



CEMETERY/TREE COMMISSION

AGENDA – March 22, 2021

Electronic Meeting, 11:30 a.m.

In accordance with State Law, which has authorized remote participation in public meetings for a defined reason, it has been determined by the City of Mason that an electronic meeting is necessary to protect the public health. 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 meeting held on February 11, 2021
- 5. UNFINISHED BUSINESS**
 - A. Arbor Day Celebration
 1. Review of Nominee Submissions
 2. Vote on Nominee Submissions
 3. Discuss Invitations, Time/Location
 4. Discuss Nominee's Tree and Placement Options
- 6. NEW BUSINESS**
 - A. Maple Grove Cemetery Rules and Regulations
 1. City Attorney's Opinion Regarding Removal of Joint Holdership Section – March 17, 2021
 2. Review Changes made to Maple Grove Cemetery Rules and Regulations
 3. Approve Changes made to Maple Grove Cemetery Rules and Regulations
- 7. LIASON REPORT (City Manager's Report 3-12-2021)**
- 8. ADJOURNMENT**



CEMETERY/TREE MEETING

ELECTRONIC MEETING INFORMATION

PLEASE TAKE NOTICE that the meeting of the City of Mason Cemetery Board/Tree Commission scheduled for **March 22, 2021, starting at 11:30 a.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: **February 11, 2021 at 11:30 a.m.** Eastern Time

Meeting ID: 825 8571 4462

Passcode: 604631

Video Conference Information: **Link to join online:** <https://us02web.zoom.us/j/89666257870>

- 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 9:00 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** (provided 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 MEETING
MINUTES OF FEBRUARY 11, 2021**

Clerk Jarvis called the Cemetery Board meeting to order at 11:00 a.m., in the Maple Room at 201 W. Ash Street

Board Members Present: Ferris, Shattuck
Absent Board Members: None
Also Present: Sarah J. Jarvis - City Clerk, Jean Spink, Administrative Assistant, Levi Rice, Cemetery Foreman

ELECTION OF LEADERSHP

A. Chair

Clerk Jarvis opened nominations for the office of Chair of the Cemetery Board/Tree Commission

Shattuck nominated Elaine Ferris for Chair of the Cemetery Board/Tree Commission

Clerk Jarvis closed the nominations for the office of Chair of the Cemetery Board

Ferris: Yes (2) Ferris, Shattuck
No (0)

ELAINE FERRIS ELECTED CHAIR OF CEMETERY BOARD/TREE COMMISSION

PUBLIC COMMENT

None

APPROVAL OF MINUTES – February 5, 2020

MOTION by Shattuck, second by Ferris
to approve the February 5, 2020 Cemetery Board and Tree Commission Minutes

MOTION APPROVED

UNFINISHED BUSINESS

None

NEW BUSINESS

- A. Arbor Day – Discussion on how we want to proceed for this year.
 - 1. Legal Notice Seeking Arbor Day Nominees – It was decided to post the announcement for Arbor Day Nominees on Sunday, February 21, 2021 and that the due date will be March 15, 2021.
 - 2. Set Meeting Date for Selection of Arbor Day Recipient – Meeting scheduled for March 22, 2021 at 11:30 AM.
 - 3. April 30, 2021 – Arbor Day Ceremony – If Health Guidelines allow for an outdoor gathering, we will proceed as we normally do. If not, we will host a virtual ceremony.

- B. Cemetery – Discussion on Transfer of Rights of Cemetery Lots/Spaces – Clerk Jarvis explained that going forward will be strictly adhering to the Maple Grove Rules and Regulations in regard to Transfer, Assign or Relinquishment of Lots/Spaces. They will be

allowed through one of the following ways: 1. Designated by the owner of the lot/space before they are deceased. 2. Last Will and Testament, or through Probate Court. In addition, if there are multiple people listed to have rights to the lot/space use of lot/space will be on a first come first serve basis and if one of the people wants to grant their rights to someone else all other people listed must provide a written document that they agree with this decision.

- C. Cemetery – Abandoned Lots/Spaces – Revert to City – Clerk Jarvis reported that we may want to give future consideration on how we would want to handle abandoned lots/spaces in the Cemetery. This most likely will require an Ordinance change but we may want to consider in the future.
- D. Cemetery – Veteran Grave Location Project – Scott Shattuck agreed that he will take on the project to determining the Veteran’s location in Maple Grove so we can develop a master list.
- E. Cemetery – GIS Mapping of Gravesites – Clerk Jarvis reported that our new Cemetery system allows for the use of GIS, which we may considering utilizing in the future.

