



CEMETERY/TREE COMMISSION MEETING AGENDA – June 9, 2022

Mason City Hall, 201 W. Ash Street, Mason, MI
Maple Room 2nd Floor, 3:00 p.m.

1. **CALL TO ORDER**
2. **CONFIRMATION OF MEMBER ATTENDANCE**
3. **PUBLIC COMMENT**
4. **APPROVAL OF MINUTES**
 - A. Approve Minutes of Cemetery Board/Tree Commission March 11, 2022
5. **UNFINISHED BUSINESS**
6. **NEW BUSINESS**
 - A. Ordinance 236 – Skateboard Cemetery – Sunset – July 18, 2022
 1. Discussion on Ordinance 236 – Use of Skateboards in the Cemetery
 2. Motion to recommend or not recommend to council to adopt another Ordinance regarding the use of skateboards in the cemetery
 - B. Downtown Trees
 1. Discussion on options provided (will be provided prior to meeting) or recommendations for downtown trees
 2. Motion to recommend to the Downtown Development Authority the type or types of trees to plant in the Downtown District
7. **LIAISON REPORT**
 - A. City Manager Report (05/16/2022)
8. **ADJOURN**

**CITY OF MASON
CEMETERY BOARD/TREE COMMISSION
MINUTES OF MARCH 11, 2022**

Clerk Jarvis called the meeting to order at 10:00 a.m. in the Maple Room, 2nd Floor of 201 W. at 201 W. Ash Street

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

OATH OF OFFICE

Clerk Jarvis Administered the Oath of Office to Elaine Ferris

PUBLIC COMMENT

None

APPROVAL OF MINUTES – January 6, 2022

MOTION by Ireland, second by Ferris
to approve the January 6, 2022, Cemetery Board and Tree Commission Minutes

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

MOTION APPROVED

UNFINISHED BUSINESS

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

MOTION by Ireland, second by Ferris
to approve the Maple Grove Cemetery Rules and Regulations as presented

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

MOTION APPROVED

B. Hall Blvd Tree Discussion

MOTION by Ireland, second by Ferris
to authorize City Staff to plan 1 Linden and 2 Crab Apple Trees in the four (4) Boulevards along Hall Blvd.

Yes (2) Ferris, Ireland

No (0)

Absent (1) Shattuck

MOTION APPROVED

NEW BUSINESS

A. Arbor Day Celebration

1. Review Arbor Day Submissions

a. Michelle Beloskur

b. Jim Harvey

2. Vote on Arbor Day Nominee Submissions

MOTION by Ireland, second by Ferris

to select Michelle Beloskur as the 2022 Arbor Day Honoree

Yes (2) Ferris, Ireland

No (0)

Absent (1) Shattuck

MOTION APPROVED

3. Discuss Arbor Day Event – Time Place, Location

Arbor Day ceremony will take place on Friday, April 29, 2022 at 12:00 p.m. (noon). Chair Elaine Ferris will present the History of Arbor Day and Introduce the Honoree. Mayor Whipple will present a Mayoral Proclamation to the Honoree.

4. Discuss selected Nominee Tree and Placement Options

Honoree may choose a from a list of locations based on City Staff's recommendation a for areas that can support new tree growth.

LIASON REPORT City Manager Report (03/02/2022)

ADJOURNMENT

Cemetery Board Meeting was adjourned at 10:51 a.m.

Sarah J. Jarvis, City Clerk
City Clerk

CITY OF MASON

ORDINANCE NO. 236

AN ORDINANCE AMENDING CHAPTER 78 – TRAFFIC AND VEHICLES – ARTICLE I – IN GENERAL – SECTION 78-7 – SKATEBOARDS AND CHAPTER 2 – ADMINISTRATION – ARTICLE I – IN GENERAL – SECTION 2-8 - SCHEDULE OF CIVIL FINES RELATED TO CHAPTER 78 – TRAFFIC AND VEHICLES - SKATEBOARDS AND CHAPTER 14 – CEMETERIES – ARTICLE II – CITY CEMETERIES – SECTIONS 14-36 – HOURS OF OPERATION

June 7, 2021

THE CITY OF MASON ORDAINS:

Section 78-7, 2-8 AND 14-36 of the Code of Ordinances of the City of Mason is hereby amended to read as follows:

Sec. 78-7. Skateboards.

