



## **Cemetery Administrator Job Description and Contract**

**Crystal Lake Township ("Township") owns two cemeteries in Frankfort, Michigan (49635)  
East Cemetery, 1658 Frankfort Highway and North Cemetery, 1511 Pilgrim Highway,**

Cemetery Administrator ("Administrator" or "Admin") agrees to perform services for the Township under the terms and conditions set forth in this contract.

General tasks and terms include but are not limited to the following.

The Administrator shall

1. **demonstrate willingness and ability to work** with a myriad of parties, all with different expectations of and requiring different things from the Administrator:
  - A. the Township Sexton
  - B. the Township Foundations Installer
  - C. the Township Grounds Maintenance crews
  - D. the Township Cemetery Committee members
  - E. all types of funeral services personnel
  - F. the Township Board
  - G. the military and its agencies
  - H. vault companies
  - I. foundation companies
  - J. monument companies
  - K. the families and friends of the deceased
  - L. law enforcement
  - M. environmental agencies/organizations
  - N. clergy
  - O. historians and ancestral searchers
  - P. repair personnel (plumbers, electricians, carpenters, roofers, power company workers)
  - Q. attorneys, insurance company and estate representatives
  - R. the community
  - S. the general public.

2. **have work accomplished expeditiously within timeframes** for all the different kinds of burials, all kinds of foundation and monument installments, maintenance, veterans' flags placement and removal, required paperwork, as well as Board, family and community expectations.

3. **Fulfill tasks that require**

- A. **adequate physical exertion** (e.g. digging for iron boundary markers, measuring in the field, lifting pots, discarding of spent funeral decorations, walking off-road through burial grounds, and more);
- B. **good communication, managerial, organizational and computer skills** to handle all office-oriented chores such as the documentation and record keeping involved with a cemetery operations;
- C. **public relations management** with all parties often under mental, emotional, physical and/or financial duress as well as the added stress of time, familial and legal constraints;
- D. **a working knowledge** of state and federal laws, the township cemetery ordinance and contracts, general history of the cemeteries and layout of cemeteries

The Administrator shall perform specific tasks as listed following on separate page. [See addendum].

Contract Terms

The one year contract for the Township's fiscal years 2024-5, shall commence on April 1, 2024/end on March 31, 2025, with no obligation by either party to continue upon a 2 week "without cause" notice, with an annual salary of \$\_\_\_\_\_.

Admin Printed Name \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

Clerk Printed Name \_\_\_\_\_

Clerk Signature \_\_\_\_\_

Date \_\_\_\_\_

## Cemetery Management Tasks and Qualifications as of 2.13.24

- Be familiar with overarching historical involvement by townships with cemeteries
- Know the Federal and Michigan Statutes regulating cemeteries
- Treat and care for the cemeteries as government property
- Understand the difference between purchase of actual property vs. purchase of burial right
- Help to regulate private, church or other non-township owned cemeteries within township
- Identify any private or abandoned cemeteries within the township
- Have knowledge and use of proper of terms/general vocabulary associated with all aspects of the cemetery
- Identify/mark/familiarize yourself with the corners of each cemetery for legal boundaries
- Become closely familiar with cemetery layouts, including every section of each cemetery (e.g. order of rows, lettering of sections) for quick recall
- Understand the legal ramifications of all types of burials, sales, assignments, transfers
- Represent township interests in courts of law, in lawsuits, in all attorney contact, with plaintiffs
- Attend to all correct plot mapping of the cemeteries
- Attend to all appropriate records associated with the cemeteries (e.g. notes, sales agreements, family contact information, plot diagrams; obituaries, family trees, invoices, digital spreadsheets, foundation orders, journals, photographs and more)
- Attend to the sale of burial rights
- Attend to the (re-) assignment of plots
- Attend to transfer of burial rights
- Attend to the repurchase of burial rights
- Attend to burial-transit permits
- Attend to cemetery records organized by plot owners
- Attend to cemetery records organized by burials
- Attend to cemetery records organized by date
- Attend to all dis-interments or re-interments
- Discern whether discretionary or court-ordered dis-interment/re-interment
- Diagram all burial locations within a plot
- Diagram all foundations within a plot
- Label all burials by type (e.g. green; cremains, if in container and what size, kind, scattered, mixed with other individual(s); casket, casket type, vault, and more)
- Physically find all appropriate records pertaining to a family or burial space
- Identify "Potter's Fields" sections of cemeteries
- Know the procedure for indigent or poverty sales, burials and foundations
- Know/follow/advise on revisions/update the CLT Cemetery Ordinance
- Communicate professionally, effectively and timely with all parties (e.g. families and friends, the VA and veterans associations, the township board, health department, funeral providers, maintenance crews, foundation and vault companies, sexton, coroners, visitors, genealogy researchers and more)
- Communicate with a digital and/or paper trail when appropriate
- Locate and secure proper titles to cemeteries

