



CEMETERY/TREE COMMISSION

AGENDA - June 4, 2021

Maple Grove Cemetery, Hall Blvd. and Mason City Hall, 11:30 a.m.

1. **CALL TO ORDER – Cemetery Board/Tree Commission**
2. **ROLL CALL**
3. **PUBLIC COMMENT**
4. **PRESENTATION**
 - A. Gold Star Memorial Proposal – Presenter: Diann Jackman, President – Mason Sycamore Creek Garden Club – Presentation to take place at Maple Grove Cemetery – Veteran’s Memorial
5. **APPROVAL OF MINUTES**
 - A. Minutes:
 1. Approve Minutes of Cemetery Board/Tree Commission meeting held on May 13, 2021
6. **UNFINISHED BUSINESS**
7. **NEW BUSINESS**
 - A. Maple Grove Cemetery Rules and Regulations
 1. Tour Maple Grove Cemetery to see what decorative/memorial items are on lots
 2. Evaluate if updates need to be made to the Rules and Regulations regarding what items are allowed or prohibited.
 - B. Hall Blvd – Tree Evaluation
 - C. Gold Star Memorial – Back to City Hall
 1. Discuss Proposal
 2. Recommendation to City Council
8. **LIASON REPORT** (City Manager’s Report 5-14-2021)
9. **ADJOURNMENT**

**CITY OF MASON
CEMETERY BOARD/TREE COMMISSION
MINUTES OF MAY 13, 2021**

Chair Ferris called the Cemetery Board/Tree Commission meeting to order at 12:30 p.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 – March 25, 2021

MOTION by Shattuck, second by Ferris
to approve the March 25, 2021 Cemetery Board and Tree Commission Minutes

YES (2) Ferris, Shattuck

NO (0)

VACANT POSITION (1)

MOTION APPROVED BY ROLL CALL VOTE

UNFINISHED BUSINESS

None

NEW BUSINESS

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

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

Discussion took place regarding allowing the use of skateboards in Maple Grove Cemetery. Board agreed that modifications should be made to the skateboard ordinance and will be recommending to council to modify the ordinance to allow on paved areas of the cemetery and that signage is put up and the cemetery entrances noting that this is a final resting place and to be respectful.

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

MOTION by Shattuck, second by Ferris
to approve a Niche Columbarium Monument per the picture provided in the packet requested by a lot owner.

YES (2) Ferris, Shattuck

NO (0)

VACANT POSITION (1)

MOTION APPROVED BY ROLL CALL VOTE

C. Discussion regarding a Columbarium – Next Capital Improvement Plan

Discussion took place on whether this is a direction that we want to go at Maple Grove Cemetery. There were concerns raised regarding the look of a columbarium and where it would be appropriate in the cemetery and it was agreed if a new one was built the location should be towards the back of the Cemetery in the Section U area. It was also discussed whether the current building in the front of the cemetery could ever be converted.

LIASON REPORT (City Manager Report 4-29-2021)

ADJOURNMENT

Cemetery Board Meeting was adjourned at 12:57 p.m.

Sarah J. Jarvis, City Clerk
City Clerk



MASON SYCAMORE CREEK GARDEN CLUB

Proposal for a Gold Star Memorial

Mason Sycamore Creek Garden Club presents the following information for the approval of the installation of a Gold Star Memorial By-Way marker as a complement to the Veteran's Memorial in Maple Grove Cemetery, Mason, MI. A Gold Star Memorial honors our fallen heroes and the families who lost loved ones.

Our goal is to secure the necessary approvals and appropriate funding, along with the physical materials and installation required, in time for a dedication ceremony on September 26, 2021, which is designated as Gold Star Mother's Day. In order to achieve this goal, we must place an order for the marker plaque prior to June 1st.

Our plan includes future expansion of the garden planting and installation of a bench. We will also host a dedication ceremony very similar to the presentation that was done when the Blue Star Memorial was dedicated in Rayner Park (copy of our program attached).

All scheduled activities for installation and dedication ceremony would be coordinated with appropriate city/cemetery contacts to avoid conflicts with funerals or other activity.

