



CEMETERY/TREE COMMISSION MEETING AGENDA – JULY 13, 2023

Mason City Hall, 201 W. Ash Street, Mason, MI
Maple Room – 2nd 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 June 22, 2023
5. **UNFINISHED BUSINESS**
6. **NEW BUSINESS**
 - A. Approve the placement of proposed monument for Norv and Wanda Jones with the sundial attached to the monument base and for the monument to be placed on a cement foundation.
7. **LIAISON REPORT**
 - A. City Manager Report (06/30/2023)
8. **ADJOURN**

**CITY OF MASON
CEMETERY BOARD/TREE COMMISSION MEETING
MINUTES OF JUNE 22, 2023**

Chair Ferris called the meeting to order at 11:00 a.m. in the Maple Room at 201 W. Ash Street, Mason, Michigan.

Present: Boardmember/Commissioner: Ferris, Ireland, Shattuck
Absent: Boardmember/Commissioner: None
Also present: Sarah J. Jarvis, City Clerk, Levi Rice, Superintendent of Cemetery, Park and Forestry, Jean Spink, Deputy Clerk/HR Specialist

PUBLIC COMMENT

None

APPROVAL OF MINUTES

MOTION by Shattuck second by Ireland,
to approve the March 30, 2023 Cemetery Board/Tree Commission minutes.

MOTION APPROVED UNANIMOUSLY

CORRESPONDENCE

A. Letter from Carol Pahl regarding maintenance of monuments at Maple Grove Cemetery

Cemetery Board requested to have this be on a future meeting agenda.

UNFINISHED BUSINESS

None

NEW BUSINESS

A. Columbarium

1. Approval of Section V layout at Maple Grove Cemetery as presented by Wolverine Engineering.

MOTION by Shattuck second by Ireland,
to approve the Section V layout at Maple Grove Cemetery as presented by Wolverine Engineering

MOTION APPROVED UNANIMOUSLY

2. Approval of setting the rate of a single columbarium niche at Maple Grove Cemetery in the amount of \$600.00 per niche for City of Mason Resident and \$1100.00 per niche for non-residents

MOTION by Shattuck second by Ireland,
to approve the rate of a single columbarium niche at Maple Grove Cemetery in the amount of \$600.00 per niche for City of Mason Resident and \$1100.00 per niche for non-residents

MOTION by Shattuck second by Ireland,
to amend the motion for the rate of a single columbarium niche at Maple Grove Cemetery in the amount of \$700.00 per niche for City of Mason Resident and \$1,200.00 per niche for non-residents

MOTION APPROVED UNANIMOUSLY

ORIGINAL MOTION APPROVED UNANIMOUSLY

3. Approval of setting the rate for a Maple Grove Cemetery Columbarium niche opening in the amount of \$50.00 for weekday burials before 3:30 p.m., \$75.00 Saturday burials before 3:30 p.m. and an overtime charge of \$25.00 for any burial after 3:30 p.m.

MOTION by Ireland second by Shattuck,
to approve setting the rate for a Maple Grove Cemetery Columbarium niche opening in the amount of \$50.00 for weekday burials before 3:30 p.m., \$75.00 Saturday burials before 3:30 p.m. and an overtime charge of \$25.00 for any burial after 3:30 p.m.

MOTION APPROVED UNANIMOUSLY

4. Approval of Font for the engraving of the niches of the columbarium at Maple Grove Cemetery

MOTION by Ireland second by Shattuck,
to approve the font of Times New Roman for the engraving of the niches on the Columbarium at Maple Grove Cemetery

MOTION APPROVED UNANIMOUSLY

B. Sundial review and Board Recommendation

MOTION by Shattuck second by Ireland,
to defer the decision on the sundial placement to the next regularly scheduled Cemetery Board/Tree Commission that will not take place later then August 31, 2023, and direct staff to obtain more information on the materials of the sundial and the column it sits on.

MOTION APPROVED UNANIMOUSLY

C. Cemetery Signage regarding Spring Clean-Up Discussion

Discussion took place about erecting a permanent sign at the Cemetery noting some of the Cemetery Rules and Regulations that would include Spring Clean-up and that this will be presented to the Board prior to FY ending 2023/2024 as part of the new garbage can and section signs. In the meantime, the Board agreed to have temporary signage for Spring 2024 to be placed around March 2024 to remind residents/visitors of the April 1st Clean-up date.

