



## **CEMETERY BOARD/TREE COMMISSION MEETING**

MONDAY, MARCH 4, 2019

Oak Room, 3:30 P.M.

201 West Ash Street, Mason MI

### **AGENDA**

1. **OATH OF OFFICE**
2. **CALL TO ORDER**
3. **ROLL CALL**
4. **ELECTION OF CHAIR AND VICE CHAIR**
5. **APPROVAL OF MINUTES** – April 26, 2018
6. **CORRESPONDENCE** – Next meeting scheduled for March 27, 2019 at 3:30 PM
7. **UNFINISHED BUSINESS**
  1. Revising Maple Grove Cemetery Rules and Regulations – Current Packet & Proposed Packet attached
  2. Veterans Flag Procedures – Inventory Process
  3. Opening and Closing of Graves Pricing – Cost Analysis will be provided at the meeting
8. **NEW BUSINESS**
9. **ADJOURN** – Cemetery Board
10. **CALL TO ORDER** – Tree Commission
11. **ROLL CALL**
12. **ELECTION OF CHAIR AND VICE CHAIR**
13. **APPROVAL OF MINUTES** – March 22, 2018

**14. COORRESPONDENCE**

1. Update on Tree Assessment – Email from Donald Heck
2. Legal Notice for Seeking Arbor Day Nominees – Copy of Nominee Legal Notice
3. Next Meeting Scheduled for March 27, 2019 at 3:30 PM

**15. UNFINISHED BUSINESS**

**16. NEW BUSINESS**

**17. ADJORN – Tree Commission**

**CITY OF MASON  
CEMETERY BOARD MEETING  
MINUTES OF APRIL 26, 2018**

Brown called the meeting to order at 3:30 p.m., in the First-Floor conference room at 201 W. Ash Street, Mason, Michigan.

Present Commissioners: Melvin Brown, Scott Shattuck  
Absent Commissioner: None  
Also Present: Sarah J. Jarvis, City Clerk  
Kirk Crawford, DPW Foreman  
Tom Silsby, DPW Superintendent

**APPROVAL OF MINUTES – June 13, 2016**

Minutes from the June 13, 2016 were unable to be located so could not be approved.

**UNFINISHED BUSINESS**

None.

**PEOPLE FROM THE FLOOR**

None.

**ELECTION OF CHAIR AND VICE CHAIR**

MOTION by Shattuck, second by Brown,  
to nominate Melvin Brown for Chair.

Yes (2) Shattuck, Brown

No (0)

Vacant (1)

**MOTION APPROVED**

MOTION by Brown, second by Shattuck,  
to nominate Scott Shattuck for Vice-Chair.

Yes (2) Brown, Shattuck

No (0)

Vacant (1)

**MOTION APPROVED**

**NEW BUSINESS**

**Discussion – Use of Artificial Flowers, Urns, Shepherd Hooks and Solar Lights**

It was discussed that Artificial Flowers, Shepherd Hooks and Solar lights should still only be

allowed during the time frame of November 1 to April 1. It was agreed that if an urn has not been used for one (1) consecutive year instead of (5) consecutive years it may be removed from the Cemetery.

#### **Discussion – Veterans Flag Procedures**

Discussion took place that we need to come up with a method of determining which graves belong to Veterans. During the lot/grave opening procedure we will now start asking as to whether the person was a veteran to help keep an accurate list of gravesites that should have flags placed upon them. Discussion also took place that instead of only having the flags be on gravesites from Memorial Day – July that they should be placed on gravesites from Memorial Day – Veterans Day. Kirk Crawford said that he budgets for new flags every year. Kirk Crawford and Scott Shattuck agreed to start creating a list of graves by Section that indicates which gravesites are veterans.

#### **Discussion – Benches/Monuments**

Discussion took place about the allowing of benches in the cemetery. Our Rules and Regulations under “Flowers and Decorations” states no benches. However, Clerk Jarvis pointed out that this seems to only indicate for decoration purposes not for a monument/headstone

MOTION by Shattuck, second by Brown  
to approve the placement of granite benches as headstones/markers in Maple Grove Cemetery.

Yes (2) Brown, Shattuck  
No (0)  
Vacant (1)

**MOTION APPROVED**

#### **Discussion – Allowing of Pet Cremains**

Discussion took place regarding pet cremains or pet burials and on whether it is allowed by state law.

MOTION by Shattuck, second by Brown  
To not allow pet cremains or pet burials in the Maple Grove Cemetery.

Yes (2) Brown, Shattuck  
No (0)  
Vacant (1)

**MOTION APPROVED**

#### **Discussion – Opening and Closing of Graves Pricing/Overtime Charge**

Discussion took place regarding the charges for Opening/Closing of Graves. It was discussed to change the time from 3:30 p.m. to 3:00 p.m. for the overtime charge for openings. Clerk Jarvis explained that this is part of the directory of charges and if we want to make this change it would need to be part of this process. Kirk Crawford and Clerk Jarvis will also calculate the

actual cost of a grave opening to analyze whether we are charging accurately. This topic will be brought back to the next meeting for further review.

