



## City Manager's Report: January 12, 2024

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### IMPORTANT DATES

- Thursday, January 18, 2024, absentee ballots for the February 27, 2024, Presidential Primary will be mailed.
- Monday, February 5, 2024, 6:30 PM – Joint City of Mason & Mason Public Schools Recognition Ceremony, Sycamore Room, City Hall
- Monday, February 12, 2024, 6:00 PM – Joint City Council & Planning Commission CIP Workshop, Sycamore Room, City Hall
- Saturday, February 17-25, 2024, various times- Early voting available for Presidential Primary.
- Tuesday, February 27, 2024, Election Day for the Presidential Primary.
- Monday, April 8, 2024, 6:30 PM- City Council Budget, Maple Room, City Hall
- Tuesday, April 23, 2024, 4:00 PM- Deadline to file City Council filing packets for 2024 election. They are available now for pick up from the City Clerk.

### OPERATIONS

#### General:

- Staff met with the Ingham County Drain Commission to get updated on the projects planned for Franklin Farms and Rayner Park. Franklin Farms is ready to bid and expected to take place this summer. The City will be notified throughout the process regarding the assessment. While there is not a timeline for Rayner Park, they hope to start in Fall of 2024.
- Staff met with Ingham County GIS staff to determine if there may be a partnership opportunity in preparation of next year's GIS project. Currently, they are able to be a resource for the RFP process but do not have the capacity to assist on a contract basis.
- Manager Stuart represented the City in a promotional video for MDOT regarding their projects in 2023 featuring the Columbia Street Bridge and 127 project. It has been released; the link to view is: <https://youtu.be/VtBbkdKICbc>

#### Community Outreach:

- The Mason Police Department donated \$540 to the Mason Food Bank for No Shave November and December.

#### Personnel:

##### • Staffing Updates

##### RESIGNATIONS

- Cindy Wilson, part-time Administrative Assistant, resigning effective January 17, 2024.

##### OPEN POSITIONS - 5

- Election Assistant (1): Position has been offered and pre-employment screenings are being conducted.
- Laborer (1) – Posted externally and closed January 26, 2024.
- Utility Operator (1) – Closed externally January 9, 2024, and interviews will be scheduled soon.
- Administrative Assistant – DPW – Part-Time (1) – Posting under review.
- 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
<b>STREETS, BRIDGES, SIGNALS(S)</b>			
2017-S16	Maple Street Bridge: Replacement	3Q project (re-bidding), considering moving back to coordinate with Maple Street work under the recommendation of DDA.	
<b>UTILITIES: SANITARY SEWER, STORM WATER, AND WATER DISTRIBUTION (U)</b>			
2019-U3b	WWTP Plant Construction	Pay Application 1 for \$2,108,440.80 has been submitted.	
2022-U1	WWTP Headworks Huber Screen	3Q Project for Feb bid.	
2023-U4	South Water Tower Chlorine Analyzer	Complete	December
2023-U40	WWTP: Curtis Street Lift Station Replacement	Curtis Street Lift station is having new failures that will require two pumps to be replaced. These were part of the original proposal that the County agreed to pay.	
<b>PARKS/ CEMETERY/ FORESTRY/ NONMOTORIZED (P)</b>			
2020-P4	Hayhoe Riverwalk Trail: Trail Wayfinding	4Q Project may delay further due to available grant funding.	
2020- P6/ 8/12/13/14	Plan/ Design-Rayner, Lee Austin, Bond, Hayes Parks	Council to consider adoption at their January 15, 2024 meeting.	
2020-P9	DDA: Downtown Wayfinding Signage	DDA established a sub-committee that is meeting to prepare RFP.	
2020-P11	Rayner Park- Phase 1 Construction	Site plan and play equipment options are available for review - <a href="#">here</a> . Documents are being prepared for winter bidding to be submitted for DNR approval. Staff is working on board removal process for community.	
2020-P15	Jefferson Trailhead/ Comm Garden	Under construction, due to supply chain issues, project is requiring an extension to March.	
2020-P21	Hayes Park: Capital Improvements	3Q Project, will request Council prioritization at their January 15, 2024 meeting	
2022-P2	Maple Grove Cemetery: Trash Receptacles/ Section Signs	3Q Project, in coordination with cemetery board, selecting signs for trash receptacles.	
2023-P3	DDA: Tree Replacement	Awarded, Spring installation.	
<b>MOTOR VEHICLE POOL (MVP)</b>			
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 in Feb.
2019-MVP6	Vehicle No. 802	Fire Expedition	Ordered
2023-MVP1	Vehicle No. 88	New Police Patrol	Anticipate being able to order by Feb.

<b>BUILDING, PROPERTY, EQUIPMENT (B)</b>			
<b>2017-B5b</b>	Building: Library Phase 1, Part 1	Interior work expected to be finished by March. Updated estimates were received, and exterior work has a funding gap that is currently over \$220,000. CADL/City are continuing to apply for a grant to fill the gap and CADL is launching a local fundraising campaign. Meeting with MEDC for potential crowd funding grant opportunity. Council is considering authorizing grant application at January 15, 2024 meeting.	
<b>2018-B23</b>	Planning: Master Plan/Zoning Update	Zoning updates are in progress, Zoning Ordinance Review Committee mtg is meeting monthly, but hasn't scheduled their Jan meeting.	
<b>2018-B23a</b>	Cedar/127 Corridor Sub-area Plan	Bids expected to be released by February	
<b>2019-B2b</b>	City Hall Renovations: Phase 1 /Carpet	3Q Project	
<b>2019-B8</b>	Police: Car Port (7-Car Unit)	3Q Project	
<b>2020-B4</b>	DPW: Facility Design Build	Staff is meeting in Jan with bond experts and MPS to discuss recommended structure and agreements	
<b>2022-B1</b>	Ordinance Update: Planning, Subdivision, Signs, STR	3Q Project	
<b>2023-B1</b>	City Hall: HVAC Controls Replacement	In progress	
<b>2023-B4</b>	Planning: Public Participation Plan & Communication Strategy	3Q Project	

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

None.