

**CITY OF MASON
CEMETERY BOARD MEETING
MINUTES OF APRIL 26, 2018**

Brown called the meeting to order at 3:30 p.m., in the First-Floor conference room at 201 W. Ash Street, Mason, Michigan.

Present Commissioners: Melvin Brown, Scott Shattuck
Absent Commissioner: None
Also Present: Sarah J. Jarvis, City Clerk
Kirk Crawford, DPW Foreman
Tom Silsby, DPW Superintendent

APPROVAL OF MINUTES – June 13, 2016

Minutes from the June 13, 2016 were unable to be located so could not be approved.

UNFINISHED BUSINESS

None.

PEOPLE FROM THE FLOOR

None.

ELECTION OF CHAIR AND VICE CHAIR

MOTION by Shattuck, second by Brown,
to nominate Melvin Brown for Chair.

Yes (2) Shattuck, Brown

No (0)

Vacant (1)

MOTION APPROVED

MOTION by Brown, second by Shattuck,
to nominate Scott Shattuck for Vice-Chair.

Yes (2) Brown, Shattuck

No (0)

Vacant (1)

MOTION APPROVED

NEW BUSINESS

Discussion – Use of Artificial Flowers, Urns, Shepherd Hooks and Solar Lights

It was discussed that Artificial Flowers, Shepherd Hooks and Solar lights should still only be

allowed during the time frame of November 1 to April 1. It was agreed that if an urn has not been used for one (1) consecutive year instead of (5) consecutive years it may be removed from the Cemetery.

Discussion – Veterans Flag Procedures

Discussion took place that we need to come up with a method of determining which graves belong to Veterans. During the lot/grave opening procedure we will now start asking as to whether the person was a veteran to help keep an accurate list of gravesites that should have flags placed upon them. Discussion also took place that instead of only having the flags be on gravesites from Memorial Day – July that they should be placed on gravesites from Memorial Day – Veterans Day. Kirk Crawford said that he budgets for new flags every year. Kirk Crawford and Scott Shattuck agreed to start creating a list of graves by Section that indicates which gravesites are veterans.

Discussion – Benches/Monuments

Discussion took place about the allowing of benches in the cemetery. Our Rules and Regulations under “Flowers and Decorations” states no benches. However, Clerk Jarvis pointed out that this seems to only indicate for decoration purposes not for a monument/headstone

MOTION by Shattuck, second by Brown
to approve the placement of granite benches as headstones/markers in Maple Grove Cemetery.

Yes (2) Brown, Shattuck
No (0)
Vacant (1)

MOTION APPROVED

Discussion – Allowing of Pet Cremains

Discussion took place regarding pet cremains or pet burials and on whether it is allowed by state law.

MOTION by Shattuck, second by Brown
To not allow pet cremains or pet burials in the Maple Grove Cemetery.

Yes (2) Brown, Shattuck
No (0)
Vacant (1)

MOTION APPROVED

Discussion – Opening and Closing of Graves Pricing/Overtime Charge

Discussion took place regarding the charges for Opening/Closing of Graves. It was discussed to change the time from 3:30 p.m. to 3:00 p.m. for the overtime charge for openings. Clerk Jarvis explained that this is part of the directory of charges and if we want to make this change it would need to be part of this process. Kirk Crawford and Clerk Jarvis will also calculate the

actual cost of a grave opening to analyze whether we are charging accurately. This topic will be brought back to the next meeting for further review.

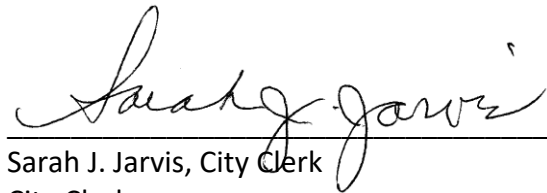
Discussion – Revising Cemetery Rules and Regulations – Adding more information for the Public.

Clerk Jarvis in coordination with Kirk Crawford will start working on revising the current Rules and Regulations to be brought back to the Cemetery Board for Review.

It was requested by the Cemetery Board to regularly scheduled Quarterly meetings.

ADJOURN

The Meeting was adjourned at 4:13 p.m.



Sarah J. Jarvis, City Clerk
City Clerk