



City Manager's Report: September 1, 2023

IMPORTANT DATES

- September 11, 2023: **Mason Cares**, (attached flyer) from 1 pm -7 pm at James M. Pelton Memorial Fire Station
- September 11, 2023: **9/11 Memorial Ceremony**, 7 pm at James M. Pelton Memorial Fire Station
- October 7, 2023: **City of Mason Open House**, 10 am - 2 pm at City Hall Parking Lot and James M. Pelton Memorial Fire Station

OPERATIONS

- **Storm Recovery**
 - **Clean-up:** The City experienced significant damage during the storm and the City Council should be proud of the response. The City Manager will provide an after-action report to Council as soon as feasible outlining the approach, lessons learned, and improvements we will be making in the future.
 - **Emergency Expenditures:** The City Manager did authorize some emergency expenditures that are still being incurred related to the storm. The City Manager will be providing a summary of those at the September 18, 2023 City Council meeting for City Council concurrence. We also documented and will provide all the costs for consideration of funding from FEMA, through Ingham County, due to the Emergency Declaration.
 - **Property Damage Claims:** The City has received approximately eight property damage claims primarily related to City trees that fell during the storm. Municipalities (including the City) are generally not liable for storm-related damage. However, we are encouraging anyone that believes they have a claim to submit it due to time requirements. We are referring all submitted claims to our insurance provider to ensure they are thoroughly reviewed. In the future, Staff plans to create an informational packet related to insurance claims, for residents, to ensure expectations are clear prior to a claim. An example of a community risk page we plan to model can be found here: [Grand Rapids Risk Management](#).
- **Trainings:**
 - Officer Demo assisted with ALICE Instruction for Mason Public Schools Staff on August 22, 2023.
 - Sergeant Jeremiah Budd attended Capital Region Integrated Critical Skills on August 23, 2023.
- **Staffing Updates:** Current Open Positions (2)
NEW HIRES:
 - Ryan Collier started as a full-time Police Officer August 28, 2023.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 | Reviewing Bids, significantly higher than expected. Reevaluating the project. | |
| 2023-S1 | E Cherry St South Alley: S Jefferson St to S Rogers St | In process, anticipate completion early October | |
| UTILITIES: SANITARY SEWER, STORM WATER, AND WATER DISTRIBUTION (U) | | | |
| 2019-U3b | WWTP Plant Construction | Loan was closed August 30 and pre-construction meeting held on August 31. State staff came to Mason to go through payment processing, as this project is extremely complicated with revenue stack. Building permits will be issued by the State. Zoning will be handled by Mason and is anticipated to go to Planning Commission asap. Contractor trailers will be on site shortly with demolition anticipated to start in October. Substantial completion anticipated in November 2025. | |
| 2022-U1 | WWTP Headworks Huber Screen | 3Q Project | |
| 2023-U2 | Water Service Line Replacement | In Progress | |
| 2023-U3 | Hunting Meadows/ Stag Thicket Valve | Impacted residents were notified this week that work is planned to begin on September 6 th (notice attached) | |
| 2023-U4 | South Water Tower Chlorine Analyzer | On order, anticipate 4–6-month lead time. | |
| PARKS/ CEMETERY/ FORESTRY/ NONMOTORIZED (P) | | | |
| 2020-P1 | Columbia Bridge: Non-Motorized Connect | Council considering action at 9.5.23 meeting. | |
| 2020-P3 | Hayhoe Riverwalk Trail – Eval. & Repair | Council considering action at 9.5.23 meeting. | |
| 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 and play equipment options are available for review - here . Any comments from the Council need to be sent to the City Manager by September 11 th to be taken into consideration. | |
| 2020-P15 | Jefferson Trailhead/ Comm Garden | Council considering action at 9.5.23 meeting. | |
| 2020-P21 | Hayes Park: Capital Improvements | 3Q Project, will be requesting action by Council on prioritization. | |
| 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 near completion. The remaining work is expected to be finished by December, except for exterior work. Staff applied for Consumers Energy Grant for remaining gap but was not selected. CADL is applying for grant to fill gap, as well. | |
| 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. The recommendation will be forwarded to City Council for their September 18 meeting. 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 |
|--|---|
| Meijer 550 Hull Rd PENDING | The Planning Commission will hold a public hearing at their regular meeting on September 12, 2023, at 6:30 p.m. for approval of a Special Use Permit, Preliminary and Final Site Plan for the 544 sq. ft. expansion of the Gas Station and Convenience Store. |
| CorrChoice (Michigan Packaging) 700 Eden Rd PENDING | The Planning Commission will consider a request for concurrent approval of a Preliminary and Final Site Plan for the 4,500 sq. ft. expansion of manufacturing facility to include a rail cover. |



Mason Cares

Dart Bank is proud to organize the annual “Mason Cares” on Monday, September 11th, 2023 to honor the memory of the individuals who lost their lives during the terrorist attacks on America. It is also an event to honor our local police and fire departments and rescue personnel for the daily service they provide to our community.