(a) *Use limited.* No person shall use a skateboard in the following places:

(1) On any roadway within the city, except while crossing a highway or street on a crosswalk, and then only in the manner specified by Section 28.1204 of the Uniform Traffic Code for Cities, Townships and Villages, as adopted and amended by the city.

(2) On any of the lands leased or owned by the public, including public easements and rights-of-way, or on the private property of another, within that area of the city bounded by the Michigan Central Railroad right-of-way, Oak Street, Barnes Street, and the alley located between Maple Street and Sycamore Street, including an extension of the lateral line of the alley west to the Michigan Central Railroad right-of-way on Monday through Saturday from the hours of 8:00 a.m. to 8:00 p.m. and at such other times as declared by the chief of police.

(3) On any of the paved or non-paved lands dedicated to the use of the Maple Grove Cemetery except for those lands dedicated to the Hayhoe Riverwalk Trail

(b) *Manner of use.* No person shall use a skateboard:

(1) Upon a sidewalk, walkway or other surface or facility used or intended for pedestrians without yielding at all times the right-of-way to pedestrians.

(2) Upon a public or private parking lot or facility open to the public without yielding the right-of-way at all times to pedestrians and vehicles and so as to not interfere with the parking of vehicles.

(3) In a reckless or careless manner, or in any manner likely to result in injury or damage to the person or property of another, including monuments and markers within Maple Grove Cemetery.

(4) At a speed greater than a walking speed when crossing within a crosswalk or crossing a roadway where no crosswalk is provided.

(5) By placing portable ramps or similar devices or structures upon public property.

(c) *Posting of signs.* The department of public works shall erect appropriate signs which designate where skateboards are prohibited by this section.

(d) *Penalty.* Any person who violates any provision of this section shall be responsible for a civil infraction and subject to a civil fine of not more than \$100.00. A police officer witnessing a violation of this section may stop

the person, detain the person temporarily for purposes of making a record and prepare and subscribe a complaint for a civil infraction in the manner provided by Section 28.1110a of the Uniform Traffic Code for Cities, Townships and Villages, as adopted and amended by the city.

Sec. 2-8. Schedule of civil fines.

(a) A schedule of civil fines, payable to the bureau for admissions of responsibility by persons served with municipal ordinance violation notices, is established. The municipal civil infraction fines for the violations listed below shall be as follows. Repeat violations are those violations that are committed within one year of a previous violation of the same provision and, if a property violation, on the same property. The violation notice shall specify whether the violation is charged as a repeat violation and the number of prior violations of the same provision within the previous year.

Chapter 78 Traffic & Vehicles – Skateboards

Code Section	Description	First Violation	First Repeat Violation	Second or Subsequent Repeat Violation
78-7 (a) (1)	Skateboarding on road	\$25.00	\$50.00	\$75.00
78-7 (a) (2)	Skateboarding in downtown area	\$25.00	\$50.00	\$75.00
78-7 (a) (3)	Skateboarding on paved and non-paved lands at Maple Grove Cemetery except lands dedicated to the Hayhoe Riverwalk Trail	\$25.00	\$50.00	\$75.00
78-7 (b) (1)	Fail to yield to pedestrian on sidewalk	\$25.00	\$50.00	\$75.00
78-7 (b) (2)	Fail to yield to pedestrian or carparking lot	\$25.00	\$50.00	\$75.00
78-7 (b) (3)	Reckless or careless skateboarding	\$50.00	\$75.00	\$100.00
78-7 (b) (4)	Skateboarding in X walk > walking speed	\$25.00	\$50.00	\$75.00
78-7 (b) (5)	Skateboarding on ramps on public property	\$25.00	\$50.00	\$75.00

Sec. 14-36. Hours of operation.