ADJOURN

Cemetery Board Meeting was adjourned at 11:57 a.m.

Sarah J. Jarvis, City Clerk
City Clerk

Sarah Jarvis

From: Scott Shattuck <masonite2261@gmail.com>
Sent: Wednesday, March 17, 2021 11:47 AM
To: Sarah Jarvis
Subject: Linda Shattuck

Sarah, I formally nominate Linda Shattuck for a memorial tree 2021! Linda was November 10, 1961 and passed away November 21, 2013 from cancer at the of 52 ! Thank you for the board's consideration! Scott Shattuck

Sent from my iPhone

MEMO

TO: Sarah Jarvis, Mason City Clerk

FROM: Thomas M. Hitch, City Attorney

RE: **RULES REGARDING BURIAL RIGHTS**

DATE: March 17, 2021

The purpose of this memorandum is to review the transfer, assignment or relinquishment section of the Maple Grove Cemetery Rules and Regulations, and the provisions relating to joint holdership. Under Michigan law, the City of Mason, as owner of the cemetery, has the right to adopt reasonable rules regarding the burial, care and other issues regarding management and maintenance of the burial grounds within the cemetery. I have briefly reviewed those rules, and they do appear to be reasonable.

In conferring with you, and as set forth in your memo, there appears to be some confusion and conflict between the provisions relating to transfer, assignment or relinquishment, and those provisions relating to joint holdership. As you and I discussed, the language under transfer, assignment or relinquishment appears to be clear, and it already makes provision that if there is a dispute regarding who can or cannot be buried in a grave site, the City will permit the burial “as designated by court proceedings and/or declaration.” As indicated above, this appears to be a reasonable requirement, as the City is in no position to adjudicate the rights of heirs as it relates to the burial rights, if any, that were granted to said heirs.

My review of joint holdership leads me to the conclusion that it is confusingly written, and in material ways, appears to be in conflict with the provisions of the section relating to transfer, assignment or relinquishment. As we discussed, it is my opinion that the section entitled Joint Holdership should be removed from these rules. It does not add anything that is not otherwise covered in the Transfer, Assignment or Relinquishment section, as the ultimate decision would be made by a probate court, but it also appears to place the City in the extremely difficult position of determining whether a “written objection” should ever be honored. The City does not have either the legal authority or necessarily the administrative expertise to adjudicate rights between competing heirs to be buried in a grave site. It is for those reasons, I recommend that paragraph be removed from the rules of the Maple Grove Cemetery.

