



City Manager's Report: September 15, 2023

IMPORTANT DATES

- 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:** City clean up continues. City staff has already dedicated over 1,300 hours specific to storm recovery impacting our ability to complete regular tasks and projects. Staff still have weeks to go to complete a full clean-up. Next steps in order of priority:
 - Debris Clean-up at Properties: All debris should be in the ROW between the curb and sidewalk at this time. Zones 1 and 3 are complete. The remaining zones should be complete within the next week.
 - Private property damage assessments: Evaluations, in partnership with Ingham County, will be completed next week regarding private property damage.
 - Removal of loose limbs/ trees that are in the City ROW. We have already identified over 40 trees that need to be removed and this will be a long process. Encourage residents to submit a Citizen Request if they are aware of a loose limb that needs to be addressed or tree that needs to be evaluated. We are prioritizing removal based on evaluations and risk to the public.
 - Clean-up of Riverwalk Trail, Parks, and Cemetery. We know there is still a significant amount of work in these areas and will focus on these areas as staff time allows.
- **Mason Public School/ City Safety Meeting:** Staff have started formal monthly safety meetings with school personnel that include the City Manager, Police Chief, School Resource Officer, and any other appropriate City staff. The goal of these meetings is to establish protocols, best practices, identify/ implement improvements, and potential areas of partnership to improve safety. The first meeting was very productive and many action items were identified.
- **Trainings:**
 - On September 12 & 13, Officers Putman and Washington attended Active Violence Incident training.
- **Staffing Updates:** Current Open Positions (2)
OPEN POSITIONS:
 - Full-Time Police Officer (1) – Position closed on September 5, 2023. Conducting interviews, the week of September 18.
 - 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		Recommending to CC rejection of bids and rebid in winter.	
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		Site plan has been submitted for consideration. Contractor tailers will be on site shortly with demolition anticipated to start in mid-October.	
2022-U1	WWTP Headworks Huber Screen		3Q Project	
2023-U2	Water Service Line Replacement		In Progress.	
2023-U3	Hunting Meadows/ Stag Thicket Valve		In Progress, underground work complete, will be paved at same time as E. Cherry.	
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		Notice of Award completed, planned to be completed this calendar year. Grant amendment request has been submitted to Ingham County.	
2020-P3	Hayhoe Riverwalk Trail – Eval. & Repair		Notice of Award completed, planned to be completed this calendar year.	
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 . No comments from the Council were received. Bid documents are being prepared.	
2020-P15	Jefferson Trailhead/ Comm Garden		PC approved site design on Sept 12th. Notice of Award completed, planned to be completed this calendar year. Grant amendment request has been submitted to Ingham County.	
2020-P21	Hayes Park: Capital Improvements		3Q Project, will be requesting action by Council on prioritization.	
2022-P1	Maple Grove Cemetery: Columbarium		Anticipate delivery in October.	
2022-P2	Maple Grove Cemetery: Trash Receptacles/ Section Signs		2Q Project, in coordination with cemetery board, selecting signs for trash receptacles.	
2023-P3	DDA: Tree Replacement		DDA will consider bids within next two weeks. Bids are for full tree replacements in downtown.	
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	Work and grant for Zone A (new bathrooms and replacement ramp) is being closed out. The remaining interior work expected to be finished by Dec. Exterior work has a funding gap of over \$100,000. CADL is applying for a grant to fill the gap and working on local fundraising campaign.		
2018-B23	Planning: Master Plan/Zoning Update	The Planning Commission held 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 approved 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.		
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	3Q Project		
2019-B8	Police: Car Port (7-Car Unit)	3Q Project		
2020-B4	DPW: Facility Design Build	Preparing bid package, staff anticipates bidding in Oct/ Nov.		
2022-B1	Ordinance Update: Planning, Subdivision, Signs, STR	3Q Project		
2023-B1	City Hall: HVAC Controls Replacement	In Progress		
2023-B2	DPW: Salt Storage	Staff has identified temporary solution that will not require City Council approval- Complete		September
2023-B3	Police: Taser Replacement	City Council considering 9.18.23.		
2023-B4	Planning: Public Participation Plan & Communication Strategy	3Q Project		

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

Project Name	Status
Meijer 550 Hull Rd APPROVED	The Planning Commission held a public hearing at their regular meeting on September 12, 2023, at 6:30 p.m. and approved 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 APPROVED	The Planning Commission approved of a Preliminary and Final Site Plan for the 4,500 sq. ft. expansion of manufacturing facility to include a rail cover.

Open House

SATURDAY, OCTOBER 7, 2023
10:00 AM — 2:00 PM

221 W. ASH ST.
MASON, MI 48854

Highlights include:

- ◇ Fire Trucks
- ◇ Police Cars
- ◇ Public Works Equipment
- ◇ Activities for Kids
- ◇ Learn about City Departments
- ◇ Resident Resources
- ◇ Giveaways
- ◇ Food



Start the fun at the Fire Station!

Residents are invited to a fun and informative event!

Meet City Staff and learn about City Services!