



CEMETERY/TREE COMMISSION MEETING AGENDA – January 6, 2022

Mason City Hall, 201 W. Ash Street, Mason, MI
Maple Room 2nd Floor, 10:30 a.m.

1. **OATH OF OFFICE**
 - A. Oath of Office to be given to Elaine Ferris
2. **CALL TO ORDER**
3. **CONFIRMATION OF MEMBER ATTENDANCE**
4. **ELECTION OF LEADERSHIP**
 - A. Elect Chair
 - B. Elect Co-Chair
5. **PUBLIC COMMENT**
6. **APPROVAL OF MINUTES**
 - A. Approve Minutes of Cemetery Board/Tree Commission October 5, 2021
7. **CORRESPONDENCE**
 - A. Holiday card from Sycamore Creek Garden Club
8. **UNFINISHED BUSINESS**
 - A. Columbarium– Capital Improvement Planning Discussion and Board Approval to move forward
9. **NEW BUSINESS**

None
10. **LIAISON REPORT**
 - A. City Manager Report (12/17/2021)
11. **ADJOURN**

**CITY OF MASON
CEMETERY BOARD/TREE COMMISSION
MINUTES OF OCTOBER 5, 2021**

OATH OF OFFICE

Oath of Office was administered by the Clerk to Jon Ireland

Chair Ferris called the meeting to order at 11:01 a.m. in the Maple Room, 2nd Floor of 201 W. at 201 W. Ash Street

Present: Elaine Ferris, Jon Ireland, Scott Shattuck
Also present: Sarah Jarvis - Clerk, Levi Rice – DPW Foreman

PUBLIC COMMENT

None

APPROVAL OF MINUTES – June 4, 2021

MOTION by Shattuck, second by Ireland
to approve the June 4, 2021, Cemetery Board and Tree Commission Minutes

MOTION APPROVED UNANIMOUSLY

UNFINISHED BUSINESS

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

Department of Public Works provided a recommendation of possible trees that could replace the ones that are currently along Hall Blvd. Commission decided to do some research based on the information provided and to provide feedback to the City Clerk within the next couple of weeks.

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

MOTION by Shattuck, second by Ireland
to defer the approval of the October 5, 2021 – Cemetery Board Rules and Regulations to the next scheduled meeting.

MOTION APPROVED UNANIMOUSLY

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

MOTION by Shattuck, second by Ireland
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

MOTION APPROVED UNANIMOUSLY

B. Burial Right Certificate Update

Clerk provided copy of the new Burial Right Certificate Update.

C. Columbarium – Capital Improvement Planning Discussion

Clerk provided sample of columbarium. Shattuck also suggested a possible larger building and will provide additional feedback on this.

LIASON REPORT (City Manager Report 9-17-2021)

ADJOURNMENT

Cemetery Board Meeting was adjourned at 11:36 a.m.

Sarah J. Jarvis, City Clerk
City Clerk

Mason Sycamore
Creek Garden Club



Honor Hope Healing

Thank you for participating in our Gold Star
Memorial Marker dedication program.



City Manager's Report: December 17, 2021

OPERATIONS

- City Hall will be staffed with minimum staffing and closed to the public on December 27, 28, and 29, in addition to the holidays. Memorandum of Understandings have been negotiated with all the unions to ensure we can continue this benefit that is low cost to customers and the city, but high value to our employees and represents the culture of valuing the Whole Person we are striving to achieve. The 2022 administrative holiday and training schedule is attached for your reference.
- Ingham County staff are recommending funding for ALL three of the City of Mason's projects with over \$700,000 in grant funding out of the \$3 million they are distributing. It will still be a few months before awarded funding is determined by the full Board. The three projects are:
 - Community Garden Restroom/Drinking Fountain – This project scored top of all submitted projects!
 - Hayhoe Riverwalk Trail Repairs
 - Columbia Street Bridge temporary/seasonal pedestrian lane
- Meridian Township Offices will be closed on Fridays for the months of January and February to assist with employee wellbeing. Inspection requests from Mason are low during those months, and usually quite sparse on Fridays in general. They will try to work out specific requests and accommodations as they arise.
- Staff has regularly met with Federal and County representatives to get updates on Federal funding and how to position the City to leveraging those funds. As part of those discussions, the County is spearheading a broadband mapping and task force project that will position Ingham County to be eligible and competitive for Broadband funding when programs are announced. The County is updating staff as they work through the progress of that study.
- Staff is attending Mason Community Leaders group that is focused on non-profits meeting the needs of area residents most in need. We are coordinating potential emergency shelters of last resort locations with our partners and developing a program to assist those that may need help shoveling their sidewalk/ driveways.
- November Election Costs: We received the final invoice this week and the total costs for the election to the City were \$11,837.08. City Council also requested the following items for future meetings, but due to staff shortages we will be planning to presented at the following meetings.
 - Sidewalk Summary for Subdivisions: January
 - Resolution regarding Prosecutor's Office: February
 - Presentation regarding unfunded liabilities: March

Staffing Updates:

- Active Postings: Seasonal Part-time Crossing Guards – Open until filled. Full-time Customer Service Specialist – Position closed 12/17/2021 externally, applications are under review with plans for interviews to be scheduled the first part of January. Full-time Bookkeeper- Position closed internally, reviewing applicants. Full-Time Water Treatment Plant Operator – Posted internally and closed 12/15/2021, applications under review.
- New Hires: James Schnipke was hired as a full-time Laborer effective December 13, 2021.
- Employee Achievements: Effective December 14, 2021, Clerk Sarah Jarvis obtained her Certified Municipal Clerk's designation through the International Institute of Municipal Clerks.

