



## City Manager's Report: February 16, 2024

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### IMPORTANT DATES

- President's Day: City Hall is closed for general business (except for early voting), but staff will be using this a focused workday.
- **Monday, February 26, 2024, 6:00 PM – Joint City Council & Planning Commission CIP Workshop, Fire Station Basement**
- Saturday, February 17-25, 2024, 8:00 a.m. – 4:00 p.m., except on Wednesday, February 21, 2024, the hours are 11:00 a.m. – 7:00 p.m. - 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 Meeting, 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:

- Storm:
  - On February 8, 2024, FEMA advised a Presidential Declaration for **Individual Assistance (private property / small businesses)** from the storms in August 2023 was GRANTED. Customer Service has reached out to City residents that made an insurance claim and encouraged them to apply. Public Works Director Crawford gave FEMA a tour of the City shortly after the storm when they were evaluating the private property impacts of the storm. I'm confident that the extensive time spent in Mason assisted in their determination.
  - On February 12, 2024, FEMA advised that the Presidential Declaration for **Public Assistance (Government)** from the same storms was DENIED. The state is evaluating an appeal. Unless a successful appeal is achieved, reimbursement of storm related overtime and debris removal expenses may be evaluated under the state level Section 19 Disaster and Emergency Contingency Fund. The Section 19 Fund has different requirements and limits than the federal program. The City Manager and Finance Director will be attending the applicant briefings for the Section 19 application process on March 19, 2024, to determine what the City may be eligible for.
- The City will be issuing a new Wastewater Discharge Ordinance Violation Notice to the County related to an issue at the Justice Complex that occurred on February 13, 2024.
- Unsecured Weapon Incident Follow-Up:
  - Corrective Action Report from former Chief Wigglesworth (attached) that was presented to the Police Department on January 22, 2024.
  - The City provided Mason Public Schools a proposed Letter of Agreement (reviewed by City Attorney Hitch) regarding school access on February 13, 2024, anticipating approval by next week.

#### Personnel:

##### Staffing Updates

###### NEW HIRES

- Dylan Terry, Full-Time Utilities Operator started February 19, 2024.

###### OPEN POSITIONS - 6

- Laborer (2) – Posting closed January 26, and 2<sup>nd</sup> round interviews to be completed by February 19, 2024.
- Police Chief (1) – Posted externally and closes March 13, 2024.
- Police Officer (1) – Posted externally and closes March 13, 2024.
- Administrative Assistant – DPW – Part-Time (1) – Posting under review.
- Utility Operator (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   |
| <b>STREETS, BRIDGES, SIGNALS(S)</b>                                       |  |                   |  |
| 2017-S16  | Maple Street Bridge: Replacement                             |                   | 3Q project (re-bidding)  |
| <b>UTILITIES: SANITARY SEWER, STORM WATER, AND WATER DISTRIBUTION (U)</b> |  |                   |  |
| 2019-U3b  | WWTP Plant Construction                                      |                   | Change Order 2 authorized by City Manager, updated log attached  |
| 2022-U1   | WWTP Headworks Huber Screen                                  |                   | City Council consideration in March, direct purchase of materials.   |
| 2023-U40  | WWTP: Curtis Street Lift Station Replacement                 |                   | New pumps are scheduled for the station. Gravity line bid; anticipated to be released in March.  |
| <b>PARKS/ CEMETERY/ FORESTRY/ NONMOTORIZED (P)</b>                        |  |                   |  |
| 2020-P4   | Hayhoe Riverwalk Trail: Wayfinding                           |                   | Recommend delaying to next year due to grant funding options.  |
| 2020-P9   | DDA: Downtown Wayfinding Signage                             |                   | DDA established a sub-committee that is meeting to prepare RFP.  |
| 2020-P11  | Rayner Park- Phase 1 Construction                            |                   | Updated bid documents ( <a href="#">CIP link</a> ) are being reviewed by DNR.  |
| 2020-P15  | Jefferson Trailhead/ Comm Garden                             |                   | Under construction, project extension due to supply chain.   |
| 2020-P21  | Hayes Park: Capital Improvements                             |                   | Draft bid package prepared ( <a href="#">CIP link</a> ) anticipate bidding March.  |
| 2022-P2   | Maple Grove Cemetery: Trash Receptacles/ Section Signs       |                   | Awarded, Spring installation.  |
| 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     | For Council consideration on 2/19/24 Mtg   |
| 2019-MVP6   | Vehicle No. 802  | Fire Expedition   | Complete, February   |
| 2023-MVP1   | Vehicle No. 88   | New Police Patrol | For Council consideration on 2/19/24 Mtg   |
| <b>BUILDING, PROPERTY, EQUIPMENT (B)</b>                                  |  |                   |  |
| 2017-B5b  | Building: Library Phase 1, Part 1                            |                   | Interior work in progress. CADL/City are continuing to apply for a grant to fill the gap and CADL is launching a local fundraising campaign. |
| 2018-B23  | Planning: Master Plan/Zoning Update                          |                   | In progress, Zoning Ordinance Review Comm. next meeting is scheduled for 3/18/24 at 5:30 pm.   |
| 2018-B23a   | Cedar/127 Corridor Sub-area Plan                             |                   | Bids expected to be released by March  |
| 2019-B2b  | City Hall Renovations: Phase 1 /Carpet                       |                   | 4Q Project   |
| 2019-B8   | Police: Car Port (7-Car Unit)                                |                   | 4Q Project   |
| 2020-B4   | DPW: Facility Design Build                                   |                   | School unable to move forward with joint project. Preparing design bid documents for stand-alone DPW facility for March.                     |
| 2022-B1   | Ordinance Update: Planning, Subdivision, Signs, STR          |                   | Recommend delaying to next year due to staff capacity.   |
| 2023-B1   | City Hall: HVAC Controls Replacement                         |                   | In progress  |
| 2023-B4   | Planning: Public Participation Plan & Communication Strategy |                   | Recommend delaying to next year due to staff capacity.   |

