



CEMETERY/TREE COMMISSION MEETING AGENDA – October 5, 2021

**Mason City Hall, 201 W. Ash Street, Mason, MI
Maple Room 2nd Floor, 11:00 a.m.**

1. OATH OF OFFICE

A. Oath of Office to be given to Jon Ireland

2. CALL TO ORDER

3. CONFIRMATION OF MEMBER ATTENDANCE

4. PUBLIC COMMENT

5. APPROVAL OF MINUTES

A. Approve Minutes of Cemetery Board/Tree Commission June 4, 2021

6. UNFINISHED BUSINESS

A. Hall Blvd Tree Survey Result/Recommendation from Tree Commission – Discussion/Next Steps

B. Motion to Approve the October 5, 2021 - Cemetery Board Revised Rules and Regulations

7. NEW BUSINESS

A. Motion to approve recommended Ordinance Updates to Chapter 14 – Cemeteries – Article II City Cemeteries – Division 1 – Generally – Section 14-358 – Cemetery Board Rules Adopted and to present to the City Council for consideration.

B. Burial Rights Certificate Update

C. Columbarium – Capital Improvement Planning Discussion

8. LIAISON REPORT

A. City Manager Report (9/17/2021)

9. ADJOURN

**CITY OF MASON
CEMETERY BOARD/TREE COMMISSION
MINUTES OF JUNE 4, 2021**

Chair Ferris called the Cemetery Board/Tree Commission meeting to order at 11:30 a.m. at Maple Grove Cemetery, Hall Blvd. and Mason City Hall, 201 W. Ash Street.

Present: Elaine Ferris, Scott Shattuck

Also present: Clerk, Sarah Jarvis, Assistant City Manager-DPW Director, Michael Olson, DPW Foreman, Levi Rice

PUBLIC COMMENT

None

PRESENTATION

A. Gold Star Memorial Proposal – Presenters: Diann Jackman President – Mason Sycamore Creek Garden Club, Vickie Vandenberg, Gold Star Project – Co-Chair, Deb Shallenbarger, Gold Star Project – Co-Chair – Presentation to take place at Maple Grove Cemetery – Veteran’s Memorial

Vickie Vandenberg and Deb Shallenbarger Co-Chairs of the Gold Star Project gave a presentation of where they Gold Star Memorial will be located and the plans, they have to reshape the Veteran’s Garden to allow for a reflection bench.

APPROVAL OF MINUTES – May 13, 2021

MOTION by Shattuck, second by Ferris
to approve the May 13, 2021, Cemetery Board and Tree Commission Minutes

MOTION APPROVED

UNFINISHED BUSINESS

None

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.

MOTION by Shattuck, second by Ferris
to have the City Clerk revise the existing Cemetery Rules and Regulations to clarify and expand the existing rules as to what is allowed to be placed on gravesites in Maple Grove Cemetery.

MOTION APPROVED

B. Hall Blvd. – Tree Evaluation

Discussion took place regarding the condition of the trees on Hall Blvd. It was decided that a survey should be developed and sent to the property owners along Hall Blvd. to get feedback regarding the tree and what they would like to see happen.

C. Gold Start Memorial - Back to City Hall

1. Discuss Proposal
2. Recommendation to City Council

MOTION by Shattuck, second by Ferris
to approve the proposed Gold Star Memorial as presented by the Sycamore Creek Garden Club with the proposed reflection bench to be placed on a cement foundation.

MOTION APPROVED

LIASON REPORT (City Manager Report 5-14-2021)

ADJOURNMENT

Cemetery Board Meeting was adjourned at 12:30 p.m.

Sarah J. Jarvis, City Clerk
City Clerk

Memorandum



To: City of Mason Tree Commission
From: Michael Olson, Assistant City Manager/Director of Public Works
Subject: Hall Blvd. Tree Discussion
Date: September 22nd, 2021

As part of the City's ongoing commitment to maintain the roads in Mason, the Department of Public Works (DPW) annually replaces roads and has a holistic approach to addressing maintenance issues while the construction is underway to minimize the disturbance to the residents. One of these maintenance tasks is addressing any forestry issues.

