



City Manager's Report: January 14, 2022

OPERATIONS

- **Councilmembers:** Monday, March 21, 2022, at 6:30 p.m., is the tentative date for the next Joint Recognition Ceremony with Mason Public Schools.
- Candidates who are interested in running for Mason City Council must file their Affidavit of Identity and Nominating Petitions with the Mason City Clerk by 4:00 p.m., April 19, 2022. City Council filing packets are available at the Mason City Clerk's Office.
- In 2021 a total of 11 boxes, totaling (247) pounds of prescription drugs have been collected at the City Hall location. A cumulative total of (83) boxes and (1,420) pounds of prescription drugs have been collected since the program began.

Staffing Updates:

- Active Postings: Seasonal Part-time Crossing Guards – Open until filled. Full-time Customer Service Specialist – 1st Round Interviews have taken place and 2nd Round Interviews are scheduled for January 17, 2022. Full-time Bookkeeper- an offer has been made to the internal candidate. Full-Time Water Treatment Plant Operator (2 positions) – Both positions were posted internally and have closed and have been posted externally with a due date of January 28, 2022.
- Employee Achievements:
 - Michael Hersey, Wastewater Treatment Operator obtained his Class "D" License through the State of Michigan.
 - Recently, all sworn staff and Reserve staff were re-certified in the use of CEW (Tasers) after a both a lecture and hands-on scenario-based training. Officer Adam Michele is a certified CEW Instructor.
 - On January 6, our K-9 Team, which includes Handler Officer Wildfong and Tamarack both were tested and became NAPCH Certified in Obedience, Article Search, Area Search, Tracking, Building Search, Aggression Control, and Explosives Detection. This is a significant accomplishment, as the team is young, learning, and has been in service well under a year.
 - Officer Bradley is the third member of our team to complete a course in Crisis Intervention Team Training (CIT). CIT is designed to provide skills and training for first responders to better engage with those in crisis. It focuses on de-escalation strategies and redirecting the individual from the criminal justice system to the mental health care system.

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-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 reviewing concepts	

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	Completed	November
2017-S25	Hall Blvd – Ash St to South St	Completed	November
2017-S26	Columbia St – Park St to Jefferson St	Completed	July
2019-S9b	Signal at E. Maple & S. Jefferson	Planning to get bids in next month or two.	
UTILITIES: SANITARY SEWER, STORM WATER, AND WATER DISTRIBUTION (U)			
2017-U15	Replace Hydrants and Mason Plaza	Completed	November
2017-U34	Well No. 5 Rebuild	Completed	December
2019-U3a	Wastewater Treatment Plant – Design	Reviewing Qualifications from seven firms	
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 3rd quarter of FY 21-22
2017-MVP23	Vehicle No. 21	Cemetery/ Parks	Anticipated 3rd quarter of FY 21-22
2017-MVP27	Vehicle No. 86	Police	Vehicle being outfitted with equipment. Expected to be in service in January.
2017-MVP24	Vehicle No. 59	Cemetery/ Parks	Anticipated 3rd quarter of FY 21-22
BUILDING, PROPERTY, EQUIPMENT (B)			
2017-B5b	Building: Library Phase 1, Part 1	Staff is working with consultant to update bid package to address comments received from contractors that chose not to bid during last posting; anticipate re-posting by the end of January.	
2017-B7	Building: Parking Lot Repairs	Completed	December
2017-B10	Fire: Furnace/AC, Office & Training Area	Anticipated 3rd 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 3rd quarter of FY 21-22	
2018-B16	Fire: Station 1- Rear Approach	Working on addressing punch list.	
2018-B21	Police: Interview Rm Recording System	Staff was able to find an alternative solution at significantly reduced cost.	
2018-B23	Planning: Master Plan/Zoning Update	In progress. The Zoning Ordinance Review Committee will meet on January 24 to discuss the Zoning Audit.	
2018-B24	Building: Rental Furniture Replacement	Anticipated 3rd quarter of FY 21-22	
2019-B2b	Building: City Hall Renovations	Anticipate pushing out to next FY, due to staff capacity.	
2019-B3	Clerk: Laserfiche Avante Upgrade	Training anticipated 3rd 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
PERMITS – COMMERCIAL PROJECTS (listed only once when active)	
200 E. Kipp – Gestamp ACTIVE	Building permit is active to install concrete pit foundation for tryout press.
566 N. Cedar - Community Mental Health ACTIVE	Building permit is active to demo wall and build new wall to create new waiting area.
790 E. Columbia – Mason Chiropractic ACTIVE	Building permit is active for Certificate of Occupancy to move office into new location.
100 E. Ash – Howard Hanna Real Estate ACTIVE	Building permit is active to add new signs to building after Historic District Commission approved a Certificate of Appropriateness at their December 20 th meeting.