



City Manager's Report: April 14, 2023

IMPORTANT DATES

- April 28, 2023: **Arbor Day Honoree Celebration** Pete Barnum has been selected as the 2023 Arbor Day Recipient. 2023 Arbor Day Ceremony will take place on Friday, April 28, 2023, at 12:45 p.m. at Mason High School. See attached invitation for more information.

OPERATIONS

- From March 31 – April 5, 2023, we recorded 3.75” of rain with an already saturated ground. In years past this would have required the City to bypass a portion of the influent flow from the headworks to the creek to avoid backing up the collections system. Staff believes much of the inflow & infiltration (I&I) work as part of HRC’s recommendations has improved some of the conditions. Please note that while the new headworks facility did what it was designed to do, and we avoided a bypass and collection system the rest of the WWTP was taxed. We were still required to pump water through the plant to prevent tanks from flooding over.
- Training:**
 - Michael Hersey completed the three-year Michigan Public Service Institute (MPSI) on April 7, 2023 as part of his leadership development.
 - Officer Adam Michele attended Taser Instructor Certification on April 10, 2023.
- Staffing Updates:** Current Open Positions (8)
 - RESIGNATIONS
 - Frank Nehr, Police Officer, resigned effective April 14, 2023
 - Adam Croley, Police Officer, resigned effective April 16, 2023
 - CLOSED POSITIONS
 - Seasonal Part-Time Laborer (4) – Positions have been offered and waiting on responses.
 - Full Time Finance Bookkeeper (1) – Position closed internally on March 31.
 - OPEN POSITIONS
 - Seasonal Part-time Crossing Guard (1) - Open until filled.
 - Full-Time Police Officer (2) – Job Description and Job Posting under evaluation.
- Traffic Updates:**
 - Traffic Complaint- Coppersmith Drive and Wildemere: Speeding vehicles, mostly mornings. Officers were assigned and visibly present during the targeted time for 15 assignments. Status: Closed

LARGE CITY PROJECTS

FY 2021-2022			
Project	Project Name/Description	Status	Completed
UTILITIES: SANITARY SEWER, STORM WATER, AND WATER DISTRIBUTION (U)			
2019-U3a	Wastewater Treatment Plant – Design	In process, anticipated completion 2023	
PARKS/ CEMETERY/ FORESTRY/ NONMOTORIZED (P)			
2017-P8	Laylin Park - Phase II	Anticipate fully completing next week.	
2020- P6/ 8/12/13/14	Plan/ Design-Rayner, Lee Austin, Bond, Griffin, Hayes Parks	Releasing to public with Master Plan.	
BUILDING, PROPERTY, EQUIPMENT (B)			
2018-B23	Planning: Master Plan/Zoning Update	Master Plan released for public comment period ending May 31, 2023. Agency letters have been mailed. Notices will be distributed via Facebook, Email, and a postcard via direct mail to residents. Elected and appointed officials can share the information and encourage feedback.	

FY 2022-2023				
Project	Project Name/Description		Status	Completed
STREETS, SIDEWALKS, SIGNALS(S)				
2017-S15/ 2017-U28	S. Barnes Street – Ash to Kipp		Completed	February
UTILITIES: SANITARY SEWER, STORM WATER, AND WATER DISTRIBUTION (U)				
2018-U39	Well No. 9 (Temple St.) Rebuild		Pre-construction meeting scheduled for next wk.	
2022-U1	Headworks Huber Screen		Moved to next FY	
PARKS/ CEMETERY/ FORESTRY/ NONMOTORIZED (P)				
2020-P3	Hayhoe Riverwalk Trail – Eval. & Repair		Preparing bid package	
2020-P11	Rayner Park- Phase 1 Construction		Preparing bid package	
2020-P1	Columbia Bridge: Non-Motorized Connect		Preparing bid package, submitting MDOT permit, special assessment is being evaluated.	
2020-P15	Jefferson Trailhead/ Comm Garden		Preparing bid package. See attached Public Open House Notice.	
2020-P17	Non-motorized Program: Southeast		Pre-construction meeting is being scheduled.	
2020-P1	Maple Grove Cemetery: Columbarium		Ordered, Cemetery Board to consider layout, fees, and templates.	
MOTOR VEHICLE POOL (MVP)				
2017-MVP22	Vehicle No. 83	Police	Completed	February
2017-MVP18a	Vehicle No. 24	Dump/Plow Truck	Ordered, receipt anticipated in 2024	
2022-MVP1		Concrete Grinder	Completed	September
2022-MVP2	Trailer No. 53	Public Works	Completed	October
2022-MVP3	Trailer No. 55	Public Works	Completed	September
2022-MVP4	Mower No. 39	Public Works	Attachment only- Completed	September
BUILDING, PROPERTY, EQUIPMENT (B)				
2018-B14	Fire: Rehab 815 Replacement		Completed	
2020-B4a	DPW: Facility Design		Preparing bid package	
2017-B5b	Building: Library Phase 1, Part 1		Construction anticipated to start early May.	
2017-B10	Fire: Furnace/AC, Office & Training Area		Council approved; in progress	
2018-B15	Fire: Sprinkler System in Truck Bay		Council approved; in progress	
2018-B20	Fire: Carpet Replacement for Station 1		Council approved; in progress	
2018-B25	Police: In-Car Digital Recording System		Completed	January
2018-B23a	Cedar/127 Corridor Sub-area Plan		Moved to next FY	
2018-B23b	Kipp Road/Temple Street Sub-Area Plan		Results will be presented to PC and CC in May.	
2019-B2b	City Hall Renovations: Phase 1 /Carpet		Moved to next FY	
2020-B4b	Public Works: Facility Construction		Moved to next FY	
2022-B1	Ordinance Update: Planning, Subdivision, Signs, STR		Moved to next FY	