When on site with the tree commission on June 4th it was mentioned that the trees are nearing their life expectancy and may need to be removed in the near future. The age of the trees and the issues of the placement of the trees near the road causing branches to be broken by passing trucks prompted the DPW to seek an alternative solution. It was suggested that the DPW send a survey to the residents on Hall Blvd. to help guide the DPW in their decision to address the concerns of the current trees in the boulevard.

On July 30th, 2021, the DPW mailed out to the residents on Hall Blvd. a tree survey with a self-addressed stamped envelope to return the survey back to the DPW. Twenty-four surveys were sent out and we received fourteen responses. The survey asked the residents on Hall Blvd. if they would like to see one of three options to occur: 1) Leave the current trees, 2) Remove the current trees and replace them with a different tree, 3) Remove the trees and not replace them.

The results of the survey are as follows:

- 4 residents wanted to keep the current trees
- 1 resident wanted to remove and not replace the trees
- 9 residents wanted to remove and replace with different trees

After reviewing the results of the tree survey, a vision of the DPW is to remove the current trees and replace them in the middle of the boulevard addressing the damage from vehicles and plant a middle size tree to create the desired canopy look of a residential street. After talking to some of the tree nurseries we have come up with a list of tree options (listed below) that would achieve what we are looking to accomplish.

- Red Maple
- Linden Greenspire
- Honey Locust
- White Oak
- Cherry (Smaller more colorful option)
- Florida Dogwood (Smaller more colorful option)

Pictures below in order as listed above starting from left to right, then down.



Due to the late start on Hall Blvd. with the construction, by the time the construction work is completed it will be too late in the season for the DPW to receive and plant the trees. The plan is to remove the current trees this fall and plant the new trees in the spring.

We are open to your thoughts and suggestions.