**Discussion – Revising Cemetery Rules and Regulations – Adding more information for the Public.**

Clerk Jarvis in coordination with Kirk Crawford will start working on revising the current Rules and Regulations to be brought back to the Cemetery Board for Review.

It was requested by the Cemetery Board to regularly scheduled Quarterly meetings.

**ADJOURN**

The Meeting was adjourned at 4:13 p.m.

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Sarah J. Jarvis, City Clerk  
City Clerk

# **CURRENT CEMETERY RULES AND REGULATIONS DOCUMENT**

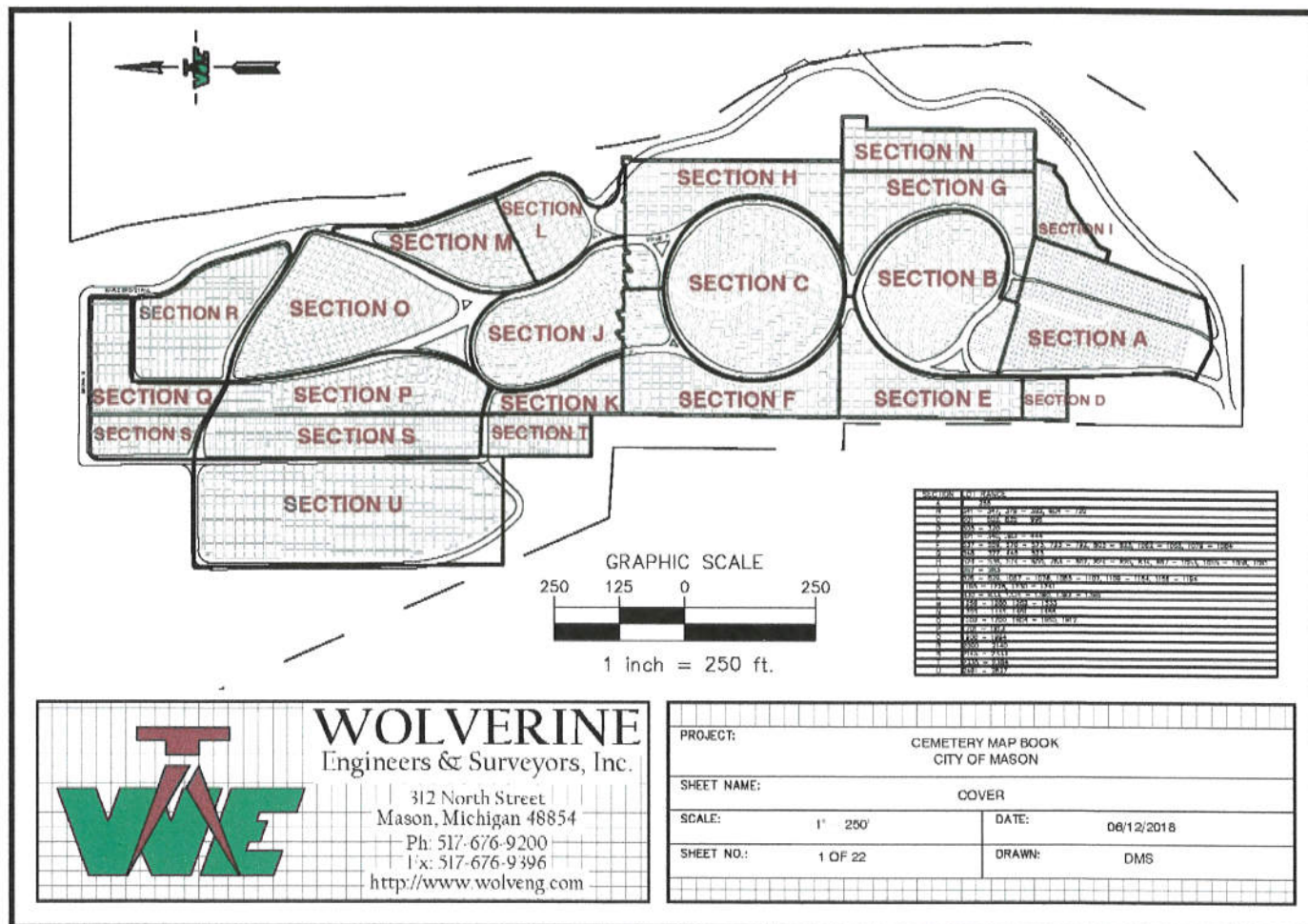


# MAPLE GROVE CEMETERY

**Regulations Amended** – November 23, 2015

**Fees Amended** – October 6, 2014

# Cemetery Map



Refer to interactive map on website for more detailed information on each section.



# Rules and Regulations

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## Burials

- All burials shall be in metal or concrete vaults, or concrete rough boxes, except for cremations and infant burials in casket size of two feet six inches (2.6") or less.
- No elevated mounds shall be built over graves, and no lot shall be filled above the grade established by the Cemetery Director.
- The Sexton must write the section number, section letter, and space number of the lot at the bottom of the burial certificate. The same information must be written on cremation interments, with the addition of cremation burial location on the space by direction (North-South-East-West).

