



# LOCAL OFFICER COMPENSATION COMMISSION AGENDA – November 17, 2021

Mason City Hall, 201 W. Ash Street, Mason, MI  
Maple Room 2<sup>nd</sup> Floor, 5:00 p.m.

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1. **OATH OF OFFICE**
  - A. Oath of Office to be given to all Commission Members
2. **CALL TO ORDER**
3. **CONFIRMATION OF MEMBER ATTENDANCE**
4. **PUBLIC COMMENT**
5. **ELECTION OF LEADERSHIP**
  - A. Chair
  - B. Co-Chair
6. **APPROVAL OF MINUTES**
  - A. Approve Minutes of Local Officer Compensation Commission meeting held on December 2, 2019
7. **UNFINISHED BUSINESS**

None
8. **NEW BUSINESS**
  - A. Determination for Compensation of Elected Officials
9. **LIAISON REPORT**
  - A. City Manager Report (10/29/2021)
10. **ADJOURN**

**CITY OF MASON  
LOCAL OFFICER COMPENSATION COMMISSION  
MINUTES OF DECEMBER 2, 2019**

Chair Burrage called the Local Officers Compensation Commission meeting to order at 5:06 p.m., in the Maple Room at 201 W. Ash Street, Mason, MI 48854.

Board Members Present: Burrage, Crips, Preadmore  
Absent Commissioners: Curtis  
Also Present: Sarah J. Jarvis, City Clerk

**ELECTION OF CHAIR**

Clerk Jarvis opened nominations for the office of Chair of the Local Officers Compensation Commission

Preadmore nominated Margo Burrage

Clerk Jarvis closed the nominations for the office of Chair of the Local Officers Compensation Commission

Burrage: Yes (3) Burrage, Crips, Preadmore  
No (0)  
Absent (1) Curtis

**MARGO BURRAGE ELECTED CHAIR OF LOCC**

**PUBLIC COMMENT**

None

**APPROVAL OF MINUTES – November 29, 2017**

MOTION by Crips, second by Preadmore  
to approve the November 29, 2017 Local Officers Compensation Commission minutes

Yes (3) Burrage, Crips, Preadmore  
No (0)  
Absent (1) Curtis

**MOTION APPROVED**

**CORRESPONDENCE**

None

**UNFINISHED BUSINESS**

None

**NEW BUSINESS**

**A. Determination for Compensation of Elected Officials**

MOTION by Preadmore, second by Crips  
to make no change to the compensation of the City of Mason Elected Officials.

Yes (3) Burrage, Crips, Preadmore

No (0)

Absent (1) Curtis

**MOTION APPROVED**

**ADJOURN**

Local Officers Compensation Commission Meeting was adjourned at 5:20 p.m.

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Sarah J. Jarvis, City Clerk  
City Clerk

# City of Mason

## 2021 LOCC Comparision Information

2019

City Name	Position	Per Meeting	Per Month	Per Quarter	Annually
Mason	Mayor	\$70.00			
	Council	\$60.00			

Note: Mayor/Council paid for attendance at special and budget meetings

City Name	Position	Per Meeting	Per Month	Per Quarter	Annually
Grand Ledge	Mayor			\$300.00	
	Council			\$250.00	

City Name	Position	Per Meeting	Per Month	Per Quarter	Annually
St. Johns	Mayor	\$45.00			\$2,000.00
	Council	\$45.00			\$1,600.00

Note: Regular Meeting \$45.00, Special Meeting \$45.00 (cap of 18 meetings a year)

City Name	Position	Per Meeting	Per Month	Per Quarter	Annually
Flushing	Mayor	\$40.00			\$800.00
	Council	\$40.00			

City Name	Position	Per Meeting	Per Month	Per Quarter	Annually
Dewitt	Mayor	\$67.50			\$925.00
	Council	\$65.50			