MAPLE GROVE CEMETERY

Regulations Amended – May 23, 2019

Regulations Amended – April 5, 2021

Fees Amended – October 6, 2014

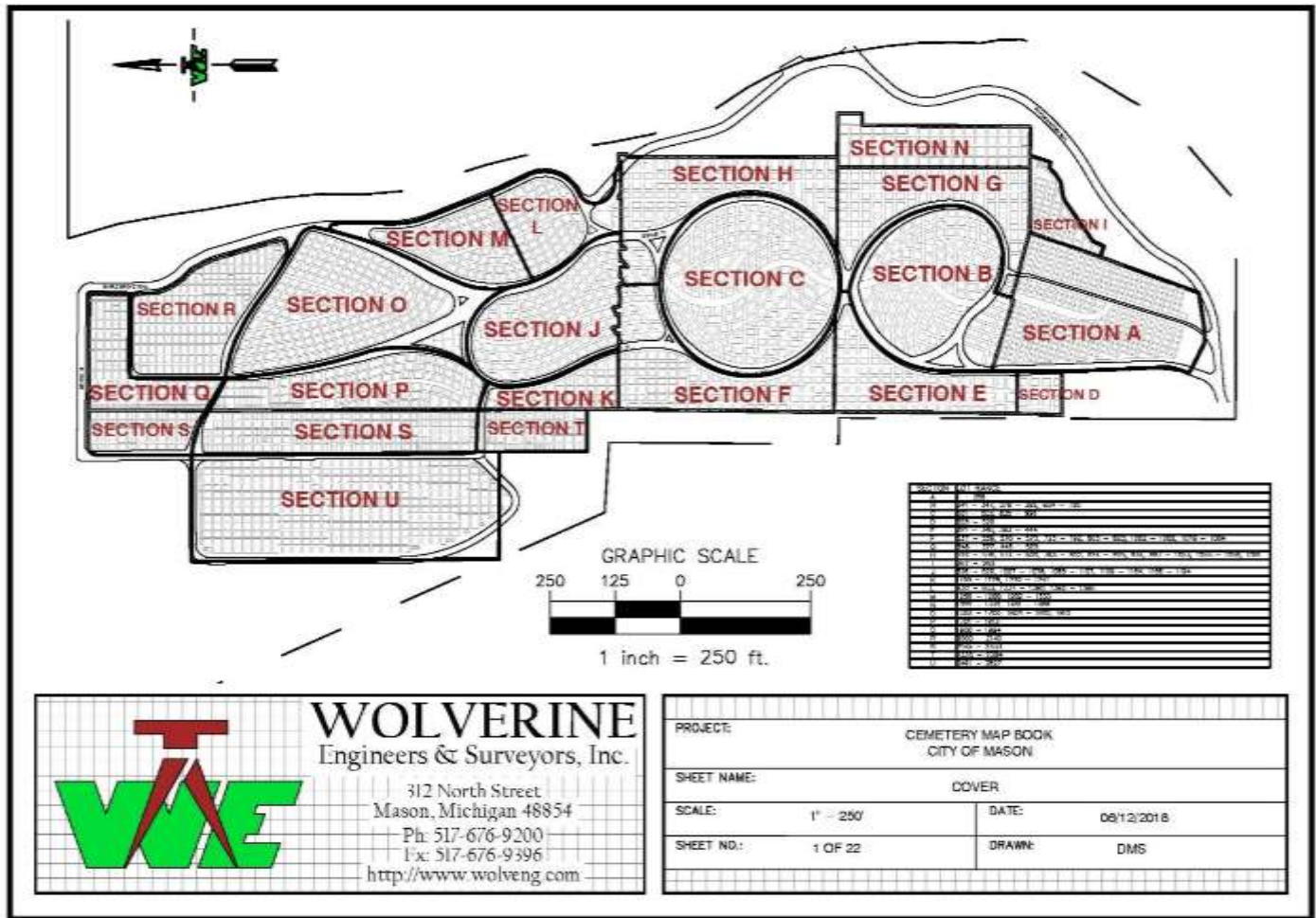
Fees Amended – July 1, 2019

Regulations Amended – April 6, 2021

Regulations Amended – October 5, 2021

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.

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.

Urns

Cement urns are allowed, however, an urn that has not been used for one (1) year may be removed from the Cemetery by the City. Cement urns are required due to weed-whipping maintenance causing damage to less durable materials. Exceptions may be made with prior approval; you must contact the Clerk's office before placing the container graveside or it will be removed.

Attachments and Furnishings

Prohibited Year-Round: Shepherd hooks, hanging baskets, wire baskets, glass-covered or wood boxes, chairs, settees, benches (except granite monuments), fencing, windsocks, chimes, birdfeeders, plastic flower pots, etc. are prohibited.

Winter Decorations: Artificial flowers, wreaths, grave blankets, solar lights and figurines may be maintained on graves from November 1 to March 31. If such decorations are not removed before April 1, they shall be considered abandoned and may be discarded by the City. Winter decorations must be placed adjacent to the monument or urn and should be well secured.