Here are our tentative cost estimates for the completion of the memorial:

Gold Star Plaque (12" x 20")	\$ 530.00
Boulder	600.00
Boulder Deliver & Installation	200.00
Plaque Installation	100.00
Garden Mulch	50.00
Fall Flowers 2021	100.00
Spring Flowers 2022	100.00
Concrete Bench	500.00
Concrete Pad for Bench	500.00
Pre-dedication Tarp	50.00
TOTAL ESTIMATED COSTS:	\$ 2,730.00

We have had preliminary conversations with the American Legion Post 148 and Modern Woodman Fraternal Financial as potential sponsors of this project.

We would be happy to meet in person to discuss this proposal and/or present information at any meetings.

We are very excited about this project. We look forward to working with you and hope to hear from you soon.

Thank you, in advance, for your consideration.

Diann Jackman, President
Mason Sycamore Creek Garden Club
P: 517-676-4235
C: 517-230-1328

Vickie Vandenbelt, Gold Star Project Co-Chair
P: 517-589-5051; C: 517-483-3692

Deb Shellenbarger, Gold Star Project Co-Chair
P: 517-676-1872; C: 517-240-0774

May 8, 2021

Examples of other Memorial Plaque installations
from the Michigan Garden Clubs website:



Dewitt Garden Club



Stevensville Garden Club

Photo of current Veterans Memorial in Maple Grove Cemetery:



From NATIONAL GARDEN CLUB brochure:

HISTORY OF GOLD STAR FAMILIES Gold Star Families is a 501(c) (3) not for profit organization created to provide support to those who have lost a loved one in service to our country through the United States Armed Forces. All family members representing all conflicts, all branches of service and all circumstances of death are supported. Family members are referred to as Gold Star, families of the fallen and/or survivors. Their mission is to offer honor, hope and healing through remembering fallen heroes by coming together for various events. While their hero paid the ultimate sacrifice for our freedom, survivors live daily with the pain of this sacrifice. Gold Star families endeavor to provide an atmosphere of emotional and psychological conduit for healing. One way we accomplish this is by providing embroidered memorials for every fallen hero to their surviving family members. Many people do not know the significance of the Gold Star banner and its meaning. Their organization is committed to educating others on this important symbol and how to respond properly when meeting someone who has lost a loved one in service to our country. The name Gold Star came from the custom of families of servicemen hanging a banner called a service flag in the window of their homes. The service flag had a star for each family member in the United States Armed Forces. Living servicemen were represented by a Blue Star, and those who had lost their lives were represented by a Gold Star. Gold Star Families believe in giving back to their families. An annual scholarship is given to a Gold Star family each year. Additionally, a vegetable garden is grown where all the produce is donated to local veterans and their families.

The tribute line on the Gold Star Families Memorial By-Way Marker:

A tribute to All Gold Star Families
Honor - Hope - Healing

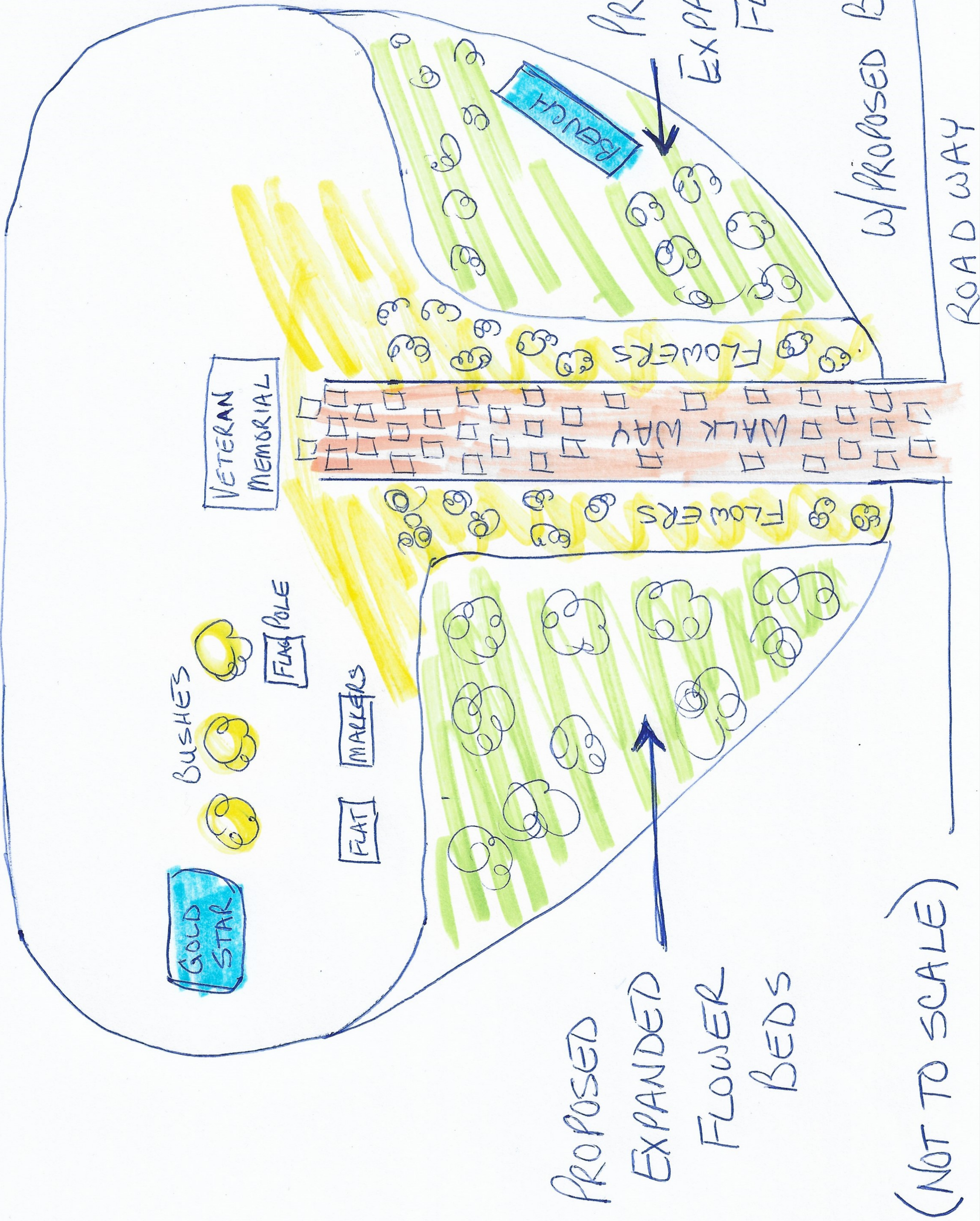
Attachments:

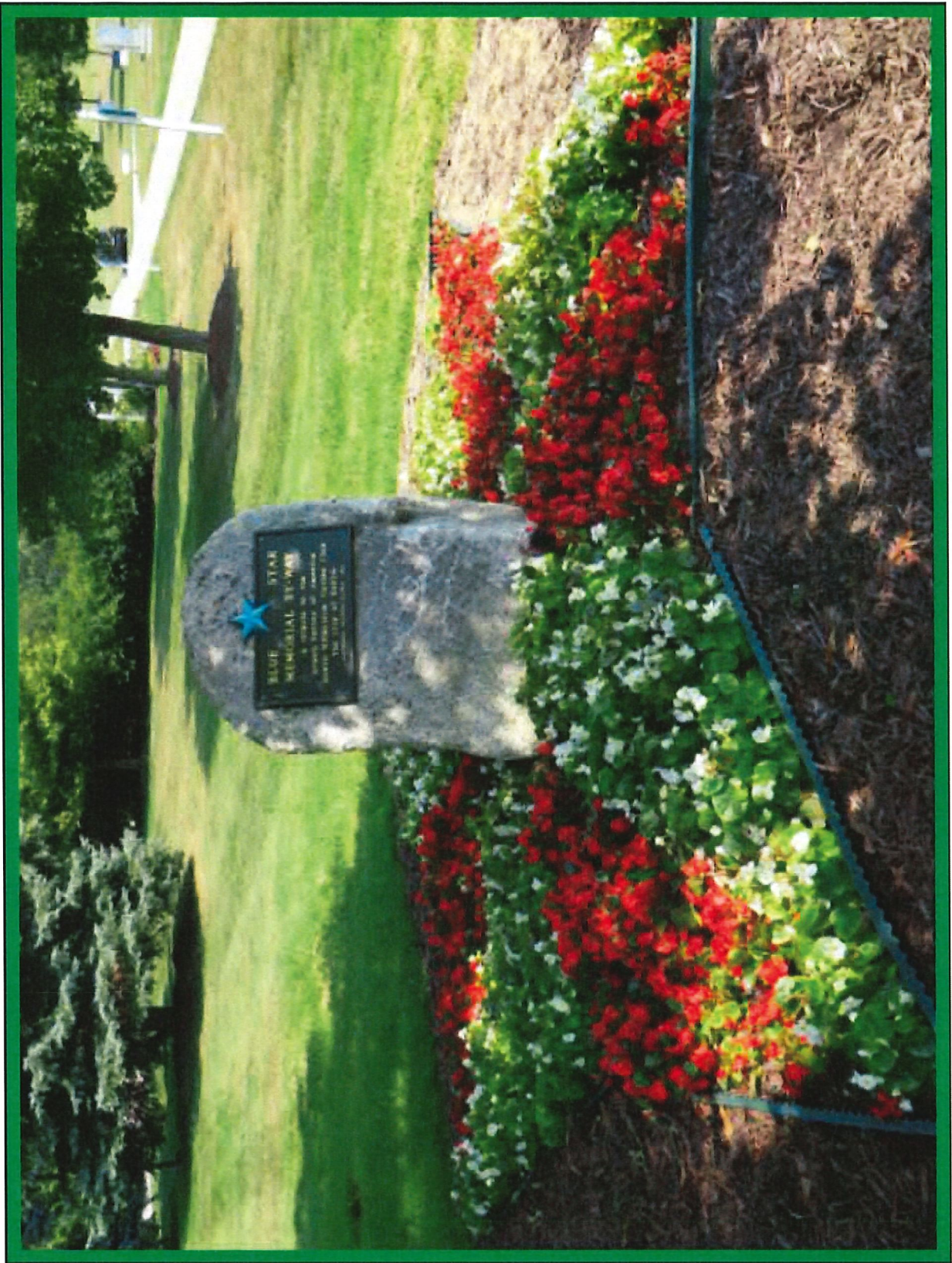
Blue Star Memorial Dedication Program

Diagram of proposed Veteran's Memorial with Gold Star Memorial, bench & expanded garden

VETERAN'S MEMORIAL

6-8-2021









**GOLD STAR
MEMORIAL BY-WAY**
A tribute to All Gold Star Families
Honor-Stop-Hickory
Tri-Cities Garden Club, Inc.
2016



**BLUE STAR
MEMORIAL BY-WAY**
A tribute to the
Armed Forces of America
Tri-Cities Garden Club-2016
American Legion Auxiliary #76



THE MASON SYCAMORE CREEK GARDEN CLUB WOULD LIKE TO THANK
THE FOLLOWING SPONSORS:

WOLVERINE ENGINEERS & SURVEYORS

RAYNER PARK RALLY CLUB

DAVID GOLDER, DDS

TIMOTHY J. ZIELINSKI, DDS

WE EXTEND A SPECIAL THANKS TO THE FOLLOWING:

DIANN JACKMAN, BLUE STAR CHAIRPERSON

DEANNIE PICCIOTTI, PRESIDENT-MICHIGAN GARDEN CLUBS, INC.

SANDRA HAINES, 2ND VICE PRESIDENT-MICHIGAN GARDEN CLUBS, INC.

JEAN GOETZ, MICHIGAN BLUE STAR MEMORIAL CHAIRPERSON

BARB BENNER, IIB DISTRICT DIRECTOR-MICHIGAN GARDEN CLUBS, INC.

MASON FLORAL

BETH BOUSFIELD , STEVEN CLARK AND THE MASON HIGH SCHOOL BAND

BRUCE ANDERSON, COMMANDER-AMERICAN LEGION,

BROWNE-CAVENDER POST 148

GARY UNDERWOOD, COMMANDER-VETERANS OF FOREIGN WARS, POST 7309

PASTOR TERRY TURNER, VANTOWN COMMUNITY CHURCH

MAYOR LEON CLARK, CITY OF MASON

MARTY COLBURN, ADMINISTRATOR-CITY OF MASON

SAM BIBLER, POTW SUPERINTENDENT-CITY OF MASON

TERRY FIEDLER, FIEDLER LANDSCAPE, INC.

MASON SYCAMORE CREEK GARDEN CLUB BLUE STAR MEMORIAL DEDICATION



FRIDAY, SEPTEMBER 20, 2013

1:00 P.M.

