



CEMETERY/TREE COMMISSION

AGENDA – May 13, 2021

Electronic Meeting, 12:30 P.M.

In accordance with State Law, which has authorized remote participation in public meetings for a defined reason, it has been determined by the Mayor, in consultation with the City Manager (in accordance with Resolution 2021-08) that an electronic meeting is necessary to protect the public health. This was determined due to the fact that Ingham County Board of Commissioners, in accordance with PA 390 of 1976, declared that a “state of emergency” exists within our jurisdiction through May 31, 2021 (Resolution 21-219). Public participation is encouraged and procedures facilitating that participation are outlined in supplemental materials attached.

1. CALL TO ORDER – Cemetery Board/Tree Commission

2. ROLL CALL

3. PUBLIC COMMENT

4. APPROVAL OF MINUTES

A. Minutes:

1. Approve Minutes of Cemetery Board/Tree Commission meeting held on March 25, 2021

5. UNFINISHED BUSINESS

6. NEW BUSINESS

A. Code of Ordinance: Chapter 78-7 (a)(3) – Use of Skateboards on any of the lands dedicated to the use of Maple Grove Cemetery.

1. Discussion on Ordinance and options of possibly allowing along the Hayhoe Riverwalk Trail.

B. Approval of a Niche Columbarium Monument at Maple Grove Cemetery

C. Discussion regarding a Columbarium – Next Capital Improvement Plan

7. LIASON REPORT (City Manager’s Report 4-29-2021)

8. ADJOURNMENT



CEMETERY/TREE COMMISSION ELECTRONIC MEETING INFORMATION

PLEASE TAKE NOTICE that the meeting of the City of Mason Cemetery Board scheduled for **May 13, 2021, starting at 12:30 p.m.**, will be conducted virtually (online and/or by phone) due to health concerns surrounding Coronavirus/COVID-19.

The City of Mason will be using Zoom to host this meeting. A free account is required to use Zoom. Please take the time to download and set-up Zoom prior to the meeting. Zoom may be accessed here: <https://zoom.us/>

MEETING INFORMATION:

Topic: **Cemetery Board/Tree Commission**

Time: **May 13, 2021 at 12:30 p.m.** Eastern Time

Meeting ID: 834 8466 4282

Passcode: 453189

Video Conference Information: **Link to join online:**

<https://us02web.zoom.us/j/83484664282?pwd=SFkvWHlpeTlrV295ZDFrWTl2YzNpdz09>

You may also join a meeting without the link by going to join.zoom.us on any browser and entering the Meeting ID provided above.

Phone Information: **Dial 301.715.8592**

To comply with the **Americans with Disabilities Act (ADA)**, any citizen requesting accommodation to attend this meeting, and/or to obtain this notice in alternate formats, please contact Michigan Relay at <https://hamiltonrelay.com/michigan/index.html>.

NOTE ON PUBLIC COMMENTS:

If you would like to provide comments beforehand, please send those comments in an email by 10:00 a.m. on the day of the meeting to masonclerk@mason.mi.us. They will be read aloud by the Chair. If you would like to speak during the meeting, you may. Please follow the guidelines under Electronic Meeting Procedures for Public on the following page.

Resources: More Questions? Please Contact our Customer Service Desk at 517.676.9155.



General Procedures Related to Electronic Meetings

As required under Public Act 228 of 2020, the following procedures outline the accommodation of meetings held, in whole or in part, electronically by City Council or a City Board or City Commission. Additional procedures will be adopted at a later date, by the Council, to accommodate members that are eligible and cannot attend in person for meetings held on or after January 1, 2021.

Electronic Meeting Procedures for City Council, City Board or City Commission Members

- All attendees including City Council, City Board or City Commission Members will enter the meeting with a muted microphone.
- The meeting Chair's microphone will be unmuted to call the meeting to order.
- During initial roll call, each member will announce the physical location they are participating from by stating the county, city, township, or village and state which they are attending the meeting from.
- The meeting Chair will call for a motion and members will signify making a motion by either voice or the "Raise Hand" feature. The same process will be followed for a second to a motion. The meeting Chair will then acknowledge which member made the motion and which member seconded the motion.
- The meeting Chair will then ask if there is any discussion on the motion. Members will indicate a desire to discuss by either voice or the "Raise Hand" feature. The meeting Chair will then acknowledge the particular member granted the floor for discussion by name.
- Votes shall be taken by roll call.

Electronic Meeting Procedures for Public

- All public participants entering the meeting will automatically be muted upon entering.
- All public participants should either turn off or leave off their video camera. Only City Council, City Board or City Commission Members will be allowed to have their video cameras on. Your video camera will be turned off for you if you do not turn it off yourself.
- Public comment:
 - Public only will be allowed to address the members during Public Comments
 - Public is allowed three (3) minutes to speak.
 - Public must state the name and address slowly and clearly before they start to address the Council.
 - Public comments will be addressed in the following order:
 1. Those provided the day of the meeting and sent to the designated person in the meeting instructions by a certain time will be read during the meeting.
 2. Those using the Video Conference Portion (not calling on a telephone) will be asked to use the "Raise Your Hand" Feature in Zoom. The meeting Chair will call on individuals to speak and they will be unmuted at that time.
 3. Participants that are available only by phone, after the meeting Chair requests.
- Inappropriate or disruptive participants will not be allowed or tolerated and will be removed from the meeting.
- Due to the electronic nature of this type of meeting the meeting Chair, at his discretion, may adjourn the meeting with or without notice for any reason. Every attempt will be made to remain connected to the meeting, however two examples of abrupt adjournment may be computer connectivity issues or lack of appropriate participation.

ADDITIONAL ZOOM INSTRUCTIONS FOR PARTICIPANTS:

PHONE INSTRUCTIONS - to join the conference by phone

1. On your phone, dial the teleconferencing number provided above.
2. Enter the **Meeting ID number** (provide with agenda) when prompted using your touch- tone (DTMF) keypad.