LIAISON REPORT (06/02/2023):

ADJOURNMENT

The meeting was adjourned at 11:45 a.m.

Sarah J. Jarvis, City Clerk



Agenda Report: July 13, 2023, Cemetery Board Meeting

AGENDA ITEM:

Approve the placement of proposed monument for Norv and Wanda Jones with the sundial attached to the monument base and for the monument to be placed on a cement foundation.

RECOMMENDED ACTION

Approve the placement of proposed monument for Norv and Wanda Jones with the sundial attached to the monument base and for the monument to be placed on a cement foundation.

SUMMARY

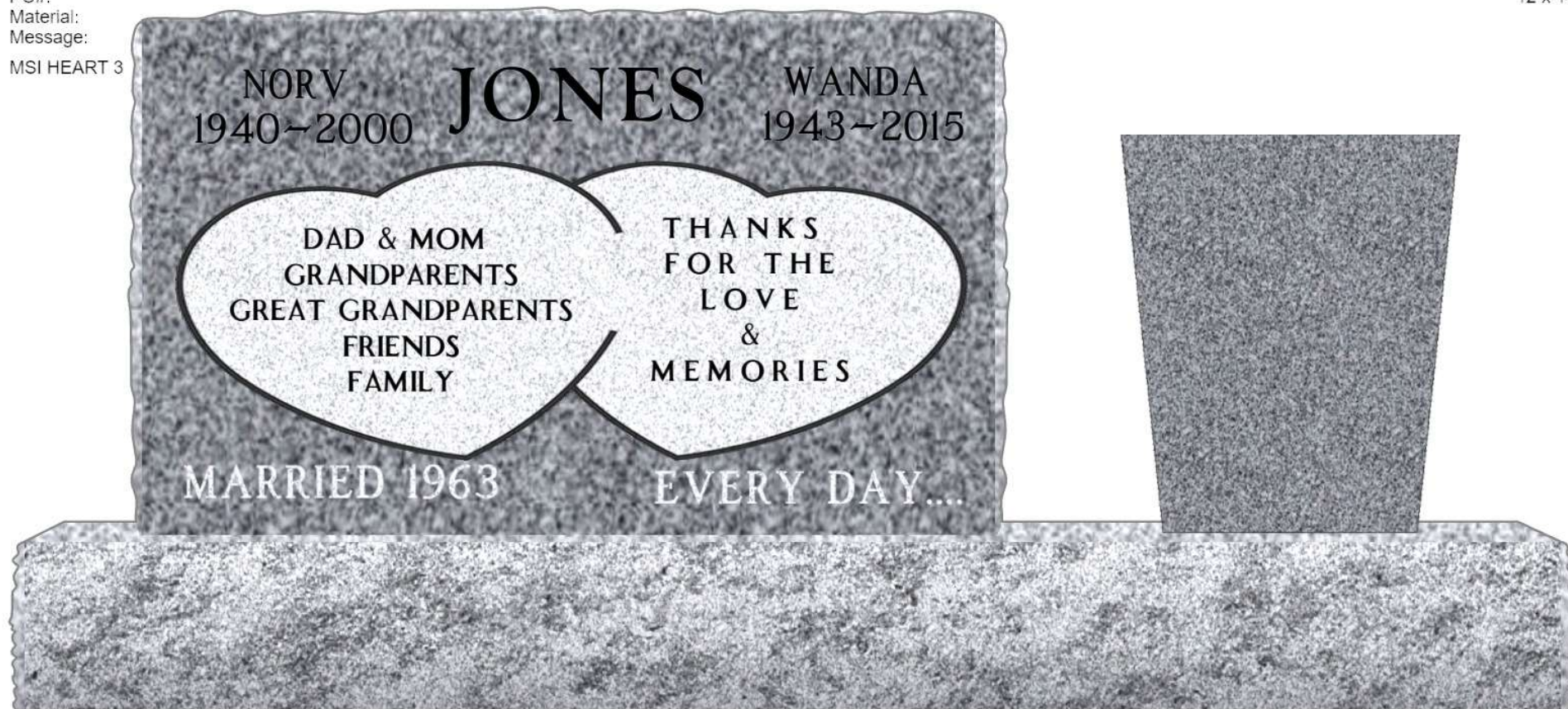
The Cemetery Board requested that staff obtain additional information regarding the material the sundial was made of. The sundial was purchased through Gorsline Runciman Funeral Home and the base is made of concrete and the sundial is brass. As this was purchased from a professional company staff feels comfortable with recommending approval of the sundial to be mounted to the monument base then placed on a cement foundation.

