



City Manager's Report: November 12, 2021

OPERATIONS

- **Councilmembers:** The joint City Council / Planning Commission Master Plan meeting is scheduled for November 16th at 6:30 p.m. in the Sycamore Room at City Hall.
- 2022 Public Meetings schedule is attached for your reference. No action by Council is necessary, except to move dates from holidays.
- The Police Department Staff were recognized by Small Talk Children's Advocacy Center (non-profit that provides forensic interviewing, counseling, prevention education, and advocacy resources for children, families, and caregivers impacted by sexual and physical abuse) for their support and commitment to the organization.
- Clerk Jarvis successfully completed November 2nd- Special Election with the following facts:
 - 1493 people voted in the November 2, 2021 Special Election
 - 1185 people voted by absentee ballot, 308 people voted in person
 - 842 voted yes; 647 voted No (*Note we had 4 blank absentee ballots returned)

Staffing Updates:

- Staff capacity and burnout is continuing to be a growing problem for the organization. City Council requested the following items for future meetings, but due to staff shortages we will be planning to presented at the following meetings.
 - Sidewalk Summary for Subdivisions: December
 - Resolution regarding Prosecutor's Office: January
 - Presentation regarding unfunded liabilities: February
- Open Positions- **Seven:** Seasonal Part-Time Crossing Guards – Open Until Filled. Full-time Laborer- Position closed internally on October 14th and applications are under review. Full-Time – Customer Service Specialist – Position closed internally October 27th and interviews are being conducted.
- Resignations: Todd Thie resigned as Water Treatment Plant Operator effective October 27, 2021. Lawrence Martin and James Jones both resigned as Firefighters.

Traffic Updates:

- Maple Street between Barnes Street and Steele Street - Speed Complaint. A speeding complaint related to the Mason Middle School drop-off and pick-up times in the AM and PM. Assigned officers for targeted enforcement in area and speed trailer to be placed in the area prior to school year as a deterrent and to gather information. Some informal or formal enforcement was taken. Public Works was also requested to clear away any foliage on school and speed limit signs. Status: **Closed**

LARGE CITY PROJECTS

FY 2020-2021 CARRYOVER DUE TO TIMING			
Project	Project Name/Description	Status	Completed
PARKS/ CEMETERY/ FORESTRY/ NONMOTORIZED (P)			
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	Completed	November
2020-P8	Rayner Park- Master Park Plan	In progress, anticipated completion winter	
BUILDING, PROPERTY, EQUIPMENT (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
STREETS, SIDEWALKS, SIGNALS(S)			
2017-S23	Rayner St – Randolph St to Columbia St	Completed	July
2017-S24	Eugenia Dr – Northbrook St to End	Final punch list	
2017-S25	Hall Blvd – Ash St to South St	In progress	
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	
UTILITIES: SANITARY SEWER, STORM WATER, AND WATER DISTRIBUTION (U)			
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	
PARKS/ CEMETERY/ FORESTRY/ NONMOTORIZED (P)			
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 rd quarter	
MOTOR VEHICLE POOL (MVP)			
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
BUILDING, PROPERTY, EQUIPMENT (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	City Council approved 11.3.21	
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	City Council approved 11.3.21. Training should start this winter.	
2020-B4b	Public Works Facility Construction	Need to complete CIP: 2020-B4a	

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

No permits approved during report time-period.



PUBLIC NOTICE

2022 Mason Public Meetings

**All public meetings will be held openly, either at City Hall or via Zoom.
Dates and times are subject to change.**

Details on when and how the meeting will be held will be included with each meeting's agenda; available on our website: mason.mi.us and posted to the front window of City Hall prior to each meeting.

CITY COUNCIL 7:30 PM (1 st & 3 rd Monday)	DOWNTOWN DEVELOPMENT AUTHORITY 10:00 AM (2 nd Monday, as needed)
January 3 & 17	January 10
February 7 & 21	February 14
March 7 & 21	March 14
April 4 & 18	April 11
May 2 & 16	May 9
June 6 & 20	June 13
July 4 & 18	July 11
August 1 & 15	August 8
September 5 & 19	September 12
October 3 & 17	October 10
November 7 & 21	November 14
December 5 & 19	December 12

HISTORIC DISTRICT COMMISSION 6:00 PM (3 rd Monday, as needed)	PLANNING COMMISSION 6:30 PM (2 nd Tuesday after the 1 st Monday)	ZONING BOARD OF APPEALS 5:30 PM (2 nd Wednesday, as needed)
January 17	January 11	January 12
February 21	February 15	February 9
March 21	March 15	March 9
April 18	April 12	April 13
May 16	May 10	May 11
June 20	June 14	June 8
July 18	July 12	July 13
August 15	August 9	August 10
September 19	September 13	September 14
October 17	October 11	October 12
November 21	November 15	November 9
December 19	December 13	December 14

Resources: More Questions? Please Contact our Customer Service Desk at 517.676.9155.