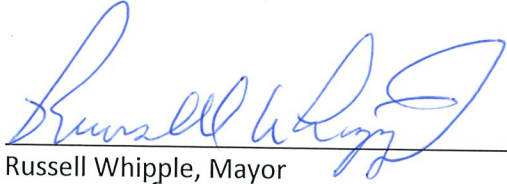
(a) The city cemeteries shall be opened daily to the public between the hours of 8:00 a.m. to one-half hour after sunset, with the exception of the hours of operation for authorized traffic utilizing the designated route of the Hayhoe Riverwalk shall be from 6:00 a.m. to 10:00 p.m. It shall be unlawful 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.

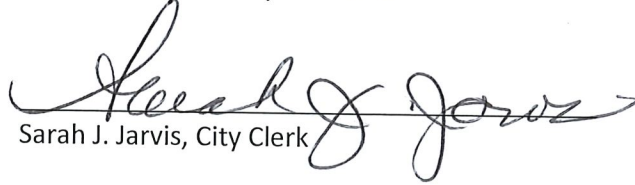
(b) Any section or part of the city cemeteries may be declared closed to the public by the director of public works/superintendent at any time and for any interval of time, either temporarily or at regular or stated intervals.

(c) For the purpose of subsection (a), authorized traffic shall mean walkers, runners, bicyclers, skaters, skateboarders, and those required to use devices to assist the disabled.

Effective Date. This ordinance shall become effective 20 days after adoption and upon publication and shall expire 365 days after becoming effective.

The foregoing Ordinance was moved for adoption by Councilmember Clark and supported by Councilmember Ferris, with a vote thereon being: YES (6) NO (1), at a regular meeting of the City Council held pursuant to public notice in compliance with the Michigan Open Meetings Act, on the 21st day of June, 2021. Ordinance No. 236 declared adopted this 21st day of June, 2021.



Russell Whipple, Mayor

Sarah J. Jarvis, City Clerk

From: [Levi Rice](#)
To: [Sarah Jarvis](#)
Subject: FW: municipal trees
Date: Tuesday, June 7, 2022 7:08:39 AM

-----Original Message-----

From: Ryley Peck <ryley@topnotchtreecare.net>
Sent: Tuesday, June 7, 2022 6:26 AM
To: Levi Rice <levir@mason.mi.us>
Subject: municipal trees

Good morning Levi,

Here are a few types of trees that would do well as a street tree with a small space to grow in. While planting all of one type is appealing because of uniformity, it may be a good idea to plant 3-4 different species. That way if years down the road some new pest comes along that decimates one species you don't lose everything. Historic examples of this would be emerald ash borer, dutch elm disease, and chestnut blight.

Another thing that would be worth considering is to factor regularly scheduled trimming into the planning budget. The first decade or so of a tree's life is probably the most important time for trimming, a little bit of pruning for structural development while young will greatly impact the overall long term structure of a tree. The majority of tree failures in storms, etc are the result of poor structure that could have been easily corrected while the tree was young. At 10 minutes of work per tree every other year or so it does not take a lot of time or add a terribly large cost, but will definitely pay for itself many times over in reduced long term maintenance as well as helping to maximize the healthy lifespan of a tree.