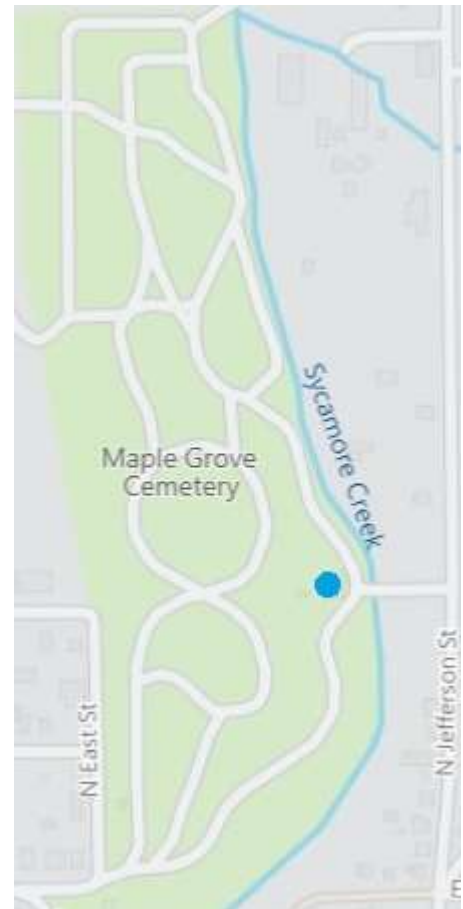
From April 1 to October 31, all winter decorations are prohibited. Only living plants and flowers (not artificial) are allowed.

Annual Cemetery Clean-Up

Beginning April 1, Maintenance will begin to remove abandoned winter decorations, as well as any prohibited items. These will be stored for a short while next to the Blue Maintenance Building. If you are unable to remove your items prior to April 1st and they have already been moved from your lot, you should be able to find them there until early/mid-May. They will be discarded if not picked up by then.

The Blue Maintenance Building's location is shown on the map, toward the East side of sections H and N.

The City is not responsible for any decorations.



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.

Introduced/First Reading:
Second Reading/Adopted:
Publication:
Effective Date:

CITY OF MASON

ORDINANCE NO. XXX

**AN ORDINANCE AMENDING CHAPTER 14 – CEMETERIES – ARTICLE II CITY CEMETERIES – DIVISION 1
GENERALLY – SECTION 14-35 – CEMETERY BOARD RULES ADOPTED**

XXXX X, 20XX

ARTICLE II. CITY CEMETERIES*

*Charter References: Board of cemetery trustees, § 16.3 et seq.

State Law References: General authority relative to cemeteries, MCL 128.1 et seq.; public cemeteries, MCL 128.11 et seq.

DIVISION 1.

GENERALLY

Sec. 14-31. Care and management.

Any cemetery established within the city as a public burial ground shall be cared for and managed by the director of public works who shall be the superintendent of the cemetery as provided by Chapter 16 of the City Charter.

Sec. 14-32. Duties of director.

The director of parks and cemeteries shall have the exclusive right, and it shall be his duty, to dig all graves, open graves when properly required, report all burials, removal of bodies, and reburials to the city clerk, as well as such other matters as may be required by resolution of the city council. He shall further superintend the grounds of the city cemeteries; keep their walks, drives and fences in good condition and repair; and see that the provisions of this article are properly observed, reporting to the city manager any violations that shall come to his knowledge.

Sec. 14-33. Burial standards, fees.

The board of cemetery trustees shall establish standards of burial and shall fix the price of lots, the fees for the digging and opening of graves and for the provision of perpetual care, the fees or costs relating to establishment of grave markers and monuments, and such other prices, fees or costs as may be designated by resolution of the city council.

Sec. 14-34. Burial records.

The city clerk shall keep a record of all proceedings of the cemetery board of trustees and shall keep a record of all burials, disinterments and reburials, which record shall give the name, age and date of death of the deceased, locate the lot number of burial, and include such other items as may be required by the city council.

Sec. 14-35. ~~Cemetery board rules adopted.~~City of Mason cemetery rules and regulations

~~The rules promulgated by the cemetery board of trustees are adopted by reference. No person shall violate such rules.~~The provisions of this article are established and are to be followed and enforced with the

provisions of the City of Mason cemetery rules and regulations, as adopted and modified from time to time by the Cemetery Board of Trustees.

Sec. 14-36. Hours of operation.