## Burial Arrangements

At least eight (8) regular working hours (Monday through Friday, 8 a.m. to 5 p.m.) notice must be given to the City whenever an interment is to be made, and all interments must be made by the Cemetery Director or his/her assistants, or under his/her supervision. No person will be permitted to dig a grave or open any grave already there without first obtaining a permit to do so. No Sunday burials.

## Cemetery Grounds and Plantings

- The City shall establish the grade of all lots and lawn. The Cemetery Board of Trustees and the City Administrator shall direct all improvements to be made in Maple Grove Cemetery, before as well as after, interments have been made therein. The City reserves the right to remove any tree, plant, shrub, or any other object that violates Cemetery Rules and Regulations.
- All persons are prohibited from picking any flowers or breaking or injuring any tree, plant, or shrub on the Cemetery grounds.

## Flowers and Decorations

- Hanging baskets, wire baskets, glass covered or wood boxes, chairs, benches, settees and fencing are classified as undesirable ornaments in the Cemetery and are prohibited.
- All persons are prohibited from picking any flowers or breaking or injuring any tree, plant, or shrub on the Cemetery grounds.
- The City reserves the right to remove funeral designs and floral pieces as soon as they become unsightly.
- Winter decorations, artificial flowers, figurines and decorations (not to exceed 18 inches in height) may be maintained on graves from November 1 to April 1. If such decorations are not removed by April 1, they shall be considered abandoned and may be disposed of.
- No sod may be removed from any Cemetery lot except within eighteen inches (18") of a marker or monument on the interment side for planting flowers. All rose bushes containing thorns are prohibited.
- Any urn that has not been used for five (5) consecutive years may be removed from the Cemetery.
- No shrubs or trees shall be planted until prior approval has been given by the City. Plantings will only be permitted at the ends of the monuments. No shrubs or trees will be permitted which will exceed five feet (5') at maturity.

## Hours

- Visitors will be admitted every day from sunrise to sunset.
- The City is authorized to remove all those who violate these rules or commit trespass.

## Markers, Monuments, and Foundations

- All markers and monuments shall be installed under the supervision of the City. All foundations shall be placed by Maple Grove Cemetery employees except those markers which the American Legion Browne/Cavender Post #148 installs as part of the "Row of Flags". All marble markers and monuments are prohibited. All military markers four inches (4") or less thick shall be installed flush with the ground unless used as a double marker on a granite base. Lot corner markers may be used if level with the ground.
- The following material in any form will not be permitted: sandstone, slate, artificial stone, field stone, terra cotta, wood, iron, glass, unconsolidated material (i.e. wood chips, stone etc.), and all kinds of landscape edging.

## Pets

All dogs and other domestic animals are prohibited from running at large on the grounds, and the owners of same will be held responsible for any damage done.

## Vehicles

Any person driving a vehicle in the Maple Grove Cemetery shall be responsible for any damage done to the Cemetery, including its privately-owned contents, by said vehicle. No person shall drive a vehicle in excess of 15 miles per hour on any Cemetery road, or drive off the established roads unless permission is given by the City.

# Fees

## Purchase of Burial Spaces

Burial spaces may be purchased by contacting the City of Mason. Spaces are sold in the following ways:

- Lot- five spaces
- Half-Lot – two spaces
- Single Space – one space
- Baby Space – this space is equivalent to half of a single space

PURCHASE		
SPACE	RESIDENT	NON-RESIDENT
Full Lot	\$2,585	\$4,585
Half Lot	\$1,295	\$2,295
Single Space	\$700	\$1,200
Baby Grave	\$265	\$465

GRAVE OPENING/CLOSING		
WEEKDAY		
Adult	Cremation	Baby
\$575	\$135	\$135
SATURDAY		
Adult	Cremation	Baby
\$700	\$200	\$200

<b>DISINTERMENT:</b>	250% of grave opening charge
<b>FOUNDATION:</b>	\$.50 per square inch (Minimum Cost - \$125.00)
<b>OVERTIME CHARGE:</b>	\$150 extra for any funeral entering the Cemetery after 3:30 p.m.

## Other Information

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### Monument Foundations

Foundation orders may be placed at any time during the year by contacting the City. The City pours foundations twice a year, in the spring and in the fall.

### Burials Arrangements

Arranging a burial is most often conducted between a funeral director and the City. When a family determines to bury their loved one's remains, they may also work directly with the City.

### Spring Clean-up

Every year on April 1, the staff begin spring cleaning in the cemetery. Winter decorations are removed from the grounds in Maple Grove Cemetery, as well as sticks and leaves to prepare for the mowing season. By Memorial Day, flags are placed on the resting places of veterans and many sites have fresh plantings planted by loved ones.

