



CEMETERY BOARD/ TREE COMMISSION MEETING AGENDA – April 4, 2024

Mason City Hall, 201 W. Ash Street, Mason, MI
Maple Room, 11:00 a.m.

1. **OATH OF OFFICE**
2. **CALL TO ORDER**
3. **CONFIRMATION OF MEMBER ATTENDANCE**
4. **ELECTION OF LEADERSHIP**
 - A. Nominations and Election of Chairperson
 - B. Nominations and Election of Vice Chairperson
5. **PUBLIC COMMENT**
6. **APPROVAL OF MINUTES**
 - A. Approve Minutes of Cemetery Board/Tree Commission November 15, 2023
7. **UNFINISHED BUSINESS**
8. **NEW BUSINESS**
 - A. Arbor Day Celebration
 1. Review Arbor Day Submissions
 - a. American Legion Post #148 (nomination from 2023)
 - b. Any further nominations received by 4/1/2024
 2. Vote on Arbor Day Submissions
 3. Discuss Arbor Day Event – Date and Time
 - B. Placement of Firefighter Flags on graves of former Firefighters in Maple Grove Cemetery – Request from John LaRue
9. **LIAISON REPORT**
 - A. City Manager Report (3/15/2024)
10. **ADJOURN**

**CITY OF MASON
CEMETERY BOARD/TREE COMMISSION
REGULAR MEETING MINUTES – November 16, 2023**

CALL TO ORDER

Chair Elaine Ferris called the meeting to order at 11:03 a.m. in the Oak Room at 201 W. Ash Street, Mason, Michigan.

CONFIRMATION OF MEMBER ATTENDANCE

Roll Call		Present	Absent
<i>Cemetery Board/Tree Commission Member</i>	Ireland	X	
<i>Vice Chairperson</i>	Shattuck	X	
<i>Chairperson</i>	Ferris	X	

Also present: Sarah Jarvis, City Clerk, Jean Spink, Deputy Clerk

PUBLIC COMMENT

None

APPROVAL OF MINUTES

A. Approve Minutes of Cemetery Board/Tree Commission Meeting July 13, 2023

MOTION by Shattuck, second by Ireland
to approve the Cemetery Board/Tree Commission meeting July 13, 2023,

MOTION APPROVED UNANIMOUSLY

UNFINISHED BUSINESS

None

NEW BUSINESS

A. Designate locations and number of trash receptacles and section signs at Maple Grove Cemetery.

Cemetery Board marked the Cemetery map noting locations of trash receptacles and where section signs should go.

B. Approve the section sign design

MOTION by Shattuck, second by Ireland
to approve the Section sign design as present (white background with blue lettering)

MOTION APPROVED UNANIMOUSLY

LIAISON REPORT

A. City Manager Report (11/03/2023)

ADJOURNMENT

The meeting was adjourned at 11:34 a.m.

Sarah J. Jarvis, City Clerk
City of Mason, County of Ingham, State of Michigan

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 15, 2024

IMPORTANT DATES

- **Monday, April 8, 2024, 6:30 PM- City Council Budget Meeting, Maple Room, City Hall**
- Tuesday, April 23, 2024, 4:00 PM- Deadline to file City Council filing packets for 2024 election.

OPERATIONS

General:

- The 2024 Master Design Plan for City of Mason Parks that was adopted by City Council on January 15, 2024, has been added to the Parks, Recreation, and Non-motorized Transportation Plan and is available on the City's website at: www.mason.mi.us/ParksPlan
- The Mason Public School Safety Committee has been meeting monthly since the start of the School Resource Officer Program. The Superintendent and City Manager plan to present jointly at both School Board and City Council meetings on the progress of the program in the Spring.
- Staff have been meeting with housing developers specifically focused on affordability and senior housing per the Master Plan. From those meetings, the City has received a Notice of Intent for a portion of the property on Temple Street. The Notice of Intent is being reviewed and if meets the requirements will be forwarded to the City Council for consideration of a Purchase Agreement.
- Staff met with representatives from MEDC and two downtown property owners to discuss potential investment in their properties. Depending on the programs utilized, the City may be required to be an applicant.

