11 am on August 16, 2023. Link to bid documents	
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	Seeking City Council approval 8.7.23.	
2022-MVP5	Equip. No. 37	Public Works Gator	Seeking City Council approval 8.7.23.	

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		Staff will present the final plan to the Planning Commission in August for recommendation to 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 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, anticipate bidding in Sept.	
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	