### Winter Decorations

Items collected from sites that appear to be reusable are placed behind the cemetery garage for a brief time to provide an opportunity for the owner to reclaim desired items.

**Resources:** More questions? Please contact our Customer Service Desk at 517.676.9155

Revised: 5.24.2018 (Clerk)

# **DRAFT CEMETERY RULES AND REGULATIONS DOCUMENT**

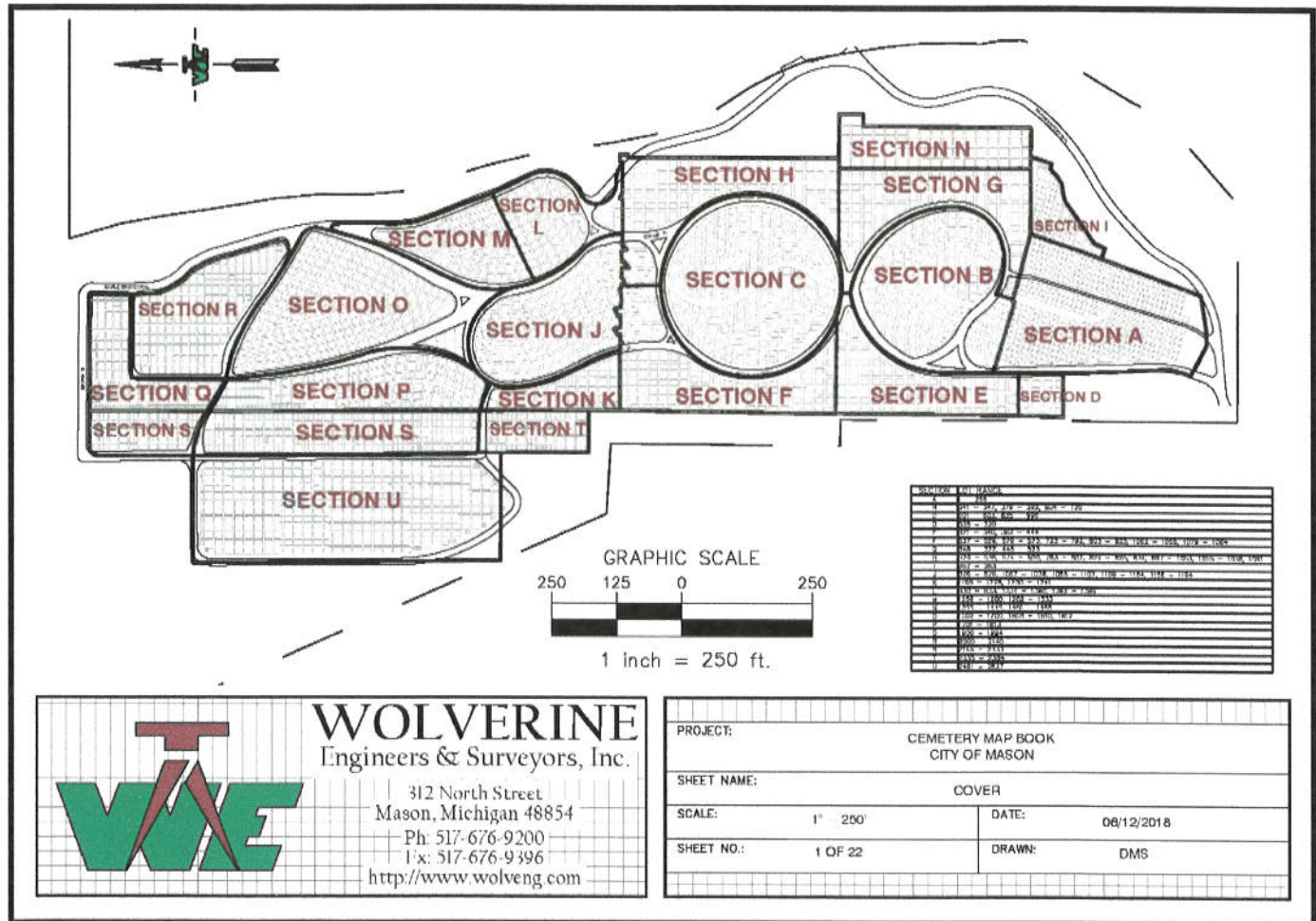




# MAPLE GROVE CEMETERY

Regulations Amended – November 23, 2015  
Fees Amended – October 6, 2014

# Cemetery Map



Refer to interactive map on website for more detailed information on each section.

# Rules and Regulations

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## Contact Information

Customer Service Desk: 517.676.9155

City Clerk: 517.676.2655 or 989.274.5719 (after hours and weekends only)

DPW Foreman: 517-749-8726 or 517-410-0972

## Introduction

The City of Mason, State of Michigan, administers the affairs of the municipal cemetery, Maple Grove. The Cemetery Department, upon advice from the Cemetery Board, has established rules and regulations, and the City Council has adopted ordinances which in their opinion will afford maximum protection to the burial rights holders and best insure and preserve the beauty, orderly development and care of the cemetery. The City reserves the right to make such changes or alterations of the rules and regulations as may from time to time seem necessary. **CHECK WITH THE CLERK'S OFFICE FOR RECENT CHANGES.** The rules contained herein are subject to any and all ordinances of the City, now or hereafter placed in effect.

