



CEMETERY/TREE COMMISSION MEETING AGENDA – FEBRUARY 2, 2023

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

1. OATH OF OFFICE
2. CALL TO ORDER
3. CONFIRMATION OF MEMBER ATTENDANCE
4. PUBLIC COMMENT
5. APPROVAL OF MINUTES
 - A. Approve Minutes of Cemetery Board/Tree Commission June 9, 2022
6. UNFINISHED BUSINESS
7. NEW BUSINESS
 - A. Downtown Trees
 1. Discussion on Tree Options
 2. Decision on Downtown Trees
 - B. Arbor Day Nominee
 1. Discuss how it should be advertised this year – Ingham County Community News New Longer Exists
 - C. Columbarium Update
8. LIAISON REPORT
 - A. City Manager Report (01/13/2023)
9. ADJOURN

**CITY OF MASON
CEMETERY BOARD/TREE COMMISSION
MINUTES OF JUNE 9, 2022**

Clerk Jarvis called the meeting to order at 3:00 P.m. in the Maple Room, 2nd Floor of 201 W. at 201 W. Ash Street

Present: Elaine Ferris, Jon Ireland, Scott Shattuck
Absent: None
Also present: Sarah Jarvis – Clerk, Levi Rice – DPW Foreman

PUBLIC COMMENT

None

APPROVAL OF MINUTES – March 11, 2022

MOTION by Shattuck, second by Ireland
to approve the March 11, 2022, Cemetery Board and Tree Commission Minutes

MOTION APPROVED UNANIMOUSLY

UNFINISHED BUSINESS

None

NEW BUSINESS

A. Ordinance 236 – Skateboard Cemetery – Sunset – July 18, 2022

MOTION by Shattuck, second by Ferris
to approve recommend to City Council to adopt the Ordinance allowing Skateboard to be used in the Cemetery and to eliminate the Sunset date.

Yes (2)

No (0)

Abstain (1) – Ireland stated he should abstain as he was the resident who originally proposed this to the City Council

Absent (1)

MOTION APPROVED

B. Downtown Trees

MOTION by Shattuck, second by Ireland
to table the Downtown Tree decision to the next regularly scheduled Cemetery Board/Tree Commission meeting and to direct staff to provide additional information regarding the trees, budget, soil, etc. to assist making the recommendation.

MOTION APPROVED UNANIMOUSLY

LIASON REPORT City Manager Report (05/16/2022)

ADJOURNMENT

Cemetery Board Meeting was adjourned at 3:22 p.m.

Sarah J. Jarvis, City Clerk
City Clerk

There are pictures of all of these online but many are protected. Suggest looking up individual tree by variety name. Note: Oak tree was out of stock at the one nursery I checked.

This is a general article which may prove helpful.

<https://www.reliance-foundry.com/blog/best-trees-for-streets-and-tree-grates> -

How to select the best trees for sidewalks and tree grates

Street trees add green features and design value to cityscapes

Street trees add beauty, color, and texture to urban walkways.

What are street trees?

Green landscaping adds color and texture into urban communities by using organic elements, providing relief from an otherwise built-out city environment. Street trees and other softscape elements are value-adding community features that increase greenspace, reduce air pollution, provide shade, and maintain ecological balance.

From an aesthetic standpoint, trees along sidewalks are used to enhance streetscape character and should be designed in harmony with pre-existing infrastructure. Consider street lighting and buildings, as well as benches and existing trees, before planting new street trees. The tree's texture, bark and leaf characteristics, and density should fit the climate and look of the surrounding area.

Street trees also positively affect neighborhood [walk appeal](#). A higher walk appeal means people in the area enjoy their walk more, encouraging them to walk further and more frequently. As a neighborhood increases its walk appeal, the economy benefits as property values in surrounding areas often improve as well.

Tree grates protect urban trees

Street trees are subject to more abuse than trees in a quiet park or forest. Urban trees that live in demanding cityscapes need protection. [Tree grates](#) are particularly useful in rigorously-travelled sidewalks, or when sidewalk widths limit pedestrian traffic flow—where some pedestrians will be forced to step on or around the base of the trees.

