



CEMETERY/TREE COMMISSION MEETING AGENDA – NOVEMBER 16, 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 July 13, 2023
5. **UNFINISHED BUSINESS**
6. **NEW BUSINESS**
 - A. Designate locations and number of trash receptacles and section signs at Maple Grove Cemetery.
 - B. Approve the section sign design.
7. **LIAISON REPORT**
 - A. City Manager Report (11/03/2023)
8. **ADJOURN**

**CITY OF MASON
CEMETERY BOARD/TREE COMMISSION MEETING
MINUTES OF JULY 13, 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

PUBLIC COMMENT

None

APPROVAL OF MINUTES

MOTION by Ireland second by Shattuck,
to approve the June 22, 2023, Cemetery Board/Tree Commission minutes.

MOTION APPROVED UNANIMOUSLY

UNFINISHED BUSINESS

None

NEW BUSINESS

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

MOTION by Shattuck second by Ireland,
to approve the placement of proposed monument for Norv and Wanda Jones with the sundial attached to the monument base and for monument to be placed on a cement foundation

MOTION APPROVED UNANIMOUSLY

MOTION by Ireland second by Shattuck,
to add language to the Cemetery Rules and Regulations that any exceptions to prohibited materials for markers/monuments must be approved by the Cemetery Board.

MOTION APPROVED UNANIMOUSLY

LIAISON REPORT (06/30/2023):

ADJOURNMENT

The meeting was adjourned at 11:19 a.m.

Sarah J. Jarvis, City Clerk



**SECTION
A**



**SECTION
A**



City Manager's Report: November 3, 2023

OPERATIONS

• General:

- The City has finalized negotiations with the MMR and the Mason Area participants for Ambulance Services. A contract will be presented at the next meeting that includes a two-year extension with no cost to residents or the City.

• Financial:

- The City applied for and has been selected for a Transportation Economic Development Fund (TEDF) Category B grant for up to \$250,000, not to exceed 27% of the total eligible construction cost for fiscal year 2024-2025 for the eligible streets for this year.
- The City applied for and has been selected for reimbursement of purchased firefighter turnout gear in the amount of \$10,712. The MI Fire Equipment Grant has been established to provide funding for the purchase of fire equipment for Michigan's part time, on call, or volunteer firefighters.
- The City was notified that next year's inflation rate multiplier that assessors will use for property values is 5%. The inflation rate is 5.1% but 5% is the max they can use.

• Storm Recovery Update:

- All City clean-up is completed. 42 trees need to be removed by the contractor and about a quarter have been completed. Of the \$197,723.24 approved in emergency expenditures, we have spent \$112,580 for overtime, equipment rental, tree removals, dumpsters, and disposal. This does not include regular hours that will also be sent for FEMA reimbursement.

• Personnel:

- The Police Department is participating in No Shave November beginning November 1 – December 31, 2023. The proceeds raised will benefit the Mason Food Bank.

Trainings:

- Michigan Municipal League Convention- The City Manager attended with the Mayor and Mayor Pro Tem on October 17-19, 2023. Some of the most beneficial sessions that I would be happy to expand on included "From Conflict to Conversation" and "Reconnecting to Our Sense of Place."
- Officer Michele attended Professional Policing training on October 13, 2023.
- Officers Washington, Chick, Bradley, and Sergeant Fairbotham attended Capital Region Integrated Critical Skills (CRICS) on October 24, 2023.
- Sergeant Fairbotham attended Supervision/Management of the FTO Program, November 1-3, 2023.

Staffing Updates: Current Open Positions (3)

NEW HIRES:

- Full-Time Police Officer – Matthew Birr will be starting Monday, November 27, 2023.

OPEN POSITIONS:

- DPW Director (1) – Not posted, restructuring area prior to posting.
- Utility Supervisor (1) – Not posted, restructuring area prior to posting.
- Seasonal Part-time Crossing Guard (1) - Open until filled.

• Traffic Complaints:

- A speed complaint was received for the E Cherry/Rogers-E Cherry/Barnes area. Officers have been assigned to the area. Open until November 30, 2023.

