

**CITY OF MASON
CEMETERY BOARD MEETING
MINUTES OF MARCH 4, 2019**

Brown called the Cemetery Board meeting to order at 3:30 p.m., in the Oak Room at 201 W. Ash Street, Mason, Michigan.

Board Members Present: Brown, Ferris, Shattuck
Absent Board Members: None
Also Present: Sarah J. Jarvis, City Clerk
 Kirk Crawford, DPW Foreman
 Levi Rice, DPW Foreman

ELECTION OF CHAIR AND VICE CHAIR

Clerk Jarvis opened nominations for the office of Chair of the Cemetery Board

Ferris nominated Melvin Brown

Clerk Jarvis closed the nominations for the office of Chair of the Cemetery Board

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

MELVIN BROWN ELECTED CHAIR OF CEMETERY BOARD

Clerk Jarvis opened the nominations for the office of Vice-Chair of the Cemetery Board

Shattuck nominated Elaine Ferris
Melvin Brown nominated Scott Shattuck

Clerk Jarvis closed the nominations for the office of Vice-Chair of the Cemetery Board

Shattuck: Yes (2) Brown, Ferris
 No (1) Shattuck

Ferris: Yes (1) Shattuck
 No (0)

SCOTT SHATTUCK ELECTED VICE-CHAIR OF THE CEMETERY BOARD

PUBLIC COMMENT

None

APPROVAL OF MINUTES – April 26, 2018

MOTION by Shattuck, second by Ferris
to approve the April 26, 2018 Cemetery Board Minutes

Yes (3) Brown, Ferris, Shattuck

No (0)

MOTION APPROVED

CORRESPONDENCE

Noted that next scheduled meeting of the Cemetery Board is March 27, 2019

UNFINISHED BUSINESS

A. Revising Maple Grove Cemetery Rules and Regulations

Board went through each section of the revised Maple Grove Cemetery Rules and Regulations. Recommendations for changes and corrections were made and the Clerk agreed to do additional research on some areas. Corrections will be made to the document and presented for approval to the Board at the next scheduled Cemetery Board meeting on March 27, 2019

B. Veterans Flag Procedures – Inventory Process

DPW Foreman along with Scott Shattuck will inventory the graves noting all veterans in Maple Grove Cemetery so a master list can be created in the Clerk's Office.

C. Opening and Closing of Graves Pricing – Cost Analysis

Clerk Jarvis will contact neighboring communities to compare the City of Mason's Opening prices and if they charge additional for winter burials. Information will be provided at the next meeting on March 27, 2019.

NEW BUSINESS

None

ADJOURN

Cemetery Board Meeting was adjourned at 4:25 p.m.



Sarah J. Jarvis, City Clerk
City Clerk