Staffing Updates:

- NEW HIRES/PROMOTIONS
 - Emily Powless, promoted to Deputy Treasurer/Accountant effective 1/29/2024.
 - Stella Emens, promoted to Staff Services Coordinator effective 2/26/24.
 - Dana Martin, promoted to Full-Time Executive Assistant & Communications Specialist effective 3/11/2024.
 - Caleb Flannery, Full-Time Laborer started 3/13/2024.
- OPEN POSITIONS - 5
 - Police Chief (1), Police Officer (1), Administrative Assistant (1) – Closed on 3/13/2024, applications have been reviewed with interviews to be scheduled.
 - Utilities Operator (1) – Internal Posting closed on 3/15/2024, application is being reviewed.
 - Seasonal Part-time Crossing Guard (1) - open until filled.

Conferences/ Trainings:

- City Manager Stuart attended the Michigan Municipal League Capital Conference. Key topics included State population growth strategies, Housing Data Tools to Determine Needs, General Legislative Updates and Collective Bargaining Legislative Changes. *The MML encouraged local officials to become familiar with the AxMiTax Proposal and what we are allowed to do as a jurisdiction to educate our residents on it.* Attachment included.
- Public Works Director/ Assistant Fire Chief, Kirk Crawford, attended National Fire Service Staff and Command Course. He was one of four people chosen from the Ingham County Fire Chiefs Association. Key elements of the training included Flawed Situational Awareness, UL information on EV Vehicle fires how to handle, Cancer in the Fire Service, PIO (public information officer) getting information out to the public, Fire Dynamics of the fireground, and Law for Leaders. On top of that there were 90 individuals that attended the course from 28 different States.

- Code Enforcement/Community Resource Officer, Billie O’Berry, attended the Michigan Association of Code Enforcement Officers (MACEO) Annual Conference. Key topics included de-escalation strategies, methods to handle resistance such as the Behavioral Influence Stairs Model (BISM) while maintaining respect and maintaining safety for the officers through use of the Isolate, Contain, Evacuate and Negotiate (ICEN) concepts.
- Community Development Administrative Assistant, Pam Derby, completed Zoning Administration training.
- Sgt. Jeremiah Budd, Officer Justin Demo, and Officer Adam Michelle attended Capital Region Integrated Skills Quarter 1 training.

Traffic Complaints:

- Parking: South St near Bond and Vanderveen - Closed 3/14/2024.
- Speeding: Eugenia Dr and Northbrook St. area - Officers assigned until 5/1/2024.
- Speeding: Okemos St near Randolph/Valley Court Officers assigned until 7/1/2024.

Annual Public Notices: ([link to notices](#))

- Noxious Weeds Ordinance
- Maintenance: Cemetery Winter Clean-up; Sewer Cleaning
- Arbor Day Honoree Nomination Request

CAPITAL IMPROVEMENT PROGRAM PROJECTS

Removed after one notice of complete.

FY 2023-2024			
Project	Project Name/Description		Status
STREETS, BRIDGES, SIGNALS(S)			
2017-S16	Maple Street Bridge: Replacement		Coordinating utility movement. Plan to bid in April.
UTILITIES: SANITARY SEWER, STORM WATER, AND WATER DISTRIBUTION (U)			
2019-U3b	WWTP Plant Construction		In progress
2022-U1	WWTP Headworks Huber Screen		Awarded, repair scheduled for April.
2023-U40	WWTP: Curtis Street Lift Station Replacement		Gravity line bid; anticipated to be released in March.
PARKS/ CEMETERY/ FORESTRY/ NONMOTORIZED (P)			
2020-P4	Hayhoe Riverwalk Trail: Wayfinding		CIP Recommends moving to next year.
2020-P9	DDA: Downtown Wayfinding Signage		CIP Recommends moving to next year.
2020-P11	Rayner Park- Phase 1 Construction		Bid documents DNR approved (CIP link), planning to bid by 3/22/24.
2020-P15	Jefferson Trailhead/ Comm Garden		Under construction, project extension due to supply chain.
2020-P21	Hayes Park: Capital Improvements		Draft bid package prepared (CIP link), planning to bid by 3/18/24.
2022-P2	Maple Grove Cemetery: Trash/Signs		Awarded, Spring installation.
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	Ordered, receipt anticipated next FY
2023-MVP1	Vehicle No. 88	New Police Patrol	Ordered, receipt anticipated next FY
BUILDING, PROPERTY, EQUIPMENT (B)			
2017-B5b	Building: Library Phase 1, Part 1		Interior renovation work is anticipated to be completed by the end of March. CADL anticipates re-opening after furniture is installed, date TBD. CADL/City are continuing to apply for a grant to fill the gap and CADL is launching fundraising campaign.
2018-B23	Planning: Master Plan/Zoning Update		In progress, next meeting is scheduled for 4/15/24 at 5:30 pm.
2018-B23a	Cedar/127 Corridor Sub-area Plan		Bids expected to be released in March
2019-B2b	City Hall Renovations: Phase 1/Carpet		4Q Project
2019-B8	Police: Car Port (7-Car Unit)		4Q Project
2020-B4	DPW: Facility Design Build		Preparing design bid docs for stand-alone DPW facility; March bid
2022-B1	Ordinance Update: Planning, Subdivision, Signs, STR		CIP Recommends moving to next year.
2023-B1	City Hall: HVAC Controls Replacement		Completed
2023-B4	Planning: Public Participation Plan & Communication Strategy		CIP Recommends moving to next year.