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	Complete, pending final restoration	October
2017-S16	Maple Street Bridge: Replacement	3Q project (re-bidding)	
2023-S1	E Cherry St South Alley: S Jefferson St to S Rogers St	Complete, pending final restoration	October
UTILITIES: SANITARY SEWER, STORM WATER, AND WATER DISTRIBUTION (U)			
2019-U3b	WWTP Plant Construction	First phase demolition is almost complete. Bi-weekly construction meetings are occurring with staff and project is anticipated to slow during winter months.	
2022-U1	WWTP Headworks Huber Screen	3Q Project	
2023-U2	Water Service Line Replacement	Contractor anticipates starting replacements of 13 on Nov 13	
2023-U3	Hunting Meadows/ Stag Thicket Valve	Complete, pending final restoration	October
2023-U4	South Water Tower Chlorine Analyzer	On order, anticipate 4–6-month lead time (December – February).	
2023-U40	WWTP: Curtis Street Lift Station Replacement	Negotiating necessary easements for gravity line. Finalizing License Agreement, County has not closed on property yet.	
PARKS/ CEMETERY/ FORESTRY/ NONMOTORIZED (P)			
2020-P1	Columbia Bridge: Non-Motorized	Completed, pending additional delineators being added.	October
2020-P3	Hayhoe Riverwalk Trail – Eval. & Repair	Under construction.	
2020-P4	Hayhoe Riverwalk Trail: Trail Wayfinding	3Q Project	
2020- P6/ 8/12/13/14	Plan/ Design-Rayner, Lee Austin, Bond, Hayes Parks	Updating plans per Council direction.	
2020-P9	DDA: Downtown Wayfinding Signage	DDA established a sub-committee that is meeting to prepare RFP.	
2020-P11	Rayner Park- Phase 1 Construction	Site plan and play equipment options are available for review - here . Documents are being prepared for winter bidding, requires DNR approval	
2020-P15	Jefferson Trailhead/ Comm Garden	Under construction.	
2020-P21	Hayes Park: Capital Improvements	3Q Project, will need Council on prioritization.	
2022-P1	Maple Grove Cemetery: Columbarium	Complete	October
2022-P2	Maple Grove Cemetery: Trash Receptacles/ Section Signs	3Q Project, in coordination with cemetery board, selecting signs for trash receptacles.	
2023-P3	DDA: Tree Replacement	Awarded, Spring installation.	
MOTOR VEHICLE POOL (MVP)			
2017-MVP18	Vehicle No. 24	Dump/Plow Truck	Ordered, receipt anticipated in 2024
2018-MVP3	Vehicle No. 84	Police Patrol	Anticipate being able to order in November
2019-MVP6	Vehicle No. 802	Fire Expedition	Ordered
2022-MVP5	Equip. No. 37	Public Works Gator	Ordered; anticipated arrival in November
2022-MVP7	Equip. No. 82	Chipper	Anticipate bringing payoff purchase of rental to November 20 th Meeting

2023-MVP1	Vehicle No. 88	New Police Patrol	Anticipate being able to order by November	
BUILDING, PROPERTY, EQUIPMENT (B)				
2017-B5b	Building: Library Phase 1, Part 1		Interior work expected to be finished by March. Updated estimates were received, and exterior work has a funding gap that is currently over \$220,000. CADL/City are continuing to apply for a grant to fill the gap and plan to launch a local fundraising campaign in Nov. Meeting with MEDC for potential crowd funding grant opportunity.	
2018-B23	Planning: Master Plan/Zoning Update		Zoning updates are in progress, Zoning Ordinance Review Committee mtg has been scheduled for Tuesday, November 7 at 5 pm.	
2018-B23a	Cedar/127 Corridor Sub-area Plan		Bids expected to be released by January.	
2019-B2b	City Hall Renovations: Phase 1 /Carpet		3Q Project	
2019-B8	Police: Car Port (7-Car Unit)		3Q Project	
2020-B4	DPW: Facility Design Build		Preparing bid package, staff anticipates bidding Nov/Dec.	
2022-B1	Ordinance Update: Planning, Subdivision, Signs, STR		3Q Project	
2023-B1	City Hall: HVAC Controls Replacement		In progress	
2023-B3	Police: Taser Replacement		Complete	October
2023-B4	Planning: Public Participation Plan & Communication Strategy		3Q Project	

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

Project Name	Status
685 Hull Rd PENDING	At their regular meeting on Tuesday, November 14, 2023, the Planning Commission will hear a request from Rodney Austin, on Behalf of Efficiency Production, for concurrent approval of a Preliminary and Final Site Plan for an 11,250 sq. ft. addition to the existing manufacturing building, an addition of a paved drive for truck entry/exit to the site, and an addition of 20 parking spaces in an existing paved area.