VIDEOCONFERENCE INSTRUCTIONS – to watch and speak, but not to be seen

Before a videoconference:

1. You will need a computer, tablet, or smartphone with speaker or headphones. You will have the opportunity to check your audio immediately upon joining a meeting.
2. Details, phone numbers, and links to videoconference or conference call is provided above. The details include a link to “Join via computer” as well as phone numbers for a conference call option. It will also include the 9-digit Meeting ID.

To join the videoconference:

1. At the start time of your meeting, enter the link to join via computer. You may be instructed to download the Zoom application.
2. You have an opportunity to test your audio at this point by clicking on “Test Computer Audio.” Once you are satisfied that your audio works, click on “Join audio by computer.”

If you are having trouble hearing the meeting, you can join via telephone while remaining on the video conference:

1. On your phone, dial the teleconferencing number provided above.
2. Enter the **Meeting ID number** when prompted using your touch- tone (DTMF) keypad.
3. If you have already joined the meeting via computer, you will have the option to enter your 2- digit participant ID to be associated with your computer.

Participant controls in the lower left corner of the Zoom screen:



Using the icons in the lower left corner of the Zoom screen, you can:

- Mute/Unmute your microphone (far left)
- Turn on/off camera (“Start/Stop Video”)
- Invite other participants
- View Participant list – opens a pop-out screen that includes a “**Raise Hand**” icon that you may use to raise a virtual hand during Call to the Public
- Change your screen name that is seen in the participant list and video window

Somewhere (usually upper right corner on your computer screen) on your Zoom screen you will also see a choice to toggle between “speaker” and “gallery” view. “Speaker view” shows the active speaker. “Gallery view” tiles all of the meeting participants.

**CITY OF MASON
CEMETERY BOARD/TREE COMMISSION
MINUTES OF MARCH 25, 2021**

Chair Ferris called the Cemetery Board/Tree Commission meeting to order at 11:30 a.m., via Zoom Teleconference.

Roll Call		Present	Absent	Location
<i>Chair</i>	Ferris	X		Mason, Michigan
<i>Board Member</i>	Shattuck	X		Mason, Michigan

Also present: Clerk, Sarah J. Jarvis

PUBLIC COMMENT

None

APPROVAL OF MINUTES – February 11, 2021

MOTION by Shattuck, second by Ferris
to approve the February 11, 2021 Cemetery Board and Tree Commission Minutes

YES (2) Ferris, Shattuck

NO (0)

VACANT POSITION (1)

MOTION APPROVED BY ROLL CALL VOTE

UNFINISHED BUSINESS

A. Arbor Day Celebration- Nominees and Arbor Day Event

Clerk Jarvis stated she had consulted with the City Manager and it was determined it may look inappropriate to select the family member of the Board as the Arbor Day Nominee. Clerk Jarvis stated that to maintain our Tree City Status we do need to have an Arbor Day Celebration.

Ferris recommended planting a tree in location recommended by the DPW Foreman in honor of the indomitable spirit of the community over this last year. Ferris will work with Clerk Jarvis to draft the Proclamation. There will be no in person ceremony, but pictures will be taken of the planting of the tree and the proclamation will be posted on the City Facebook page and webpage.

NEW BUSINESS

A. Maple Grove Cemetery Rules and Regulations

MOTION by Shattuck, second by Ferris
to approve the revision of the Maple Grove Cemetery Rules and Regulations by removing
the Joint Holdership Section.

YES (2) Ferris, Shattuck

NO (0)

VACANT POSITION (1)

MOTION APPROVED BY ROLL CALL VOTE

B. Maple Trees on City Property

Board decided to not to address and issues at this time, unless it becomes more a
concern.

ADJOURNMENT

Cemetery Board Meeting was adjourned at 11:49 a.m.

Sarah J. Jarvis, City Clerk
City Clerk

Sec. 78-7. Skateboards.

(a) *Use limited.* No person shall use a skateboard in the following places:

(1) On any roadway within the city, except while crossing a highway or street on a crosswalk, and then only in the manner specified by Section 28.1204 of the Uniform Traffic Code for Cities, Townships and Villages, as adopted and amended by the city.

(2) On any of the lands leased or owned by the public, including public easements and rights-of-way, or on the private property of another, within that area of the city bounded by the Michigan Central Railroad right-of-way, Oak Street, Barnes Street, and the alley located between Maple Street and Sycamore Street, including an extension of the lateral line of the alley west to the Michigan Central Railroad right-of-way on Monday through Saturday from the hours of 8:00 a.m. to 8:00 p.m. and at such other times as declared by the chief of police.

(3) On any of the lands dedicated to the use of the Maple Grove Cemetery.

(b) *Manner of use.* No person shall use a skateboard:

(1) Upon a sidewalk, walkway or other surface or facility used or intended for pedestrians without yielding at all times the right-of-way to pedestrians.

(2) Upon a public or private parking lot or facility open to the public without yielding the right-of-way at all times to pedestrians and vehicles and so as to not interfere with the parking of vehicles.

(3) In a reckless or careless manner, or in any manner likely to result in injury or damage to the person or property of another.

(4) At a speed greater than a walking speed when crossing within a crosswalk or crossing a roadway where no crosswalk is provided.

(5) By placing portable ramps or similar devices or structures upon public property.

(c) *Posting of signs.* The department of public works shall erect appropriate signs which designate where skateboards are prohibited by this section.

(d) *Penalty.* Any person who violates any provision of this section shall be responsible for a civil infraction and subject to a civil fine of not more than \$100.00. A police officer witnessing a violation of this section may stop the person, detain the person temporarily for purposes of making a record and prepare and subscribe a complaint for a civil infraction in the manner provided by Section 28.1110a of the Uniform Traffic Code for Cities, Townships and Villages, as adopted and amended by the city.