TMH:md



MAPLE GROVE CEMETERY

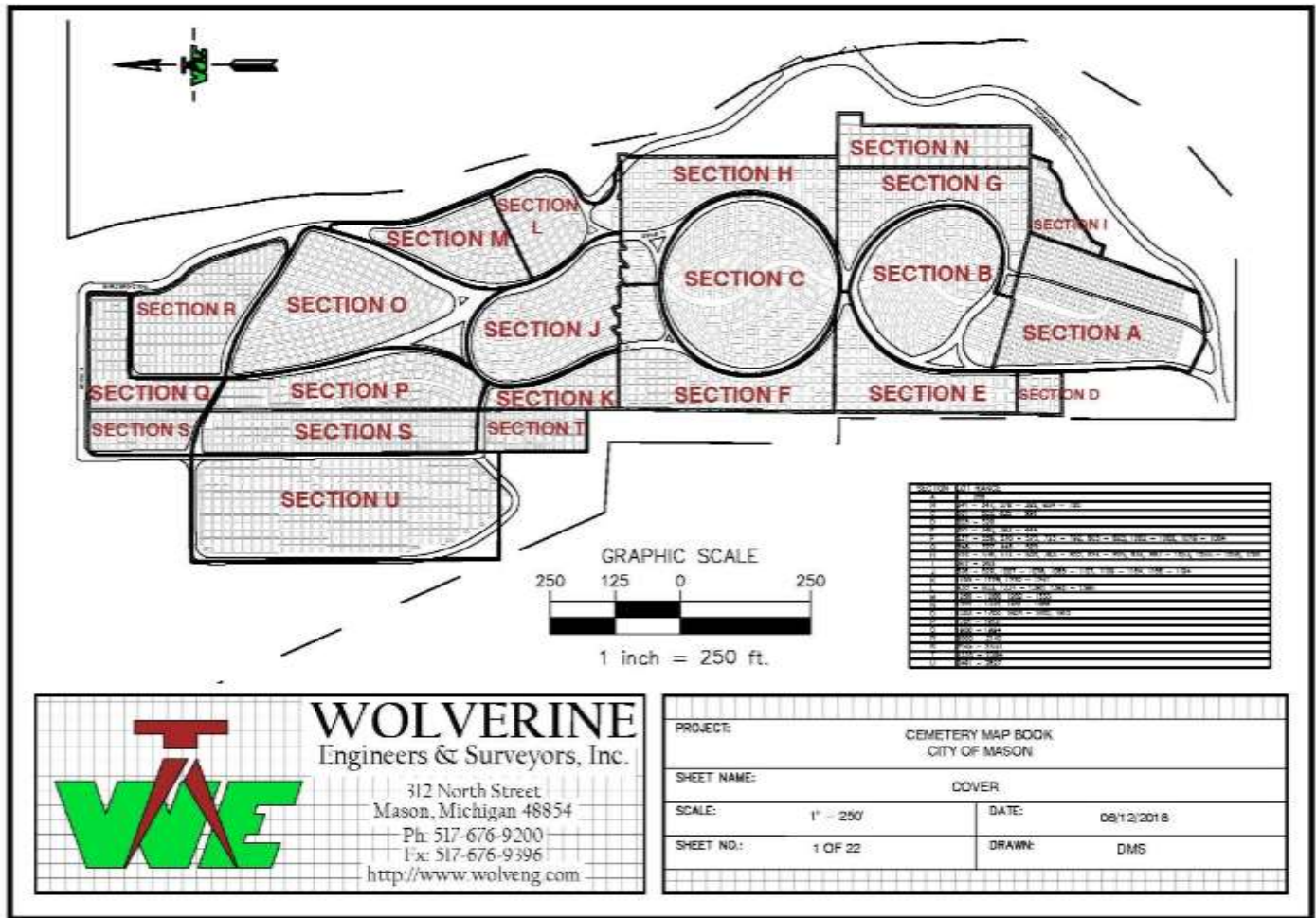
Regulations Amended – May 23, 2019

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. Holdership is evidenced by the "Cemetery Deed" issued upon purchase.

Cemetery Design

Cemetery sections, contiguous sites, gravesites, walkways, and roads are established by plan. This provides proper access for the public and for efficient cemetery operation and grounds maintenance, as well as, 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 Holdership. Burial rights holders may assign, relinquish, or transfer their rights only by written affidavits, which must be accepted at the Clerk's Office.

Should the owner die without having designated an individual(s) to be buried on the balance of any gravesite(s), the City will permit the burial of heirs as designated by court proceeding and/or declaration. Burial rights holders should either designate the individual(s) to be buried on the gravesites at the time of purchase, 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.

Joint Holdership

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

Perpetual Care

The purchase of every burial right includes Perpetual Care and such care is made a part and condition of each sale. Perpetual Care shall consist of mowing, re-seeding, and leveling of sunken graves at reasonable intervals and periodic inspection for irregularities by agents of the City. Perpetual Care does not include the repair, maintenance or replacement of any items or objects placed on or in cemetery grounds. Perpetual Care as outlined above will provide the essential requirements of a well-kept cemetery, protection of the burial grounds, and care forever without further expense to the burial rights holder.

Perpetual Care Trust Fund

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

Special Care

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

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

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: March 12, 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:** Mark your calendars for the Budget Workshop on **Monday, March 29, 2021 at 6:00 p.m.**
- An agreement and release of claims has been executed with Vevay Township to settle the dispute regarding the Township's claim for a share of the personal property tax reimbursement funds from the State of Michigan paid to the City for years prior to 2018 with such claim stemming from purported obligations under the 425 Agreement of 1989 between the City and the Township. This was authorized by Council almost two years ago.