City Name	Position	Per Meeting	Per Month	Per Quarter	Annually
Greenville	Mayor	\$75.00		\$600.00	
	Council	\$75.00			

City Name	Position	Per Meeting	Per Month	Per Quarter	Annually
Howell	Mayor	\$18.38			\$4,000.00
	Council	\$52.50			

City Name	Position	Per Meeting	Per Month	Per Quarter	Annually
Marshall	Mayor				\$500.00
	Council				\$300.00

Note: Per charter, annual payment (City pays them quarterly)

City Name	Position	Per Meeting	Per Month	Per Quarter	Annually
Charlotte	Mayor	\$55.00			\$2,000.00
	Council	\$50.00			

Note: Mayor/Council receive \$10.00 for attending other Board or Commission meetings

Mayor/Council receive \$50.00 for attending half-day conference

Mayor/Council receive \$100.00 for attending a full-day conferences (Meals/Mileage reimbursed)

2021

City Name	Position	Per Meeting	Per Month	Per Quarter	Annually
Mason	Mayor	\$70.00			
	Council	\$60.00			

Note: Mayor/Council paid for attendance at special and budget meetings

City Name	Position	Per Meeting	Per Month	Per Quarter	Annually
Grand Ledge - 11/1/21	Mayor			\$300.00	
	Council			\$250.00	

City Name	Position	Per Meeting	Per Month	Per Quarter	Annually
St. Johns - 11/1/21 <small>*will be meeting later in 2021</small>	Mayor	\$45.00			\$2,000.00
	Council	\$45.00			\$1,600.00

Note: Regular Meeting \$45.00, Special Meeting \$45.00 (cap of 18 meetings a year)

City Name	Position	Per Meeting	Per Month	Per Quarter	Annually
Flushing - 11/2/21	Mayor	\$40.00			\$800.00
	Council	\$40.00			

City Name	Position	Per Meeting	Per Month	Per Quarter	Annually
Dewitt - 11/2/21	Mayor	\$69.69			\$1,050.00
	Council	\$67.67			

City Name	Position	Per Meeting	Per Month	Per Quarter	Annually
Greenville -11/9/21	Mayor	\$75.00		\$600.00	
	Council	\$75.00			

City Name	Position	Per Meeting	Per Month	Per Quarter	Annually
Howell - 11/2/21	Mayor	\$18.38			\$4,000.00
	Council	\$52.50			

City Name	Position	Per Meeting	Per Month	Per Quarter	Annually
Marshall - 11/2/21	Mayor				\$500.00
	Council				\$300.00

Note: Per charter, annual payment (City pays them quarterly)

City Name	Position	Per Meeting	Per Month	Per Quarter	Annually
Charlotte - 11/2/21	Mayor	\$55.00			\$2,000.00
	Council	\$50.00			

Note: Mayor/Council receive \$10.00/hr for attending other Board or Commission meetings they are assigned to

Mayor/Council receive \$50.00 for attending half-day conference (Meals/Mileage reimbursed upon request)

Mayor/Council receive \$100.00 for attending a full-day conferences (Meals/Mileage reimbursed upon request)

City Name	Position	Per Meeting	Per Month	Per Quarter	Annually
Chelsea - 11/4/21	Mayor	\$200.00			
	Council	\$50.00			

Note: 23 meetings per year (2 per month, except December, which only has 1)