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

Project Name	Status
333 S. Jefferson Courthouse Square Active	Building permit is active to restore the clock tower and to install new ADA accessible parking and ramp. Hilliard building will receive new fire suppression system in records room, and repair to utility tunnel.
636 Center Compass Construction Concepts, L.L.C./Robin Rose Pending	The Planning Commission will consider a request from Compass Construction Concepts, L.L.C. on behalf and in conjunction with the owner, Robin Rose, for consideration of a Special Use Permit and Site Plan Review for the proposed Group Child Care Home at their regular meeting on April 9, 2024.

AxMiTax Talking Points

Framing Comment

This proposal is not tax reform. It is an attack on our community assets, such as schools, parks, libraries, community colleges, elections, trash collection and public safety, which provide benefits to every resident of Michigan. This proposal is not just irresponsible, it will devastate the very fabric of our communities. The human impact will be profound, and the elimination of these services will ultimately devalue the property of every homeowner and business because Michigan will be a much less desirable place to live.

In a state that already has two constitutional property tax limitations, this proposal will cut over \$17 Billion in funding for critical services. It will immediately eliminate tens of thousands of jobs from our local economy and increase unemployment. It only provides fractional and restricted replacement funding to cities, villages, townships, and counties. There is NO replacement revenue for any other millage including local school millages, state education tax, libraries, parks authorities, community colleges, garbage pick-up, roads public safety authorities, transit, etc. Additionally, it seeks to establish minority rule by requiring super majorities for any revenue proposals going forward.

In short, this is bad public policy. Taxpayer provided resources are needed to fund services we recognize are for the greater good. They provide real human and economic benefit to us all and are necessary for us to function as a society. In their absence, we lose more than just services, we lose the very community we know and love. This proposal:

General Talking Points to Try and Always Include:

- Cuts over \$17 Billion in funding for critical services and only provide fractional and restricted replacement funding to cities, villages, townships, and counties. All other millages including local school millages, state education tax, libraries, parks authorities, community colleges, garbage pick-up, roads millages, public safety authorities, debt, transit, zoo, art institute, etc.
- Eliminates thousands of skilled jobs from the Michigan economy.
- Encourages Michigan based businesses to leave due to their inability to attract and retain workers in a state that will effectively have no public services or educational opportunities. Puts in place minority rule by requiring a 2/3 majority of the legislature for any increase in revenue that exceeds .01% over 5 years and similarly puts in place a 60% super majority requirement for local tax questions.

School Points

- Devastates and effectively eliminates capital improvements to our school buildings by cutting nearly \$10 Billion in funding with zero replacement revenue.
- Creates massive cuts to school support services, such as counselors, librarians, and educational aides, further impacting student well-being and academic success.
- Eliminates roughly 45% of ISD funding which supports special education services.
- Additionally, schools would likely be forced to cut essential programs, such as:
 - * Arts and music programs

- * Advanced Placement (AP) and International Baccalaureate (IB) classes
- * Vocational and technical education programs
- * Athletics and extracurricular activities
- Eliminates the only way for a school district to district to repair, update or build a new school building is through bonds and sinking funds. Removing the ability to levy millages would mean that existing buildings would crumble which is exacerbated because we will have no ability to replace them.
- Has a significant and disproportionate impact on students from low-income families and communities that already face educational challenges.
- Guts school budgets, leading to teacher layoffs, significantly larger class sizes, program cuts, and even school closures.

