



CEMETERY/TREE COMMISSION MEETING AGENDA – March 7, 2022

**Mason City Hall, 201 W. Ash Street, Mason, MI
Maple Room 2nd Floor, 10:00 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. PUBLIC COMMENT

5. APPROVAL OF MINUTES

A. Approve Minutes of Cemetery Board/Tree Commission January 6, 2022

6. UNFINISHED BUSINESS

A. Cemetery Rules and Regulations – Consider approval to allow for City Staff to have the authority to remove prohibited items from gravesites.

B. Hall Blvd Tree Discussion

7. NEW BUSINESS

A. Arbor Day Celebration

1. Review Arbor Day Submissions
 - a. Michelle Beloskur
 - b. Jim Harvey
2. Vote on Arbor Day Nominee Submissions
3. Discuss Arbor Day Event – Time, Place, Location
4. Discuss selected Nominees Tree and Placement Options

8. LIAISON REPORT

A. City Manager Report (2/18/2022)

9. ADJOURN

**CITY OF MASON
CEMETERY BOARD/TREE COMMISSION
MINUTES OF JANUARY 6, 2022**

Clerk Jarvis called the meeting to order at 10:40 a.m. in the Sycamore Room, 1st Floor of 201 W. at 201 W. Ash Street

Present: Jon Ireland, Scott Shattuck

Absent: Elaine Ferris

Also present: Sarah Jarvis - Clerk

ELECTION OF LEADERSHIP

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) Ireland, Shattuck

No (0)

Absent (1) Ferris

ELAINE FERRIS ELECTED CHAIR OF CEMETERY BOARD/TREE COMMISSION

B. Co-Chair

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

Ireland nominated Scott Shattuck for Co-Chair of the Cemetery Board/Tree Commission

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

Shattuck: Yes (2) Ireland, Shattuck

No (0)

Absent (1) Ferris

SCOTT SHATTUCK ELECTED CO-CHAIR OF CEMETERY BOARD/TREE COMMISSION

PUBLIC COMMENT

None

APPROVAL OF MINUTES – October 5, 2021

MOTION by Shattuck, second by Ireland
to approve the October 5, 2021, Cemetery Board and Tree Commission Minutes

Yes (2) Ireland, Shattuck
No (0)
Absent (1) Ferris

MOTION APPROVED

CORRESPONDENCE

A. Holiday card from Sycamore Creek Garden Club

UNFINISHED BUSINESS

A. Columbarium – Capital Improvement Planning Discussion and Board Approval to move forward

MOTION by Ireland, second by Shattuck
to approve the City Clerk to move forward with submitting the project of Columbarium at Maple
Grove Cemetery to the City of Mason Capital Improvement Plan (CIP)

Yes (2) Ireland, Shattuck
No (0)
Absent (1) Ferris

MOTION APPROVED

NEW BUSINESS

None

LIASON REPORT (City Manager Report (12/17/2021))

ADJOURNMENT

Cemetery Board Meeting was adjourned at 11:04 a.m.