## Dedication

The cemetery grounds are dedicated to the proper burial and repose of the human dead.

## Purpose

It is the City of Mason's purpose to provide the public with a well-maintained cemetery, and for the perpetual care of city cemetery property.

## Definition of Burial Rights

The term BURIAL RIGHTS shall be construed to mean the holder of the "cemetery deed" for a specific site. Such rights are limited to a burial privilege or the right to assign that privilege to a second party by recognized descent or devise from the original holder where same is placed on record with the City. Holdership is evidenced by the "Cemetery Deed" issued upon purchase.

## Cemetery Design

Cemetery sections, contiguous sites, gravesites, walkways, and roads are established by plan. This provides proper access for the public and for efficient cemetery operation and grounds maintenance, as well as insuring that proper records may be kept. All sites are surveyed and identified before burial rights privileges are granted.

The City reserves the right to perform all work for the care and upkeep of all cemetery grounds.

No objects other than monuments, markers, urns, approved shrubs will be permitted upon any gravesite and then only in conformity with the rules and regulations herein set forth.



## Purchase of Cemetery Lots

Single Spaces, Baby Graves, Half Lots, and Full Lots may be purchased outright for cash, check, credit card (service fee applies) or money order. Purchases are done through the City of Mason Clerk's office, located at 201 W. Ash Street, Mason, MI 48854. All purchases must be paid in full at time of purchase before a cemetery deed will be issued. No payment plans are allowed. No burial and/or the placement of any memorial on any space will occur if the burial space and/or lot has not been paid in full.

- Baby Graves: 1 Baby Grave
- Single Spaces – One (1) Full Burial and Two (2) Cremains or Four (4) Cremains
- Half Lots – Two (2) Full Burials and Four (4) Cremains or Eight (8) Cremains
- Full Lot – Five (5) Full Burials and Ten (10) Cremains or Twenty (20) Cremains

## Transfer, Assignment or Relinquishment

Possession of a Cemetery Deed is not in itself sufficient evidence to change holdership. Burial rights holders may assign, relinquish, or transfer their rights only by written affidavits which must be accepted at the Clerk's Office.

Should the owner die without having designated an individual(s) to be buried on the balance of any gravesite(s), the City will permit the burial of heirs as designated by court proceeding and/or declaration. Burial rights holders should either designate the individual(s) to be buried on the gravesites at the time of purchase, or by assignment at a later date, or in their Last Will and Testament. No burial shall be allowed unless the cemetery has a record that the deceased has a right to the designated burial site.

## Joint Holdership

The City advises that heirship to cemetery burial rights follows heir lines unless otherwise provided by will or legal transfer, and refuses any responsibility for disagreement arising from or as result of divided holdership or declaration. In case of partnership or divided holdership, a burial order from either or any of the recorded holders, their heirs or their agent will be accepted unless (1) the original owners have designated and have had recorded in the cemetery record those whom they wish to be buried, or whom they wish not to be buried on the site, or (2) unless written objection is made to the City prior to such burial.

## Perpetual Care

The purchase of every burial right includes Perpetual Care and such care is made a part and condition of each sale. Perpetual Care shall consist of mowing, re-seeding, and leveling of sunken graves at reasonable intervals and periodic inspection for irregularities by agents of the City.

Perpetual Care does not include the repair, maintenance or replacement of any items or objects placed on or in cemetery grounds. Perpetual Care as outlined above will provide the essential requirements of a well-kept cemetery, protection of the burial grounds and care forever without further expense to the burial rights holder.

## Perpetual Care Trust Fund

A portion of the sale price of each burial right is deposited in the Cemetery Perpetual Care Trust Fund of the City. The interest income from these investments will be used for cemetery maintenance.



## Special Care

The City does not accept requests for Special Care (planting of flower beds or bulbs, placing of wreaths, cleaning of markers, etc.). Special care is accomplished by the burial rights holder and all work shall be done in accordance with established cemetery rules set herein.

## Shrubs, Trees, Bushes, Ground Cover, Planting of Flowers

No shrubs or trees shall be planted until prior approval has been given by the Cemetery Foreman. Shrubs and trees will only be permitted at the ends of the monuments. No shrubs or trees will be permitted which will exceed five feet (5') at maturity. The City reserves the right to remove any tree, plant, shrub, or any other object that violates Cemetery Rules

Flowers may be planted within eighteen inches (18") of a marker or monument on the interment side. No sod may be removed from any Cemetery lot except within the eighteen inches (18") of a marker or monument for the purpose of planting flowers.

All rose bushes containing thorns are prohibited.

All ground cover (ivy, creeping plants, periwinkle, etc.) is prohibited.

All persons are prohibited from picking any flowers or breaking or injuring any tree, plant or shrub on the Cemetery grounds.