RAYNER PARK

738 E. ASH STREET

MASON, MI 48854

THE BLUE STAR MEMORIAL
MARKER PROGRAM

SINCE 1945

HONORING MEN & WOMEN
OF THE ARMED FORCES
OF AMERICA



*ALL TO SEE
LEST WE FORGET
THOSE WHO HELP TO KEEP US FREE*

WELCOME

BARB KETCHUM, PRESIDENT
MASON SYCAMORE CREEK GARDEN CLUB

INVOCATION

PASTOR TERRY TURNER, VANTOWN COMMUNITY CHURCH

' AMERICA THE BEAUTIFUL '

MASON HIGH SCHOOL BAND, DIRECTED BY BETH BOUSFIELD

PRESENTATION OF COLORS & PLEDGE OF ALLEGIANCE

MASON VFW, POST 7309

' STAR SPANGLED BANNER '

MASON H.S. BAND

INTRODUCTION OF GUESTS & OFFICIALS

DIANN JACKMAN, MSCGC BLUE STAR CHAIRPERSON

MILITARY TRIBUTE

MAYOR LEON CLARK

HISTORY OF BLUE STAR MEMORIAL MARKERS

JEAN GOETZ, MICHIGAN BLUE STAR MEMORIAL CHAIRPERSON

DEDICATION OF MARKER

DEANNIE PICCIOTTI, PRESIDENT-MICHIGAN GARDEN CLUBS, INC.

UNVEILING OF MARKER

DIANN JACKMAN

ACCEPTANCE OF MARKER

MARTY COLBURN, ADMINISTRATOR-CITY OF MASON

TRIBUTE OF FLOWERS

BRUCE ANDERSON, COMMANDER-AMERICAN LEGION, BROWNE-
CAVENDER POST 148 AND GARY UNDERWOOD, COMMANDER-
VETERANS OF FOREIGN WARS, POST 7309