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

None.



## Corrective Action Memo

To: Manager Deb Stuart

From: Mark Wriggelsworth  
Police Chief

Date: 1/22/24

This memo is for you and all MPD staff to outline any potential deficiencies and/or misunderstandings that may lead to further personnel matters. This memo is triggered due to the January 9, 2024 incident where an officer was working out on duty during a school day at the Mason High School weight room and left his firearm unsecured on 2 separate occasions with students present.

- 1) Access to areas using either City issued fobs or shared keys.** Officers must understand that policing in Mason will give you access to many buildings or areas that may not be accessible to the general public. Keys/fobs are furnished for legitimate law enforcement purposes only. They are furnished for ease of access during emergencies as well as to limit damage that may occur when times without keys access could be problematic. Any keys or fobs assigned or shared must be limited to legitimate use. If a building or area is accessed by MPD staff after normal general public hours or entrances, the officer must alert command and note the use on their daily. This notification includes calling the on-call Sergeant or Chief of Police. This also includes use of MPS/ISD knock box keys. The use of knock box keys requires a dispatch notification by the officer as well. This can be over the air or on the MCT, either notification is recorded and will suffice. A Formal policy on department access to facilities should be developed.

- 2) **Expectations when entering a school.** Officers are expected to use the front main entrance to a school for normal entry. Officers are also expected to check in at the office to alert staff of their presence. Any other access outside this should be for emergencies only. These also should be reported to staff once the emergency is over. Officers shall refer to Mason Police Operations Order #2004 where it refers to officer access to schools. This order does not pertain to the Mason Police SRO.
- 3) **Firearm/Weapon Safety.** Handguns should be secured in your duty holster on your person as much as possible. If your gunbelt or firearm come off of your person, you should secure them in a secured locked area not accessible to the public. These rules pertain to knives and tasers as well. The preferred method would be a gun locker. Long guns should be secured inside the trunk locker of patrol cars. Long guns outside the trunk locker must be carried and maintained by the officer until locked again. For more information see the Use of Weapons and Restraints Policy #2402.
- 4) **Gym working out on duty.** Working out on duty is prohibited. This specifically pertains to stationary cardio machines, stationary weight equipment or similar activities. There appears to be no formal policy on this topic. A formal memorandum or policy should be developed outlining what is permitted and what is not. This should include any after hours usage of the fire station workout areas.
- 5) **Conflicts with accepting gifts/special access due to position.** MPD staff must politely decline any special gifts or access that are offered due to their position at the Mason Police Dept. This is specifically outlined in City of Mason Personnel Policy, Rules of Conduct, Section 14.6, Subsection 1.W. Accepting or asking for special benefits or payments from a member of the public or a business, etc., to perform required duties, or to influence the manner in which the duties are performed. Including conflicts related to outside employment. Any questions or issues that arise involving these should be directed to the City Manager.
- 6) **Appropriate review of timesheets/dailies by supervisors (Sgts and Chief)** Officers dailies shall be reviewed in a timely manner. This includes dailies being reviewed for subordinates assigned to supervisors before payroll is submitted. Dailies should only be approved once information is matched up with PAR's and the excel spreadsheet schedule. MPD and Finance should set a goal for officers to enter their own time into timesheets with supervisor approval. Until that time, command is responsible for accurate time reporting.