- (a) The city cemeteries shall be opened daily to the public between the hours of 8:00 a.m. to one-half hour after sunset, with the exception of the hours of operation for authorized traffic utilizing the designated route of the Hayhoe Riverwalk shall be from 6:00 a.m. to 10:00 p.m. It shall be unlawful for any person (other than city personnel conducting city business) to occupy or be present in any city cemetery during any hours in which the park is not open to the public.
- (b) Any section or part of the city cemeteries may be declared closed to the public by the director of public works/superintendent at any time and for any interval of time, either temporarily or at regular or stated intervals.
- (c) For the purpose of subsection (a), authorized traffic shall mean walkers, runners, bicyclers, in-line skaters, and those required to use devices to assist the disabled.

Sec. 14-37. Prohibited acts.

- (a) No person shall obstruct any drive, walk or alley or in any way injure, deface or destroy any vault, flower, tree, shrub, vine, lock or other thing in or belonging to a city cemetery. It is a misdemeanor to injure, deface or destroy any tombstone seat or grave in a city cemetery.
- (b) No person shall remove anything belonging to a cemetery without the written permission of the director of parks and cemeteries, and all bodies taken up to be reburied in cemeteries shall be removed and reburied under his direction.
- (c) No person shall operate a motor vehicle on any streets or lanes within a city cemetery at a speed greater than 15 miles per hour, or at a speed greater than such other posted speed limit as may be established by a lawful traffic control order issued by the traffic engineer or chief of police and approved by the city council.
- (d) No owner of any dog or other domestic animal shall allow such dog or other domestic animal to run unleashed within any city cemetery. The owner of any dog or other domestic animal shall ensure that all feces or droppings left by such dog or other domestic animal upon the grounds of any city cemetery are picked up and disposed of in a sanitary manner. Dogs or other domestic animals shall not be allowed to trespass upon marked grave sites within the city cemetery.

Effective Date. This ordinance shall become effective 20 days after adoption and upon publication.

The foregoing Ordinance was moved for adoption by Council Member _____ and supported by Council Member _____, with a vote thereon being: YES () NO (), at a regular meeting of the City Council held pursuant to public notice in compliance with the Michigan Open Meetings Act, on the ____ day of _____, 2021. Ordinance No. **XXX** declared adopted this ____ day of _____, 2021.

Russell Whipple, Mayor

Sarah J. Jarvis, City Clerk

Current

Certificate Number: 21-00036

MAPLE GROVE CEMETERY BURIAL RIGHTS

In consideration of the sum of \$555.00 paid the receipt of which is confessed, the City of Mason, in the State of Michigan, by Sarah J. Jarvis, City Clerk of said City, in pursuance of the Charter and Ordinances thereof, does hereby sell and convey unto:

MASON MI 48854

and to their assigns subject to the limitations hereinafter expressed as:

Cemetery	Section	Lot	Space
MAPLE GROVE	U	2527	2

Maple Grove Cemetery, Mason, Michigan, according to the plat thereof, recorded in the office of said City Clerk, located at 201 West Ash Street, Mason, Michigan 48854, subject to the limitations hereafter expressed and for a place for the interment of the dead, and for no other purpose whatever, and subject to such rules and regulations as are or may be from time to time established by competent authority.

IT IS ALSO MUTUALLY AGREED to and made a condition of this conveyance, that the said grantee shall have no right to convey or transfer the rights, privileges or interest conveyed by this instrument, except by and with the consent and approval of the Board of Cemetery Trustees of the City of Mason, first duly obtained for that purpose.

IN WITNESS WHEREOF, I have hereunto set my hand and seal this Friday, August 27, 2021

Signed in presence of:

Jean Spink

Sarah J. Jarvis, City Clerk

STATE OF MICHIGAN)
COUNTY OF INGHAM)

On Tuesday, August 31, 2021, personally appeared before me, the undersigned, a notary public in and for said County, Sarah J. Jarvis, Clerk of said City, and known to me to be the person who executed the foregoing instrument and acknowledged the same to be the free act and deed of said City of Mason.

