



SEASONAL REMINDERS

Winter

Current office hours for City Hall are **Monday through Thursday, 9:00 a.m. – 4:00 p.m.** More information on City Services impacted by COVID 19 can be found: [here](#) in the Continuity of Operations during Emergency document.

FIRE

- **Fires:** Burning of yard waste, leaves and trash is prohibited within the City. You may review guidelines by going to the City website: mason.mi.us/city-departments/fire/burning-requirements. City residents are allowed to have recreational fires. Residents do not need a permit or inspections. Residents are expected to follow the ordinance outlining location and guidelines found here: Sec 26-126
- **Fireworks:** There are no days in February or March where fireworks are allowed to be discharged within the City under the City's Ordinance.
- **Smoke Alarm Batteries Reminder:** When daylight savings time begins in March, it is a good time to replace the batteries in your smoke detectors.

HOLIDAYS

- **President's Day:** City Hall will be open on Monday, February 15.

SNOW REMOVAL

- **Street Parking:** Parking on City streets is allowed most of the year and in most residential locations. Residents may be ticketed during a snow event if they do not move their vehicles off the street overnight. Please note, overnight street parking, downtown, is not allowable. We encourage all residents to move their vehicles off the streets during snow events to allow for plow trucks to efficiently clear the roads.
- **Sidewalks:** While the City doesn't require residential sidewalks to be shoveled, we encourage all residents to clear a pathway for our many walkers in the community. If you notice a neighbor struggling to shovel their sidewalk, please consider helping out.
- **Tips:** Please see the attached document for more tips and information on snow removal.

YARD WASTE

- **Compost Center:** The City's Compost Center is open Monday thru Friday 7:30 a.m. to 3:00 p.m. by appointment only. Grass clippings and leaves are the only items accepted. Please contact Customer Service to schedule an appointment at (517) 676-9155 or email at info@mason.mi.us.
- **Granger Services- Yard Waste:** Granger will resume its Friday waste pickup for eligible property owners in April.

YEAR-LONG REMINDERS

- **Building Permits:** Winter is the best time to prepare for Spring/Summer construction project. Please see our Permit FAQ page for more information on when permits are required: mason.mi.us/PermitFAQ
 - [Refer to Pool/Fence/ Deck fact sheets](#)
- **Cemetery:** Maple Grove Cemetery is available for lot purchases for residents and non-residents. More information may be found here: www.mason.mi.us/Cemetery An interactive map of the Cemetery is also available: [here](#)
- **Community Events:** Please note community events are still restricted due to COVID-19. Most community events are in connection with the Mason Chamber of Commerce or posted on their website. Please go to their website for more information: <https://www.masonchamber.org/> They may also be reached via phone at: 517.676.1046.

- **Parking:** Parking on City streets is allowed most of the year and in most residential locations. Residents may be ticketed during a snow event if they do not move their vehicles off the street overnight. Please note, overnight street parking, downtown, is not allowable.
- **Parks:** Parks are open daily to the public during the following hours:
 - November – April: 8:00 a.m. to one-half hour after sunset.
 Please note that all parks are on a first come, first serve availability due to Covid-19 regulations (no reservations). The City will not be maintaining the restrooms and therefore they will be closed for the duration.
- **Payments:** Check out a detailed informational sheet on payments [here](#). All types of payments may be dropped off at City Hall, in our Drop Box located across from the front doors of City Hall near the flagpole. Online payments may also be made for Building Department, Current Tax, and Utility Payments. Customer Service will also accept payments and are able to provide a receipt during normal business hours. Commercial Bank drive-through locations are accepting payments on behalf of the City of Mason; however, you must have your payment stub. A receipt is available if requested. Please allow 3-5 business days for payments to reflect on your City Account.
 - Commercial Bank locations:
 - 661 N. Cedar Street, Mason, MI 48854
 - 322 S. Jefferson Street, Mason, MI 48854
- **Report An Issue:** The City has an online tool to assist residents with reporting a variety of issues. Go to: www.mason.mi.us/ReportAnIssue to report potholes, lifting sidewalks, unauthorized signs, tall grass, streetlight outage and more! Submissions may be anonymous or you may create an account to receive updates.
- **Sewer Backup Emergencies:** In the event of a sewer back-up, please call 517.676.9155 or if after 5:00 p.m. or on weekends, please call 517.676.2458 and a Public Works staff member will be dispatched to your address.
- **Street Light Maintenance:** If you notice a streetlight flickering or not functioning, please submit a Citizen Request for action at mason.mi.us/ReportAnIssue.
- **Warning Sirens:** A monthly test of the City's warning sirens occurs on the first Saturday of each month at 1:00 p.m.

Resources:

Report an Issue: mason.mi.us/ReportAnIssue

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

Revised 2.8.21 (Administration)



QUICK TIPS

WHAT TO KNOW WHEN IT STARTS TO SNOW!

The City's goal is to provide for safe and timely snow removal. The City, depending on winter storm conditions, typically will have all streets cleared 24 hours after the snowfall stops.

WHEN WILL THE CITY START TO PLOW?

Generally, when conditions become slippery or a 2" accumulation occurs the City will start salting and clearing the roads of snow.

HOW DOES THE CITY PRIORITIZE STREETS FOR PLOWING?

1. Emergency vehicle access and bus routes.
2. All major streets and business districts including downtown parking and City owned parking lots.
3. All other secondary and neighborhood streets.

DOES THE CITY SPREAD SALT ON THE STREETS AND SIDEWALKS?

The City salts school routes, major streets, local streets and correlating intersections. All business owners are responsible for clearing the sidewalks in front of their business. Schools take care of the sidewalks on their property. The City clears the snow from the City-owned sidewalks and removes snow piles where needed. The Riverwalk trail is not plowed or salted during the winter months.

WHAT IS THE CITY ORDINANCE REGARDING SNOW REMOVAL?

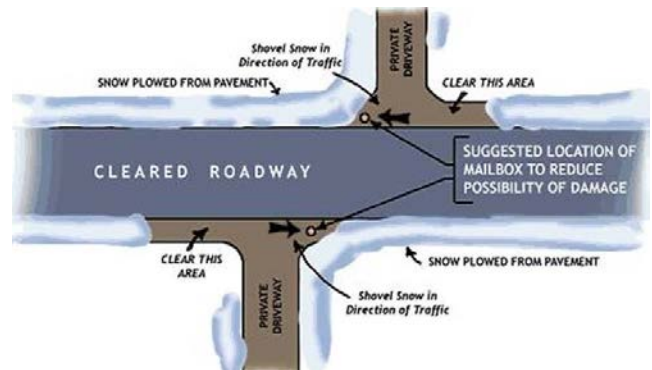
Mason Ordinance #70-2 requires removal of snow/ice adjacent to the property by 10:00am within the central business district.

HOW CAN I HELP AS A COMMUNITY MEMBER?

- DO NOT follow too closely behind snow removal equipment.
- Please remind children NOT to play in or near snow piles by the roadway
- Avoid parking on streets during heavy snowfall
- DO NOT shovel or plow snow into the street
- Notify Customer Service of poor street conditions: 517.676.9155

HELP US STAY SAFE

It is not required, but as a courtesy, we ask residents to shovel out any fire hydrants that may be located near your home.



Avoid the 'second shovel' after city plows come through.

Revised 10.22.18 (Public Works)