- Locate and secure Endowment paperwork including terms by which monies may or must be spent
- Submit and monitor annual budget for cemeteries
- Cooperate with Capital Improvement Committee for long range planning for upkeep and expansion plans
- Plan and execute decisions for long-range strategies, both financial and physical
- Monitor financial dealings of monies handled by clerk and treasurer
- Physically mark or re-mark corners of all plots with appropriate stakes
- Manage volunteer crews (e.g. high school students, boy or girl scouts, American Legion members) who choose to help with projects
- Order from county and accurately place official veteran markers
- Shop for price and availability of American flags to be placed every spring on every veteran's grave, and order
- Supervise & participate in placing of veterans' flags in spring and removal thereof in the fall
- Physically monitor the cemeteries for vandalism, theft, rogue burials, plantings or cutting of plantings, fallen trees or branches and general storm damage, vagrancy, hunting, illegal entry successful completion of burials, placement of foundations/markers, and more.
- Assist in genealogy searches
- Investigate needs, recommend solutions for and assist in cemetery stone repair/restoration
- Acquaint yourself with what insurance provider covers by way of damage in the cemeteries
- Work with insurance providers to avoid or remedy potential liability factors
- Instigate projects to reclaim dormant or abandoned burial rights
- In addition to being "boots on the ground," be the eyes on the plants and inspect vegetation for plant or tree diseases and insects noted as pests or invasive
- Work with State Department of, as M-22 and M-115 run aside both our cemeteries, on such issues as repaving, snowplowing, drainage ditches and more
- Advise families and non-family arrangers of burials and markers
- Secure and preserve related maps and documents of historical value
- Cooperate with local historical groups and organizations
- Cooperate with veterans' groups and organizations
- Conduct historical tours
- Conduct marker cleaning/care sessions
- Mediate family or relatives' disagreements
- Comfort the bereaved
- Answer and carry on all ongoing related emails, phone calls, visits and letters seeking information, arranging for services, assurances, ordering, settling accounts and more
- Clean cemeteries of all decayed organic décor and non-sanctioned décor
- Keep count of available gravesites left unsold
- Monitor undeveloped cemetery woods
- Organize and update readable, usable veterans records
- Order new and replacement stantions for veteran flags
- Work with vets' organizations for ceremonies, recognition, verification, decoration, honoring
- Practice patience with those constituents with their attending mood and opinions

TO: Catherine Mullhaupt  
Jan 30, 2024, 2:42 PM (7 days ago)

I understand that the clerk cannot be held to perform cemetery-related duties due to no specific statute that assigns them to the clerk's office. It also says in the Clerk's Guide, under *Section I: Clerk's Additional Duties*, it says "Absent a designation by the township board or law that someone other than the township clerk is responsible for such duties, these responsibilities often fall with the township clerk's office."

In our original quest to relieve the clerk of the office's overwhelming workload of record keeping, keeping the general ledger and elections, to name the top three statutory tasks, our board tied the cemetery administration to the supervisor, thus evening out work to be accomplished. Our duly adopted Cemetery Ordinance was changed, however, and now says most of work involved will be performed by the "Cemetery Administrator" and not the "Supervisor.")

Our question: Is it possible for the supervisor to be paid for the additional duty of managing/overseeing our township cemeteries? I've tried to read the "Incompatible Offices" paragraphs in our MTA manuals but get confused about determining a ruling in our case.

**A. "Additional Duties of Township Board Members":**

See the two attached documents on Additional Duties. Here is the law involved: [Incompatible Offices Act](#), here is the [section of that Act that prohibits holding two or more "incompatible offices,"](#) and the specific section that authorizes—as an exception to previous section-- what we refer to as “additional, non-statutory duties” for township board members.

**Yes, when a township board authorizes a township board member to perform “additional, non-statutory duties” (a job with the township that is not already part of that board member’s statutory duties of their office), they may agree to pay the board member compensation for doing that work. The board is not required to pay minimum wage or hour to the board member, but it may certainly do so. Board members performing additional duties are not subject to overtime or “time off” or unemployment insurance, because they are still a board member—holding office 24/7/365, as long as they are alive and holding office. The board or the board member can change their mind at any time (because it still IS an exception to the law that prohibits it.)**