Jean Spink
Ingham County, Michigan
My Commission Expires: May 30, 2027
Notary Public



This instrument is officially recorded in Liber 4, Page 278

Proposed

Certificate Number: XXXXXXXXXXXXXXXX

MAPLE GROVE CEMETERY BURIAL RIGHTS CERTIFICATE

In consideration of the sum of \$9999999.99 paid the receipt of which is confessed, the City of Mason, in the State of Michigan, by Sarah J. Jarvis, City Clerk of said City, in pursuance of the Charter and Ordinances thereof, does hereby convey and sell unto:

a burial plot(s), consisting of burial rights in Maple Grove Cemetery as described as follows:

Section	Lot	Space
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[section]	[lot]	[plotnum]
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Maple Grove Cemetery, Mason, Michigan, according to the plat thereof, recorded in the office of said City Clerk, located at 201 West Ash Street, Mason, Michigan 48854, subject to the limitations hereafter expressed and for a place for the interment of the human dead, and for no other purpose whatsoever. These rights are subject to any and all Ordinances, Rules and Regulations as they are written at the time of purchase and their future amendments.

IT IS ALSO MUTUALLY AGREED the Burial Right Certificates may only be assigned, relinquished or transferred by written affidavits, which must be accepted and filed in the Clerk's Office. Burial right holders should either designate the individual(s) to be buried on the gravesite at the time of purchase, by assignment at a later date, or in their Last Will and Testament.

IN WITNESS WHEREOF, I have hereunto set my hand and seal this [purchasedate]

Signed in presence of:

(DIALOG)[nameofnotary]

Sarah J. Jarvis, City Clerk

STATE OF MICHIGAN)
)SS.
COUNTY OF INGHAM)

On [certificatedate], personally appeared before me, the undersigned, a notary public in and for said County, Sarah J. Jarvis, Clerk of said City, and known to me to be the person who executed the foregoing instrument and acknowledged the same to be the free act and deed of said City of Mason.

(DIALOG)[nameofnotary] Notary Public
Ingham County, Michigan
My Commission Expires: (DIALOG)[notaryexpiration]

This instrument is officially recorded in Liber 4, Page (DIALOG)[p]









City Manager's Report: September 17, 2021

OPERATIONS

- Upcoming Event: October 2, 2021, 10:00 a.m. to 2:00 p.m. City of Mason Open House
- November 2, 2021 Special Election Update: There have been 1090, Absentee Ballot requests so far for the election. On September 23, 2021 we will mail our initial batch of ballots and will continue to do so daily until Friday, October 29, 2021. Then, October 30 – November 1, 2021 (4:00 p.m.), voters may obtain an absent voter ballot in the clerk's office. City of Mason's Clerk's office will be open on Saturday, October 30, 2021 from 8:00 a.m. – 4:00 p.m. to issue absentee ballots. We will not be open on Sunday, October 31, 2021 for this election.

Staffing Updates:

- Open Positions: Seasonal Part-Time Crossing Guards – Open Until Filled. Full-time Laborer- Review of internal applicants being conducted.

LARGE CITY PROJECTS

FY 2020-2021 CARRYOVER DUE TO TIMING			
Project	Project Name/Description	Status	Completed
UTILITIES: SANITARY SEWER, STORM WATER, AND WATER DISTRIBUTION (U)			
2017-U23	Well No. 6 Rebuild	In progress, expected to be completed by October	
2018-U32	South Water Tower Repair	In progress, expected to be completed by October	
PARKS/ CEMETERY/ FORESTRY/ NONMOTORIZED (P)			
2017-P8	Laylin Park - Phase II	Pathway and sidewalk completed; working on bids for pavilion and design for signs.	
2020-P5	Jefferson St – RR Pedestrian Crossing	Railroad work complete, Concrete/ asphalt -Oct	
2020-P8	Rayner Park- Master Park Plan	In progress, anticipated completion Fall/Winter	
BUILDING, PROPERTY, EQUIPMENT (B)			
2018-B14	Fire Rehab 815 Replacement	Anticipate delivery 3rd quarter FY 21/22	
2019-B2a	City Hall – Phase I Design and Security	Security complete- work space eval in progress	
2020-B4a	DPW- Design	Staff is working on finalizing design.	

