

Township Cemetery Ordinance

CHIPPEWA TOWNSHIP MECOSTA COUNTY, MICHIGAN (Ordinance No. 13-1)

An ordinance to protect the public health, safety and general welfare by establishing regulations relating to the operation, control, maintenance and management of cemeteries owned, controlled or operated by the Township of Chippewa, in Mecosta County, Michigan; to provide penalties for the violation of said ordinance, and to repeal all ordinances or parts of ordinances in conflict therewith.

THE TOWNSHIP OF CHIPPEWA ("Township"), COUNTY OF MECOSTA, MICHIGAN ORDAINS:

Section 1: Title

This Ordinance shall be known and cited as the "Chippewa Township Cemetery Ordinance."

Section 2: Purpose and Intent

The Chippewa Township Board recognizes and concludes that the proper and reasonable maintenance, appearance and use of the cemetery or cemeteries owned or controlled by the Township is an important function of the government of the Township. It is also important that burials, disinterment and other matters associated with a municipal cemetery are handled in a respectful and proper way in order to promote safety, public health and general welfare of the community. The Township Board finds that the adoption and enforcement of this Ordinance is in the best interests of the property owners and residents of the Township.

Section 3: Definitions

- (a) "Burial space" or "grave site" means an area or space that is designed for the earth interment of one adult in a Township cemetery.
- (b) A "cemetery plot" shall consist of an area in a Township cemetery of 10'x20' and accommodate 4 burial spaces; provided, however, that the Township Board may determine the size, configuration and location of grave sites by resolution.
- (c) "Eligible person" means a person that may be lawfully buried in a Township cemetery and includes the purchaser of a cemetery plot and the purchaser's immediate family; provided, however, that except as otherwise expressly provided in this Ordinance, only residents or taxpayers of the Township are "eligible persons" for burial within a Township Cemetery.
- (d) "Township" means Chippewa Township
- (e) "Township Cemetery" or "cemetery" means any cemetery owned, operated and/or controlled by the Township.
- (f) "Weekend" means 5:00 PM Friday to 9:00 AM Monday.

Section 4: Sale of Cemetery Plots; Nontransferable

- (a) After the effective date of this Ordinance, cemetery plots shall be sold by the Township to an eligible person for the purpose of burial for the purchaser of cemetery plot, or his or her immediate family. No sale shall be made to funeral directors or others, except for those acting as an agent for an eligible person.
- (b) All sales and transfers of cemetery plots shall be made on a form approved by the Township Board and signed by the designated Township official, which grants a right of burial only and does not convey any other title or right to the cemetery plot or burial space sold. Such forms or certificate shall be signed by the Township Clerk or authorized official agent, and when signed shall constitute evidence that the eligible person has purchased a grave site in a Township cemetery. .
- (c) Notwithstanding the provisions of Section 3(c) of this Ordinance, the Township Clerk or the Clerk's authorized agent is hereby authorized to sell a cemetery plot or grave site to a person other than an eligible person where the such person discloses sufficient personal reason for burial within a Township cemetery through either (1) previous residence in the Township, or (2) a relationship to persons interred in the Township cemetery. Any such decision by the Township Clerk or the Clerk's authorized agent (either granting or denying such variance) may be overturned by the Township Board pursuant to Section 23 hereof.
- (d) Grave sites may be transferred only to those persons that would qualify as an "eligible person" pursuant to this Ordinance. Such transfer may be accomplished only by a written and signed endorsement or assignment written upon the original grave site certificate as issued by the Township Clerk. Any such endorsement or assignment shall also be signed and approved by the Township Clerk, and shall be entered into the official cemetery records of the Township. Upon the completion of such approved assignment, and the recording of the same in the Township cemetery records, the Township Clerk shall issue a new grave site certificate to the assignee, and shall then cancel the original grave site certificate, and mark the Township cemetery records accordingly.
- (e) The Township Board shall have the authority to place a limit on the number of cemetery plots sold to a particular person, as well as such person's family and relatives. Furthermore, the Township shall have the absolute right and discretion to determine whether a particular cemetery plot or plots will be sold to a specific person and where such cemetery plot or plots will be located within which Township cemetery. Such decision shall be based upon reasonable factors, including, but not limited to, the number of vacant cemetery plots available and whether family or relatives of the person seeking to purchase a cemetery plot or plots are buried adjacent or nearby the cemetery plot or plots requested.
- (f) The Township shall have the right to correct any errors that may be made concerning interments, disinterment, or in the description, transfer or conveyance of any cemetery plot, either by cancelling the certificate for a particular vacant cemetery plot or plots and substituting and conveying in lieu thereof another vacant cemetery plot or plots in a similar location within the cemetery at issue or by refunding the amount of money paid for the cemetery plot to the purchaser or the successor of the purchaser. In the event that an error involves the interment of the remains of any person, the Township shall have the right to remove and transfer the remains so interred to another cemetery plot in a similar location in the same Township cemetery in accordance with law.