## Urns

Urns are allowed however an urn that has not been used for one (1) year may be removed from the Cemetery by the Cemetery Foreman or his/her designees.

## Winter Decorations

Artificial flowers, wreaths, grave blankets, solar lights, figurines and decorations (not to exceed 18 inches in height) may be maintained on graves from November 1, to April 1. If such decorations are not removed by April 1, they shall be considered abandoned and may be disposed of by the Cemetery Foreman or his/her designee. Winter decorations must be placed adjacent to the monument, or urn and should be well secured.

## Flags

Flags when used shall be placed in a City provided flag holder placed by the American Legion. City of Mason will furnish flags each year for the graves of every United States Military Service personnel for the memorial purpose of marking and designating each grave. Flags are placed by the Mason American Legion Brown/Cavendar Post #148. Flags will be placed by Memorial Day and will remain on the grave site until Veterans Day.

When either purchasing or setting up grave opening's families and or agents of the deceased will be asked to inform the City of whether the deceased was a Veteran or Active Service member to help keep an accurate record of gravesites where flags should be placed.

## Prohibited Attachments and Furnishings

Hanging baskets, wire baskets, glass covered or wood boxes, chairs, settees, benches (except granite monuments), fencing, windsocks, chimes, birdfeeders, etc. are classified as undesirable ornaments in the Cemetery and are prohibited.

### Markers and Monuments

All markers and monuments will be installed under the supervision of the Cemetery Foreman. All monuments/markers must be placed on a cement foundation (see Foundation Item 19). All Military markers four inches (4") or less thick shall be installed flush with the ground unless used as a double marker on a granite base. Lot corner markers may be used if level with the ground.

Granite benches are allowed as Monuments/Headstones but should be securely fastened together if in multiple pieces.

The following material in any form will not be permitted for markers, monuments, or foundations: marble, sandstone, slate, artificial stone, field stone, terra cotta, wood, iron, glass, unconsolidated material (i.e. wood chips, stone etc.), and all kinds of landscape edging.

**Reasonable care will be taken by the City to protect memorial from damage. The City however assumes no responsibility for damage in case of unintentional chipping or marking in the regular course of site care. All memorials are the private property of the purchaser.**

### Markers and Monument Sizes and Regulations

Below are the maximum sizes allowed for monuments and markers.

- Single Space: 36" wide X 18 inches deep X 3 feet high
- 2 Spaces or Half Lot: 72" wide X 18 inches deep X 3 feet high
- Markers and Monument that will be larger than two (2) full spaces please contact the City Clerk.

Below are additional regulations regarding the placement of monument and markers.

- Each space can have one (1) headstone and two (2) foot stones that must be flush to the ground and still must be within the measurements indicated above.

### Foundations

All monuments and markers are required to be on a cement foundation which is poured by the City of Mason Cemetery Department. Foundations are poured twice each year in the Spring and Fall. Spring Foundation orders are due by April 15 and Fall Foundation orders are due by September 15.

Foundations prices are determined by the square inch (width x depth).



Foundation orders can be done directly through the City Clerk's Office or the Monument Company can send payment and monument dimensions directly to the City Clerk's Office.

### Funerals and Burials

All funerals, burials, and cremation placements within the cemetery grounds are under the direction of the City.

Notice of funerals, with exact location of gravesite, time of burial, and any special requests must be given to the City Clerk's Office at (517) 676-9155 at least eight (8) regular working hours (Monday through Friday, 8 a.m. to 5 p.m.) in advance of the burial. ***In Winter months please contact the City Clerk's office as far in advance as possible due to frozen grounds.*** Payments for openings/closings **NOT** being paid by the Funeral Home **MUST** be paid prior to the date of the burial. Funeral Homes may mail or drop off payments as soon as possible to the City of Mason, Attention: City Clerk, 201 W. Ash Street, Mason, MI 48854.

The City will not assume responsibility for errors in opening gravesites when orders are given by telephone. Orders from the funeral home for the opening of gravesites will be construed as orders from the burial rights holder.

A burial arrival time must be no later than 3:30 p.m. on weekdays or 3:30 p.m. on Saturday. Funeral processions entering the cemetery after these times will be subject to an overtime charge. An invoice for these charges will be sent to the burial rights holder or authorized agent if not paid in advance.

There are NO Sunday Burials as well as on Scheduled City of Mason Holidays.

A Burial Transit Permit is required for full burials and a Cremation Certificate for Cremains. The Burial Transit Permit or Cremation Certificate shall be presented at the conclusion of the burial service to the Cemetery Foreman or his/her designee and will be kept on file in the City Clerk's Office.

As soon as flowers used at a funeral and left on a gravesite become unsightly, they will be removed. The City assumes no responsibility for their return to owners.

All graves will be opened and closed by the City.

All burials shall be in metal or concrete vaults, or concrete rough boxes, except for cremations and infant burials in casket size of two feet six inches (2'6")

### Removals and Disinterment's

Disinterment of a body once properly buried shall not be made without approval of the City and with proper disinterment paperwork. Gravesites shall not be reopened for inspection except for official investigation.