Staffing Updates:

- New Hires/Promotions: None
- Open Positions: Full-time Police Officer- position closed on February 26, 2021, applications are being reviewed and interviews will be set up soon. Seasonal Crossing Guard- posted and is open until filled.
- Due to recent exposures to COVID-19, the City of Mason is required to quarantine majority of our Public Works Department (DPW). This will result in some service delays, as the DPW will only be able to respond to emergencies until at least March 17, 2021. Residents have been asked to continue to report any concerns, however, concerns will be addressed as soon as time allows. The City has been diligent about communications and reporting to the Ingham County Health Department to limit the spread.

Traffic Updates:

- Columbia Street at US 127 Overpass – Traffic congestion, turning difficulties, temporary signal operation and timing issues. On November 3, 2020, a citizen contacted Mason PD about problems involving congestion and turning difficulties on Columbia Street due to the MDOT temporary signals because of bridge damage. Additional complaints have been made about the signal operations, and Mason PD continues to monitor the temporary signals, and work collaboratively with Mason DPW and MDOT until the overpass is repaired.

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	Contractor has begun work, including the electrical portion. Awaiting delivery of blower.	

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	Cherry- McRoberts St to Henderson St	Completed	October
2020-U2			
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 tentatively scheduled for April.	
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	Contractor delayed due to weather conditions.	
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	Staff is reviewing study report.	
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	Anticipated Spring of 2021	
2020-P5	Jefferson St – RR Pedestrian Crossing	Feb Construction Meeting; 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
2017-MVP16	Mower No. 77 Replacement	Cemetery, Parks, Forestry	Staff working with vendor on ordering and delivery details
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
2017-MVP21	Mower No. 66 Replacement	Cemetery, Parks, Forestry	Staff working with vendor on ordering and delivery details
2017-MVP29	Mower No. 69 Replacement	Cemetery, Parks, Forestry	Staff working with vendor on ordering and delivery details
2018-MVP1	Vehicle No. 22 Replacement	Cemetery, Parks, Forestry	Vehicle has been ordered
BUILDING, PROPERTY, EQUIPMENT (B)			
2017-B12	IT New Servers	Anticipated start date Spring of 2021	
2017-B17	Fire SCBA units	Authorization presented to City Council 3.15.21	
2018-B14	Fire Rehab 815 Replacement	Anticipated purchase Spring of 2021	
2018-B22	Police Body Worn Cameras	Complete	March
2018-B23	Masterplan/Zoning Update	Webpage has been created on City website under How Do I → Learn About → Master Plan which included current documents, draft of Request for Proposal (RFP) and option to sign up for email updates on the project. On February 22, 2021 at 7:30 pm via Zoom, City Council and Planning Commission are planning to meet jointly to confirm the expected outcomes for the plan. Meeting information will be posted on both groups meeting pages.	
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.	

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

Project Name	Status
BUILDING PERMITS – COMMERCIAL PROJECTS (listed only once when active)	
216 W. Kipp – McDonalds ACTIVE	Two permits active. 1. Building permit is active for interior and exterior remodel including ADA improvements. 2. Building permit is active to install 4 signs – one illuminated channel letters on raceway, one illuminated logo wall sign, and two drive-thru direction signs.
715 Curtis – G & G Tax ACTIVE	Two permits are active. 1. Building permit is active to install illuminated wall sign to front façade of suite. 2. Building permit is active for installation of walls to create private offices.
809 Kerns – T & D Concrete ACTIVE	Building permit is active for a Certificate of Occupancy for a change of occupancy and use of building space.
ZONING (listed when pending and once when approved)	
828 S Lansing PENDING	Andrew and Ryann Warner have requested a six-foot variance to accommodate an addition to their home. A public hearing is expected to take place on 4/19/21 at 5:30 during the Zoning Board of Appeals meeting.
1041 & 1123 S. Jefferson PENDING	George Hayhoe, Capex Land, Inc., has requested a zoning ordinance amendment to rezone 1041 Jefferson St. and 1123 Jefferson St. from M-1: Light Manufacturing District to C-2: General Commercial District. A public hearing will take place at the 4/13/2021 Planning Commission Meeting.
Sanctuary & Stratford St. - PENDING	Giguere Realty and Development LLC is requesting a parcel combination and Land Division for 2 lots located on Sanctuary and Stratford Streets.
S. Eugenia – Private Residence APPROVED	Application for a Special Use Permit is in review for in-home daycare to go from 6 to 12 children. The Planning Commission approved the Resolution for the Special Use Permit at their meeting on 3/9/2021.