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

Project Name	Status
117 S. Cedar St: The Topsy Nickel (formerly Darb's)	No permit required; change in ownership. The Topsy Nickel will be opening in the next few weeks.
PERMITS – COMMERCIAL PROJECTS (listed only once when active)	
205 N Mason: Magpie Tales	Building permit issued for Certificate of Occupancy to establish new retail use.
118 W. Oak: It's Progress Fitness LLC – 2C, Your Ad Squad LLC – 2B	Building permit issued for Certificate of Occupancy to establish new use on the second floor of the building.



CITY OF MASON 2023 ARBOR DAY

PLEASE JOIN US:
Friday, April 28, 2023
12:45 p.m.

AT:
Mason High School
1001 S. Barnes Street
***Park at Sugar Shack/Livestock Barn**
Off of Kipp Road (behind football
and soccer fields)

TO CELEBRATE:
THE 2023 ARBOR DAY HONOREE
Pete Barnum



**"Other holidays repose upon the past;
Arbor Day proposes for the future."**

J. Sterling Morton
Arbor Day Founder



OPEN HOUSE

Jefferson St. Trailhead & Community Garden Improvements

INVITED: Directly Impacted Property Owners, Community Garden Members, and Other Interested Parties

DATE: Monday, April 24, 2023

TIME: 5:30 PM to 6:30 PM – Drop in anytime; no presentation

PLACE: Sycamore Room, City Hall, 201 W. Ash St. Mason, MI 48854

PROJECT LOCATION:

- 213 N. Jefferson St. – Community Garden, Trailhead, and Parking Lot Areas

PROJECT SUMMARY:

- This project will improve the existing Jefferson Trailhead/ Community Garden by constructing ADA restrooms (vault toilet), reconfiguring the parking to add additional spaces, and adding a drinking fountain which serves the trail, cemetery, and community garden visitors.

Evaluate the plans, maps, and timelines. Meet key contacts, ask questions, and share your thoughts on the project. This is an important time to participate, as designs are being completed with construction planned to be bid in the Spring.

This is an open house style meeting, feel free to come at any time during the session. There will not be a presentation.

If you have any questions regarding this project and cannot make the times indicated, please contact City of Mason Customer Service at 517.676.9155 or info@mason.mi.us.



CONSTRUCTION NOTICE

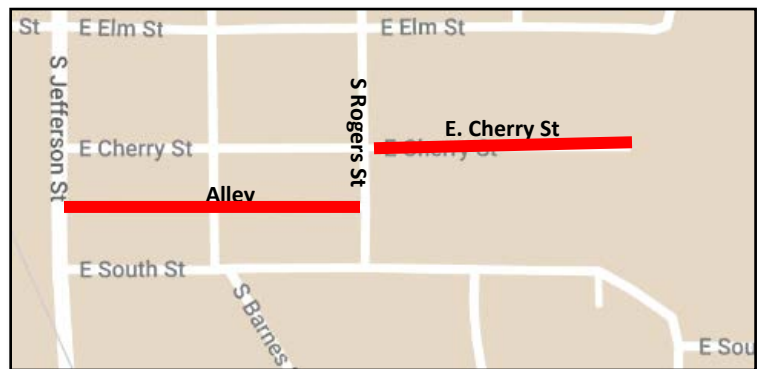
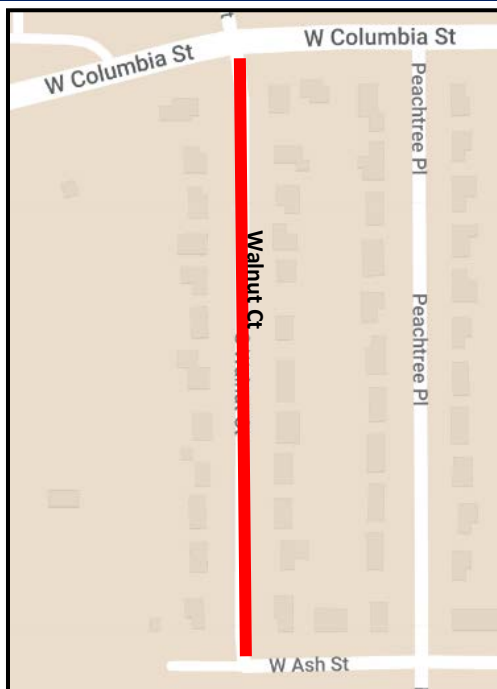
2023 Street Construction: **Directly Impacted Property Owners**