Columnar Purple Beech- *Fagus sylvatica* 'Dawyck Purple'
Columnar European Hornbeam- *Carpinus betulus* 'Fastigiata'
Street Keeper Honeylocust- *Gleditsia triacanthos* 'Draves'
Firespire American Hornbeam- *Carpinus caroliniana* 'J.N. Upright'
Princeton Sentry Columnar Ginkgo Tree- *Ginkgo biloba* 'Princeton Sentry'
'Slender Silhouette' American sweetgum- *Liquidambar styraciflua* 'Slender Silhouette'
Kindred Spirit Hybrid Oak- *Quercus x* 'Nadler' KINDRED SPIRIT

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Ryley Peck
Top Notch Tree Care LLC
Certified Arborist #MI 4054A

Office- 517-712-3721
Cell- 517-282-0122



City Manager's Report: May 13, 2022

OPERATIONS

- **Councilmember Dates to Remember:**
 - **Thursday, May 26, 2022, at 4:00 p.m.** in the Sycamore Room in City Hall; Mark Wriggelsworth will be sworn in as Chief of Police for the City of Mason Police Department. This event is open to the public.
 - **Monday, June 13, 2022, at 5:30 p.m.** in the Sycamore Room in City Hall; the next Joint Recognition Ceremony with Mason Public Schools will be held. Councilmembers should plan to attend.
- **Staff Response to Councilmember questions:**
 - Consumer's Energy Streetlights Tracking:
 - City Councilmembers and public are encouraged to visit the streetlight outages map: <https://streetlights.consumersenergy.com/> use this website to report outages quickly.
 - Staff is tracking the lights on Cedar by Beacon Lakes and Oak/Lansing to seek a credit when repaired.
 - Staff is finalizing a draft of the Purchasing Policy and will be working with the attorney through some questions and will be presenting the policy in the next month.
 - Curtis Street Lift Station: To date we have incurred just over \$11,000 in contracted expenses. We are finalizing an insurance claim for submission related to this issue.
- **Master Plan Public Engagement:** The City has held 15 meetings and engaged nearly 1,500 individuals since the project kick-off in the fall of 2021. We are working through the data so far to determine if we need to do a target campaign to certain groups that we have not heard from.
- **Memorial Bench Donation:** The friends and family of Arek Gustafson (6 year old that passed away in 2021) have requested a bench they provide be placed in Mason in his memory. The bench will be orange as it was his favorite color and in his is favorite park, Rayner Park. They are aware of the changes anticipated in Rayner Park and that it will be placed where it will not be impacted. Staff has been working the family to make this request come to fruition and we have attached some details on the bench to this report.
- **Community Tree:** The County notified us that the replacement Concolor Fir tree on the courthouse lawn will be planted this weekend. We have been working closely with the County and the Chamber on this project and appreciate all their work to get it completed!

Staffing Updates:

- **Current Open Positions (6):**
 - NEW HIRES/TRANSFERS:
 - Stella Emens started on May 12, 2022, doing part-time Custodial work in the Fire Department and occasionally at City Hall.
 - Luis Gomez (Starts May 16th), Colin English (Starts June 16th), Trent Keast (June 13th), and Cameron Etzel June 20th have been selected as Seasonal Temporary Laborers
 - RESIGNATIONS/TERMINATIONS
 - Kendra Coates resigned effective May 9, 2022
 - CLOSED, EVALUATING APPLICANTS:
 - Temporary Part-Time Seasonal Laborer (2)– Background and pre-employment screenings still being conducted.
 - Full-Time Laborer (1) – Applications have been reviewed and first round interviews will be scheduled for the week of May 16, 2022.
 - OPEN, EXTERNALLY:
 - Seasonal Part-time Crossing Guard (1)- Open until filled.
 - PREPARING/ EVALUATION POSTING:
 - Full-Time DPW Mechanic (1)- Evaluating position replacement.