Sarah J. Jarvis, City Clerk
City Clerk



MAPLE GROVE CEMETERY

Regulations Amended – May 23, 2019

Regulations Amended – April 5, 2021

Fees Amended – October 6, 2014

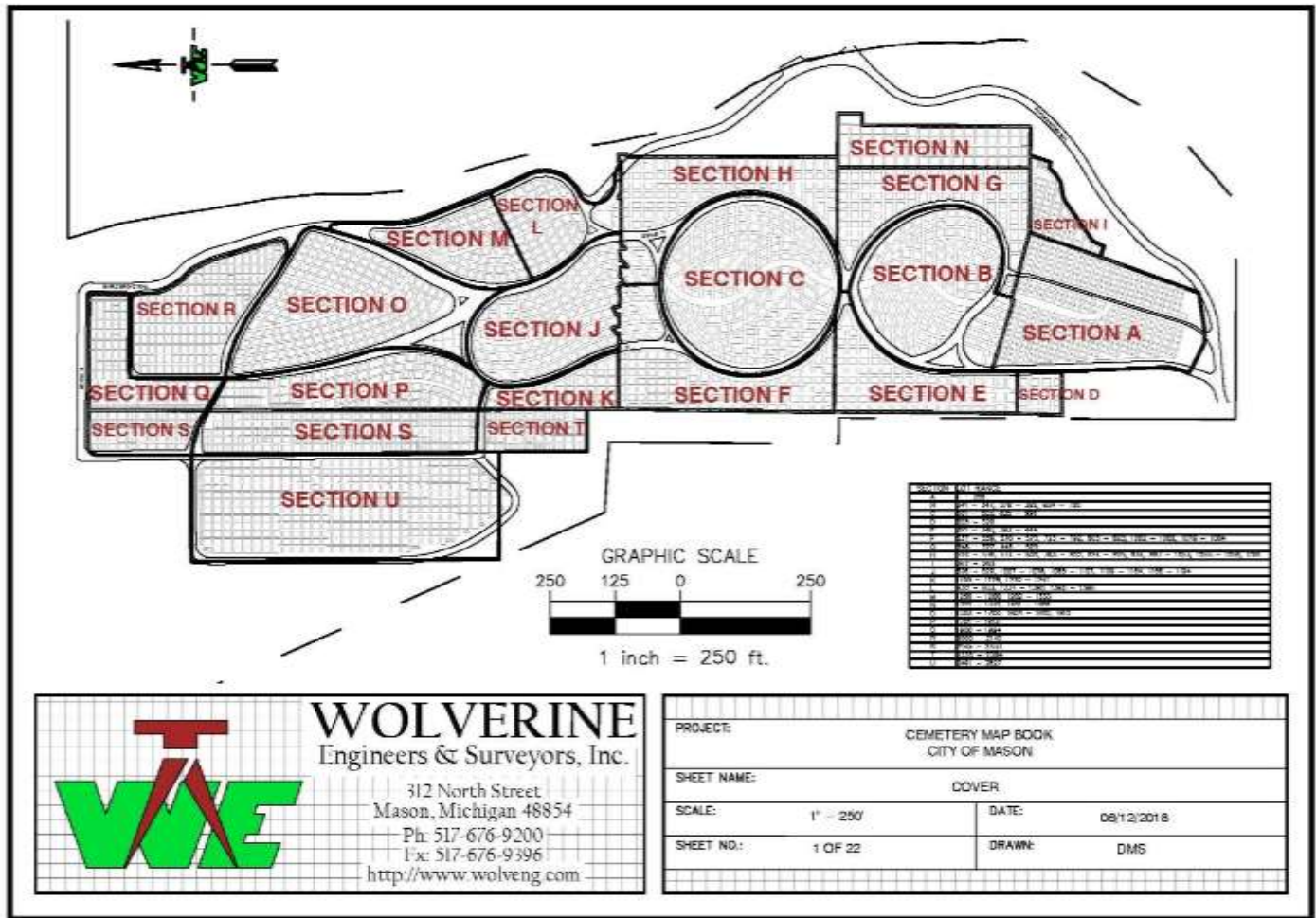
Fees Amended – July 1, 2019

Regulations Amended – April 6, 2021

Regulations Amended – XXXX

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.

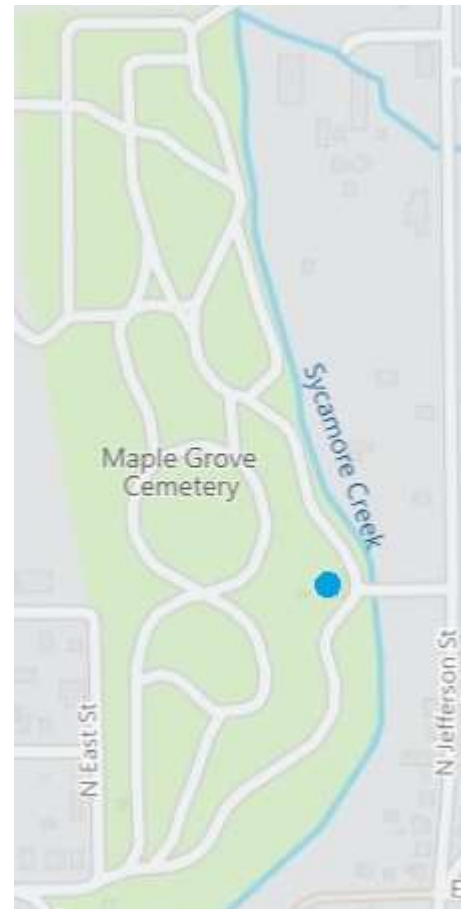
From April 1 to October 31, all winter decorations are prohibited. Only living plants and flowers (not artificial) are allowed.

