



CEMETERY/TREE COMMISSION MEETING AGENDA – MARCH 30, 2023

**Mason City Hall, 201 W. Ash Street, Mason, MI
Oak Room - 1st Floor, 11:00 a.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 February 8, 2023
- 5. UNFINISHED BUSINESS**
- 6. NEW BUSINESS**
 - A. Arbor Day Celebration
 1. Review Arbor Day Submissions
 - a. Pete Barnum
 - b. American Legion Post #148
 2. Vote on Arbor Day Submissions
 3. Discuss Arbor Day Event – Date and Time
- 7. LIAISON REPORT**
 - A. City Manager Report (03/20/2023)
- 8. ADJOURN**

**CITY OF MASON
CEMETERY BOARD/TREE COMMISSION
MINUTES OF FEBRUARY 8, 2023**

Clerk Jarvis called the meeting to order at 10:30 a.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, Ryley Peck – Top Notch Tree Care LLC

OATH OF OFFICE

Clerk Jarvis administered the Oath of Office to Scott Shattuck

MOTION by Ferris, second by Shattuck
to amend the agenda to add in Election of Officers as Item #2 and move all items down accordingly

MOTION APPROVED UNANIMOUSLY

ELECTION OF OFFICERS

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/Tree Commission

Ferris: Yes (3) Ferris, Ireland, Shattuck
No (0)

ELAINE FERRIS ELECTED CHAIR OF CEMETERY BOARD/TREE COMMISSION

PUBLIC COMMENT

None

APPROVAL OF MINUTES – June 9, 2022

MOTION by Shattuck, second by Ireland
to approve the June 9, 2022, Cemetery Board and Tree Commission Minutes

MOTION APPROVED UNANIMOUSLY

UNFINISHED BUSINESS

None

NEW BUSINESS

A. Downtown Trees

1. Discussion on Downtown Tree Options

Top Notch Tree Care had provided the Board/Commission a list of tree options that would work well in a downtown setting. The Board/Commission discussed the pros and cons of each type of tree on whether it would meet the needs of the downtown district.

2. Decision on Downtown Trees

MOTION by Shattuck, second by Ireland
to recommend to the Downtown Development Authority to plant a selection of four types of trees being Columnar Purple Beech, Columnar European Hornbeam, Firespire American Hornbeam and the American Sweet Gum all to be in the dwarf variety of the species.

MOTION APPROVED UNANIMOUSLY

LIASON REPORT City Manager Report (01/13/2023)

ADJOURNMENT

Cemetery Board/Tree Commission Meeting was adjourned at 11:20 a.m.

Sarah J. Jarvis, City Clerk
City Clerk

From: [masonclerk](#)
To: [Sarah Jarvis](#)
Subject: FW: Arbor Day Nomination
Date: Thursday, March 9, 2023 10:31:16 AM

Jean Spink

Deputy Clerk/HR Specialist

City of Mason

201 West Ash Street | Mason, MI 48854-0370

517.676.9155

jeans@mason.mi.us

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From: Melody Bennett <bennett.melody@gmail.com>

Sent: Thursday, March 9, 2023 8:08 AM

To: masonclerk <masonclerk@mason.mi.us>

Subject: Arbor Day Nomination

I would like to submit Pete Barnum as a nominee for the Arbor Day Honoree.

Pete has been the Agri-Science teacher at Mason High School for over 20 years, teaching classes in Ag Leadership, Botany, Zoology, Natural Resources, Biology, and Ag Business over the years. In addition to teaching these classes, he is the FFA Advisor for the Mason Chapter. As the advisor, he oversees the students in operating a sugar bush making maple syrup in Rayner Woods which has led to making multiple improvements to the woodlot. Pete also coaches teams in forestry skills (tree identification, using a compass and pacing, disease identification/woodlot management, and equipment identification) and has led several teams to state championships.

Through these various avenues, he has educated hundreds of students in the importance of trees in our world and is active in preserving their future in our community.

Thank you for your consideration,
Melody Bennett

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Melody Bennett

From: [Leon Clark](#)
To: [Sarah Jarvis](#)
Subject: Arbor Day Recommendation
Date: Monday, March 6, 2023 6:04:17 PM

I would like to nominate American Legion Post #148 of Mason, for the Arbor Day Honoree. The members of the American Legion Post in the last year have adopted a Legacy Tree program dedicated to members who have passed away. To date they have planted 12 trees and 12 shrubs on their property on Eden Road, with an agreement to plant 12 more trees this spring as soon as the weather allows. This will be an ongoing project that will include stone markers with all pertinent information of each passed member, with benches for family and friends to visit. There will also be a detailed map posted so that all interested parties will be able to locate the honored member with ease. Even though it may not be trees, the Post members plant, and maintain the gardens at the monument downtown, as well as the one in the cemetery.

Thanks for the consideration.

Leon Clark
Commander
American Legion Post #148
Mason Mi. 48854
517-285-1931



City Manager's Report: March 17, 2023

IMPORTANT DATES

- Week of April 10, 2023: **PROPOSED** for City Council Budget Workshop
 - Monday, Wednesday or Friday afternoon or evening. For discussion at meeting.