### General Use Rules

Visitors will be allowed daily from sunrise to sunset.

The Cemetery Foreman or his/her designees shall have the care of the Maple Grove Cemetery, and are hereby authorized to remove all those who violate these rules or commit trespass.

Persons entering the cemetery will be held responsible for any damage done to the cemetery properties by them, and are requested to observe the Rules and Regulations available in the green mailbox in the cemetery.

Dogs, cats, and other domestic animals are prohibited from running at large on the grounds, and the owners of same will be held responsible for any damage done.

The defacement of monuments, markers, gravesites, or cemetery appurtenances whether intentional or otherwise, the removal of flowers, urns or any of the cemetery equipment without authority will be considered a misdemeanor and so treated.

Any person driving a vehicle in the Maple Grove Cemetery shall be responsible for any damage done to the Cemetery, including its privately-owned contents, by said vehicle.

The speed limit on cemetery roads is established at 15 miles per hour.

Profane or boisterous language will not be tolerated and loiterers will not be permitted in the cemetery.

Gifts or tips to cemetery employees are not allowed.

Children must be accompanied by their parent/guardian or adults who will be responsible for their conduct in the cemetery.

The Cemetery Foreman and Board of Trustees have no private ends to sub serve or any pecuniary interest to benefit. They are proud of the beauty of Maple Grove Cemetery, and are pleased to consult with and advise lot owners looking toward further improvements of the grounds.

# Fees

## Purchase of Burial Spaces

Burial spaces may be purchased by contacting the City of Mason. Spaces are sold in the following ways:

- Lot- five spaces
- Half-Lot – two spaces
- Single Space – one space
- Baby Space – this space is equivalent to half of a single space

PURCHASE		
SPACE	RESIDENT	NON-RESIDENT
Full Lot	\$2,585	\$4,585
Half Lot	\$1,295	\$2,295
Single Space	\$700	\$1,200
Baby Grave	\$265	\$465

GRAVE OPENING/CLOSING		
WEEKDAY		
Adult	Cremation	Baby
\$575	\$135	\$135
SATURDAY		
Adult	Cremation	Baby
\$700	\$200	\$200

DISINTERMENT:	250% of grave opening charge
FOUNDATION:	\$.50 per square inch (Minimum Cost - \$125.00)
OVERTIME CHARGE:	\$150 extra for any funeral entering the Cemetery after 3:30 p.m.

Revised: 2.25.2019 (Clerk)



# Cemetery Services

	<u>RESIDENT</u>	<u>NON-RESIDENT</u>
Full Lot .....	\$ 1,875	\$ 3,875
Perpetual Care.....	<u>710</u>	<u>710</u>
TOTAL .....	\$ 2,585	\$ 4,585
Half Lot .....	\$ 940	\$ 1,940
Perpetual Care .....	<u>355</u>	<u>355</u>
TOTAL .....	\$ 1,295	\$ 2,295
Single Space .....	\$ 555	\$ 1,055
Perpetual Care.....	<u>145</u>	<u>145</u>
TOTAL .....	\$ 700	\$ 1,200
Baby Grave .....	\$ 190	\$ 390
Perpetual Care.....	<u>75</u>	<u>75</u>
TOTAL .....	\$ 265	\$ 465

<u>GRAVE OPENING</u> .....	<u>WEEKDAYS</u>	<u>SATURDAY</u>
Adult .....	\$ 575	\$ 700
Baby .....	\$ 135	\$ 200
Cremation .....	\$ 135	\$ 200

OVERTIME CHARGE: \$150 extra for any funeral entering the Cemetery after 3:30 P.M.

Disinterment: 250% of Grave Opening Charge.

<u>GRAVE OPENING CHARGES</u>					
<u>Vault No.</u>	<u>Grave Size</u>	<u>Weekdays</u>	<u>Weekdays</u> <u>After 3:30 PM</u>	<u>Saturdays</u>	<u>Saturdays</u> <u>After 3:30 PM</u>
0	19 X 36	\$ 135	\$ 285	\$ 200	\$ 350
1	26 X 50	\$ 135	\$ 285	\$ 200	\$ 350
1 ½	30 X 68	\$ 575	\$ 725	\$ 700	\$ 850
2	32 X 80	\$ 575	\$ 725	\$ 700	\$ 850
5	38 X 94	\$ 575	\$ 725	\$ 700	\$ 850
6	40 X 98	\$ 575	\$ 725	\$ 700	\$ 850

Foundations: \$.50 Square Inch with a \$125.00 minimum



**CITY OF MASON  
TREE COMMISSION**

**MINUTES OF MARCH 22, 2018**

**CALL TO ORDER**

Chairperson Hershberger called the meeting to order at 3:34 p.m. in the Second Floor Training Room of City Hall, 201 W. Ash Street, Mason, Michigan.