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.

Sarah Jarvis

From: Jason Darling <jason@darlingforestry.com>
Sent: Tuesday, February 1, 2022 9:29 AM
To: masonclerk
Subject: Arbor Day Nomination
Attachments: Annual Report FY21.pdf

Good Morning,

I recently saw your posting from the Mason Tree Commission, seeking nominees for Arbor Day Honoree.

I would like to nominate Michelle Beloskur for this year's Arbor Day Honoree. Michelle served as the Executive Director of the Ingham Conservation District for many years. Michelle started working at the District in 2007, then eventually move in to the Executive Director position. At the end of 2021 she stepped aside from that position to pursue other endeavors. Michelle was a leader throughout all of Ingham County and was an excellent example of an environmental steward. Every spring and fall, she would help organize a large scall tree sale which greatly helped increase the tree and shrub population through much of Ingham County. She regularly engaged with Ingham County residence through invasive species workshops and trainings, she was also a local leader regarding microplastic pollution. Michelle helped the Ingham Conservation District obtain a professional Forest Management Plan and get the Ingham Conservation District property national recognition through the American Tree Farm System, as well as local recognition through the Michigan Agriculture Environmental Assurance Program. I personally have worked with Michelle on many occasions for Forestry education workshops, MSU Global Day of Service events, and on the Ingham Conservation District property to remove invasive trees and shrubs to promote the native trees on the Ingham Conservation District property. If you read through the attached Annual Report, you sill see all Michelle helped accomplish in just 2021.

If you would like me to provide more information about Michell's service to our forested and wetland communities, please let me know and I can provide you with more details. I would be happy to schedule a time to talk over this nomination if needed, my contact information is below. Thanks so much for your time and for the opportunity to present this nomination for the Arbor Day Honoree!

Kind Regards,

--

Jason W. Darling

Darling Forestry, LLC
2725 Lamb Road
Mason, MI 48854

Phone: 517-243-2000
Jason@DarlingForestry.com
www.DarlingForestry.com

Ingham Conservation District

OUR MISSION

To promote and practice stewardship of our natural resources by serving, educating and empowering our community



INGHAMCONSERVATION.COM

2021



FY21 Board of Directors

Peter Vincent, Chairperson
Charlie Martin, Vice Chairperson
Tim Carr, Treasurer
Peter Malinski, Board Director
Rebecca Malinski, Associate Director

Current Staff

Michelle Beloskur, Executive Director
Andrew Raymond, HAP Technician
Samantha Wood, Bookkeeper
Taylor Baker, CTAI Program Assistant
Samantha Strandmark, CISMA Coordinator

executive summary

Grant Funded Programs

- Mid-Michigan Cooperative Invasive Species Management Area (CISMA)
- Smart Management of Microplastic Pollution in the Great Lakes
- Hunting Access Program (HAP)
- Conservation Technical Assistance Initiative

FY21 Accomplishments

- Over 27 acres of forestation from trees sales and seedling donations
- Removed 1,000 lbs. of invasive European frog-bit and 175 lbs. of garlic mustard
- Managed invasive black swallow-wort (3 ac), Japanese knotweed (9 ac) and phragmites (7 ac)
- CISMA surveyed 10 lakes for invasive European frog-bit - no new detections!
- Surveyed 95 acres with trained volunteers for terrestrial invasive species
- Engaged volunteers to monitor 5 lakes for aquatic invasive species
- Held 5 aquatic invasive species awareness events at boat launches.
- Promoted the PlayCleanGo invasive species awareness campaign with a series of billboards
- Held 5 Invasive Species Workshops for both private landowners and professionals, 2 on forest pests, 2 for agricultural producers, and 1 aquatic invasive species workshop. >100 participants
- Trained 92 municipal staff and community leaders on invasive species ID and management
- Held the Mid-Michigan CISMA's first Eco Expo to engage residents in invasive species management and promote native ecosystems.
- Shared information on reducing microplastic pollution with > 120,000 Michigan residents
- Distributed 300 microplastic-filtering laundry bags to reduce household plastic pollution
- Creating an online toolkit to help communities address microplastic pollution
- Monitored 6 local streams with the Ingham CD Stream Team
- Maintained a popular Hunting Access Program property in Williamston
- Supported producers enrolling in state and federal conservation programs