A tree grate is a type of metal grating that is installed to be flush with the pavement around a tree. Grate slots allow for air, sunlight, and water to reach the tree roots while the surrounding soil is protected from pedestrian traffic and remains uncompacted. Tree grates create a protective barrier, providing more loose soil and space for tree root development. They also provide a decorative element along ceremonial streets, matching a street's design style.

Protect trees in city centers from foot traffic with decorative tree grates.

What to consider when selecting street trees

Before selecting and planting street trees, the planner must always account for how demanding the urban environment can be. City trees typically have high drought tolerance with the ability to stay hardy regardless of the climate. They should be carefully selected and adapted to soil and microclimate conditions and designed to be durable and long-lasting.

Tree selection for commercial and residential streets

Selection of street trees also depends on the street type, as well as the goals for the particular street. Ceremonial streets, which are streets that serve as celebrated civic spaces for various events and parades, are designed with consistency and formality in mind. This is also true for major commercial streets, where street trees follow the city's pattern of formal and consistent planting styles that facilitate place recognition. For these wider streets, larger trees with overarching canopies and medium density foliage will work well.

For residential and smaller streets, street tree planting can be more diverse and less formal. Try medium-sized trees with light- to medium-density foliage. For narrower streets and alleys, trees with columnar forms are appropriate. The planting style can reflect the neighborhood preference and interesting variety exists from neighborhood to neighborhood. However, it is still important to use consistent plantings overall.

General guidelines when selecting the right tree for commercial and residential streets:

- The mature size, texture, and color of the tree should reflect the street design goals.
- The mature canopy should not interfere with street lighting, signage, or building fronts.
- The crown of the tree at maturity should not affect surrounding infrastructure or overhead high-voltage power lines.
- The root systems should not affect utilities, sidewalks, or curbs.

Tree root considerations

Equally important in tree selection is the tree's rooting system. Trees typically have either deep taproots, or shallow lateral roots. Deep-rooted trees have roots that reach deep within the earth and this is how they seek out water and nutrients. Contrastingly, shallow-rooted trees spread their roots laterally. This means that their roots are spread out near the soil surface and they seek out rainwater from the tree's canopy. Lateral roots run the risk of growing too large, disturbing and heaving up cement sidewalks. For urban streets and sidewalk trees, deep-rooting trees are ideal as their rooting system helps them to survive. They will also not interfere with cement surfaces and tree grates.

Shallow-rooted trees run the risk of heaving up cement, resulting in overgrowth and tripping hazards.

Planting configurations

When it comes to [planting street trees](#), the distance between the tree and sidewalk differs depending on the expected mature height of the tree. How far to plant a tree from the sidewalk based on tree height:

- Trees reaching up to 30 feet high should be planted a minimum of 3–4 feet from sidewalks.
- Trees reaching up to 30–50 feet high should be planted a minimum of 5–6 feet from sidewalks.
- Trees reaching up to 50 feet high should be planted a minimum of 8 feet from sidewalks.

The best tree species for sidewalk planting

The best trees for sidewalk planting are those that are deep rooted and find nutrients from deep within the soil. They do not have rooting near the surface, minimizing the chances of roots pushing through tree grates or pavement.

Top 10 sidewalk trees for North American climates

1. Cherry tree
2. Dogwood
3. Ginkgo
4. Hickory
5. Hornbeam
6. Japanese lilac tree
7. Linden
8. Pear tree (ornamental pear trees)
9. Walnut
10. White oak

The environmental climate and aesthetics will also influence the type of tree that is most suitable for planting. Sidewalk trees are meant to add charm to the street while appreciating pre-existing design palettes and neighborhood character.

Ensuring a healthy lifespan for urban trees

The likelihood of urban trees flourishing and staying healthy depends greatly on proper tree selection. Careful planning is required in order to find trees that are compatible with the climate and environment in which they will be planted. Long-term street design considerations and infrastructure changes should be kept in mind, as well as all above- and below-ground utilities. The mature height and spread of trees, as well as drought and insect resistance are all key considerations to ensure that sidewalk trees have a promising future in enhancing any bustling cityscape.

