



City Manager's Report: December 16, 2022

IMPORTANT DATES

- **Friday, December 23, 2022 – Monday, January 2, 2023**- City Hall will be closed to the public and City services will be minimally staffed due to administrative holidays and minimum staffing days between the holidays, December 27, 28, & 29.
 - Memorandums of Understanding have been negotiated with all the unions to ensure we can continue this benefit that is a low cost to customers and the City, but high value to our employees and represents the culture of valuing the Whole Person we are striving to achieve.
 - Attached is How To Pay, a list of the different payment methods available when City Hall is closed. Payments placed in the drop-box by 8:00 a.m. on Tuesday, January 3, 2023, will be marked received as of December 31, 2022.
- The 2023 administrative holiday and training schedule is attached for your reference.
- **Reminder: Tuesday, January 3, 2023**, first City Council meeting of 2023.
- **Thursday, January 19, 2023**: Joint Recognition Honoree recommendation form is due to Becky Hinman, Mason Public Schools.
- **Monday, February 6, 2023, 6:30 p.m.:** Joint Recognition Ceremony in the Sycamore Room at City Hall.

OPERATIONS

Training:

- Active Violence Incident (AVI) training at Sparrow Hospital St. Lawrence Campus: Officer Alex Thompson (11/18) and Officer Steve Chick (12/6)
- Officer Frank Nehr attended Street Cop Training, which is street level gun training on 12/5.

Community Interactions:

- The Police and Fire Departments participated in the following Community Outreach events this December to bring Holiday Cheer, Guest reader at Steele Elementary, Shop with a Cop 12/7 Shop with a Hero 12/8 No Senior w/out Christmas

Staffing Updates: Current Open Positions (4)

- **APPLICANTS:**
 - Full-Time Laborer (1) – Position will be reposted on January 3, 2023
 - Full-Time Police Officer (1) – Interviews concluded on Friday, December 16, 2022
 - Part-Time Custodian (1) – Applications are under review and interviews will take place soon
- **OPEN, EXTERNALLY:**
 - Seasonal Part-time Crossing Guard (1) - Open until filled.

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.	
2021-U1	WTP- High-Pressure Pump VFD	Supply Chain Issues: anticipated January 2023	
PARKS/ CEMETERY/ FORESTRY/ NONMOTORIZED (P)			
2017-P8	Laylin Park - Phase II	Consumers have notified us that due to supply chain issues, they will not complete the work until after the first of the year.	

2020-P6, P8, P12, P13, P14	Plan/ Design-Rayner Park, Lee Austin Park, Bond Park, Griffin Park, Hayes Park	Staff is doing final design review and making updates based on internal feedback. Anticipate recommendation for Council to release for public feedback in February.	
BUILDING, PROPERTY, EQUIPMENT (B)			
2018-B23	Planning: Master Plan/Zoning Update	Staff received comments from Planning Commission and City Council and is updating the draft document. Anticipate recommendation for Council to release for public feedback in February.	

FY 2022-2023

Project	Project Name/Description	Status	Completed
STREETS, SIDEWALKS, SIGNALS(S)			
2017-S15/ 2017-U28	S. Barnes Street – Ash to Kipp	Complete except for final signage and final walk through.	
2019-S1	Walnut Ct. – Columbia to Ash	Moved to Next FY by Council Action	MOVED
UTILITIES: SANITARY SEWER, STORM WATER, AND WATER DISTRIBUTION (U)			
2018-U39	Well No. 9 (Temple St.) Rebuild	Well No. 8 has become a higher priority, staff evaluating a change in well rebuild.	
2022-U1	Headworks Huber Screen	Anticipated 3 rd quarter of FY 22-23	
PARKS/ CEMETERY/ FORESTRY/ NONMOTORIZED (P)			
2020-P3	Hayhoe Riverwalk Trail – Eval. & Repair	Anticipate Bidding 3 rd quarter of FY 22-23	
2020-P11	Rayner Park- Phase 1 Construction	Anticipate Bidding 3 rd quarter of FY 22-23	
2020-P1	Columbia Bridge: Non-Motorized Connect	Anticipate Bidding 3 rd quarter of FY 22-23	
2020-P15	Jefferson Trailhead/ Comm Garden	Anticipate Bidding 3 rd quarter of FY 22-23	
2020-P17	Non-motorized Program: Southeast	Anticipate Bidding 3 rd quarter of FY 22-23	
2020-P1	Maple Grove Cemetery: Columbarium (3)	Anticipate Bidding 3 rd quarter of FY 22-23	
MOTOR VEHICLE POOL (MVP)			
2017-MVP22	Vehicle No. 83	Police	On order; anticipated arrival late spring
2017-MVP18a	Vehicle No. 24	Dump/Plow Truck	Council approved; ordering in process
2022-MVP1		Concrete Grinder	Completed
2022-MVP2	Trailer No. 53	Public Works	Completed
2022-MVP3	Trailer No. 55	Public Works	Completed
2022-MVP4	Mower Attach No. 39	Public Works	Completed
BUILDING, PROPERTY, EQUIPMENT (B)			
2018-B14	Fire: Rehab 815 Replacement	Anticipate 2 nd quarter of FY 22-23	
2020-B4a	DPW: Facility Design	Anticipate Bidding 3 rd quarter of FY 22-23	
2017-B5b	Building: Library Phase 1, Part 1	Staff met with the contractor for updated costs with reduced scope. Revised estimates are expected in mid-January.	
2017-B10	Fire: Furnace/AC, Office & Training Area	Anticipate 3 rd quarter of FY 22-23	
2018-B15	Fire: Sprinkler System in Truck Bay	Anticipate 3 rd quarter of FY 22-23	
2018-B20	Fire: Carpet Replacement for Station 1	Anticipate 3 rd quarter of FY 22-23	
2018-B25	Police: In-Car Digital Recording System	Anticipate 3 rd quarter of FY 22-23	
2018-B23a	Cedar/127 Corridor Sub-area Plan	Anticipate 4 th quarter of FY 22-23	
2018-B23b	Kipp Road/Temple Street Sub-Area Plan	In progress	