## City Manager's Report: October 29, 2021

### OPERATIONS

- **Councilmembers:** The joint City Council / Planning Commission Master Plan meeting is scheduled for November 16<sup>th</sup> at 6:30 p.m. in the Sycamore Room at City Hall. An assignment in preparation of that meeting was provided by email, if you have difficulty or need assistance, please let staff know.
- On October 16<sup>th</sup>, staff attended the Sunflower House Youth Garden Club and Learning Center Open House and received the attached Certificate of Appreciation on behalf of the City.
- On October 28<sup>th</sup>, Mason Police presented to the Mason Rotary Club regarding our new K-9 unit.
- November 2<sup>nd</sup> - Special Election Update:
  - Information on the proposal is available at [mason.mi.us/ParkVote](https://mason.mi.us/ParkVote).
  - We currently have issued 1,435 Absentee Ballots and have received 916 ballots back.
  - Ways to vote:
    - Early In-Person Absent Voting – available at City Hall now through November 1. Clerk's office will be open SATURDAY, October 30<sup>th</sup>, 8:00am – 4:00pm and Monday, November 1, 8:30am – 4:00pm. More information is available at [mason.mi.us/Election](https://mason.mi.us/Election).
    - In-Person Voting – available Tuesday, November 2<sup>nd</sup>. Polls are open 7:00am – 8:00pm. More information is available at [mason.mi.us/Election](https://mason.mi.us/Election).

### Staffing Updates:

- Staff capacity and burnout is continuing to be a growing problem for the organization. We are currently down six positions, and many staff are filling in the gaps. We are working on ways to reprioritize based on existing capacity, the current status of projects, and supply chain constraints. We will be communicating any changes to Council as they come up.
  - Immediate changes include shifting our available office hours to 8:30-4:30. We previously only allowed walk-ins from 8:30-4:30, but still answered phones from 8-5. That is not currently possible.
- Open Positions: Seasonal Part-Time Crossing Guards – Open Until Filled. Full-time Laborer- Position closed internally on October 14<sup>th</sup> and applications are under review. Full-Time – Customer Service Specialist – Position closed internally October 27<sup>th</sup> and applications are under review.
- New Hire: Chadwick Taylor started on October 19<sup>th</sup> as a Fire Fighter Trainee.

### Traffic Updates:

- Ash Street (M-36) 500 East Block – Speed Complaint. Officers were assigned to the area for targeted enforcement and as a deterrent for high-speed drivers, MDOT was requested to trim brush away from speed limit signs, and the speed trailer will be deployed. Information was collected and traffic stops were made resulting in both verbal warnings and citations. Status: **Closed**

### 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-P5	Jefferson St – RR Pedestrian Crossing	Expected completion October 29	
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.	