Section 5: Purchase Price for Cemetery Plots; Indigent Burials

- (a) The purchase price for grave sites shall be determined by resolution of the Township Board and may be revised from time to time by resolution. . The lawful owner of any cemetery plot within the Township shall promptly provide the Township Clerk or authorized official agent with any change in that owner's mailing address.
- (b) All charges shall be paid to the Township Treasurer.
- (c) The Township Board may waive some or all fees for the burial of indigent persons. Furthermore, the Township Board may set aside a portion of a Township cemetery or cemeteries for the burial of indigent persons.
- (d) The fee or other charge for the transfer of one or more grave sites from an original purchaser or previous assignee to a qualified assignee, including the recording of the transfer in the Township cemetery records, shall be as determined by resolution of the Township Board.

Section 6: Grave Opening Fees and Charges

- (a) The Township may charge reasonable fees for the opening and closing of any cemetery plot, prior to and following a burial therein, and including interment of cremains. The Township Board may establish a higher fee for grave openings on weekends and holidays. Such fees shall be set from time to time by resolution of the Township Board, payable to the Township.
- (b) No cemetery plot shall be opened or closed except under the direction and control of the Township Sexton or such other individual as is designated by the Township Board. This subsection B shall not apply to any grave opening, disinterment, or similar matter which is done pursuant to a valid court order or under the supervision and direction of local or state health department authorities; however, even in such cases, the Township Sexton shall be given at least twenty-four (24) hours' prior notice of when such grave opening or closing shall occur.
- (c) The full purchase price of a grave site and the charge for grave opening shall be paid prior to any interment in the grave site. The charge for any disinterment shall be paid, in advance, to the Township Treasurer.
- (d) No Township employee may solicit or accept any form of payment or gratuity for work or services rendered in or associated with a Township cemetery or any grave site therein. Township cemetery employees shall not perform work for grave site owners or other parties other than the Township, except as specifically permitted by the Township Board.

Section 7: Markers or Memorials

- (a) All markers or memorials must be comprised of stone or other equally durable composition.
- (b) The footing or foundation upon which any marker or memorial must be placed shall be constructed by the Township, or such person(s) as may be designated by the Township Board. Fees for such work shall be set from time to time by resolution of the Township Board, payable to the Township. A grave

marker must be placed on and be supported by a footing or foundation that is at or below ground level.

- (c) Should any monument or memorial (including any monument or memorial that was in place before this Ordinance became effective) become unsightly, broken, moved off its proper site, dilapidated or a safety hazard, the Township Board shall have the right, at the expense of the owner of the cemetery plot, to correct the condition or remove the same. The Township shall make reasonable attempts to contact the owner of the cemetery plot prior to commencing any such work.
- (d) The maintenance, repair and upkeep of a cemetery memorial, marker, urn or similar items are the responsibility of the heirs or family of the person buried at such location. The Township has no responsibility or liability regarding the installation, maintenance, repair, replacement or upkeep regarding any such marker, memorial, urn or similar item.