FY 2021-2022			
Project	Project Name/Description	Status	Completed
STREETS, SIDEWALKS, SIGNALS(S)			
2017-S23	Rayner St – Randolph St to Columbia St	Completed	July
2017-S24	Eugenia Dr – Northbrook St to End	Base layer of asphalt down. Final layer to be completed by October	
2017-S25	Hall Blvd – Ash St to South St	Pulverizing scheduled for mid-September. Staff has worked with USPS to coordinate the use of temporary mailbox system to help prevent mail delivery service interruptions from inaccessible street side mailboxes due to construction. Two mailbox cluster units have been located just south of the construction site on Vanderveen for residents on Hall Blvd.	
2017-S26	Columbia St – Park St to Jefferson St	Completed	July
2019-S9b	Signal at E. Maple & S. Jefferson	DDA reviewed, acquiring quotes for Council	

UTILITIES: SANITARY SEWER, STORM WATER, AND WATER DISTRIBUTION (U)				
2017-U15	Replace Hydrants and Mason Plaza		City Council to consider reduced scope.	
2017-U34	Well No. 5 Rebuild		Expected to start mid- September	
2019-U3a	Wastewater Treatment Plant – Design		Staff conducting final review of RFP	
2021-U1	WTP- High-Pressure Pump VFD		Staff developing RFP	
2021-U2	WTP- Replacement of Valves		Staff developing RFP	
PARKS/ CEMETERY/ FORESTRY/ NONMOTORIZED (P)				
2020-P3	Hayhoe Riverwalk Trail – Eval. & Repair		Grant submitted	
2020-P6, 2020-P12, 2020-P13, 2020-P14	Lee Austin Park- Plan/Design Bond Park - Plan/Design Griffin Park - Plan/Design Hayes Park - Plan/Design		Wolverine selected; to be completed by 3 rd quarter	
2020-P11	Rayner Park- Phase 1 Construction		Awaiting DNR funding response in 3 rd quarter	
MOTOR VEHICLE POOL (MVP)				
2017-MVP22	Vehicle No. 83	Police	Anticipated third quarter of FY 21-22	
2017-MVP23	Vehicle No. 21	Cemetery/ Parks	Anticipated 2nd quarter of FY 21-22	
2017-MVP27	Vehicle No. 86	Police	Anticipate delivery in December.	
2017-MVP24	Vehicle No. 59	Cemetery/ Parks	Anticipated 2nd quarter of FY 21-22	
BUILDING, PROPERTY, EQUIPMENT (B)				
2017-B5b	Building: Library Phase 1, Part 1		Grant Agreement approved, plan to bid in Sept	
2017-B7	Building: Parking Lot Repairs		Working on addressing punch list.	
2017-B10	Fire: Furnace/AC, Office & Training Area		Anticipated 2nd quarter of FY 21-22	
2017-B11	Fire: Washing Machine		Anticipated 2nd quarter of FY 21-22	
2018-B15	Fire: Sprinkler System in Truck Bay		Anticipated 2nd quarter of FY 21-22	
2018-B16	Fire: Station 1- Rear Approach		Working on addressing punch list.	
2018-B21	Police: Interview Rm Recording System		Anticipated 3rd quarter of FY 21-22	
2018-B23	Planning: Master Plan/Zoning Update		Finalizing contract with consultant	
2018-B24	Building: Rental Furniture Replacement		Anticipated 3rd quarter of FY 21-22	
2019-B2b	Building: City Hall Renovations		Anticipated 3rd quarter of FY 21-22	
2019-B3	Clerk: Laserfiche Avante Upgrade		Anticipated 2nd quarter of FY 21-22	
2020-B4b	Public Works Facility Construction		Need to complete CIP: 2020-B4a	



Agenda Report: September 20, 2021 City Council Meeting

AGENDA ITEM:

Update from Staff Regarding Resuming Water Shut Offs

RECOMMENDED ACTION

No action is required at this time

HISTORY

On March 18, 2020, Governor Whitmer issued Executive Order 2020-28 which restored water service to occupied residences during the COVID-19 pandemic.