Traffic Updates:

- Corbin Street- A resident on Corbin Street complained of speeding vehicles, specifically Ash St. to Columbia. Officers have been assigned to the area for targeted enforcement. **Status is closed as of 5/12/2022.**
- Columbia Road- A resident on Columbia Road complained of speeding vehicles, specifically East city limits. Officers have been assigned to the area for target enforcement. **Status is closed as of 5/12/2022.**

LARGE CITY PROJECTS

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		Traffic Signals have transitioned to flashing red and temporary stop signs deployed. Full implementation will be after July 4.	
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		Anticipated completion in December 2022 (equipment is 6 months out)	
2021-U2	WTP- Replacement of Valves		Placing project on hold to do another CIP project that has recently become a priority.	
PARKS/ CEMETERY/ FORESTRY/ NONMOTORIZED (P)				
2017-P8	Laylin Park - Phase II		Contract Awarded	
2020-P3	Hayhoe Riverwalk Trail – Eval. & Repair		Grant submitted, preparing bid documents	
2020-P6, 2020-P8, 2020-P12, 2020-P13, 2020-P14	Rayner Park- Plan/ Design Lee Austin Park- Plan/Design Bond Park - Plan/Design Griffin Park - Plan/Design Hayes Park - Plan/Design		In progress, anticipated drafts to Council in May/ June.	
2020-P11	Rayner Park- Phase 1 Construction		Awaiting DNR grant funding agreement.	
MOTOR VEHICLE POOL (MVP)				
2017-MVP22	Vehicle No. 83	Police	Moved to Next FY, in updated CIP	MOVED
2017-MVP23	Vehicle No. 21	Cemetery/ Parks	Vehicle ordered; anticipated arrival in June.	
2017-MVP27	Vehicle No. 86	Police	Completed	March
2017-MVP24	Vehicle No. 59	Cemetery/ Parks	Completed	February
BUILDING, PROPERTY, EQUIPMENT (B)				
2018-B14	Fire Rehab 815 Replacement		Anticipate 4 th quarter of FY 21-22	
2019-B2a	City Hall – Phase I Design and Security		Security complete- work space eval consultant selected and work to begin in the next few months.	
2020-B4a	DPW- Design		Staff finalizing concepts	
2017-B5b	Building: Library Phase 1, Part 1		Staff has identified a contractor willing to provide estimates for the project.	
2017-B7	Building: Parking Lot Repairs		Completed	December

2017-B10	Fire: Furnace/AC, Office & Training Area	Anticipated 4 th quarter of FY 21-22	
2017-B11	Fire: Washing Machine	Completed	March
2018-B15	Fire: Sprinkler System in Truck Bay	Anticipated 4 th quarter of FY 21-22	
2018-B16	Fire: Station 1- Rear Approach	Completed	December
2018-B21	Police: Interview Rm Recording System	Ordered, expected installation in June	
2018-B23	Planning: Master Plan/Zoning Update	Beginning Focus Group meetings	
2018-B24	Building: Rental Furniture Replacement	Completed	April
2019-B2b	Building: City Hall Renovations	Moved to Next FY, in updated CIP	MOVED
2019-B3	Clerk: Laserfiche Avante Upgrade	Training is in process.	
2020-B4b	Public Works Facility Construction	Moved to Next FY, in updated CIP	MOVED

FY 2022-2023

STREETS, SIDEWALKS, SIGNALS(S)

2017-S15	S. Barnes Street – Ash to Kipp	Milling of old asphalt week of May 16. Street Construction Notification attached.	
2019-S1	Walnut Ct. – Columbia to Ash	Moved to Next FY by Council Action	MOVED

UTILITIES: SANITARY SEWER, STORM WATER, AND WATER DISTRIBUTION (U)

2017-U28	S. Barnes Street Utilities – Ash to Kipp	Utilities expected start in June.	
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ACTIVE PROJECTS STATUS UPDATES (PROJECTS NOT COORDINATED BY THE CITY)