Our Staff in Action



Left to Right

1.) Samantha Strandmark, CISMA Coordinator, monitoring for aquatic invasive plants

2.) Andrew Raymond, HAP Technician, monitoring check-in boxes at a Hunting Access Property

3.) Michelle Beloskur, Executive Director, at an outreach booth sharing information on microplastic pollution, stream health and invasive species



AT THE ICD

The ICD is located on 200 acres dedicated to conservation and education. There are walking and biking trails with views of forested, wetland, prairie and riverine habitats.

Volunteers monitor our bluebird and purple martin houses. They also monitor our forests for invasive pests.

Michigan Search and Rescue utilizes the property for training.

Each fall the property is leased to hunters for deer management.

We host educational workshops on a variety of topics, and workdays to manage invasive species.

A dedicated team of volunteers help maintain the buildings and grounds.

The property is open dawn to dusk Jan 2nd - Sept 14th.



financial report



The ICD is supported by grants, fundraising initiatives, program fees, donations, and funding allocations from Ingham County.

Financial Overview

Income

Grants	\$ 90,310
Tree Sale	\$ 58,330
County Funding	\$ 10,400
Local Contributions	\$ 17,650

Expenses

Operations	\$ 47,692
Grant Programs	\$ 145,444
Fundraising	\$ 23,790

Grantors - In FY21 the ICD was supported by grants from the Michigan Invasive Species Grant Program, Great Lakes Protection Fund, Great Lakes Restoration Initiative, Michigan Department of Natural Resources, and Michigan Department of Agriculture and Rural Development

Tree Sale - In FY21 the ICD sold over 12,000 tree seedlings and plant materials. This resulted in 27.5 acres of reforestation. The ICD encourages the planting of native species. Vegetative plantings improve air quality, reduce erosion and aesthetically improve our communities.

County Funding - In FY21 the ICD received funding from Ingham County to support operations. The ICD appreciates the county's continued support.

Deer Hunting - The ICD leases hunting rights for the bow, firearm and muzzle loader seasons to encourage deer management and recreation.

state and federal partnerships

The Michigan Agriculture Environmental Assurance Program (MAEAP) and the Natural Resource Conservation Service (NRCS) are key partners of Conservation Districts



maeap.org

The ICD is proud to support and promote the Michigan Agriculture Environmental Assurance Program (MAEAP). MAEAP is a voluntary, confidential non-regulatory program dedicated to helping agricultural producers reduce environmental risk. Over 5,000 farms have been verified in Michigan!

In Ingham and Eaton Counties combined

- 3 Reverifications
- 8 New Risk Assessments
- 11 Repeat Risk Assessments
- 2 Well Water Screening Events
- "Gaining Ground" Field Day

To learn more about how MAEAP can help you and to schedule a free, confidential visit contact:

Ingham & Eaton County MAEAP Technician
517-543-1512 ext. 5



In Fiscal Year 2021, NRCS provided assistance to customers across Ingham and Livingston Counties, including customers interested in Farm Bill programs and/or other technical assistance. Assistance included developing and implementing conservation plans as well as planning and applying conservation practices.

Conservation practices include cover crops, fencing, nutrient management, seasonal high tunnels, wildlife habitat, tree plantings and forest management, wetland management, waste management and much more.

Find out which of these programs can help you on your land:

- Agricultural Conservation Easement Program
- Conservation Reserve Program
- Conservation Stewardship Program
- Environmental Quality Incentives Program (EQIP)

To learn more contact:

Karry Trickey, District Conservationist
517-676-4644
karry.trickey@usda.gov



partnerships and support

The ICD is pleased to partner with a variety of state, county and local organizations to achieve our shared conservation goals.