<b>2020-B4a</b>	DPW- Design	Staff is working on finalizing conceptual design with school district.	
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<b>FY 2021-2022</b>			
<b>Project</b>	<b>Project Name/Description</b>	<b>Status</b>	<b>Completed</b>
<b>STREETS, SIDEWALKS, SIGNALS(S)</b>			
<b>2017-S23</b>	Rayner St – Randolph St to Columbia St	Completed	July
<b>2017-S24</b>	Eugenia Dr – Northbrook St to End	Final layer of asphalt scheduled for October 29.	
<b>2017-S25</b>	Hall Blvd – Ash St to South St	Concrete to be completed October 29. Asphalt to start week of November 1	
<b>2017-S26</b>	Columbia St – Park St to Jefferson St	Completed	July
<b>2019-S9b</b>	Signal at E. Maple & S. Jefferson	DDA reviewed, acquiring quotes for Council	
<b>UTILITIES: SANITARY SEWER, STORM WATER, AND WATER DISTRIBUTION (U)</b>			
<b>2017-U15</b>	Replace Hydrants and Mason Plaza	Hydrants are installed. Final restoration and punch list items anticipated to be completed in November.	
<b>2017-U34</b>	Well No. 5 Rebuild	In progress	
<b>2019-U3a</b>	Wastewater Treatment Plant – Design	Request for Proposal advertised on October 22.	
<b>2021-U1</b>	WTP- High-Pressure Pump VFD	Staff developing RFP	
<b>2021-U2</b>	WTP- Replacement of Valves	Staff developing RFP	
<b>PARKS/ CEMETERY/ FORESTRY/ NONMOTORIZED (P)</b>			
<b>2020-P3</b>	Hayhoe Riverwalk Trail – Eval. & Repair	Grant submitted	
<b>2020-P6, 2020-P12, 2020-P13, 2020-P14</b>	Lee Austin Park- Plan/Design Bond Park - Plan/Design Griffin Park - Plan/Design Hayes Park - Plan/Design	In progress, anticipated completion Winter	
<b>2020-P11</b>	Rayner Park- Phase 1 Construction	Awaiting DNR funding response in 3 <sup>rd</sup> quarter	
<b>MOTOR VEHICLE POOL (MVP)</b>			
<b>2017-MVP22</b>	Vehicle No. 83 Police	Anticipated third quarter of FY 21-22	
<b>2017-MVP23</b>	Vehicle No. 21 Cemetery/ Parks	Anticipated 2nd quarter of FY 21-22	
<b>2017-MVP27</b>	Vehicle No. 86 Police	Vehicle being outfitted with equipment. Expected to be in service by November 24	
<b>2017-MVP24</b>	Vehicle No. 59 Cemetery/ Parks	Anticipated 2nd quarter of FY 21-22	
<b>BUILDING, PROPERTY, EQUIPMENT (B)</b>			
<b>2017-B5b</b>	Building: Library Phase 1, Part 1	Bid posted; Proposals due December 7	
<b>2017-B7</b>	Building: Parking Lot Repairs	Working on addressing punch list.	
<b>2017-B10</b>	Fire: Furnace/AC, Office & Training Area	Anticipated 2nd quarter of FY 21-22	
<b>2017-B11</b>	Fire: Washing Machine	For Council consideration November 3, 2021	
<b>2018-B15</b>	Fire: Sprinkler System in Truck Bay	Anticipated 2nd quarter of FY 21-22	
<b>2018-B16</b>	Fire: Station 1- Rear Approach	Working on addressing punch list.	
<b>2018-B21</b>	Police: Interview Rm Recording System	Anticipated 3rd quarter of FY 21-22	
<b>2018-B23</b>	Planning: Master Plan/Zoning Update	In progress, Joint CC/PC mtg scheduled for Nov 16 at 6:30 p.m.	
<b>2018-B24</b>	Building: Rental Furniture Replacement	Anticipated 3rd quarter of FY 21-22	
<b>2019-B2b</b>	Building: City Hall Renovations	Anticipated 3rd quarter of FY 21-22	
<b>2019-B3</b>	Clerk: Laserfiche Avante Upgrade	For Council consideration November 3, 2021	
<b>2020-B4b</b>	Public Works Facility Construction	Need to complete CIP: 2020-B4a	

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

Project Name	Status
<b>PERMITS – COMMERCIAL PROJECTS</b> (listed only once when active)	
202 Park St: Ethos Real Estate <b>ACTIVE</b>	Building permit active to remove chimney and cover with siding.
440 S. Jefferson: BAD Brewing Company <b>ACTIVE</b>	Building permit active for install of free-standing commercial kitchen on concrete pad with utility hook ups.
575 N. Cedar: Heb's Inn <b>ACTIVE</b>	Building permits are active to replace siding and reroof buildings.
Rayner Ponds Phase 4 Subdivision (Plat) <b>APPROVAL PENDING</b> Note: A Preliminary and Final Site Plan were previously approved in 2019 and the maximum extension granted in 2020 which has since expired.	James Giguere, Giguere Realty & Development, LLC, is requesting a Final Site Plan Approval for the development of a new subdivision with 20 buildable lots and one common area. Planning Commission will review at the November 9, 2021 regular meeting at 6:30 p.m.



# CERTIFICATE OF APPRECIATION

AWARDED TO

**City of Mason**

For the donation of the shed and the use of Bicentennial Park to support the Sunflower House Youth Garden Club and Learning Center. Our youth garden club dream could not happen without your generosity. Our heartfelt thanks to you!

Awarded this 16th day of October, 2021

*Dann Jackman*

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Dann Jackman, President  
Mason Sycamore Creek Garden Club