(Ord. No. 120, §§ 1--5, 8-1-1988; Ord. No. 168, 9-2-2008)

Sarah Jarvis

From: Lorri Miller <lorrimiller60@hotmail.com>
Sent: Sunday, April 25, 2021 2:16 PM
To: Sarah Jarvis
Subject: Mt Hope monument

? Would this b allowed at maple grove

Length 28" x 16" x 27" high

Base is 28" x 16" x 6"

I told customer I had not seen any there but best to check with u first

I will b in office Monday and Tuesday till 130 leaving for Colorado for y nieces wedding next Saturday

Will return may 4th. Thanks so much


2 NICHE COLUMBARIUM

DELIVERY

18-24 Weeks for any India color (after approval)


PANEL/DOOR

SAMPLES




LOUISE
JULY 23, 19
MAR. 6, 20

CM-2 PANI




LOUISE
JULY 23, 19
MAR. 6, 20

CM-2 PANI




RICHAR
MAY 18,
FEB. 27,

CM-2 PA



RICHAR
MAY 18
FEB. 27

CM-2 P.



ORSON

CARL
JULY 2, 1922
APR. 16, 2009

MURIEL
MAY 30, 1923
FEB. 17, 2010

Shown with optional granite vase.

Item No.	DESCRIPTION	Size	Finish	Jet Black	India Red
		2-4 x 1-4 x 2-3	Rock Pitch base		

Sent from my iPhone

2



City Manager's Report: April 29, 2021

COVID-19 UPDATES

- City Hall is currently open to the public Monday through Friday, 9:00 a.m. to 4:00 p.m. The Customer Service line is answered Monday through Friday, 8:00 a.m. to 5:00 p.m.
- Please see the Continuity of Operations document, as of February 1, 2021, available: [here](#).
- Please see the COVID-19 Preparedness and Response Plan, as of January 12, 2021 available: [here](#).

OPERATIONS

- **Councilmembers:** Please mark your calendar for **May 10, 2021 at 5:30pm** for the Mason Public Schools and City of Mason Joint Recognition Ceremony to be held virtually.
- Representative Slotkin announced that the City of Mason's application for a Community Project Appropriation has been selected as one of the top 10 projects of the 52 submitted in her district and that she will be moving forward with a request of an appropriation. We will know by December if there is federal support for the project. The 10 projects that were selected can be found here <https://slotkin.house.gov/community-project-funding-submissions>. The full application packet is attached for your reference. Please be sure to thank our partners that helped make our application more competitive by their support. We are hopeful this may reduce the water rate increase and would encourage citizens to reach out to her office to note the importance of this appropriation.
- On Friday, April 16, 2021, Officer Hayden Wildfong and K-9 Tamarack graduated from initial Police K-9 School. They are certified in patrol and explosives detection. On Monday, April 19, 2021, they began their first shift together as a dual-purpose K-9 Unit (tracking and explosive detection.) We plan to have the K-9 Unit present at a future in person City Council Meeting.
- On April 12, 2021 Investigator Flores and Chief Hanson attended an Autism ceremony with several other law enforcement professionals to support Autism Awareness and the passing of significant Autism legislation.
- Mason Sycamore Creek Garden Club has requested to pilot a Community Daffodil Project this year near Lee Austin Park and the Fire Station. The bulbs will be planted there in the Fall and will be enjoyed in the Spring. This type of project has never been tested, to our knowledge, in a more urban area with sidewalks and it is unknown how it will impact our noxious weed ordinance until we can test it in an area. If after the first year the community and Council support the project, we will allow access to other public facilities and encourage more property owners to participate until the City streets are lined with Daffodils in the Spring.
- Staff applied and the City was awarded the State of Michigan EGLE Drinking Water Asset Management Grant in the amount of \$274,800.00. These grant funds will help fund the City's effort to identify lead service lines in the water system along with funding the asset management plan for the lead service line replacement.

Staffing Updates:

- New Hires/Promotions: Max Barton was hired as a Seasonal-Temporary Laborer in Public Works and started April 28, 2021.
- Open Positions: Full-time Police Officer- Offer was formally accepted and a thorough background check is in process. Seasonal-Temporary Laborer- posting closed on Friday, April 23, 2021 – two offers were made and accepted; one has started and the other is still in the pre-employment screening process. We are continuing to seek applicants for the Seasonal-Temporary Laborer position. Seasonal Crossing Guard-posted and is open until filled.