Project Details and Anticipated Timeline













Location	Work Detail	Estimated Timeline*
Walnut Ct. W Columbia St to Ash St	<ul style="list-style-type: none"> Repair and replacement of damaged sidewalks, driveways, hydrants, curbs, and gutters. Pulverize, shape, and repave of roadway. Storm water main and sewer service line spot repairs. Narrowing of roadway on the south end. 	April 24 - June
E Cherry St. S Rogers St. eastward to end at Steele St school parking lot	<ul style="list-style-type: none"> Water service line replacement if lead. Repair and replacement of damaged sidewalks, driveways, hydrants, curbs, and gutters. Removal of driveways requested. Pulverize, shape, and repave of roadway. Sewer main replacement, manhole replacement, and water main replacement. 	June- September
Alley between E Cherry & E South Jefferson to Rogers	<ul style="list-style-type: none"> Pulverize, shape, and repave of alleyway. Note: Alley will be pulverized at same time as Cherry and will wait to be paved until Cherry is completed. It will be accessible during this time, but will have a pause in work.	June- September

**Note: Construction may be delayed due to weather conditions or supply chain delays; these are estimated timelines only. The contractor is required by the current contract to complete the project by November, unless they seek a time extension.*

Map of Work Area



What to Expect During Construction

	Work Hours: Work will take place from 7:00 AM to 7:00 PM Monday – Saturday. Work may extend past 7:00 PM in special circumstances. Work will not take place on Holidays.
	Noise: You may experience intermittent noise and vibration during construction. They will do their best to keep the inconvenience of construction including noise and dust to a minimum.
	Road and Sidewalk Access: To complete the work in a safe manner, there will be road and sidewalk work within the construction work area. Access for emergency vehicles will always be maintained. If you or any household member has mobility provisions that need to be taken into consideration, <i>please contact Customer Service to arrange for access during the construction period.</i>
	Property Access: Access on your property by the contractor is not anticipated to be needed. If access is required in special circumstances, you will be contacted directly by the contractor or the city to arrange for that access. At times, the City may be working within the right of way.
	Mail Delivery: The U.S. Postal Service may require mailboxes to be placed outside of the construction area for home delivery of mail. If that is the case, the city will provide a group of mailboxes at one end of the street to allow for that accommodation.
	Water Service: There may be a water main shut-off for a portion of this work. Most disruptions take no more than 6 to 8 hours. A notice will be distributed 24 hours prior to any planned water shut-off. Please note unexpected water interruptions will not be given prior notice.
	Private Sprinkler Systems: <i>Please mark sprinkler heads and lines located in the right of way, prior to the start of construction.</i> Sprinkler systems that are not marked at the time of construction and are damaged during construction will not be repaired by the contractor. The repair or replacement of damaged unmarked sprinkler systems will be the responsibility of the property owner.
	Water Service Lines: The City inspects the line to the dwelling on your property to confirm that lead is not present. This may require exterior and interior home inspections of your water line. If lead is discovered, the city will also be replacing those water service lines as required by state law.
	Recycling and Waste Removal: Please follow your normal routine. If required, your recycling and waste bins will be moved to an appropriate location for pick-up and returned to your home following pick-up. <i>Please label your bins with your address.</i>
	Street Parking: Parking in the active work zone is not permitted due to space requirement for construction equipment and materials. Please be sure to park your vehicle off the road and away from the work area. Please be neighborly and allow others to share your driveway if needed.
	School Bus Pick-up/Drop-off/Routes: The City will be working with the Mason Public Schools to ensure changes to routes and pick-up/drop-off locations are communicated.
	Restoration: The construction work area will be restored with topsoil and seed and/or asphalt where required. For the best results restoration requires watering, which is the property owner's responsibility. This may not occur until the following season depending on weather conditions.
Thank you!	Thank you for your patience and understanding! Building and maintaining a great city takes time. Better infrastructure for all of us is worth the inconvenience.

Resources

If you have questions about the upcoming work or have any issues during construction, please contact us.

Customer Service:	517.676.9155 or info@mason.mi.us
Website:	www.mason.mi.us/StreetConstruction