BENEDICTION

PASTOR TERRY TURNER

MILITARY GUN SALUTE

AMERICAN LEGION, POST 148

TAPS—MASON H.S. BAND

*****REFRESHMENTS TO FOLLOW CEREMONY*****



MAPLE GROVE CEMETERY

Regulations Amended – May 23, 2019

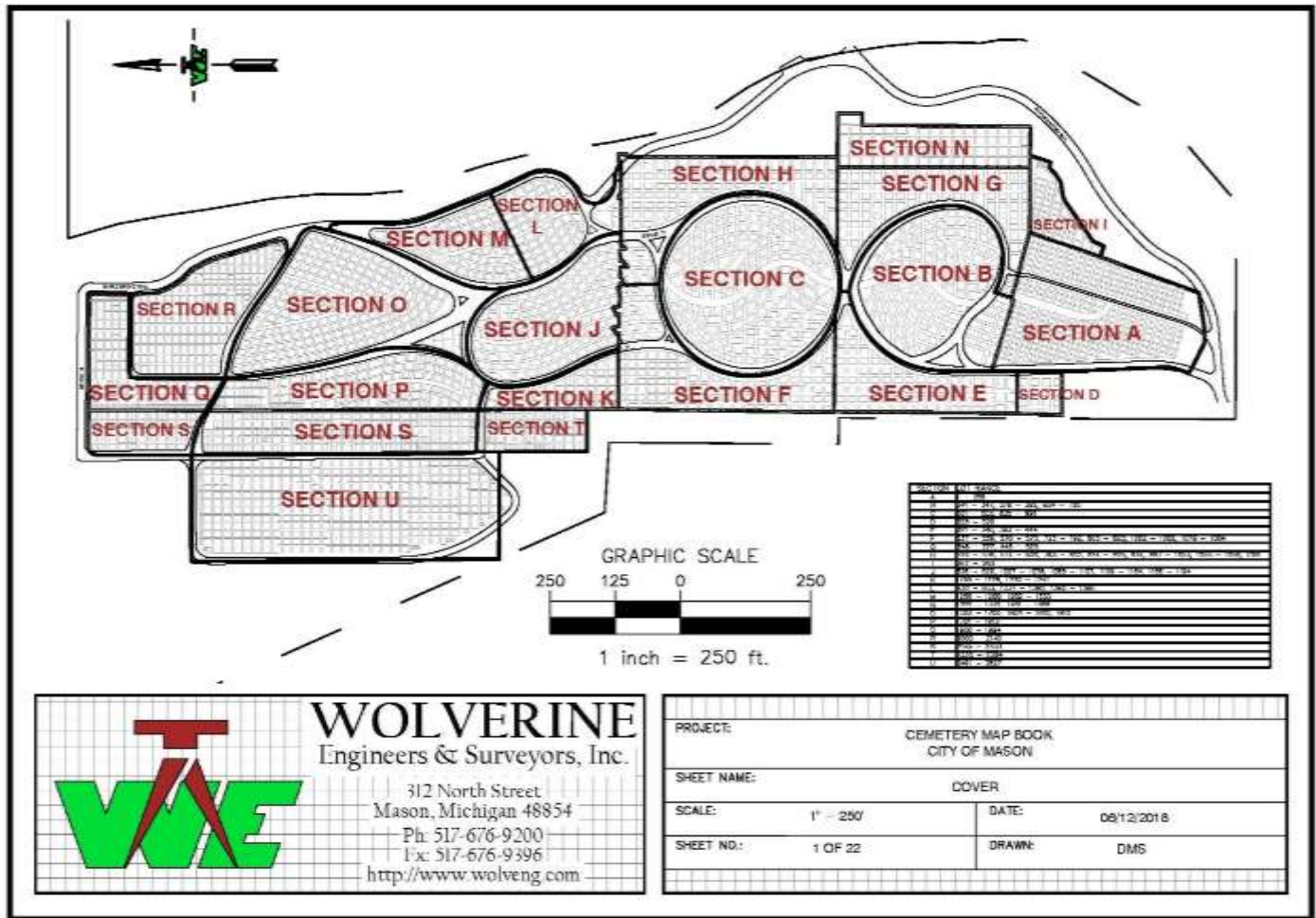
Regulations Amended – April 5, 2021

Fees Amended – October 6, 2014

Fees Amended – July 1, 2019

Cemetery Map

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



Contact Information

Phone Numbers

Customer Service Desk: 517.676.9155

After-hours Cemetery Grounds/Burial Concerns Only- Public Works Foreman: 517.749.8726 or 517.410.0972

City of Mason, Clerk's Office:

City of Mason
Attn: City Clerk
201 W. Ash Street
Mason, MI 48854

Rules and Regulations

Introduction

The City of Mason administers the affairs of the municipal cemetery, Maple Grove. City Staff, 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 ensure 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 from time to time as they deem necessary. **CHECK WITH THE CITY STAFF TO CONFIRM ANY 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 the 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.

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, ensuring 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, or 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

Baby Graves, Single Spaces, Half Lots, and Full Lots purchases are made through the City of Mason Clerk's office. Payment types include cash, check, credit card (service fee applies), or money order. 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.

Cemetery Lots are defined as:

- Baby Grave: one (1) Baby Grave
- Single Space: one (1) Full Burial and two (2) Cremains or four (4) Cremains
- Half Lot: 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 Ownership. 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, by assignment at a later date, or in their Last Will and Testament. No burial shall be allowed unless the City has a record that the deceased has a right to the designated burial site.

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

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.

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

Prohibited items and actions related to plants include:

- all rose bushes containing thorns,
- all ground cover (ivy, creeping plants, periwinkle, etc.),
- no shrubs or trees which will exceed five feet (5') at maturity, and
- picking any flowers, or breaking/injuring any tree, plant, or shrub.

Urns

Urns are allowed, however, an urn that has not been used for one (1) year may be removed from the Cemetery by the City.

Flags

Flags, when used, shall be placed in a City provided flag holder. The City furnishes flags each year for the graves of every United States Military Service personnel. The flags' purpose is to mark and designate each grave in honor

and memory of his/her service. 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 openings, 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. This ensures an accurate record of gravesites where flags should be placed.

Attachments and Furnishings

Prohibited: Hanging baskets, wire baskets, glass covered or wood boxes, chairs, settees, benches (except granite monuments), fencing, windsocks, chimes, birdfeeders, etc. are prohibited.

Winter Decorations: Artificial flowers, wreaths, grave blankets, solar lights and figurines 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 City. Winter decorations must be placed adjacent to the monument or urn and should be well secured.

Markers and Monuments

All markers and monuments will be installed under the supervision of the City. All monuments and markers must be placed on a cement foundation. 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, stones/rocks, etc.), and all kinds of landscape edging.