Proper tree selection ensures that urban trees will flourish and complement street design.

Recommended trees for our area *from June meeting:

Columnar Purple Beech- *Fagus sylvatica* 'Dawyck Purple' 25-50 ' x 5-6', tolerant of all soils, moisture good zone 4-7. Also called copper beech. Deep red-purple foliage. Does fruit.

Columnar European Hornbeam- *Carpinus betulus* 'Fastigiata' Street Keeper 30-40 feet, great fall color zone 4-7

Honeylocust- *Gleditsia triacanthos* 'Draves' Firespire 30', few pods, thornless

American Hornbeam- *Carpinus caroliniana* 'J.N. Upright' Princeton Sentry similar to columnar above

Columnar Ginkgo Tree- *Ginkgo biloba* 'Princeton Sentry' Slender Silhouette' check curve west of St. James church for street ginkgos there. Proven in our climate.

American sweetgum- *Liquidambar styraciflua* 'Slender Silhouette' Kindred Spirit good fall color but messy

Hybrid Oak- *Quercus x* 'Nadler' KINDRED SPIRIT 30 ft x 7, drought tolerant, messy, full sun.



City Manager's Report: January 13, 2023

IMPORTANT DATES

- **Thursday, January 19, 2023:** Joint Recognition Honoree recommendation form is due to Becky Hinman, Mason Public Schools.
- **Monday, January 30, 2023, 7:30 p.m.:** HOLD for **potential** Special Meeting to Discuss Library Renovation
- **Monday, February 6, 2023, 6:30 p.m.:** **Confirmed** Joint Recognition Ceremony at City Hall.
- **Tuesday, February 14, 2023, 6:30 p.m.:** HOLD for **potential** Joint Capital Improvement Program Meeting
- **Monday, February 20, 2023, 6:30 p.m.:** HOLD for Park Site Plan Workshop

OPERATIONS

- As part of our ongoing contract with Invoice Cloud they are raising fees by \$5,400 for 2023. This contract will be up for bid at the end of the fiscal year, but in comparison to other entities continues to be a low-cost option for the City.
- Staff met with Ingham County regarding continued issues with the jail discharge to the sanitary sewer system. The County has identified a solution on site and has agreed to continue to pay any maintenance or repair costs until that is completed.
- Staff meet with EGLE after requesting an amendment to the WWTP ACO in the beginning of September. We expressed the urgency to update the legal document prior to finalizing financing and they appeared supportive of the amendments being requested but are very short staffed and expressed they are backlogged on these types of requests.
- Members of our police department donated \$700 to the Mason Food Bank for No Shave November and December.
- The Police and Fire Chiefs are working in cooperation with area churches to establish opportunities for shelter for extreme weather or power outages. Many churches have expressed interest and we tested our notification process with the snowstorm over Christmas.

Staffing Updates: Current Open Positions (4)

- APPLICANTS:
 - Part-Time Custodian (1) – Applications were reviewed, and interviews took place on January 11, 2023
- OPEN, EXTERNALLY:
 - Full-Time Laborer (1) – Position has been reposted and closes on January 25, 2023
 - Full-Time Police Officer (1) – Position has been reposted and closed on January 25, 2023
 - Seasonal Part-time Crossing Guard (1) - Open until filled.

LARGE CITY PROJECTS

FY 2021-2022			
Project	Project Name/Description	Status	Completed
UTILITIES: SANITARY SEWER, STORM WATER, AND WATER DISTRIBUTION (U)			
2019-U3a	Wastewater Treatment Plant – Design	In Process, anticipated completion 2023.	
2021-U1	WTP- High-Pressure Pump VFD	Supply Chain Issues: anticipated January 2023	
PARKS/ CEMETERY/ FORESTRY/ NONMOTORIZED (P)			
2017-P8	Laylin Park - Phase II	Consumers have notified last week that they do not expect supplies being available until after March.	
2020-P6, P8, P12, P13, P14	Plan/ Design-Rayner Park, Lee Austin Park, Bond Park, Griffin Park, Hayes Park	Anticipate recommendation for Council to release for public feedback in February.	

