



City Manager's Report: February 2, 2024

IMPORTANT DATES

- 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, 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, 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:

- Property Assessing Reform P.A. 660 of 2018, provides a statutory framework to ensure proper assessing in order to guarantee the highest quality assessments for taxpayers as well as local units. The first round of audits took place in 2023 and the City received a perfect score on the Assessment Audit Review from the State Tax Commission.
- Early Voting for the Presidential Primary will start Saturday, February 17, 2024 – Sunday, February 25, 2024.
- The City received a donation from the Friends of the Library for the Library Renovation Project in the amount of \$12,100.

Personnel:

- **Staffing Updates**

RESIGNATIONS

- Hayden Wildfong, full-time Police Officer resigned effective January 22, 2024
- Dillon Allen, full-time Laborer resigned effective February 2, 2024
- Mark Wriggelsworth full-time Police Chief resigning effective February 9, 2024

NEW HIRES

- Christine Waltz temporary part-time Election Assistant started January 30, 2024

OPEN POSITIONS - 7

- Laborer (2) – External posting closed 1/26/2024 and applications are under review.
- Utility Operator (1) – First round interviews were conducted, 2nd round interviews to take place 2/5/2024.
- Administrative Assistant – DPW – Part-Time (1) – Posting under review.
- Police Officer (1) – Posting under review.
- Police Chief (1) – Considering potential applicants.
- Seasonal Part-time Crossing Guard (1) - open until filled.

- **Training Updates**

- All officers attended Low Light Firearms Training on January 22, 2024.
- Investigator Chick attended Behavioral Threat Assessment & Management Training on January 25, 2024.
- Sergeant Budd attended Leadership for Police Supervisors January 29 – 31, 2024.

CAPITAL IMPROVEMENT PROGRAM PROJECTS

Removed after one notice of complete.

FY 2023-2024			
Project	Project Name/Description	Status	Completed
STREETS, BRIDGES, SIGNALS(S)			
2017-S16	Maple Street Bridge: Replacement	3Q project (re-bidding), considering moving back to coordinate with Maple Street work under the recommendation of DDA.	
UTILITIES: SANITARY SEWER, STORM WATER, AND WATER DISTRIBUTION (U)			
2019-U3b	WWTP Plant Construction	Pay Application 2 is being reviewed.	
2022-U1	WWTP Headworks Huber Screen	3Q Project for Feb bid.	
2023-U40	WWTP: Curtis Street Lift Station Replacement	Curtis Street Lift station is scheduled for repairs once new pumps arrive. Construction bid for gravity line anticipated to be released in Spring.	
PARKS/ CEMETERY/ FORESTRY/ NONMOTORIZED (P)			
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	January	Complete
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 - here . 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	Bid package being prepared	
2022-P2	Maple Grove Cemetery: Trash Receptacles/ Section Signs	Being considered at February 5, 2024 meeting.	
2023-P3	DDA: Tree Replacement	Awarded, Spring installation.	
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 in Feb.
2019-MVP6	Vehicle No. 802	Fire Expedition	Received with equipping being scheduled.
2023-MVP1	Vehicle No. 88	New Police Patrol	Anticipate being able to order by Feb.

BUILDING, PROPERTY, EQUIPMENT (B)			
2017-B5b	Building: Library Phase 1, Part 1	Interior work expected to be finished by March. 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	Zoning updates are in progress, Zoning Ordinance Review Committee mtg is meeting monthly, but hasn't scheduled their Jan meeting.	
2018-B23a	Cedar/127 Corridor Sub-area Plan	Bids expected to be released by February	
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	Staff met with MPS and financial experts. Requested MPS decide on whether it is feasible for them to financially move forward with the project based on the possible agreement options by March 1. If they agree, a Pre-Construction Agreement will be negotiated for City Council consideration.	
2022-B1	Ordinance Update: Planning, Subdivision, Signs, STR	3Q Project	
2023-B1	City Hall: HVAC Controls Replacement	In progress	
2023-B4	Planning: Public Participation Plan & Communication Strategy	3Q Project	

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

None.