- City of East Lansing
- Farm Service Agency
- Fenner Nature Center
- Great Lakes Protection Fund
- Great Lakes Restoration Initiative
- Friends of the Lansing Regional Trails
- Ingham County Drain Commissioner's Office
- Ingham County Board of Commissioners
- Ingham County Land Bank
- Ingham County MSU Extension
- Ingham County Parks Department
- Ingham County Road Department
- Mason Chamber of Commerce
- Mason Sycamore Creek Garden Club
- Meridian Township
- Michigan Audubon
- Michigan Association of Conservation Districts
- Michigan Dept. of Agriculture & Rural Development
- Michigan Department of Energy, Great Lakes and the Environment
- Michigan Department of Natural Resources
- Michigan Natural Features Inventory
- Michigan United Conservation Club
- Mid-Michigan Environmental Action Council
- Michigan Search and Rescue
- Mid-Michigan Stewardship Initiative
- Michigan State University
- Middle Grand River Organization of Watersheds
- River Town Adventures
- The Michigan Lake and Stream Association
- Tri-County Regional Planning Commission
- USDA Natural Resources Conservation Service
- Wayne State University
- Wild Ones, Red Cedar Chapter
- Wilson Talent Center



ICD Conservation Intern Erin Dixon, sharing information on microplastic pollution at the Meridian Farmers Market



Former CISMA Coordinator, Alyssa Wethington at the CISMA's first EcoExpo, held at Woldumar Nature Center. 60 attendees learned about local stewardship opportunities and took home boot brushes to remove invasive plant material, tree seedlings and plenty of information on protecting our natural resources.

thank you!

Thank you to our dedicated Volunteers and our generous Donors!

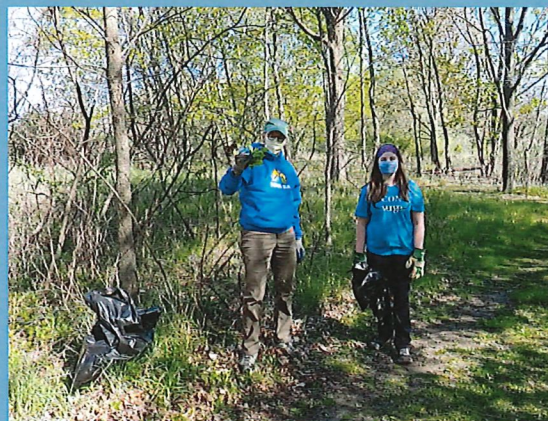
Local support is critical to the success of any Conservation District.

We are fortunate to have wonderful board members, volunteers and donors.

You can be a part of local conservation too!

Join our Board of Directors, become a supporting member or sign up to volunteer.

Learn more at inghamconservation.com!



Left to right:

- 1) Stream Monitoring Volunteers
- 2) Anthony Recca presenting at our first Mushroom Workshop
- 3) Spring Invasive Pull Volunteers

Thank you to our 2021 Supporting Members!

Marla Ekola

The Geissel Family

Paul Guetschow

Rodger Madsen

Kyle and Bob Kirkby

Kelcie Sweeney

Patrick Quinn

Theresa DeLisle

Matthew Shultz

Andrea Davis

Peter Vincent

Jason Wheeler

Eric Walters

Jessica Garrels

David Gunns

Vickie Vandebelt



INGHAM
CONSERVATION
DISTRICT

inghamconservation.com

Sarah Jarvis

From: PATRICIA HARVEY <patriciahrvy@aol.com>
Sent: Tuesday, February 1, 2022 9:12 AM
To: masonclerk
Subject: Arbor Day Nomination

Dear Arbor Day Committee,

I would like to nominate my husband and Gardener, Jim Harvey, for the Arbor Day recognition.
His contribution of hard work in beautifying our side yard adjacent to Laylin Park can be enjoyed by many.
He says that he does the work out of love for me, but I know that he also enjoys the beauty.
Thank you for offering this wonderful recognition.

Blessings,
Patricia Harvey
517 E Sycamore Street
Mason. MI
(517-282-5218)

Sent from my iPhone



Arbor Day Nominee Tree Choices

Name	Species
Bitternut Hickory	Carya cordiformis
Black Oak	Quercus velutina
Bur Oak	Quercus macrocarpa
Chinquapin Oak	Quercus muehlenbergii
Hackberry	Celtis occidentalis
Kentucky Coffee Tree	Gymnocladus dioica
Red Oak	Quercus rubra
Shingle Oak	Quercus imbricaria
Sugar Maple	Acer saccharum
Swamp White Oak	Quercus bicolor
Sycamore	Platanus occidentalis
Tulip Poplar	Liriodendron tulipifera
White Oak	Quercus alba

Resources: More Questions? Please contact our Customer Service Desk at 517.676.9155 or info@mason.mi.us.