**ROLL CALL**

Present: Commission Members: Brown, Darling, Ferris, Hershberger  
Absent: Ken Baker, Director of Public Works  
Also Present: Tom Silsby, DPW Superintendent  
Dana Martin, DPW Administrative Asst.

**PUBLIC COMMENT**

None

**APPROVAL OF MEETING MINUTES**

Vice-Chairperson Darling made a motion to accept the minutes of February 22, 2018, Brown seconded. Motion passed unanimously.

Yes (3) Brown, Darling, Hershberger  
No (0)  
Absent (1) Ferris (arrived after vote)

**MOTION APPROVED**

**UNFINISHED BUSINESS**

**A. Arbor Day Celebration**

**1. Honoree Nominations –**

- a. Request was published on 3/4/18
- b. No Nominees received
- c. Discussed honoring the Mason Public Schools FFA- Forestry students.

A motion was made to select the Mason Public Schools FFA- Forestry students, Ashley Austin, Rhylee Owen, Ryleigh Clark, and Michael Montalvo, the 2018 Arbor Day

Honorees for their award winning work in the area of forestry. The motion was seconded. Motion passed unanimously.

Yes (4) Brown, Darling, Hershberger  
No (0)  
Absent (1) Ferris (arrived after vote)

#### MOTION APPROVED

2. Invitations, Time/Location (location dependent upon tree selection)
  - a. Hershberger to create preliminary invitation and forward to Martin
  - b. Martin to post finalized invitation on Facebook and City Window
    - i. Also discussed posting other locations
  - c. Location will be dependent upon type of tree selected
3. Nominee's Tree and Placement Options
  - a. Martin to send Tree Choices and Tree Location options to Hershberger
  - b. Hershberger to contact Pete Barnum, FFA Leader
4. Recognition
  - a. Discussed options of Commemorative Coin
  - b. Ferris suggested option of Commemorative Pin
  - c. Darling stated he has 50 seedlings to distribute at event
  - d. Coin images were discussed; Commission members like the idea of using the Tree City USA logo on the other side of the coin.
    - i. Martin seeking approval of Tree City USA for use of their logo
    - ii. Martin to email Hershberger coin design for approval
    - iii. Hershberger able to assist with rush fees, if any
  - e. Plaque proclamation to be given to each student and Pete Barnum for display at Mason High School.
  - f. Hershberger to get information on the work and projects that each student worked on

#### NEW BUSINESS

Hershberger requested an updated Tree Commission Contact List.

#### LIAISON REPORTS

Ferris shared that it is being considered to merge the Tree Commission with the Cemetery Commission and therefore, at this time, we may not seek an individual to replace Duthie.

#### ADJOURNMENT

Hershberger stated that the next meeting date will be determined after the 2018-2019 budget is approved. The meeting adjourned at 4:03 pm.



## Sarah Jarvis

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**From:** Sarah Jarvis  
**Sent:** Friday, February 22, 2019 2:53 PM  
**To:** Sarah Jarvis  
**Subject:** FW: Tree Grant Documents

**From:** Donald Heck <donh@wolveng.com>  
**Sent:** Friday, February 22, 2019 2:32 PM  
**To:** Sarah Jarvis <sarahj@mason.mi.us>; Dana Martin <danam@mason.mi.us>; Elizabeth Hude <elizabethh@mason.mi.us>  
**Cc:** Deborah Stuart <deborahs@mason.mi.us>  
**Subject:** RE: Tree Grant Documents

As noted the City Council awarded the tree assessment to ArborPro at their February 4, 2019 meeting. As of this date, we have prepared a Notice of Award for signatures which will be forwarded to the Contractor along with the request for their insurance.

Upon receipt and review of the insurances the City will execute the contract and issue a Notice to Proceed.

If you have any questions or require our attendance at the Tree Commission meeting, please do not hesitate to contact us.

Sincerely,



**Donald B. Heck, PE**  
**Wolverine Engineers & Surveyors, Inc.**  
312 North Street  
Mason, Michigan 48854-1169  
Ph: 517.676.9200      Fx: 517.676.9396

[donh@wolveng.com](mailto:donh@wolveng.com)   <http://www.wolveng.com>

**MASON TREE COMMISSION**  
**SEEKS NOMINEES FOR ARBOR DAY HONOREE**

Since 1991, the City of Mason has observed Arbor Day during the last week of April by planting a tree in honor of a citizen or group who has made positive contributions to ecology.

The City of Mason Tree Commission is now seeking nominees for the person, business or group who will be honored at this year's April 26<sup>th</sup> celebration. Citizens are asked to submit letters of nominations by **Wednesday, March 20, 2019** to: Mason City Hall, Attn: Sarah Jarvis, 201 W Ash Street, Mason, MI 48854. The envelope should be clearly marked "Arbor Day Nomination."

The Tree Commission will make their selection of the 2019 honoree on the bases of their contribution to ecology in general, and promotion and preservation of trees in particular. Emphasis will be placed on selecting an individual or group who has made a significant contribution to the enhancement of the ecology in the City of Mason or Mason area.