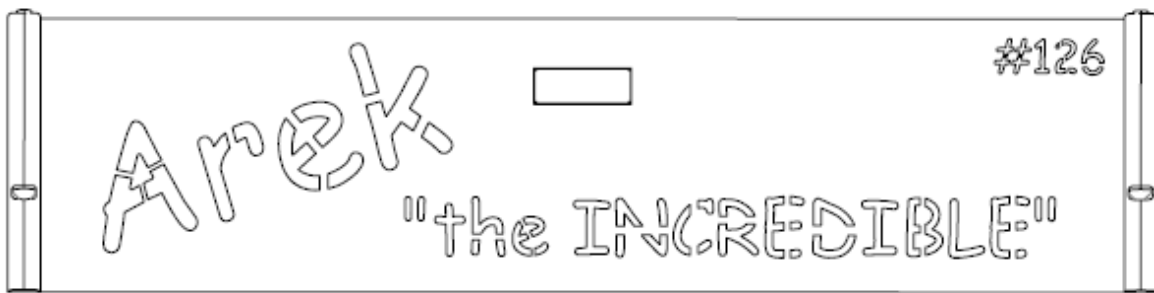
Project Name	Status
PERMITS – COMMERCIAL PROJECTS (listed only once when active)	
124 W. Maple – Mason Floral Active	Building permit is active to tear off and redo roof.
201 E. Ash – Mason 1 st . United Methodist Church Active	Building permit is active to recover flat roof.
6300 Trillium – Mark Dutkiewicz, B & M Ashman, Inc. Approved	B&M Ashman, Inc., has submitted a request for concurrent approval of a Preliminary and Final Site Plan to place a temporary 10 x 40 office trailer behind the existing building and to construct a gravel lot to store communication cables and conduit on property located at 6300 Trillium Drive. Planning Commission approved the project at the May 10 meeting.

Arek Gustafson's Memorial Bench

This is a picture of the style of bench we would like to purchase:



This is what the back of the bench would look like:



Arek the Incredible is his nickname and #126 is his motocross number.

The rectangle in the drawing above is a plaque which will look like this:



Arek Gustafson
Our Buddy

The bench seat and back will be bright orange and the arms/frame will be blue (2 of Arek's favorite colors):





CONSTRUCTION NOTICE








2022 Street Construction: **Directly Impacted Property Owners**






Work Details

S Barnes St. E Ash St to Kipp Road	<p>Work will include street reconstruction, concrete work, sidewalk replacement as needed, and ensuring sidewalk ramps are compliant with the Americans with Disabilities Act (ADA).</p> <p>Road construction of S. Barnes St. will be broken into two phases. However, work to curbs and sidewalks will occur along the length of Barnes (Ash to Kipp), beginning mid-May and continuing for the duration of the project.</p> <p>Phase 1 – S. Barnes St. (Ash to Bond): Anticipated to start mid-May. Includes utility and road work.</p> <p>Phase 2 – S. Barnes St. (Bond to Kipp): (Note milling will occur in mid-May) Anticipated to start late summer. Includes road work.</p>
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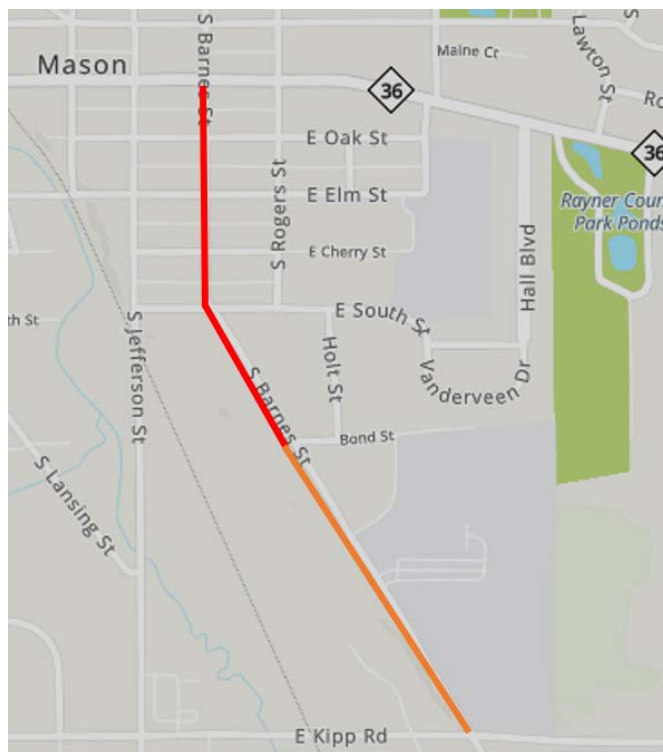
IMPORTANT: If you have a desire to have additional work on private property performed (at your own expense), like having a wider driveway approach, replace a water or sewer lead on your private property, etc., please contact the City to obtain a list of approved contractors that can work in coordination with our contractor during this construction time. There may be cost savings to coordinate the project at this time. Please contact us today without delay! Customer Service may be reached at 517-676-9155, info@mason.mi.us, or visit City Hall at 201 W. Ash St., M-F 8:30am – 4:30pm.