OPERATIONS

- We have been contacted by our financial institutions reassuring customers that they are stable, secure, and financially strong in light of the recent market Events market uncertainty. All are very well capitalized and prepared for the occasional instability in the banking industry. The failed banks generally operated in a different banking sector than traditional banks and, as a result, they believe that, based on credit fundamentals, the risk should not be systemic.
- Tree City: Once again the City of Mason has earned the distinguished recognition of being a 2022 Tree City USA. Tree City is a nationwide movement that provides the framework necessary for communities to manage and expand their public trees. More than 3,400 communities have made the commitment required to become a Tree City USA, including the City of Mason.
- **Training:**
 - MiPMC – Level 2: Clerk Jarvis obtained her Michigan Professional Municipal Clerk Level Two certification effective December 15, 2022.
 - Office Croley, Officer Nehr, and Officer Wildfong attended Standard Field Sobriety Testing Refresher Course (SFST) on March 2 & 3, 2023.
 - Officer Chick attended Tri-County Crisis Intervention Team Training (CIT) March 6-10, 2023.
- **Staffing Updates:** Current Open Positions (2)
 - NEW HIRES
 - Joanna Parens was hired as a new Firefighter Trainee effective March 3, 2023
 - APPLICANTS:
 - Full-time Police Officer (1) – Offer has been made and accepted, conditions of offer being vetted.
 - OPEN, EXTERNALLY:
 - 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 | Completed | March |
| PARKS/ CEMETERY/ FORESTRY/ NONMOTORIZED (P) | | | |
| 2017-P8 | Laylin Park - Phase II | Anticipate final completion by park opening in April. | |
| 2020- P6/ 8/12/13/14 | Plan/ Design-Rayner, Lee Austin, Bond, Griffin, Hayes Parks | Releasing to public with Master Plan. | |
| BUILDING, PROPERTY, EQUIPMENT (B) | | | |
| 2018-B23 | Planning: Master Plan/Zoning Update | Released for public comment. | |

| FY 2022-2023 | | | |
|--------------------------------|--------------------------------|-----------|-----------|
| Project | Project Name/Description | Status | Completed |
| STREETS, SIDEWALKS, SIGNALS(S) | | | |
| 2017-S15/ | S. Barnes Street – Ash to Kipp | Completed | February |

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|---|---|------------------|--|-----------|
| 2017-U28 | | | | |
| UTILITIES: SANITARY SEWER, STORM WATER, AND WATER DISTRIBUTION (U) | | | | |
| 2018-U39 | Well No. 9 (Temple St.) Rebuild | | Council considering at March 20, 2023 meeting. | |
| 2022-U1 | Headworks Huber Screen | | Moved to next FY | |
| PARKS/ CEMETERY/ FORESTRY/ NONMOTORIZED (P) | | | | |
| 2020-P3 | Hayhoe Riverwalk Trail – Eval. & Repair | | Anticipate Bidding early 4 th 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 early 4 th quarter of FY 22-23 | |
| 2020-P15 | Jefferson Trailhead/ Comm Garden | | Anticipate Bidding early 4 th quarter of FY 22-23 | |
| 2020-P17 | Non-motorized Program: Southeast | | Council considering at March 20, 2023 meeting. | |
| 2020-P1 | Maple Grove Cemetery: Columbarium | | Council considering at March 20, 2023 meeting. | |
| MOTOR VEHICLE POOL (MVP) | | | | |
| 2017-MVP22 | Vehicle No. 83 | Police | Completed | February |
| 2017-MVP18a | Vehicle No. 24 | Dump/Plow Truck | Ordered, receipt anticipated in 2024 | |
| 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 No. 39 | Public Works | Attachment only- Completed | September |
| BUILDING, PROPERTY, EQUIPMENT (B) | | | | |
| 2018-B14 | Fire: Rehab 815 Replacement | | Received, waiting for final decals. | |
| 2020-B4a | DPW: Facility Design | | Anticipate selecting design firm in 4 th quarter. | |
| 2017-B5b | Building: Library Phase 1, Part 1 | | Council considering at March 20, 2023 meeting. | |
| 2017-B10 | Fire: Furnace/AC, Office & Training Area | | Currently bidding; due March 29 | |
| 2018-B15 | Fire: Sprinkler System in Truck Bay | | Currently bidding; due March 22 | |
| 2018-B20 | Fire: Carpet Replacement for Station 1 | | Currently getting quotes | |
| 2018-B25 | Police: In-Car Digital Recording System | | Completed | January |
| 2018-B23a | Cedar/127 Corridor Sub-area Plan | | Moved to next FY | |
| 2018-B23b | Kipp Road/Temple Street Sub-Area Plan | | In progress, anticipate completion by April | |
| 2019-B2b | City Hall Renovations: Phase 1 /Carpet | | Moved to next FY | |
| 2020-B4b | Public Works: Facility Construction | | Moved to next FY | |
| 2022-B1 | Ordinance Update: Planning, Subdivision, Signs, STR | | Moved to next FY | |