

Village of Bellaire

CEMETERY COMMITTEE

Helen Schuckel, Chairman

David Schulz (Village of Bellaire)

Terry Smith (Forest Home Twp.)

Meeting Minutes
October 29, 2010
9:00 AM

Members Present: Helen Schuckel, David Schulz & Terry Smith

Members Absent: N/A

Staff Present: Cathy Odom & Ken Stead.

Others Present: N/A

1. **Call to Order:** Chairman Schuckel called the meeting to order at 9:00 am.
2. **Approval of Agenda:** The agenda was approved as written.

**Motion by Schulz, seconded by Smith, to approve the agenda as presented.
Motion carried by voice vote.**

3. **Approval of Minutes:** The minutes were approved as presented.

**Motion by Schulz, seconded by Schuckel, to approve the minutes of
August 20, 2010 as presented. Motion carried by voice vote.**

4. **Public Comment on Agenda Items:** None presented.
5. **Old Business:**

- a) **Review of Rules & Regulations:** The committee reviewed revisions to the cemetery rules and had no objections. Mr. Schulz suggested allowing those that have decorated lots to remain, but moving forward, all must follow the rules. Mr. Stead stated that some owners remove their items in the fall and once that is done, they should have to abide by the new rules in the spring. Committee agreed. How to get the word to the owners of the lots was discussed. Posting a notice at the cemetery water spickets and sending out letters were some options.

**Motion by Schulz, seconded by Smith, to recommend to the Village
Council to approve the proposed changes to the cemetery rules.
Motion carried by voice vote.**

6. **New Business:**

- a) **Yearly Review of Rates:** Rates are reviewed annually according to our ordinance. The committee discussed how many open plots were still available and it was noted that even though we are closer to being full, there were still a good number available.

P.O. Box 557 202 N. Bridge Street
Bellaire, MI 49615

Phone (231) 533-8213

Fax (231) 533-8753

E-Mail: vlgbellaire@torchlake.com

VILLAGE OF BELLAIRE ADMINISTRATION AND PERSONNEL COMMITTEE

Motion by Schulz, seconded by Smith, to confirm the cost of grave openings with Mortensen's Funeral Home, making them correct and current, update the rate schedule to reflect effective October 29, 2010 and recommend to the Village Council for approval.

Motion carried by voice vote.

Ken Stead stated we need to make a correction to the rate schedule to allow for two cremations per site instead of the stated one.

- b) **Ownership of Sites 1128 3 & 4:** Lot #1128, graves 3 & 4 were purchased, however, when deceased were buried they were placed in the wrong area of the lot. When this occurred the Village issued them a new deed for 1128, 3A & 4A and did not retrieve the previous deed. They now have a deed for both sets of gravesites.

Motion by Schulz, seconded by Smith, to recommend to the Village Council to acknowledge our clerical error and allow them to retain both deeds. Motion carried by voice vote.

- c) **Legality Concerns for Grave Digging:** We currently have an agreement with Mortensen Funeral Home to open graves for burial. They collect the fees and keep the revenue. We recently received an attorney opinion and found that according to State statute, because it is our cemetery and for liability concerns, we are supposed to set the rates, collect the fees and then reimburse them for the cost of the grave opening.

Motion by Schulz, seconded by Smith, to recommend to the Village Council to modify the agreement with Mortensen Funeral Home to reflect the collection of the grave opening fees, submitting them to the Village and then pay them for the opening of the graves.

Motion carried by voice vote.

7. Discussion Items:

- a) **MTPP Cemetery Liabilities Presentation:** Our risk management company presented a training session on municipal cemeteries. Schuckel informed the committee of some of the main points of the presentation and stated it was beneficial.

8. **Communications/Informational:** None presented.

9. **Member/Public Comment:** None presented.

10. **Adjourn:** Meeting adjourned at 9:35 AM.

Respectfully Submitted:
Cathy Odom, Deputy Clerk

Approved: _____

Date: _____