ATTACHMENTS

- Monument Drawing



To:
PO#:
Material:
Message:
MSI HEART 3



Tablet: 30" x 6" x 18" P2
Base: 54" x 12" x 6" PT



Note to Manufacturer: Please make any minor adjustments necessary in this conceptual design to insure best quality production. Thank you.

Signed _____ Date _____

COPYRIGHT NOTICE: This design, layout, look, appearance, and graphics are property of MonumentPro, Inc and Sunburst Memorials and is protected by applicable copyright laws. Unauthorized use or duplication is prohibited.
This is not a final drawing. Our design team reserves the right to edit the design for aesthetics and performance during sandblasting.



City Manager's Report: June 30, 2023

IMPORTANT DATES

Councilmembers are invited to the Ingham County Fair VIP Dinner on Tuesday, August 1, 2023 at 6:00 p.m. See attached invitation; RSVP is due by July 25, 2023.

OPERATIONS

Grant Funds: The City was awarded three MMRMA RAP Grants for the following projects: In Car Camera-\$3,979.96, Field Training Officer-\$422.50, and Certified Taser Instructor-\$392.93.

Staffing Updates: Current Open Positions (5)

RETIREMENTS: Sam Bibler, Water Superintendent, will be retiring effective August 1, 2023 after serving the City of Mason for over 16 years. The City will be working with the Michigan Rural Water Association to provide an operator in charge until we fill the position.

NEW HIRES: Christian Washington started as a Full-Time Police Officer on Friday, June 30, 2023.

CLOSED POSITIONS: School Resource Officer (1) – Position closed internally on Monday, June 26, 2023 and interviews have been conducted.

OPEN POSITIONS: The City recognizes our team members are our best recruiters and as of June 30, 2023 has started to offer an incentive to current employees that are able to attract a candidate that ultimately gets hired for this position and an additional incentive if they are employed for a year.

- Seasonal Part-time Crossing Guard (1) - Open until filled.
- Full-Time Police Officer (2) – Position closes on Wednesday, July 12, 2023. An MOU was executed with the Union to allow for a temporary moratorium on the 20-mile radius requirement for the length of the contract to allow for a larger pool of candidates.
- Part-Time Administrative Assistant, Community Development (1) – Position closes on Wednesday, July 12, 2023.

Expertise Development:

- Matt Johnson and Roger Pfannenschmid successfully completed distribution operator S-3 license certification.

Traffic Updates:

- Traffic Complaint- Corbin Street: speeding vehicles. Officers have been assigned. Status: Open
- Traffic Complaint- Mason Street, speeding vehicles. Officers have been assigned. Status: Open

CAPITAL IMPROVEMENT PROGRAM PROJECTS

Removed after one notice of complete.

