



# City Manager's Report: October 29, 2021

## OPERATIONS

- **Councilmembers:** The joint City Council / Planning Commission Master Plan meeting is scheduled for November 16<sup>th</sup> at 6:30 p.m. in the Sycamore Room at City Hall. An assignment in preparation of that meeting was provided by email, if you have difficulty or need assistance, please let staff know.
- On October 16<sup>th</sup>, staff attended the Sunflower House Youth Garden Club and Learning Center Open House and received the attached Certificate of Appreciation on behalf of the City.
- On October 28<sup>th</sup>, Mason Police presented to the Mason Rotary Club regarding our new K-9 unit.
- November 2<sup>nd</sup>- Special Election Update:
  - Information on the proposal is available at [mason.mi.us/ParkVote](http://mason.mi.us/ParkVote).
  - We currently have issued 1,435 Absentee Ballots and have received 916 ballots back.
  - Ways to vote:
    - Early In-Person Absent Voting – available at City Hall now through November 1. Clerk's office will be open SATURDAY, October 30<sup>th</sup>, 8:00am – 4:00pm and Monday, November 1, 8:30am – 4:00pm. More information is available at [mason.mi.us/Election](http://mason.mi.us/Election).
    - In-Person Voting – available Tuesday, November 2<sup>nd</sup>. Polls are open 7:00am – 8:00pm. More information is available at [mason.mi.us/Election](http://mason.mi.us/Election).

## Staffing Updates:

- Staff capacity and burnout is continuing to be a growing problem for the organization. We are currently down six positions, and many staff are filling in the gaps. We are working on ways to reprioritize based on existing capacity, the current status of projects, and supply chain constraints. We will be communicating any changes to Council as they come up.
  - Immediate changes include shifting our available office hours to 8:30-4:30. We previously only allowed walk-ins from 8:30-4:30, but still answered phones from 8-5. That is not currently possible.
- Open Positions: Seasonal Part-Time Crossing Guards – Open Until Filled. Full-time Laborer- Position closed internally on October 14<sup>th</sup> and applications are under review. Full-Time – Customer Service Specialist – Position closed internally October 27<sup>th</sup> and applications are under review.
- New Hire: Chadwick Taylor started on October 19<sup>th</sup> as a Fire Fighter Trainee.

## Traffic Updates:

- Ash Street (M-36) 500 East Block – Speed Complaint. Officers were assigned to the area for targeted enforcement and as a deterrent for high-speed drivers, MDOT was requested to trim brush away from speed limit signs, and the speed trailer will be deployed. Information was collected and traffic stops were made resulting in both verbal warnings and citations. Status: **Closed**

## LARGE CITY PROJECTS

FY 2020-2021 CARRYOVER DUE TO TIMING			
Project	Project Name/Description	Status	Completed
<b>PARKS/ CEMETERY/ FORESTRY/ NONMOTORIZED (P)</b>			
2017-P8	Laylin Park - Phase II	Pathway and sidewalk completed; bids for pavilion and design for signs, in progress.	
2020-P5	Jefferson St – RR Pedestrian Crossing	Expected completion October 29	
2020-P8	Rayner Park- Master Park Plan	In progress, anticipated completion winter	
<b>BUILDING, PROPERTY, EQUIPMENT (B)</b>			
2018-B14	Fire Rehab 815 Replacement	Anticipate delivery 3rd quarter FY 21/22	
2019-B2a	City Hall – Phase I Design and Security	Security complete- work space eval has been delayed due to staff capacity.	

2020-B4a	DPW- Design	Staff is working on finalizing conceptual design with school district.	
----------	-------------	--	--