LARGE CITY PROJECTS

FY 2020-2021 CARRYOVER DUE TO TIMING			
Project	Project Name/Description	Status	Completed
PARKS/ CEMETERY/ FORESTRY/ NONMOTORIZED (P)			
2017-P8	Laylin Park - Phase II	Pathway and sidewalk completed, bids for pavilion and design for signs, in progress.	
2020-P8	Rayner Park- Master Park Plan	In progress, anticipated completion 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 has been delayed due to staff capacity.	
2020-B4a	DPW- Design	Staff is working on finalizing conceptual design with school district.	

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	Completed	November
2017-S25	Hall Blvd – Ash St to South St	Completed	November
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	Completed	November
2017-U34	Well No. 5 Rebuild	Completed	December
2019-U3a	Wastewater Treatment Plant – Design	Reviewing Qualifications from seven firms	
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	In progress, anticipated completion Winter	
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 3rd quarter of FY 21-22
2017-MVP23	Vehicle No. 21	Cemetery/ Parks	Anticipated 3rd quarter of FY 21-22
2017-MVP27	Vehicle No. 86	Police	Vehicle being outfitted with equipment. Expected to be in service in January.
2017-MVP24	Vehicle No. 59	Cemetery/ Parks	Anticipated 3rd quarter of FY 21-22
BUILDING, PROPERTY, EQUIPMENT (B)			
2017-B5b	Building: Library Phase 1, Part 1	Proposals due December 7, no bids were received, evaluating next steps	
2017-B7	Building: Parking Lot Repairs	Working on addressing punch list.	
2017-B10	Fire: Furnace/AC, Office & Training Area	Anticipated 3rd quarter of FY 21-22	
2017-B11	Fire: Washing Machine	City Council approved 11.3.21	
2018-B15	Fire: Sprinkler System in Truck Bay	Anticipated 3rd quarter of FY 21-22	
2018-B16	Fire: Station 1- Rear Approach	Working on addressing punch list.	
2018-B21	Police: Interview Rm Recording System	Staff was able to find an alternative solution at significantly reduced cost.	
2018-B23	Planning: Master Plan/Zoning Update	In progress.	
2018-B24	Building: Rental Furniture Replacement	Anticipated 3rd quarter of FY 21-22	
2019-B2b	Building: City Hall Renovations	Anticipate pushing out to next FY, due to staff capacity.	

2019-B3	Clerk: Laserfiche Avante Upgrade	Training anticipated 3rd quarter of FY 21-22	
2020-B4b	Public Works Facility Construction	Need to complete CIP: 2020-B4a	

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

Project Name	Status
PERMITS – COMMERCIAL PROJECTS (listed only once when active)	
201 W. Ash Ste. 2 - Mason Public Schools ACTIVE	Building permit is active to add a 4 th cubicle, change ceiling light fixtures, floor receptacle boxes and HVAC registers.
412 S. Jefferson – Keans ACTIVE	Building permit is active to tear off and install new insulation and new roof.
680 Eden – Shafer Redi-Mix ACTIVE	Building permit is active to tear off and reroof warehouse.
1133 S. Cedar – MSU Federal Credit Union ACTIVE	Building permit is active to replace 2 externally illuminated wall signs, install new faces in existing monument sign and install new faces in existing pole sign.
100 E. Ash – Howard Hanna Real Estate PENDING	Building permit for new sign is pending HDC review for a Certificate of Appropriateness. Historic District Commission meeting will take place Monday, December 20, 2021 at 6:00pm.
837 E. Ash – Zoning Map Amendment PENDING	Lindsey Hanson has requested an amendment to the City of Mason zoning map to rezone her property from RS-1 Single Family Residential to RS-3 Single Family Residential. A public hearing will be held at the regular Planning Commission Meeting on December 14, 2021, at 6:30 p.m.



2022 HOLIDAY SCHEDULE

MASON CITY HALL & MAPLE GROVE CEMETERY

HOLIDAYS (FACILITIES ARE CLOSED AND ONLY ESSENTIAL SERVICES ARE AVAILABLE)

NOTE: Grave openings cannot be scheduled on these holidays, except during Minimum Staffing Days.

Friday, April 15, 2022.....	Good Friday
Monday, May 30, 2022	Memorial Day
Monday, July 4, 2022.....	Independence Day
Monday, September 5, 2022	Labor Day
Friday, November 11, 2022	Veterans Day
Thursday & Friday, November 24 & 25, 2022	Thanksgiving Holiday
Friday, December 23, 2022	Christmas Eve (Holiday on Saturday)
Monday, December 26, 2022	Christmas Day (Holiday on Sunday)
Friday, December 30, 2022	New Year's Eve Holiday (Holiday on Saturday)
Monday, January 2, 2023	New Year's Day Holiday (Holiday on Sunday)

IN-SERVICE TRAINING/ MINIMUM STAFF DAYS (FACILITIES ARE CLOSED TO PUBLIC)

<i>Monday, January 17, 2022</i>	<i>Martin Luther King Jr. Birthday</i>
<i>Monday, February 21, 2022</i>	<i>Washington's Birthday</i>
<i>Monday, June 20, 2022</i>	<i>Juneteenth National Independence Day (Holiday on Saturday)</i>
<i>Monday, October 10, 2022.....</i>	<i>Columbus Day / Indigenous Peoples' Day</i>
<i>Tuesday, Wednesday, Thursday, December 27, 28 & 29, 2022</i>	<i>Minimum Staffing Days - <u>tentative</u></i>

12/15/21

It is such a joy to
live here.

Attile + Sharon
Pattelky
726 Hall Blvd.

Mason City Council,

My husband and I
thank you very much
for the improvements to
Hall Blvd. It is very
nice to not have
potholes and to walk on
nice sidewalks.

In addition, we
wish to let you know
all the workers were
very nice and helpful
throughout the project.

Thank you for all
the good you do for
our beautiful city.