The restriction on turning off water was eliminated when the Governor's Executive Orders were determined no longer effective as of November (30 days following the ruling). This means that utility shut-offs could resume with the January 2021 water bills. At the Council's December 21, 2020 meeting, staff provided an update noting that we intended to halt all utility shut-offs until at least July 2021 but would resume late fees.

We reviewed the status of water accounts this last month and we currently have 190 customers that would be in shut-off status. Outstanding debt on average for 2021 has been \$23,000 per month compared to \$15,000 in 2020. The total number of accounts over \$200 is 38 of the delinquent accounts, many are held by tenants. If they do not pay, the landlord will be responsible as the bill will be converted to a tax collection. By continuing to not shut off water, this has impacted the timeliness of collections, provides no incentive for a consumer to pay on time, allows accounts to get extremely high balances that may put some in jeopardy of tax foreclosure and creates a delinquency a landlord or new owner would eventually be responsible for if account is left unpaid.

The shut off notice process includes sending a past due notice to all residents the day after bills are due with a due date 10 days later. The day after past due notices are due, we send a shut off notice giving them another 10 days on balances greater than the penalty amount. If a balance greater than the penalty amount still exists after both notices, staff proceeds to physically hang a notice on a property, if bill is not paid within 24-48 hours water would be shut off.

Shut offs are allowed by ordinance, but staff has the flexibility on policy related to when this occurs. Staff plans to move forward with a hybrid approach to allow some flexibility within the existing pandemic. We plan to resume utility shut offs in November 2021 that would trigger accounts to be shutoff when their bill passes \$200 past due. In the future, we will be recommending an increase of new tenant deposits to \$250.

By moving in this direction, we are providing some flexibility to residents that are struggling paycheck to paycheck, limiting staff time for shut offs and gives staff ability to shut off those that move into complete non-payment or make no effort to establish a payment plan. Staff would continue the same shut off notice process but only physically hang a notice on properties with accounts that have balances over \$200.

Staff is providing this update as you may hear from residents impacted by this change.

SUMMARY

Authority:

- **City Charter: Sec. 82-242. Payment for service required.** No free service shall be furnished by the system to any person or to any public agency or instrumentality, but service so furnished by the system shall be paid for in accordance with the schedule of rates, or any revision of such schedule, in compliance with the provisions of this article.

- **City Charter: Sec. 82-246. Collection of charges, enforcement of lien.** (b) In addition to all the rights and methods of collection, the city shall have the right to shut off and discontinue the supply of water to any premises or to disconnect any premises from the public sewer for the nonpayment, when due, of water or sewer service charges, or for the refusal to allow reasonable access to the premises for service or repair to city water meters. All disconnection charges and fees, as established by city council resolution, shall be paid prior to turning on the water to or reconnecting such premises to the POTW and all previous utility bills shall be paid in full. Before utility service may be disconnected for nonpayment, the Authority shall first provide written notice by first-class mail to the owner of the premises served as shown on the city's most recent tax bill, to occupants of the premises, and to any tenants of the premises as shown on the city's personal property tax roll and provide the owner and/or tenants an opportunity for an informal hearing for the Authority to review any factual disputes.

Urgency: This will start addressing our outstanding debt within the utility fund.

Relation to Other Actions: None

FISCAL IMPACT

Current/ Future Budgets: Accounts Receivable will be collected timelier with ability to shut off past due utility accounts.

ADDITIONAL MATERIAL

None