FY 2023-2024			
Project	Project Name/Description	Status	Completed
STREETS, BRIDGES, SIGNALS(S)			
2017-S14/ 2017-U27	E Cherry St: S Rogers St to End	Anticipate starting mid-July.	
2017-S16	Maple Street Bridge: Replacement	Permits have been submitted to State and bids have been prepared. Delayed due to required easements.	
2019-S1/ 2023-U1	S Walnut Ct: W Columbia St to W Ash St	Substantially complete. Top coat anticipated next week.	
2023-S1	E Cherry St South Alley: S Jefferson St to S Rogers St	Anticipate starting mid-July.	
UTILITIES: SANITARY SEWER, STORM WATER, AND WATER DISTRIBUTION (U)			
2018-U37	Well No. 10 (Temple St.) Rebuild	Completed	June
2018-U39	Well No. 8 Rebuilds	In Progress	
2019-U3b	WWTP Plant Construction	Contract Award being considered by CC 7.3.23	
2022-U1	WWTP Headworks Huber Screen	3Q Project	
2023-U2	Water Service Line Replacement	In Progress	
2023-U3	Hunting Meadows/ Stag Thicket Valve	Contract Award being considered by CC 7.3.23	
2023-U4	South Well Tower Chlorine Analyzer	3Q Project	
PARKS/ CEMETERY/ FORESTRY/ NONMOTORIZED (P)			
2020-P1	Columbia Bridge: Non-Motorized Connect	Final plans can be found here . Bids anticipated to be released by mid-July. Delayed due to drainage concerns.	
2020-P3	Hayhoe Riverwalk Trail – Eval. & Repair	Preparing bid package. Bids anticipated to be released by mid-July.	
2020-P4	Hayhoe Riverwalk Trail: Trail Wayfinding Signage	3Q Project	
2020- P6/ 8/12/13/14	Plan/ Design-Rayner, Lee Austin, Bond, Hayes Parks	Feedback received is being summarized and will require CC action to adjust plans.	
2020-P9	DDA: Downtown Wayfinding Signage	3Q Project	
2020-P11	Rayner Park- Phase 1 Construction	Preparing bid package. Bids anticipated to be released by mid-July.	
2020-P15	Jefferson Trailhead/ Comm Garden	Final plans (adjusted from public engagement) can be found here . Bids anticipated to be released by mid-July.	
2020-P20	Non- Motorized Program: Southwest Quadrant	Complete	June
2020-P21	Hayes Park: Capital Improvements	3Q Project	
2022-P1	Maple Grove Cemetery: Columbarium	Ordered, Cemetery Board to consider layout, fees, and agreement templates.	
2022-P2	Maple Grove Cemetery: Trash Receptacles/ Section Signs	3Q Project	
2023-P1	Non-Motorized Program: Maple Street and Rogers Street Stairs Repair	Complete	June
2023-P2	DDA: Sidewalk Repair	Complete	June
2023-P3	DDA: Tree Replacement	Preparing Bid	

MOTOR VEHICLE POOL (MVP)				
2017-MVP18	Vehicle No. 24	Dump/Plow Truck	Ordered, receipt anticipated in 2024	
2018-MVP3	Vehicle No. 84	Police Patrol	Suppliers have not released vehicles for this yr.	
2019-MVP6	Vehicle No. 802	Fire Expedition	1Q	
2022-MVP5	Equip. No. 37	Public Works Gator	1Q	
2023-MVP1	Vehicle No. 88	New Police Patrol	Suppliers have not released vehicles for this yr.	
BUILDING, PROPERTY, EQUIPMENT (B)				
2017-B5b	Building: Library Phase 1, Part 1		Executed contract for only grant portion/entrances and bathrooms of project. Anticipating finalizing contract for remainder in July.	
2018-B15	Fire: Sprinkler System in Truck Bay		In progress	
2018-B23	Planning: Master Plan/Zoning Update		Master Plan released for public comment period ends at the end of May. Agency letters have been mailed. Notices have been distributed via Facebook, email, and a postcard via direct mail to residents. Elected and appointed officials can share the information and encourage feedback.	
2018-B23a	Cedar/127 Corridor Sub-area Plan			
2019-B2b	City Hall Renovations: Phase 1 /Carpet			
2019-B8	Police: Car Port (7-Car Unit)			
2020-B4	DPW: Facility Design Build		Preparing bid package, anticipate bidding in Aug/Sept. Meeting with MPS to start negotiating structure in Aug.	
2022-B1	Ordinance Update: Planning, Subdivision, Signs, STR			
2023-B1	City Hall: HVAC Controls Replacement			
2023-B2	DPW: Salt Storage			
2023-B3	Police: Taser Replacement			
2023-B4	Planning: Public Participation Plan & Communication Strategy			



2023 INGHAM COUNTY FAIR

VIP Dinner

Shirley Clark Pavilion
Tuesday, August 1 at 6 PM
Ingham County Fairgrounds

RSVP TO SARAH AT 517-676-2429 OR
SRICKETTS@INGHAM.ORG
BY JULY 25



700 E. Ash Street
Mason