Revised 3.8.2022 (Clerk)



City Manager's Report: February 18, 2022

OPERATIONS

- Wastewater Treatment Plant (WWTP) Bypass: On February 17, 2022, the WWTP was required to bypass into the Sycamore Creek from around 7:30 a.m. to 11:30 p.m. The total number of gallons the wastewater treatment plant had to bypass was 3,888,000. We have been in regular contact with Ingham County and EGLE as required per our permit.
- **Councilmembers:** Councilmember Vogel is the only City Councilmember that has requested to attend the MML – 2022 Capital Conference. She will report back related information to the City Council following the conference.
- **Councilmembers:** Monday, February 28, 2022, is the deadline for Honoree recommendations for the Joint Recognition Ceremony. Nomination form sent by email from City Manager on 2.17.22.
- **Councilmembers:** Monday, March 21, 2022, at 6:30 p.m., is the tentative date for the next Joint Recognition Ceremony with Mason Public Schools.
- **Councilmembers:** The retirement celebration for Police Chief, Don Hanson, will be Wednesday, March 23, 2022, from 4:00 p.m. to 6:00 p.m. The community is welcome to attend.
- In recognition of President's Day, Monday, February 21, 2022, City Hall will be closed to the public for staff training, including wellness and stress management.
- Candidates who are interested in running for Mason City Council must file their Affidavit of Identity and Nominating Petitions with the Mason City Clerk by 4:00 p.m., April 19, 2022. City Council filing packets are available at the Mason City Clerk's Office.
- City Manager Stuart has been selected by the County Commission to represent small cities on the Ingham County Commissioner's Broadband Taskforce.

Staffing Updates:

- **New Hires/ Transfers/ Promotions (1):**
 - Jacob Golden has accepted a transfer from a part-time custodian in Facilities to a full-time DPW laborer with a start date of March 7, 2022.
- **Current Open Positions (11):**
 - CLOSED, EVALUATING APPLICANTS:
 - Full-Time Water Treatment Operator: applications are under review
 - OPEN, EXTERNALLY:
 - Seasonal Part-time Crossing Guard: Open until filled.
 - Full-Time Chief of Police (Retiring 3/31/2022): Posted externally, closes 2/21
 - PREPARING/ EVALUATION POSTING:
 - Full-Time DPW Laborer (1): Closed internally, preparing external posting
 - Permanent Part-Time Administrative Assistant (Community Development): Preparing to post
 - Seasonal Part-time DPW (4): Preparing to post
 - Permanent Part-Time Administrative Assistant (Fire Department): Preparing to post
 - Full-Time DPW Mechanic: Evaluating position replacement

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 reviewing concepts	
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	Council Agenda Item	
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	In Process, anticipated completion 2023	
2021-U1	WTP- High-Pressure Pump VFD	Out for bid	
2021-U2	WTP- Replacement of Valves	Out for bid	
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 March/April	
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 March.
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	Anticipate re-posting bid in February. SHPO has extend deadline to complete grant project by one year to September 2023.	
2017-B7	Building: Parking Lot Repairs	Completed	December
2017-B10	Fire: Furnace/AC, Office & Training Area	Anticipated 3rd quarter of FY 21-22	
2017-B11	Fire: Washing Machine	Anticipate receipt in next few months	
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	Complete- Alternative Solution Found	December
2018-B23	Planning: Master Plan/Zoning Update	The Zoning Ordinance Review Committee will meet again on March 1 (rescheduled from 2/22.) Public Survey will be released in February.	

2018-B24	Building: Rental Furniture Replacement	Anticipated 3rd quarter of FY 21-22	
2019-B2b	Building: City Hall Renovations	Anticipate 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)

No permits approved during report time-period.

Retirement Celebration



Don Hanson
Chief of Police

Please come and share your well wishes
as we celebrate Don's retirement
and celebrate
28 years of dedicated service.



Wednesday, March 23, 2022

4 PM - 6 PM

Sycamore Room, City Hall
201 W Ash St, Mason, MI 48854