LARGE CITY PROJECTS

FY 2019-2020				
Project	Project Name/Description		Status	Completed
UTILITIES: SANITARY SEWER, STORM WATER, AND WATER DISTRIBUTION (U)				
2017-U11	Turbine Aeration Blower at POTW		Blower expected to be in service early May.	
FY 2020-2021				
Project	Project Name/Description		Status	Completed
STREETS, SIDEWALKS, SIGNALS(S)				
2017-S17	Center Street-Walnut St to N. Bush St		Completed	October
2017-S18	Brookdale St- W. South St to Willow St		Completed	August
2017-S19 2020-U2	Cherry- McRoberts St to Henderson St		Completed	October
2017-S21	Eaton Drive- All		Completed	June
2017-S22	W. Elm St- McRoberts St to Lansing St		Completed	October
2019-S9a	E. Maple– S. Jefferson to S. Barnes		Completed	June
2019-S9b	Signal at E. Maple & S. Jefferson		Traffic study is completed and staff is reviewing	
2019-S5a	Henderson Street– Entire length		Completed	October
2019-S5b	Alley- W. Columbia to W. Sycamore		Completed	October
2018-S1	Temple Street Pedestrian Crossing		Anticipated start date Summer of 2021	
UTILITIES: SANITARY SEWER, STORM WATER, AND WATER DISTRIBUTION (U)				
2017-U8	Replace PLCs on 3 Wells		Anticipated start date Spring of 2021	
2017-U23	Well No. 6 Rebuild		Anticipated start date Spring of 2021	
2017-U25	Gutters for Water Treatment Plant		Completed	April
2018-U32	South Water Tower Repair		Preparing documents for bid advertising.	
2019-U1	Wastewater Treatment Plant - Design		Staff is drafting Request for Proposal for work.	
2019-U4	Study - Wastewater Solids System		Completed	March
PARKS/ CEMETERY/ FORESTRY/ NONMOTORIZED (P)				
2017-P8	Laylin Park - Phase II		Anticipated start date Spring of 2021	
2020-P2	Columbia St Bridge Ped. Crossing Design		Staff finalizing design	
2020-P5	Jefferson St – RR Pedestrian Crossing		Railroad Company confirming rail work date, start Spring 2021	
2020-P6	Lee Austin Park- Plan/Design		Staff is drafting Request for Proposal for work.	
2020-P7	Non- Motorized Prog: NE Quadrant		Completed	October
2020-P8	Rayner Park- Master Park Plan		Staff is drafting Request for Proposal for work.	
MOTOR VEHICLE POOL (MVP)				
2017-MVP15	Vehicle No. 16 Replacement	Facilities, Code Enforcement	Vehicle has been ordered, expected delivery at the end of May.	
2017-MVP16	Mower No. 77 Replacement	Cemetery, Parks, Forestry	Delivered	March
2017-MVP17	Vehicle No. 85 Replacement	Police	Vehicle has been delivered, waiting for equipment and decals to be outfitted.	
2017-MVP20	Vehicle No. 18 Replacement	Cemetery, Parks, Forestry	Vehicle has been ordered, expected delivery at the end of May.	
2017-MVP21	Mower No. 66 Replacement	Cemetery, Parks, Forestry	Delivered	March
2017-MVP29	Mower No. 69 Replacement	Cemetery, Parks, Forestry	Delivered	March
2018-MVP1	Vehicle No. 22 Replacement	Cemetery, Parks, Forestry	Vehicle has been ordered, expected delivery at the end of May.	

BUILDING, PROPERTY, EQUIPMENT (B)			
2017-B12	IT New Servers	Replacement expected to be complete by June	
2017-B17	Fire SCBA units	Authorization by City Council to purchase	
2018-B14	Fire Rehab 815 Replacement	Anticipated purchase Spring of 2021	
2018-B22	Police Body Worn Cameras	Complete	March
2018-B23	Master Plan/Ordinance Update	RFP proposals are due May 27, 2021	
2019-B16b	Election Tabulator Machines	Completed	October
2019-B2a	City Hall - Phase I Design and Security	Installation is in progress; anticipated completion February/March.	
2020-B4a	DPW- Design	Staff is working on refining design.	

Office of Congresswoman Elissa Slotkin

FY2022 Interior and Environment Appropriations

Community Project Request Form

Your funding request should be submitted at slotkin.house.gov/communityprojectfunding and is due by 12pm on April 16, 2021.

Note: Only non-profit entities and state and local government entities are eligible to request projects. Projects cannot be designated for private individuals or for-profit entities. The Subcommittee will only accept legally eligible requests under the following accounts: Federal land acquisitions through the Land and Water Conservation Fund (Note: The Subcommittee will accept requests for these community projects after the release of the full President's budget.); Environmental Protection Agency State and Tribal Assistance Grants for certain water infrastructure projects; certain State and Private Forestry projects within the U.S. Forest Service.

Entity Requesting Funds (legal name, no abbreviations):

If this entity is a non-profit, please include documentation that the entity is a registered 501(c)(3) under the Internal Revenue Code of 1986.

Primary Point of Contact (name, email, phone number, organization address):

Project Priority (if non-federal sponsor is submitting more than 1 project):

Project description (not more than 1,000 characters):

Amount requested:

Total project cost:

FY 2022 President's Budget Request (if applicable):

FY 2021 enacted level (if applicable):

Can the project obligate all of the appropriated funds within 12 months after enactment (yes/no)?

Estimated start and completion dates for the project:

Include a budget describing in detail how the requested federal funding will be used by the grantee.

Include an explanation of why the project is a good use of taxpayer funds.

Include evidence of community support (examples: letters of support from local governments; press articles highlighting the need for funds; support from newspaper editorial boards; evidence the project is listed on State intended use plans, community development plans, or other publicly available planning documents; resolutions passed by city councils or boards):

Has this request been submitted to another Member, if yes, which Member(s) and who is the staff point-of-contact?

For Land and Water Conservation Fund project for BLM/FWS/NPS/USFS:

Is the requested project on either the president's proposed or supplemental LWCF project list submitted by the agency?

For Environmental Protection Agency, State and Tribal Assistance Grants, Clean Water/Drinking Water infrastructure projects:

Please indicate whether this is a Clean Water SRF project or a Drinking Water SRF project.

Does the project have (or expects to have within 12 months) its 20 percent matching fund requirement?

Is the project on your state's most recently finalized Clean Water/Drinking Water State Revolving Fund Intended Use Plan? Please provide documentation or link to online list.

Has the project received federal funds previously? If so, please describe amounts, sources, and fiscal years.

For Forest Service, State and Private Forestry projects:

Has the project received federal funds previously? If so, please describe amounts, sources, and fiscal years.

Is the project ranked in a priority setting system/list? If so, please provide list name and rank.

(If landscape scale restoration) Does this project meet the eligibility requirements of the Landscape Scale Restoration program as listed in the instructions on the Forest Service website?

(If landscape scale restoration) How does this project meet the goals of the State Forest Action Plan(s)?

(If Forest Health Management) Is this project treating a specific insect, disease, or invasive plant infestation listed in the FY21 Forest Service Budget Justification?