We have had numerous volunteers and countless numbers of items donated to make the event a wonderful success over the years. We are sure it will be just as successful this year.

The event will again be held at the James M. Pelton Memorial Fire Station at 221 W. Ash St., Mason from 1:00 p.m. - 7:00 p.m. **The Memorial service will be starting at 7:00p.m.** This event involves teams of volunteers working together to show gratitude and help support our firefighters, police officers and rescue personnel. Some of the projects we will be working on are listed below.

1. Sweeping, washing and waxing fire trucks and police cars
2. Washing windows at the fire station
3. Sweeping and mopping floors at the fire station
4. Dusting and polishing woodwork at the fire station
5. Cleaning landscape at the fire station

No team is too big or too small!! We can use all of the volunteers we can get to accomplish all these tasks. It takes quite a few people to wax a fire truck!

If your company or organization is not able to provide a team of volunteers but would like to help in some other way, there are many other opportunities. We are looking for donations such as:

- Food and beverage for volunteers, firefighters, police officers and rescue personnel
- Bottled Water
- For other items that would contribute to making this event a success, see the enclosed list or please call the number on the enclosed form.

We hope to have a couple of other special things planned to honor our firefighters, police officers and rescue personnel.

If you are interested in organizing a team of volunteers and/or donating items to the event, please complete the attached “Mason Cares Team Information” and/or “Mason Cares Donation Information” sheet. **Please respond by September 8th** **so that we can organize our volunteers and donations.** Thank you for your support!

Mason Cares Team Information

Contact Person: _____

Phone #: _____ Fax #: _____ E-mail: _____

Company or Organization Name: _____

Address: _____

How many volunteers do you expect to have? _____

Time available to work and number of hours available: _____

Please return this form **as soon as possible** to the attention of Colleen Briggs at Dart Bank. Her fax number is (517) 676-1317 or mail to:

Dart Bank
Attn: Colleen Briggs
P.O. Box 40
Mason, MI 48854-0040

If you have questions, please call Colleen Briggs at (517) 244-4421 or e-mail her at cbriggs@dartbank.com Thank you!



Mason Cares Donation Information

Contact Person: _____

Phone #: _____ Fax #: _____ E-mail: _____

Company or Organization Name: _____

Address: _____

What would you like to donate? _____

Please return this form **as soon as possible** to the attention of Colleen Briggs at Dart Bank. Her fax number is (517) 676-1317 or mail to:

Dart Bank
Attn: Colleen Briggs
P.O. Box 40
Mason, MI 48854-0040

If you have questions, please call Colleen Briggs at (517) 244-4421 or e-mail her at cbriggs@dartbank.com Thank you!

There will be a memorial ceremony at the James M. Pelton Memorial Station, 221 East Ash Street, Mason at 7pm on September 11th. For details on this service please contact Mason Fire Department at 244-9025. Thank you.

Mason Fire Department Ideas for Items to Donate

- Bottled Water
- Gatorade Drinks in the individual size bottles
- Energizer batteries preferred AA, C and D
- Truck wash soap
- Wax for vehicles
- Rolls of Paper Towels
- Box of Rags
- Clorox wipes
- Purell hand wipes
- Trash Bags 33 gallon
- Bleach
- Windex
- Armor all spray or refills-interior type stuff
- Simple Green-gallon size
- Small packages of snack crackers or granola bars
- Cookies to be eaten at the event or frozen to be used later at a fire scene
- Degreaser/cleaner-gallon size
- Rolls of Caution tape
- Coffee
- Duct tape
- Inexpensive Tarps
- Laundry Soap- Cheap is okay
- Lemon Disinfectant (Pin-Sol)
- Dart Products (Plates, Cups, Silverware)
- Used medium/large bath towels to wash and wax vehicles