BUILDING, PROPERTY, EQUIPMENT (B)			
2018-B23	Planning: Master Plan/Zoning Update	Staff confirming priorities for Action Plan. Anticipate recommendation for Council to release for public feedback in February.	

FY 2022-2023				
Project	Project Name/Description	Status	Completed	
STREETS, SIDEWALKS, SIGNALS(S)				
2017-S15/ 2017-U28	S. Barnes Street – Ash to Kipp	Complete except for final signage and final walk through.		
2019-S1	Walnut Ct. – Columbia to Ash	Moved to Next FY by Council Action	MOVED	
UTILITIES: SANITARY SEWER, STORM WATER, AND WATER DISTRIBUTION (U)				
2018-U39	Well No. 9 (Temple St.) Rebuild	Well No. 8 & 9 (both) are now a priority as they are not operational and are being bid jointly.		
2022-U1	Headworks Huber Screen	Anticipate moving to new FY due to unexpected cost for clarifier tank failure, WWTP		
PARKS/ CEMETERY/ FORESTRY/ NONMOTORIZED (P)				
2020-P3	Hayhoe Riverwalk Trail – Eval. & Repair	Anticipate Bidding 3 rd quarter of FY 22-23		
2020-P11	Rayner Park- Phase 1 Construction	Anticipate Bidding 3 rd quarter of FY 22-23		
2020-P1	Columbia Bridge: Non-Motorized Connect	Anticipate Bidding 3 rd quarter of FY 22-23		
2020-P15	Jefferson Trailhead/ Comm Garden	Anticipate Bidding 3 rd quarter of FY 22-23		
2020-P17	Non-motorized Program: Southeast	Anticipate Bidding 3 rd quarter of FY 22-23, staff will request adding, into this item, stairs at Maple/ Rogers		
2020-P1	Maple Grove Cemetery: Columbarium (3)	Currently bidding.		
MOTOR VEHICLE POOL (MVP)				
2017-MVP22	Vehicle No. 83	Police	Received 1/5/23; Equipping in process.	
2017-MVP18a	Vehicle No. 24	Dump/Plow Truck	Council approved; ordered, build year 2024, staff plans to request equipping soon due to lead time required.	
2022-MVP1		Concrete Grinder	Completed	September
2022-MVP2	Trailer No. 53	Public Works	Completed	October
2022-MVP3	Trailer No. 55	Public Works	Completed	September
2022-MVP4	Mower Attach No. 39	Public Works	Completed	September
BUILDING, PROPERTY, EQUIPMENT (B)				
2018-B14	Fire: Rehab 815 Replacement	Equipping in process, anticipate being in service in April.		
2020-B4a	DPW: Facility Design	Anticipate selecting design firm in 4 th quarter.		
2017-B5b	Building: Library Phase 1, Part 1	Revised estimates, update and potential grant application anticipated for special meeting in January.		
2017-B10	Fire: Furnace/AC, Office & Training Area	Anticipate bidding in 3 rd quarter of FY 22-23		
2018-B15	Fire: Sprinkler System in Truck Bay	Anticipate bidding in 3 rd quarter of FY 22-23		
2018-B20	Fire: Carpet Replacement for Station 1	Anticipate bidding in 3 rd quarter of FY 22-23		
2018-B25	Police: In-Car Digital Recording System	Completed	January	
2018-B23a	Cedar/127 Corridor Sub-area Plan	Anticipate moving to next FY		
2018-B23b	Kipp Road/Temple Street Sub-Area Plan	In progress		
2019-B2b	City Hall Renovations: Phase 1 /Carpet	Anticipate Bidding 4th quarter of FY 22-23		

2020-B4b	Public Works: Facility Construction	Anticipate moving to next FY	
2022-B1	Ordinance Update: Planning, Subdivision, Signs, STR	Anticipate moving to next FY	

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

Project Name	Status
PERMITS – COMMERCIAL PROJECTS (listed only once when active)	
620 N. Cedar Midwest Hair Lounge	Building permit issued for interior alteration to accommodate business expansion.
118 W. Oak Mason Community Services	Building permit issued for Certificate of Occupancy to establish new use on the first floor of the building.