(If Cooperative Fire Assistance) If a State project, how does this project meet the goals of the State Forest Action Plan? If a local project, how does this project support community mitigation efforts?

(If Forest Stewardship) How does this project meet the goals of the State Forest Action Plan?

(If Urban and Community Forestry) How does the project meet the goals outlined in the 2016-2026 Urban Forestry Action plan?

(If Urban and Community Forestry) Further, how does this project “Conserve working forest landscapes, protect forests from harm, and enhance benefits associated with trees and forests”?

(If Urban and Community Forestry) Does the project meet at least the 50-50 match requirement?

DEPARTMENT OF THE INTERIOR

Land Acquisition Through the Land and Water Conservation Fund

Federal acquisition of lands and water and interests therein must be for the purpose of land and habitat conservation and the encouragement of outdoor recreation, as established by the Land and Water Conservation Fund (LWCF) Act of 1965. Land acquisition project requests funded from the LWCF should be requested through the agency that would manage the land being acquired. The four land management agencies are: within the Department of the Interior,

(1) the Bureau of Land Management, (2) the Fish and Wildlife Service, (3) the National Park Service; and within the Department of Agriculture, (4) the Forest Service.

Third party organizations (i.e. The Nature Conservancy, Trust for Public Land, etc.) frequently participate in the federal acquisition process by coordinating the negotiation and purchase of tracts. If the project you are requesting involves a third-party organization, please be mindful that funding for a land acquisition project goes to the agency that will manage the land. The Great American Outdoors Act of (Public Law 116-152) and the Consolidated Appropriations Act, 2021 (Public Law 116-260) mandates that the president submit, along with the upcoming fiscal year's budget request, proposed and supplemental project lists. The Committee will look favorably upon requests for projects that appear in either of these lists. When submitting your request, please indicate whether the project is on these lists.

ENVIRONMENTAL PROTECTION AGENCY

State and Tribal Assistance Grants (STAG)

The vast majority of requests made to the Interior Subcommittee are for STAG infrastructure grants. These grants fund local wastewater and drinking water infrastructure projects. This includes construction of and modifications to municipal sewage treatment plants and drinking water treatment plants. Similar to past practice, the Committee will be limiting STAG infrastructure grants only to projects that are publicly-owned or owned by a non-profit entity and that are otherwise eligible for the funding from that state's Clean Water or Drinking Water State Revolving Funds (SRF) loan programs. Privately-owned projects are NOT eligible for infrastructure grants, even if they are otherwise eligible for assistance under a SRF program. The Committee will look favorably upon requests for projects that are listed on a state's most recent Intended Use Plan.

There is a minimum 20% cost share requirement for any portion of a project funded through a STAG infrastructure grant. For example, a \$1 million project could receive a maximum of \$800,000 from the Federal government, with the remaining \$200,000 the responsibility of the grantee. In almost all cases, other federal funds cannot be used to meet this 20% cost share. Ability to fund the 20% cost share is required before EPA can award a STAG grant. Please note that only the non-federal portion of assistance provided by a SRF can be applied towards a project's matching requirement. STAG projects have very specific eligibility requirements, and the Committee will not consider projects that do not meet those requirements.

U.S. FOREST SERVICE

State and Private Forestry

The Forest Service is an agency within the Department of Agriculture. Requests that do not fit into the described categories below are unlikely to be eligible for funding under the Forest Service.

The State and Private Forestry account provides technical and financial assistance, usually through the network of State Foresters, to improve the management, protection, and utilization of the Nation's forests. Community projects are usually limited and include various specific urban and community forestry projects and specific forest disease or pest treatment areas. Members may also request specific State fire assistance projects or specific forestry assistance projects in this account. The Committee will look favorably upon requests for projects that are listed on any federal or state ordinal list or are clearly demonstrated to meet the goals of a State Forest Action Plan(s).

City of Mason
Wastewater Treatment Plant

Option A: Conventional Activated Sludge

<u>Plant Unit</u>	<u>Cost Estimate</u>
1. Primary Clarifiers (60')	
a. Concrete	\$264,000
b. Equipment	\$250,000
c. Equipment Installation	\$175,000
2. Aeration Tank System	
a. Concrete	\$1,600,000
b. Equipment	\$395,000
c. Equipment Installation	\$276,500
3. Blower, RAS/WAS and UV Building	
a. Structure	\$1,050,000
b. Blowers	- Incl. Item 2
c. RAS/WAS Pumps	\$100,000
d. UV	\$340,000
4. Secondary Clarifiers (70')	
a. Concrete	\$440,000
a. Equipment	\$295,000
a. Equipment Installation	\$206,500
5. Site Piping	
a. Total site piping about 2,200 feet	\$550,000
6. SCADA System	\$650,000
7. Site Electrical Including Generator	\$1,100,000
8. Site Excavation incl. small diameter buried piping	\$500,000
9. Conversion of Existing Tankage to Equalization with Pumps	\$350,000
10. Temporary Reroute of Effluent Pipe during Construction	\$250,000

City of Mason
Wastewater Treatment Plant

Option A: Conventional Activated Sludge (continued)

11. Demolition of Structures, Pipe Abandonment and Connections	\$300,000
12. Contractor General Conditions	\$910,000
Construction Total	\$10,002,000
Contingency	\$1,000,000
Project Total	<hr/> \$11,002,000

Attachment B: Evidence of Community Support

Resolution by Municipality:

- **City Council Resolution No 2021-09:** Resolution approving the submittal for the Community Project Funding Request to Assist with the Proposed Wastewater Treatment Plant Expansion from Mason City Council (Attachment B.1)

Letters of Support:

- **Mason Public Schools:** Impact of project on families in area (Attachment B.2)
- **Mason Area Chamber of Commerce:** Impact on Mason area businesses (Attachment B.3)
- **Ingham County:** Regional Impact and large user (Attachment B.4)
- **Lansing Area Economic Partnership:** Economic Impact (Attachment B.5)
- **Dart Corporation:** Largest User and Employer in Mason Area (Attachment B.6)

Community Development Plans Referencing Project:

- **Master Plan:** Project identified in adopted Master Plan in 2014 as key to future land use
 - https://www.mason.mi.us/document_center/Departments/Community%20Development/2%20Current%20Plans/032514%20MASTER%20PLAN%202014.pdf
- **Capital Improvement Program:** Project identified in adopted Capital Improvement Program and multi-year budgeting plan, included public hearings on projects and budget.
 - https://www.mason.mi.us/document_center/Departments/Community%20Development/Capital%20Improvement%20Program,%20CIP/2020%20-%202026/2020-26%20CIP%20Narrative%20CC%20approved%2010.20.20%20FINAL%20with%20Budget%20and%20Resolutions.pdf

Other Community Available Documents Referencing Project:

- **2018 Wastewater Treatment Plant Planning Study**
- Completed a feasibility study that identified the location, type, and cost of the plant required
 - Public Presentation: <https://www.mason.mi.us/2018-11-12%20Presentation.pdf>
 - Full Study: <https://www.mason.mi.us/rep%202018-10-24%20study%20resize.pdf>

Media Coverage Highlighting Need:

- <https://www.lansingstatejournal.com/story/news/2020/01/14/mason-water-sewer-rates-likely-increase-significantly/4463982002/>
- <https://www.wilx.com/content/news/City-of-Mason-wastewater-plant-overflowing--566910101.html>. (with video)

Attachment B: Adopted Resolution from City Council

Introduced: Brown
Second: Droscha

CITY OF MASON CITY COUNCIL RESOLUTION NO. 2021-09

A RESOLUTION APPROVING THE SUBMITTAL FOR THE COMMUNITY PROJECT FUNDING REQUEST TO ASSIST WITH PROPOSED WASTEWATER TREATMENT PLANT EXPANSION

April 5, 2021

WHEREAS, the City of Mason is a party to a 2011 Administrative Consent Order with the State of Michigan that requires taking action to reduce infiltration and inflow to eliminate sanitary sewer overflows which requires the City to expand their existing plant; and

WHEREAS, sanitary sewer overflows have increased over the last few years due to an increase in large rainstorms and/or snow melt events; and

WHEREAS, the impact of these sanitary sewer overflows impacts the entire region, as the overflows are directed to the Sycamore Creek which is a tributary of the Red Cedar River, which is part of the watershed of the Grand River which flows to Lake Michigan; and

WHEREAS, over 8,000 citizens of the City of Mason and businesses in portions of the area townships depend on services provided through Mason's wastewater treatment plant; and

WHEREAS, the City of Mason's current plant was built in the 1940s with upgrades in 1976 making a majority of the equipment at the plant between 60-40 years old and beyond its useful life; and

WHEREAS, the City of Mason included this project in its adopted Master Plan in 2014 as key to future land use; and

WHEREAS, the City of Mason committed funding and completed Part I of the project in 2016, by installing the headworks preliminary treatment building; and

WHEREAS, the City of Mason committed funding for a feasibility study that was completed in 2018 that identified the location, type, and cost (\$13 million) of the plant required; and

WHEREAS, the City of Mason included this project in its adopted Capital Improvement Program in 2019 (Project Number 2019-U3); and

WHEREAS, the use of tax dollars towards infrastructure investments has been proven by most economist to be a sound use of tax dollars and prepares communities for the long term while creating immediate jobs during construction; and

WHEREAS, the new plant will create efficiencies in operational costs and allow for flexibility in processing sewage from new types of industries as the community grows; and

WHEREAS, the citizens of Mason support these urgent improvements to the plant, but have concerns about their ability to afford those improvements that will likely increase their usage rates by over 40%, especially following a pandemic.

NOW THEREFORE BE IT RESOLVED, the City Council designates the City of Mason Wastewater Treatment Plant Expansion as the number one priority project for the residents of the City of Mason and for other jurisdictions served by the City wastewater treatment plant; and


BE IT FURTHER RESOLVED, the City Council hereby authorizes the City Manager to submit a funding application and all other necessary documents to Representative Slotkin as one of the ten Community Projects she will request an appropriation for.

YES: (7) Brown, Clark, Droscha, Ferris, Schaffer, Vogel, Whipple

NO: (0)

ABSENT: (0)

CLERK'S CERTIFICATION: I hereby certify that the foregoing is a true and accurate copy of a resolution adopted by the City Council at a special meeting held Monday, April 5, 2021, the original of which is part of the City Council meeting minutes.



Sarah J. Jarvis, City Clerk
City of Mason, Ingham County, Michigan



MASON
PUBLIC SCHOOLS

RONALD DRZEWICKI, Ed.S.
Superintendent

RICK BROOKS
Human Resources Director

TRACEY WOODEN
Chief Finance Officer

MATT STUARD
Executive Director of Curriculum

201 West Ash Street, Suite 2A. Mason, Michigan 48854 • Phone 517/676-2484

April 14, 2021

Office of Congresswoman Elissa Slotkin
1210 Longworth House Office Building
Washington, D.C. 20515

Re: City of Mason Appropriations Community Project Request- Letter of Support from Mason Public Schools

Dear Congresswoman Slotkin:

I am writing this letter to express our strong support for the appropriation application submitted by the City of Mason for consideration of their Wastewater Treatment Plant Expansion Project as a Community Project.

Mason Public Schools is committed to academic excellence in a safe environment where students develop critical thinking skills, are empowered to succeed, and are encouraged to serve their community. We work closely with the City of Mason because the success of the community and the school are dependent on each other.