A formal policy should be developed for accurate time accounting of officer's hours.

- 7) **Adequate supervision and scheduling** Consistency is needed for officer accountability and addressing needs across all shifts. Command should work the city manager to come up with a consistent schedule. Command schedule shift hours should be the same for both sergeants working a fixed and set amount of days each pay period, somewhat like officers. This will create a more consistent approach for officers as well as other city staff to reach command. These hours will include a Saturday shift each pay period.
  
- 8) **K9 program future and rehousing** The K9 program was a novel idea that was instituted prior to my start as Chief. The program appears to have become problematic due to the small pool of officers wanting to handle a K9 partner. There are very few times the K9 team is actually needed for duty within the City of Mason. ICSO also has numerous K9 teams available. The costs, liability and other issues appear to outweigh the benefits going forward. I am prepared to explore options later this week as to viability of Tamarack working with another handler and/or agency. I spoke to trainer Mike Morgan from Mid-Michigan Kennels and he believes Tamarack could be retrained with another handler either from MPD or another agency. If there is no interest from MPD, he suggested we reach out across the state via MACP email forums and look to sell her for a price of \$4000-\$5000 as explosive K9's are sought after right now. In the meantime, she will be kenneled at a familiar kennel used when Wildfong went on vacation recently.

Chief Mark Wriggelsworth

Date: February 13, 2024

|   |                             |                    |
|---|-----------------------------|--------------------|
| <b>Notes:</b>                           |                             |                    |
| Estimated, pending final estimate       | <b>Total Contingency:</b>   | <b>\$2,347,657</b> |
| Change directive sent, pending estimate | <b>Staff Authorized to:</b> | <b>\$1,000,000</b> |

| Reference ID   | Description  | Submitted By | Received By | Date Submitted | Date Authorized/Returned | Response  | CCI Change Number | Confirmed Add/Deduct | Total Contingency After Change | Change Order | Change Order Date | Change Order Authorized Date | Total Change Order |
|----------------|--|--------------|-------------|----------------|--------------------------|---|-------------------|----------------------|--------------------------------|--------------|-------------------|------------------------------|--------------------|
| RFI-004        | Tree removal as required (25 large trees, 17 smaller trees) in order for installation of bentonite slurry wall. Additional trees (invasive cottonwoods) were also removed after determined to be a threat to tank operations due to branches and seeds. Tree buffer will be installed by completion of project in this area (10 were included in project and six will be added in landscaping change order). | CCI          | HRC/City    | 10/19/23       | 10/20/23                 | Proceed with tree removals                      | CI002             | \$ 29,928.37         | \$2,317,728.63                 | C/O: 01      | 12/8/2023         | 12/15/2023                   | \$ 29,928.37       |
| RFI-009        | Demolition of 15x60 tank discovered during demolition of old tricking filters  | CCI          | HRC/City    | 10/26/23       | 10/27/23                 | Proceed with tank demo                          | CI003             | \$ 16,480.74         | \$2,301,247.89                 | C/O: 02      | 2/12/2024         |                              |                    |
| RFI-008, Other | Slurry wall impacts (credit for removal of slurry wall sections and add for soil stabilization)  | CCI          | HRC/City    | 11/8/23        | 11/8/23                  | Proceed with modifications to wall              | CI004             | \$ (75,347.05)       | \$2,376,594.94                 | C/O: 02      | 2/12/2024         |                              |                    |
| RFI-017        | Reinstallation of DPW sump pump  | CCI          | HRC/City    | 1/29/23        | 1/29/23                  | TBD - pending change from CCI, verbal from Phil |                   | \$ 1,092.61          | \$2,375,502.33                 | C/O: 02      | 2/12/2024         |                              | \$ (57,773.70)     |
| WCD-001        | Consumers Power requirements for second natural gas meter  | HRC          | CCI         | 11/8/23        |                          | TBD - pending change from CCI                   |                   | \$ -                 | \$2,375,502.33                 |              |                   |                              |                    |
| WCD-002        | Landscaping for plan review requirements (ornamental fencing, additional landscaping)  | HRC/City     | CCI         | 12/6/23        |                          | TBD - pending change from CCI                   |                   | \$ -                 | \$2,375,502.33                 |              |                   |                              |                    |
|                |  |              |             |                |                          |   |                   | \$ -                 |                                |              |                   |                              |                    |
|                |  |              |             |                |                          |   |                   | \$ -                 |                                |              |                   |                              |                    |
|                |  |              |             |                |                          |   |                   | \$ -                 |                                |              |                   |                              |                    |
|                |  |              |             |                |                          |   |                   | \$ -                 |                                |              |                   |                              |                    |