

Special Meeting of the Crystal Lake Township Board

1651 Frankfort Highway, Frankfort MI 49635

April 27, 2021

Meeting was called to order by Supervisor Amy Ferris at 7:00 p.m. via Zoom.

Pledge of Allegiance was recited.

Roll Call: Ferris, Nielsen, Northway, Popp and Sullivan were present, constituting a quorum.

Purpose:

- Allocation of funds for cost of clerk's new desk
- Clarification of new burial fees start date
- Adoption of amended Cemetery Ordinance

Agenda: Ferris moved to accept the agenda as presented. Popp seconded. Roll was called; all ayes. Motion passed.

Conflicts of Interest: There were no conflicts of interest declared.

Public Comment: None.

New Desk: Ferris moved that the Board approve up to \$1,000.00 for the clerk to spend toward the purchase of a new desk. Northway seconded. Roll was called; all ayes. Motion passed. Popp said she believed this should be considered a supply item, rather than an issue for the Buildings & Grounds Committee; she asked the Policy Committee to please prioritize work on a much-needed Purchasing Policy.

Burial rates: Northway moved that though the new rates should go into effect as of June 1, 2021, the current rates could be applied for those families who worked with either the Township or a funeral home before that date if they paid the full amount due before June 1, 2021. Nielsen seconded. Roll was called; all ayes. Motion passed. The new rates should be posted on the website as soon as possible so that new customers have adequate advance notice.

Cemetery Ordinance: Ferris proposed that the discussion focus on key points of contention rather than a line-by-line review.

- **Alcohol:** Popp moved that Line 8 in Section X (B) regarding the prohibition of alcohol be deleted. Nielsen seconded. Roll was called; Ferris, Northway and Sullivan voted No; Nielsen and Popp voted Yes. Motion failed.
- **Limitations on the quantity of burial rights** that can be purchased (Section IV (B)) will remain, however, it might be advisable to consider developing a description of the circumstances under which this might apply.
- **Process of vacating a burial right** (Section V (C)): the standards recommended by the attorney will replace the proposed language.
- **Transfer of burial rights** (Section V (B)): the proposed language is OK.
- **Records** (Section XII): Paragraph (A) is OK, but paragraph (B) will be removed from the Ordinance, but referred to the Policy Committee for inclusion in the Policies and Procedures (P&P) Manual.
- **Payments** (Section XIII (B)): The first sentence should read "All direct payments shall be made payable to Crystal Lake Township **only and either** deposited with the Crystal Lake Township Treasurer at the township hall **or** addressed to PO Box 2129, Frankfort, MI 49635." [Changes italicized & highlighted.] The second sentence in that paragraph will be deleted, because it is not necessary.
- **U.S. Flags** (Section IX, (D)): Insofar as the proposed language only relates to those flags and suitable flag holders **provided by** the Township [emphasis added], it is OK, but it should not be read to prohibit families from choosing to place flags at their own expense, although it would be advisable to develop appropriate guidelines.
- **Sale of Burial Right** (Section IV (G)): All but the first sentence of this paragraph should be deleted from the Ordinance, but, following a separate Board resolution regarding pricing, the remainder can be included as a separate document with cemetery printed materials and website information.
- **Holidays** (Section VI (A)): proposed language is OK.
- **"Amendment to" Ordinance** (Section XVIII): Ferris will check with the attorney and Catherine Milhaupt at MTA regarding the appropriate legal language to use.

Next Steps: Ferris will make the recommended changes, get input from the attorney and MTA, and place the updated version on the website and distribute it to Board members for final approval on May 11, 2021.

Board Comments:

- Northway said he appreciated the harmony demonstrated during the meeting.

Meeting adjourned at 8:28 p.m.

Sue Sullivan, Clerk, reporting.