We are aware that the City is required to move forward with the expansion of the wastewater treatment plant due to sanitary overflows. While we, along with the majority of the citizens of Mason, support these urgent improvements to the plant to ensure safe waterways, we have concerns about our students' family's ability to afford those improvements that will likely increase their usage rates by over 40%. The economic impacts of COVID on all businesses and residents combined with the rate increase at this time may be devastating to the businesses and people that make Mason a great place to live and work.

An appropriation will enable the City of Mason to move forward with this critical infrastructure that is essential to businesses and residents, will keep our streams clean by avoiding future overflows, and allow the city to be sustainable for the next fifty years with reasonable user fees for the families of our students.

We applaud the City of Mason for taking this step. We hope their application for funding meets with your approval and receives your support.

Thank you for your consideration of this important project.

Sincerely,

Ronald Drzewicki, Ed.S.
Superintendent



148 East Ash Street • Mason, Michigan 48854
Phone: (517) 676-1046 • Fax: (517) 676-8504
masonareachamber@outlook.com • www.masonchamber.org

April 15, 2021

The Honorable Elissa Slotkin
Michigan's 8th District
United States House of Representatives
1210 Longworth House Office Building
Washington, D.C. 20515

Re: City of Mason Appropriations Community Project Request – Mason Chamber Letter of Support

Dear Congresswoman Slotkin,

I am writing this letter to express our strong support for the appropriation application submitted by the City of Mason for consideration of their Wastewater Treatment Plant Expansion Project as a Community Project.

The Mason Area Chamber of Commerce is a nonprofit business organization that supports over 400 businesses in the Mason region. Majority of our members depend on the services of the City of Mason Wastewater Treatment Plant. While the City has made investments to prepare for this project, with large rain events increasing so are instances of their sanitary sewer overflows. It is critical that the City move forward with this project now to ensure businesses like our members' can depend on the plant and it is planned to be built to adapt to any future growth.

Unfortunately, without additional funding, our members and other users of the system are anticipated to see an increase in user fees of over 40%. The economic impacts of COVID on all businesses and residents combined with the rate increase at this time may be devastating to the businesses and people that make Mason a great place to live and work.

An appropriation will enable the City of Mason to move forward with this critical infrastructure that is essential to businesses and residents, will keep our streams clean by avoiding future overflows, and allow the city to be sustainable for the next fifty years with reasonable user fees.

We applaud the City of Mason for taking this step. We hope their application for funding meets with your approval and receives your support.

Thank you for your consideration of this important project.

Sincerely,

Sarah Russell

Sarah Russell, CTA
MACC Executive Director



*A welcoming, inclusive, peaceful, engaged,
healthy, and just community for all residents.*

County Controller's Office

P.O. Box 319
Mason, MI 48854

Telephone: (517) 676-7206
Fax: (517) 676-7306

County Controller/Administrator: Gregg A. Todd, (517) 676-7203, gtodd@ingham.org
Deputy Controller: Jared Cypher, (517) 676-7229, jcypher@ingham.org
Deputy Controller: Teri Morton, (517) 676-7211, tmorton@ingham.org
Budget Director: Michael Townsend, (517) 676-7218, mtownsend@ingham.org
Administrative Analyst: Jill Bauer, (517) 676-7217, jbauer@ingham.org
Executive Secretary: Rachel Prettenhofer, (517) 676-7206, controller@ingham.org

April 14, 2021

Office of Congresswoman Elissa Slotkin
1210 Longworth House Office Building
Washington, D.C. 20515

Re: City of Mason Appropriations Community Project Request- Ingham County Letter of Support

Dear Congresswoman Slotkin:

I am writing this letter to express our strong support for the appropriation application submitted by the City of Mason for consideration of their Wastewater Treatment Plant Expansion Project.

The City of Mason has been maintaining their current wastewater treatment plant since the 1940s. In that time, environmental requirements have changed, corporations have left and new ones have replaced them, and our government operations have grown substantially in real estate and in employees. Although we are located throughout Ingham County, a majority of our operations depend on the plant and we are currently one of the City's largest users. The plant also serves businesses in portions of two neighboring townships making this project critical to the region by directly serving over 8,000 residents and businesses daily.

While the City has made investments to the plant, frequent large rain events are increasing instances of sanitary overflows. These overflows go directly into Sycamore Creek, an environmentally sensitive waterway in Ingham County. It is critical that the City move forward with this project now to address these environmental concerns and to ensure organizations like ours can depend on a reliable and adaptable plant that can accommodate future growth. Without additional funding, users of the system are anticipated to see over 40% increases in fees, which will negatively affect our budget and our ability to provide services to Ingham County residents.

An appropriation will enable the City of Mason to move forward with this critical infrastructure that is essential to our region, will keep our streams clean by avoiding future overflows, and allow the city to be sustainable for the next fifty years with reasonable user fees.

We support the City of Mason and hope their application for funding meets with your approval and receives your support. Thank you for your consideration of this important project.

Sincerely,

Gregg A. Todd
Ingham County Controller



1000 South Washington Avenue, Suite 201 Lansing, MI 48910
(517) 702-3387 TEL (517) 702-3390 FAX
www.purelansing.com

April 15, 2021

The Honorable Elissa Slotkin
U.S. House of Representatives
1210 Longworth House Office Building
Washington, D.C. 20515

Re: City of Mason Community Project Appropriations Request

Dear Congresswoman Slotkin:

I am writing this letter to express our strong support for the appropriation application submitted by the City of Mason for consideration of their Wastewater Treatment Plant Expansion Project as a community project.

LEAP is the economic development organization that represents the tri-county region of Clinton, Eaton, and Ingham counties in partnership with the Michigan Economic Development Corporation. We are focused on attracting new businesses; expanding and retaining existing businesses in the region; supporting entrepreneurs and startups; and creating and marketing the Lansing region.