Section 8: Interment Regulations

- (a) Only one (1) person shall be buried in a burial space, except as otherwise provided below:
 - (1) one adult and one infant may be buried in one burial space with the prior approval of the Township Sexton or Township Clerk;
 - (2) two (2) children may be buried in one burial space with the prior approval of the Township Sexton or Township Clerk;
 - (3) one adult and the cremains of another person may be buried in one burial space with the prior approval of the Township Sexton or Township Clerk and provided that the full burial is done before the interment of the cremains;
 - (4) two (2) cremains may be buried in one burial space with the prior approval of the Township Sexton or Township Clerk.
- (b) The Township shall be given not less than thirty-six (36) hours' prior notice in advance of any funeral to allow for the opening of the burial space. The opening and closing of a burial space shall be done only by the Township Sexton or such person(s) as are designated by the Township Sexton or the Township Board.
- (c) The appropriate certificate or form issued by the Township for the cemetery plot involved, together with appropriate identification of the person to be buried therein and the burial-transit permit for the health department, shall be presented to either the Township Sexton or the Township Clerk (or designated Township official) prior to interment. Where such certificate or form has been lost or destroyed, the Township Clerk must be satisfied, from his or her records, that the deceased person to be buried in the cemetery plot is an authorized and appropriate person for cemetery plot before any interment is commenced or completed.
- (d) The surface of all grave sites shall be kept in an orderly and neat appearing manner within the confines of the cemetery plot involved.

Section 9: Disinterment's

- (a) No disinterment or digging up of an occupied grave shall occur until and unless any and all permits, licenses and written authorizations required by law for such disinterment or digging up of an occupied grave have been obtained from any applicable state or county agency, governmental unit or official, and a copy of the same has been filed with the Township.
- (b) The Township Board shall have the authority to refuse to allow a disinterment or the digging up of an occupied grave if the disinterment or digging up of an occupied grave is not done pursuant to a court order (issued by a court of competent jurisdiction) or does not have a reasonable basis.

Section 10: Winter Burials, Holiday Burials and Weekend Burials

- (a) The Township may charge additional fees for winter burials, holiday burials or weekend burials.
- (b) If a winter burial cannot occur due to inclement weather, frozen ground or similar condition, the deceased person may be kept in winter storage until a spring burial can occur. All such winter storage costs shall be paid by the estate of the deceased person or person's next of kin.
- (c) No winter burial shall occur without the prior consent of the Township Board or Township Sexton.

Section 11: Cremains

- (a) Cremains shall be buried in a container approved by the Township in a burial space in a Township cemetery in accordance with the provisions of this Section and Section 8 of this Ordinance.
- (b) No cremains shall be scattered or dispersed within a Township cemetery.
- (c) No cremains shall be buried without the consent of the Township Sexton.

Section 12: Grounds Maintenance

- (a) Flower pots, urns and grave blankets may be placed and maintained at the head stones of graves no earlier than May 1 and must be removed no later than October 1 of each year. Decorations will be permitted for holidays falling outside of these dates, but only for three (3) weeks prior and three (3) weeks following a holiday. Veteran flags and flag holders shall be governed by the Veteran's Administration rules and guidelines.
- (b) No grading, leveling or excavating within a cemetery shall be allowed without the prior permission of the Township Sexton. Furthermore, no tree, shrub, landscaping or similar plantings shall occur without the prior written permission of the Township Sexton.
- (c) No artificial flowers shall be planted outside of an urn. Any artificial flowers planted outside of an urn will be removed by the Township Official.
- (d) The Township Board reserves the right to remove or trim any existing trees, plants or shrubs located within a cemetery in the interest of maintaining proper appearance and the use of the cemetery.