### FY 2021-2022

Project	Project Name/Description	Status	Completed
<b>STREETS, SIDEWALKS, SIGNALS(S)</b>			
2017-S23	Rayner St – Randolph St to Columbia St	Completed	July
2017-S24	Eugenia Dr – Northbrook St to End	Final layer of asphalt scheduled for October 29.	
2017-S25	Hall Blvd – Ash St to South St	Concrete to be completed October 29. Asphalt to start week of November 1	
2017-S26	Columbia St – Park St to Jefferson St	Completed	July
2019-S9b	Signal at E. Maple & S. Jefferson	DDA reviewed, acquiring quotes for Council	
<b>UTILITIES: SANITARY SEWER, STORM WATER, AND WATER DISTRIBUTION (U)</b>			
2017-U15	Replace Hydrants and Mason Plaza	Hydrants are installed. Final restoration and punch list items anticipated to be completed in November.	
2017-U34	Well No. 5 Rebuild	In progress	
2019-U3a	Wastewater Treatment Plant – Design	Request for Proposal advertised on October 22.	
2021-U1	WTP- High-Pressure Pump VFD	Staff developing RFP	
2021-U2	WTP- Replacement of Valves	Staff developing RFP	
<b>PARKS/ CEMETERY/ FORESTRY/ NONMOTORIZED (P)</b>			
2020-P3	Hayhoe Riverwalk Trail – Eval. & Repair	Grant submitted	
2020-P6, 2020-P12, 2020-P13, 2020-P14	Lee Austin Park- Plan/Design Bond Park - Plan/Design Griffin Park - Plan/Design Hayes Park - Plan/Design	In progress, anticipated completion Winter	
2020-P11	Rayner Park- Phase 1 Construction	Awaiting DNR funding response in 3 <sup>rd</sup> quarter	
<b>MOTOR VEHICLE POOL (MVP)</b>			
2017-MVP22	Vehicle No. 83	Police	Anticipated third quarter of FY 21-22
2017-MVP23	Vehicle No. 21	Cemetery/ Parks	Anticipated 2nd quarter of FY 21-22
2017-MVP27	Vehicle No. 86	Police	Vehicle being outfitted with equipment. Expected to be in service by November 24
2017-MVP24	Vehicle No. 59	Cemetery/ Parks	Anticipated 2nd quarter of FY 21-22
<b>BUILDING, PROPERTY, EQUIPMENT (B)</b>			
2017-B5b	Building: Library Phase 1, Part 1	Bid posted; Proposals due December 7	
2017-B7	Building: Parking Lot Repairs	Working on addressing punch list.	
2017-B10	Fire: Furnace/AC, Office & Training Area	Anticipated 2nd quarter of FY 21-22	
2017-B11	Fire: Washing Machine	For Council consideration November 3, 2021	
2018-B15	Fire: Sprinkler System in Truck Bay	Anticipated 2nd quarter of FY 21-22	
2018-B16	Fire: Station 1- Rear Approach	Working on addressing punch list.	
2018-B21	Police: Interview Rm Recording System	Anticipated 3rd quarter of FY 21-22	
2018-B23	Planning: Master Plan/Zoning Update	In progress, Joint CC/PC mtg scheduled for Nov 16 at 6:30 p.m.	
2018-B24	Building: Rental Furniture Replacement	Anticipated 3rd quarter of FY 21-22	
2019-B2b	Building: City Hall Renovations	Anticipated 3rd quarter of FY 21-22	
2019-B3	Clerk: Laserfiche Avante Upgrade	For Council consideration November 3, 2021	
2020-B4b	Public Works Facility Construction	Need to complete CIP: 2020-B4a	

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

<b>Project Name</b>	<b>Status</b>
<b>PERMITS – COMMERCIAL PROJECTS</b> (listed only once when active)	
202 Park St: Ethos Real Estate <b>ACTIVE</b>	Building permit active to remove chimney and cover with siding.
440 S. Jefferson: BAD Brewing Company <b>ACTIVE</b>	Building permit active for install of free-standing commercial kitchen on concrete pad with utility hook ups.
575 N. Cedar: Heb’s Inn <b>ACTIVE</b>	Building permits are active to replace siding and reroof buildings.
Rayner Ponds Phase 4 Subdivision (Plat) <b>APPROVAL PENDING</b> Note: A Preliminary and Final Site Plan were previously approved in 2019 and the maximum extension granted in 2020 which has since expired.	James Giguere, Giguere Realty & Development, LLC, is requesting a Final Site Plan Approval for the development of a new subdivision with 20 buildable lots and one common area. Planning Commission will review at the November 9, 2021 regular meeting at 6:30 p.m.

# CERTIFICATE OF APPRECIATION

AWARDED TO

**City of Mason**

For the donation of the shed and the use of Bicentennial Park to support the Sunflower House Youth Garden Club and Learning Center. Our youth garden club dream could not happen without your generosity. Our heartfelt thanks to you!

Awarded this 16th day of October, 2021

*Djann Jackman*

Djann Jackman, President  
Mason Sycamore Creek Garden Club