We know that infrastructure is a critical piece to economic development in the region. Site selectors inquire about the capacity, treatment and adaptability of utility systems provided by municipalities when determining a location. We are aware that the City of Mason has been maintaining their current wastewater treatment plant since the 1940s and are currently under an order by the State requiring them to expand their plant. The city has approached this project by planning for a plant that is flexible and will allow for treatment processes to evolve depending on users. For example, our region is very attractive to agricultural processors that are hard on wastewater treatment facilities and the city is designing a plant that can easily adapt with minimal investment, if needed.

While the city has made investments to prepare for this project, sanitary sewer overflows have increased over the last few years due to an increase in large rainstorms and/or snow melt events and have received significant media coverage due to the widespread impact to the region. The overflows are directed to the Sycamore Creek, which is a tributary of the Red Cedar River, and is part of the watershed of the Grand River which flows to Lake Michigan.

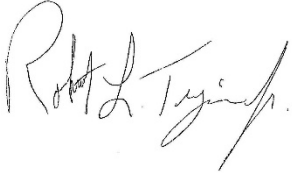
Unfortunately, without additional funding, users of the system are anticipated to see an increase in user fees of over 40%. The economic impacts of COVID on all businesses and residents combined with the rate increase at this time may be devastating to the businesses and people that make Mason a great place to live and work.

An appropriation will enable the City of Mason to move forward with this critical infrastructure that is essential to businesses and residents, will keep our streams clean by avoiding future overflows, and allow the city to be sustainable for the next fifty years with reasonable user fees.

We applaud the City of Mason for taking this step. We hope their application for funding meets with your approval and receives your support.

Thank you for your consideration of this important project.

Sincerely,

A handwritten signature in black ink, appearing to read "Robert L. Trezise, Jr.", written in a cursive style.

Robert L. Trezise, Jr.
President & CEO
Lansing Economic Area Partnership (LEAP)



April 14, 2021

The Honorable Elissa Slotkin
United States House of Representatives
1210 Longworth House Office Building
Washington, D.C. 20515

Re: City of Mason, Michigan Appropriations Community Project Request- Dart Container Letter of Support

Dear Congresswoman Slotkin:

I write to express Dart Container's strong support for the appropriation application submitted by the City of Mason, Michigan for consideration of its Wastewater Treatment Plant Expansion Project as a Community Project ("Project").

The City of Mason has been maintaining its current wastewater treatment plant since the 1940s, shortly after the founding of our company. In the years since, environmental requirements have changed, corporations have left the market and new ones have replaced them, and Dart Container has grown from a single 25,000 square-foot plant in Mason to more than 35 manufacturing and distribution facilities throughout the United States, Canada, England, and Mexico. Although most of Dart's Mason property is located just outside of the City of Mason's jurisdiction, we rely heavily on the City's wastewater treatment plant and are the City's largest user. The wastewater treatment plant is a regional project that directly serves over 8,000 residents and many businesses like our own. Dart is currently in the process of expending significant capital resources to add an entirely new line on its Mason campus. This new line will rely even more heavily on Mason's wastewater treatment plant.

While the City has made investments over the years to prepare for the Project, recurring large rain events have increased the frequency of the City's sanitary sewer overflows. It is critical that the City move forward with the Project now in order to ensure businesses like Dart can depend on the plant. The Project is essential to ensuring future growth and investment. Unfortunately, without additional funding, it is anticipated that system users will have to shoulder user fee increases of over 40%. When combined with the impact the pandemic has had on all businesses and residents, a significant rate increase would be devastating to businesses and the people that make Mason a great place to live and work for our more than 1,500 Mason employees.

An appropriation will enable the City of Mason to move forward with this critical infrastructure expansion and is essential to both businesses and residents. Simply put, it will keep our watershed clean by avoiding future overflows, allow the City to be sustainable for the next fifty years, and maintain reasonable user fees.

The Honorable Elissa Slotkin

**Re: City of Mason, Michigan Appropriations Community Project Request- Dart
Container Letter of Support**


April 14, 2021

Page 2 of 2

We applaud the City of Mason for taking this step. We hope that its application for funding meets with your approval and receives your support. Please do not hesitate to contact me if I may be of any assistance in your review of the City's request.

Thank you for your consideration of this critical Project.

Sincerely,



James D. Lammers (Apr 15, 2021 12:04 EDT)

James D. Lammers
Chief Executive Officer

500 HOGSBACK ROAD
MASON, MICHIGAN 48854
www.DartContainer.com
Jim.Lammers@DartContainer.com

April 19, 2021

The Honorable Elissa Slotkin
United States House of Representatives
1210 Longworth House Office Building
Washington, D.C. 20515

Dear Congresswoman Slotkin:

This letter serves as a formal indication of support from the Lansing Regional Chamber of Commerce (LRCC) for the City of Mason, Michigan appropriation application submission for its Wastewater Treatment Plant Expansion Project.

The wastewater treatment plant is a regional project that directly serves over 8,000 residents and many businesses throughout Mason. While the City has made investments over the years to prepare for the Project, recurring large rain events have increased the frequency of the City's sanitary sewer overflows. It is critical that the City move forward with the Project now in order to ensure businesses can depend on the plant.

The Project is essential to ensuring future growth and investment. Unfortunately, without additional funding, it is anticipated that system users will have to shoulder user fee increases of over 40%. With the combined impact the pandemic has had on all businesses and residents, a significant rate increase would be devastating to businesses and the people that make Mason a great place to live and work. An appropriation will enable the City of Mason to move forward with this critical infrastructure expansion and is essential to both businesses and residents.

Bottom line, this project will keep the watershed clean by avoiding future overflows, allow the City to be sustainable for the next fifty years, and maintain reasonable user fees.

If you have any questions, please feel free to contact me at any time.

Sincerely,



Tim Daman
President & CEO