Local Government Points

- Provides only fractional and restricted revenue replacement ensuring a reduction in essential services, including police, fire, and EMS.
- Prohibits spending on any parks and recreation programs.
- Prohibits spending on any senior programs.
- Does not provide funding for county jails.
- Maintenance of any public grounds, i.e. can't cut the grass or shovel snow around facilities.
- Can't pick up garbage or offer recycling.
- Provides no funding for elections.
- Does not protect statutory revenue sharing putting over \$500 million at risk.
- DDA's, TIF's and other economic development tools are effectively eliminated.
- Communities utilizing Authorities for public safety or other services with tax capacity as a funding source receive no replacement revenue.
- Puts public pensions at risk due to both the stark revenue elimination and limited use provisions of the proposal.
- 60% majority to approve any new tax proposal.

Other tax entity points

- Eliminates over \$4 billion (nearly 30%) from the state general fund budget which could impact important services like the state police, corrections, economic development, veteran's affairs, etc.
- Drastically impacts community colleges eliminating approximately 35% of their funding and potentially impacts another 24% due to the reduction in state general fund revenues.
- Eliminates most funding for public libraries which will lead to the closure of important community anchors where residents utilize their services for both education and work. These closures will lead to layoffs and thousands of newly unemployed Michigan residents.
- Damages public transportation systems which are vital for many residents to get to school, their place of employment, or the doctor's office. Funding cuts will lead to reduced service, fare hikes, and even complete shutdowns.
- Parks authorities like Huron Clinton Metro Parks receive no replacement funding.
- Requires a 2/3 majority or any revenue increase over 5 years of more than .01%. so not even inflation.

What you can and cannot do as a local elected official

With regard to ballot question committees, Michigan law significantly limits the types of activity that a Public Body can undertake. A governmental entity is essentially limited to:

- Taking a position on a ballot question; and
- Doing analysis on the impact of a ballot question.

Individual officers of a Public Body may also communicate a position on a ballot question. Apart from these narrow exceptions, section 57 of the Michigan Campaign Finance Act (“MCFA”), 1976 PA 388, as amended, MCL 169.257, strictly prohibits activities related to the support or opposition of a ballot question committee.

1. What actions may a Public Body take relative to a Ballot Question? The MCFA broadly defines a Public Body to include:

- (a) A state agency, department, division, bureau, board, commission, council, authority, or other body in the executive branch of state government.
- (b) The legislature or an agency, board, commission, or council in the legislative branch of state government.
- (c) A county, city, township, village, intercounty, intercity, or regional governing body; a council, school district, special district, or municipal corporation; or a board, department, commission, or council or an agency of a board, department, commission, or council.
- (d) Any other body that is created by state or local authority or is primarily funded by or through state or local authority, if the body exercises governmental or proprietary authority or performs a governmental or proprietary function. [MCL 169.211]

The MCFA significantly limits the actions that a Public Body can undertake relative to a ballot question. Generally, the MCFA provides the following:

- **Use of Public Resources Prohibited.** Michigan’s Campaign Finance Act prohibits a Public Body or an individual acting on behalf of the Public Body from using or authorizing the use of public resources to make a contribution or expenditure to influence or assist the qualification, passage, or defeat of a ballot question. [MCL 169.257(1)]
- **Exceptions for Views of Officials and Factual Information.** This general prohibition does not apply to “the expression of views by an elected or appointed public official who has policy making responsibilities” or to the production or dissemination of factual information concerning issues relevant to the function of a Public Body. A Public Body may undertake an analysis of the potential impacts of a ballot question. [MCL 169.257(1)(a) to (b)]
- **Adoption of Resolution.** A Public Body may adopt a resolution supporting or opposing a ballot question.
- **Publicizing Resolution.** A resolution supporting or opposing a ballot question may only be publicized in the same manner as other resolutions adopted by a Public Body and the use of

public resources to distribute or publicize the resolution beyond ordinary means is a violation of the MCFA.

- Occasional, Incidental Use of Public Resources by Official. The occasional, incidental use of public resources to communicate with a constituent or the media regarding a ballot question falls within the statutory exception because public officials have an obligation to take positions on controversial political questions so that constituents are fully informed and better able to assess their qualifications for office.
- Mass Communication Prohibited. Mass distribution of e-mail messages, mailing of brochures, postcards, or flyers that in express terms advocates the passage or defeat of a ballot question is prohibited.