Reasonable care will be taken by the City to protect the Memorial from damage. The City however assumes no responsibility for damage in case of unintentional chipping, marking in the regular course of site care, or vandalism. 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: 34 inches wide
- 2 Spaces or Half Lot: 68 inches wide
- Markers and Monument that will be larger than two (2) full spaces please contact the City Clerk for approval.

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. 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 must be exact size of the base of the monument (no overlay is allowed).

Foundation prices are determined by the square inch (width x length).

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

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. Monday - Saturday. Funeral processions entering the cemetery after these times will be subject to an overtime fee. An invoice for these fees will be sent to the burial rights holder or authorized agent if not paid in advance.

There are NO burials on Sundays nor 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 Public Works 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 caskets or urns 26" X 50" or less.

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. Minors must be accompanied by their parent/guardian or adults who will be responsible for their conduct in the cemetery. The City shall have the care of the Maple Grove Cemetery, and are hereby authorized to remove all those who violate these rules or commit trespass.

The speed limit on cemetery roads is established at 15 miles per hour. In inclement weather, the cemetery may remain closed until time allows for the cemetery roads to be safely passable.

Persons entering the cemetery will be held responsible for any damage they cause to the cemetery property and are requested to observe the Rules and Regulations available at the Customer Service Desk, on the City's website,

or in the green mailbox in the cemetery located along the east road near the south pedestrian bridge. Destructive actions within the cemetery will be considered a misdemeanor and will so be treated.

Prohibited actions whether intentional or otherwise, include, but are not limited to:

- damage or defacement of monuments, foundations, interment sites, markers, cemetery appurtenances, or equipment,
- removal of flowers, urns, or similar items without authority,
- driving a vehicle in the Cemetery in excess of 15 miles per hour, driving recklessly, and/or causing damage to items within the cemetery including its privately-owned contents,
- dogs, cats, and other domestic animals running at large on the grounds (owners will be held responsible for any damage caused),
- profane or boisterous language,
- loitering, and
- gifts or tips to City employees.

The City staff 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:

- Baby Grave: one (1) Baby Grave
- Single Space: one (1) Full Burial and two (2) Cremains or four (4) Cremains
- Half Lot: 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

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

GRAVE OPENING/CLOSING	
WEEKDAY	
Cremation	\$235
Baby	\$235
Adult	\$675
SATURDAY	
Cremation	\$300
Baby	\$300
Adult	\$800

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



City Manager's Report: May 14, 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

- Administrative approvals of use of public property, contingent on adhering to COVID requirements:
 - May 1 – August 31 to Bad Brewing, LLC for license to use alley between Kean's and Bad Brewing to assist with seating capacity constraints.
 - May – June 9 to Mason High School for the use of the Hayhoe Riverwalk Trail as a Storybook Walk.
 - May 26 – July 7 to Mason Area Chamber of Commerce for the use of City light poles for decorations.
 - June 5 to Bad Brewing, LLC for their annual Bad Brewing Block Party on June 5, 2021. Street closures for the event are Jefferson St (Ash to Oak) and Alley (Jefferson to back of Brewery) June 5 at 10:00 a.m. to June 6 at 12:00 a.m.
 - June 25 - June 27 to Central Michigan Amateur Radio Club for their annual Field Day event and will include permission for overnight use at the southern end of Rayner park.

Staffing Updates:

- New Hires: Jacob Rector was hired as a Seasonal-Temporary Laborer in Public Works, started May 5, 2021. James Schnipke was hired as a Seasonal-Temporary Laborer in Public Work, started on May 11, 2021.
- Separations: Max Barton resigned as a Seasonal-Temporary Laborer in Public Works, effective May 12, 2021.
- Open Positions: Full-time Police Officer- Applicant who was originally offered the position accepted a position elsewhere and we are evaluating another candidate. Seasonal-Temporary Laborer- Seeking additional applicants and is opened until filled. 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	Installation is complete; schedule start up expected the week of May 24.	

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.		
2017-U33	Well No. 4 Rebuild	Anticipated start date Spring of 2021		
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 Summer 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	Firefighters have been “fit tested”; order has been placed; expected late June.		
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	Security complete- getting bids for design work		
2020-B4a	DPW- Design	Staff is working on refining design.		