2019-B2b	City Hall Renovations: Phase 1 /Carpet	Anticipate Bidding 3rd quarter of FY 22-23	
2020-B4b	Public Works: Facility Construction	Anticipate Bidding 3 rd quarter of FY 22-23	
2022-B1	Ordinance Update: Planning, Subdivision, Signs, STR	Anticipate 3 rd quarter of FY 22-23	

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

No permits approved during report time-period.



HOW TO PAY

Building Permits, Police, Taxes, & Utilities

There are no processing fees for utility payments. Processing fees may apply to process other payment types.

COMMERCIAL BANK Drive-through

- No fees
 - ✓ Accepted: Cash, Checks, or Money order
 - ✗ Not Accepted: Credit or Debit cards
- Payment stub required; receipts available
- Please allow 3-5 business days for payment to reflect on your City account
- 2 Locations, hours vary
 - Cedar St- 661 N. Cedar St, Mason, MI 48854
 - Jefferson St.- 322 S. Jefferson St., Mason, MI 48854

DROP-BOX or MAIL

- No fees
 - ✓ Accepted: Checks or Money order
 - ✗ Not Accepted: Credit cards or Debit cards; Cash is not recommended. The City is not responsible for lost or missing cash payments.
- Payment stub requested; receipt provided if an empty self-addressed stamped envelope is included with payment
- Drop-box: 201 West Ash St., Mason, MI 48854 (across from City Hall front doors, next to the flagpole; no postage necessary when placing in the drop-box)
- Mail: City of Mason, Attn: Finance, PO Box 370, Mason, MI 48854 (standard postage rates apply)

ONLINE

- Processing fees may apply (No fees for utility payments)
 - ✓ Accepted: Credit or Debit cards, E-check, and Google Pay
 - ✗ Not Accepted: Cash or Checks
- Available 24/7/365
- Payments posted immediately
- Invoice Cloud- invoicecloud.com/masonmi
 - Building permit payments not accepted
 - Create an account for easier future payments and account reminders
 - One-time, Recurring, AutoPay, and Text payment methods available
- City of Mason- mason.mi.us/payments
 - Building permit payments accepted; a direct link will be sent from Community Development department or Customer Service

PHONE

- Processing fees may apply (No fees for utility payments)
 - ✓ Accepted: Credit or Debit cards and E-check
 - ✗ Not Accepted: Cash or Checks
- Available 24/7/365
- Secure, Automated Pay by Phone: 1-833-699-7827
 - Only Utility and Tax payments accepted

ADDITIONAL INFORMATION

Checks: Make Payable to: City of Mason; Posted the day the check is received (not postmarked date)

Bank or Credit Union Online Bill Payments: Please allow extra time for bill-pay payments as they may be mailed.

Overpayments: May be made at Commercial Bank, in the drop-box or by mail.

Resources: More Questions? Please Contact our Customer Service Desk at 517.676.9155 or info@mason.mi.us.



2023 HOLIDAY SCHEDULE

MASON CITY HALL & MAPLE GROVE CEMETERY

HOLIDAYS (FACILITIES ARE CLOSED AND ONLY ESSENTIAL SERVICES ARE AVAILABLE)

NOTE: Grave openings cannot be scheduled on these holidays, except during Minimum Staffing Days.

- Friday, April 7, 2023..... Good Friday
- Monday, May 29, 2023 Memorial Day
- Tuesday, July 4, 2023..... Independence Day
- Monday, September 4, 2023 Labor Day
- Friday, November 10, 2023 Veterans Day (Holiday on Saturday)
- Thursday & Friday, November 23 & 24, 2023 Thanksgiving Holiday
- Monday, December 25, 2023 Christmas Eve (Holiday on Sunday)
- Tuesday, December 26, 2023 Christmas Day (Holiday moves to next day)
- Monday, January 1, 2024 New Year’s Eve Holiday (Holiday on Sunday)
- Tuesday, January 2, 2024 New Year’s Day Holiday (Holiday moves to next day)

IN-SERVICE TRAINING/ MINIMUM STAFF DAYS (FACILITIES ARE CLOSED TO PUBLIC)

- Monday, January 16, 2023 *Martin Luther King Jr. Day*
- Monday, February 20, 2023 *Presidents’ Day*
- Monday, June 19, 2023 *Juneteenth Day of Observance*
- Monday, October 9, 2023..... *Columbus Day / Indigenous Peoples’ Day*
- Wednesday, Thursday, Friday, December 27, 28 & 29, 2023..... *Minimum Staffing Days - **tentative***