What to Expect During Construction

	Work Hours: Work will take place from 7:00am to 7:00pm Monday – Saturday. Please note that work may extend past 7:00pm in special circumstances. Work will not take place on Holidays.
	Noise: You may experience intermittent noise and vibration during construction. We will do our best to keep the inconvenience of construction including noise and dust to a minimum.
	Road and Sidewalk: To complete the work in a safe manner, there will be road and sidewalk closures within the construction work area. Access for emergency vehicles will be maintained. <i>Residents that require accommodation must contact Customer Service to arrange for access during the construction period (contact information is found below under resources).</i>
	Property Access: Access on your property by the contractor is not anticipated to be needed. If access is required in special circumstances, you will be contacted directly by the contractor to arrange for that access. At times, the City may be working within the right of way.
	Mobility Access: If you or any household member has mobility provisions that need to be taken into consideration, please let us know in advance so we can make accommodations to minimize the impact.
	Water Service: There may be a water main shut-off for a portion of this work. Most disruptions take no more than 6 to 8 hours. A notice will be distributed 24-hours prior to the water shut-off unless an emergency occurs.
	Private Sprinkler Systems: Owners with sprinkler systems located within the right of way must have the sprinkler heads and lines marked by the homeowner, prior to the start of construction. Sprinkler systems that are not marked at the time of construction and are damaged during construction will not be repaired by the contractor. The repair or replacement of damaged unmarked sprinkler systems will be the responsibility of the property owner.

	Private Water Service Lines: During the course of construction, if you haven't already been inspected the City will be confirming that lead is not present. If lead is discovered, the City will also be replacing those water service lines as required by state law. Letters will be sent to residents directly in the next few weeks regarding this process, if you are impacted.
	Recycling and Waste Removal: Please follow your normal routine. If required, your recycling and waste bins will be moved to an appropriate location for pick-up and returned to your home following pick-up. <i>Please ensure that you label your bins with your address.</i>
	Street Parking: Parking in the active work zone is not permitted due to space requirement for construction equipment and materials. Please be sure to park your vehicle off the road and away from the work area. Please be neighborly and allow others to share your driveway if needed.
	School Bus Pick-up/Drop-off/Routes: The City will be working with the Mason Public Schools to ensure changes to routes and pick-up/drop-off locations are communicated.
	Restoration: The construction work area will be restored with topsoil and seed and/or asphalt where required. This may not occur until the following season depending on weather conditions and will require the property owner to water the area for best results.
Thank you!	Thank you for your patience and understanding! Building and maintaining a great city takes time. We hope you believe that better infrastructure for Mason is worth the inconvenience.

Map of Work Area



Red= Phase 1
Begins May, ends Fall (October)

- Utility work
- Road work

Orange= Phase 2
Begins late Summer, ends Fall

- Utility work
- Road work

Note:

- Construction on curbs and sidewalks will begin mid-May for the length of Barnes (Ash to Kipp.)
- The Independence Day parade route will include crossing Barnes at Cherry St.
- Dates are estimates and weather dependent.

Resources / Contacts

If you have questions about the upcoming work or have any issues during construction, please contact us.

Customer Service:	517.676.9155 or info@mason.mi.us
Website:	www.mason.mi.us