



City Manager's Report: July 29, 2021

OPERATIONS

- Clerk Jarvis obtained the status of Michigan Professional Municipal Clerk through the Michigan Association of Municipal Clerks in conjunction with Central Michigan University. To obtain this certification Clerk Jarvis attended three weeks of extensive training over a period of three years. Each weekly session consisted of a wide variety of training from elections, records management, developing leadership skills, recording minutes, security in the workplace, effective communication, budgeting, communication, strategic planning, and several other topics. This training will also serve toward Clerk Jarvis' status of becoming a Certified Municipal Clerk through the International Institute of Municipal Clerk's which she hopes to obtain in December 2021. The City is lucky to have a clerk with these types of credentials.
- Actuarial reports were received for our Pension and OPEB plans. Our unfunded liabilities went down on both as the investments are doing well, additional contributions were made, and plan changes were made to help reduce the liabilities. MERS went from 64% last year to 67% this year. Our OPEB (retiree health care) went from 50% last year to 70% this year. More information will be presented after the audit when Council is presented with the State of Michigan PA 202 of 2017 annual reports.
- Staff is working on a zoning text amendment to clarify requirements for attached garages. Staff has collected feedback from developers and will informally discuss the matter with Planning Commission at their meeting on August 10. Input received will be used to prepare the amendment for adoption.
- Staff has been asked to participate in a brief survey to provide feedback in support of the Greater Lansing Convention and Visitors Bureau's comprehensive diversity assessment in partnership with Tourism Diversity Matters. The GLCVB's Diversity, Equity and Inclusion Committee has initiated this effort to guide strategic decisions around resources, action plans and measurements.
- The Michigan Strategic Fund and the State Historic Preservation Office (SHPO) officially announced three Michigan communities were awarded \$188,000 in grant funding from the federal Historic Preservation Fund— Certified Local Government (CLG) program administered by the SHPO to benefit local preservation and community planning goals. The City of Mason is one of the three and will be receiving \$116,950 for the Library Renovation Project.

Staffing Updates: Open Positions: Crossing Guard – Reposted on July 27, 2021, and will be open until filled.

LARGE CITY PROJECTS

FY 2020-2021 CARRYOVER DUE TO TIMING			
Project	Project Name/Description	Status	Completed
STREETS, SIDEWALKS, SIGNALS(S)			
2018-S1	Temple Street Pedestrian Crossing	Concrete and striping work is complete, Crossing Signals to be installed in Aug	
UTILITIES: SANITARY SEWER, STORM WATER, AND WATER DISTRIBUTION (U)			
2017-U8	Replace PLCs on 3 Wells	Anticipate completion- Aug depending on supplies	
2017-U23	Well No. 6 Rebuild	In progress	
2018-U32	South Water Tower Repair	Anticipated work to begin fall 2021.	
2017-U33	Well No. 4 Rebuild	In progress	
PARKS/ CEMETERY/ FORESTRY/ NONMOTORIZED (P)			
2017-P8	Laylin Park - Phase II	Silt fence installed and the old path has been removed.	
2020-P2	Columbia St Bridge Ped. Design	Staff finalizing design	
2020-P5	Jefferson St – RR Pedestrian Crossing	Railroad work complete, Concrete/ asphalt -Oct	
2020-P8	Rayner Park- Master Park Plan	In progress, anticipated completion Fall/Winter	

MOTOR VEHICLE POOL (MVP)				
2017-MVP15	Vehicle No. 16	Facilities, Code	Delivered, being equipped.	
2017-MVP17	Vehicle No. 85	Police	In Service.	July
2017-MVP20	Vehicle No. 18	Cemetery/ Parks	Delivered, being equipped.	
2018-MVP1	Vehicle No. 22	Cemetery/ Parks	Delivered, being equipped.	
BUILDING, PROPERTY, EQUIPMENT (B)				
2017-B17	Fire SCBA units		Anticipate delivery in Aug	
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 in progress	
2020-B4a	DPW- Design		Staff is working on finalizing design.	

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		Pulverizing completed, concrete removal continues, utility work started and to be completed by August 6.	
2017-S25	Hall Blvd – Ash St to South St		Anticipated start Aug 20	
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		DELAYED TO FUTURE YEAR.	None
2017-U34	Well No. 5 Rebuild		Staff acquiring quote	
2019-U3a	Wastewater Treatment Plant – Design		Staff conducting final review of RFP	
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		Staff preparing Grant Application	
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		Wolverine selected; to be completed by 3 rd quarter	
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	Anticipate delivery in December.	
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		Grant Agreement approved, plan to bid in Aug	
2017-B7	Building: Parking Lot Repairs		Construction to begin August 2.	
2017-B10	Fire: Furnace/AC, Office & Training Area		Anticipated 2nd quarter of FY 21-22	
2017-B11	Fire: Washing Machine		Anticipated 2nd quarter of FY 21-22	
2018-B15	Fire: Sprinkler System in Truck Bay		Anticipated 2nd quarter of FY 21-22	
2018-B16	Fire: Station 1- Rear Approach		Scheduled for the first week of August	
2018-B21	Police: Interview Rm Recording System		Anticipated 3rd quarter of FY 21-22	

2018-B23	Planning: Master Plan/Zoning Update	Finalizing contract with consultant	
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	Anticipated 2nd quarter of FY 21-22	
2020-B4b	Public Works Facility Construction	Need to complete CIP: 2020-B4a	

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

Project Name	Status
BUILDING PERMITS – COMMERCIAL PROJECTS (listed only once when active)	
124 W. Maple – Mason Floral ACTIVE	Building permit is active for interior repairs to building after water damage.
174 W. Maple – Leo’s Bail Bonds ACTIVE	Building permit is active for Change of Occupancy.
730 N. Cedar – McDonald’s ACTIVE	Building permit is active for interior renovations.
200 E. Kipp – Gestamp PENDING	Application for Special Use Permit and Final Site Plan review has been received for a proposed building expansion and site improvements. A Public Hearing will be held at the 8/10/2021 Planning Commission meeting.