- (e) Mounds, bricks, blocks and any borders that hinder the free use of a lawn mower or other gardening apparatus are prohibited.
- (f) The Township Sexton shall have the right and authority to remove and dispose of any and all growth, emblems, displays, containers and other items that through decay, deterioration, damage or otherwise become or are unsightly, a source of litter or a maintenance problem.
- (g) Surfaces other than earth or sod are prohibited.
- (h) All refuse of any kind or nature including, but not limited to, dried flowers, wreaths, papers and plastic flower containers must be removed from the cemetery within ten (10) days after burial.
- (i) No glass containers or items are allowed.
- (j) Except for markers, memorials, flowers, urns, and decorations expressly allowed by this Ordinance (including, but not limited to veteran flags), benches, landscaping, bricks, stones, grave border materials, or other structures are expressly prohibited and may not be installed or maintained within a Township cemetery, nor shall any grading, digging, mounding or similar alteration of the ground or earth occur except as authorized by this Ordinance or by the written permission of the Township Sexton.

Section 13: Disclaimer of Township Liability and Responsibility

Every person who enters, remains in and travels within a Township cemetery does so at their own risk. The Township owns and maintains the Township cemeteries in its governmental function as a Township. The Township shall not be liable for liability or damage of any kind with respect to any matter arising out of or in any way related to the ownership or operation of any Township cemetery or any part thereof. No officer, agent, or employee of the Township shall have any liability for any damage which may occur to any persons or property as a result of any act, decision or other consequence or occurrence arising out of any duties or conduct associated with the Township cemeteries. The Township is not responsible for any injury, accident or other calamity that might occur to any person present in a Township cemetery. Furthermore, the Township is not responsible for any damage or vandalism to, theft of or deterioration of any burial monument, headstone, flower urn or other item placed at any cemetery plot, burial site or anywhere in a Township cemetery. The purchaser or transferee of any cemetery plot or the equivalent (and all subsequent transferees, assigns, heirs or beneficiaries) hereby releases, waives, indemnifies and hold harmless the Township for, from and against any injury, damages, causes of action, claims, costs and expenses associated with, relating to and/or involving the cemetery plot involved. Such waiver, release and hold harmless provision shall apply not only to the Township, but also as to the Township Sexton and any Township employee, officer, official or agent.

Section 14: Forfeiture of vacant cemetery plots or burial spaces

Cemetery plots or burial spaces sold after the effective date of this Ordinance and remaining vacant for forty (40) years or more from the date of their sale shall automatically revert to the Township upon the occurrence of the following events:

- (a) Notice shall be sent by the Township Clerk by first-class mail to the last known address of the last owner of record informing him/her of the expiration of the 40-year period and that all rights with respect to said plots or spaces will be forfeited if he/she does not affirmatively indicate in writing to the Township Clerk within sixty (60) days from the date of mailing of such notice of his/her desire to retain such burial rights; and
- (b) No written response to said notice indicating a desire to retain the cemetery plots or burial spaces in question is received by the Township Clerk from the last owner for record of said plots or spaces, or his/her heirs or legal representative, within sixty (60) days from date of mailing of said notice.

Section 15: Repurchases of Plots or Burial Spaces

The Township may repurchase any cemetery plot from the owner for the original price, upon written request of said owner or his or her legal heirs or representatives, to the Township Board.

Section 16: Records

The Township Clerk or authorized agent shall maintain records concerning all burials, cemetery plots, issuance of burial permits and any other records of the Township related to Township cemeteries, and the same shall be open to public inspection at all reasonable business hours.

Section 17: Vaults

- (a) The use of concrete vaults shall be the decisions of the owner or his or her legal heirs or representatives.
- (b) Cremains shall be in a container approved by the Township.

Section 18: Cemetery Hours

Unless otherwise specified by the Township Board by resolution, all Township cemeteries shall be closed from Dusk to Dawn. During these hours, no person shall be present in a Township cemetery. Such prohibition on being present in a Township cemetery during the time when a Township cemetery is closed shall not apply to the Township Sexton, any Township official, a person accompanied by the Township Sexton or Township official, or any law enforcement or firefighting official when engaged in the lawful duties of any such office or position.

Section 19: Prohibited Uses and Activities

The following prohibitions shall apply within any Township cemetery:

- (a) No person shall destroy, deface, apply graffiti to or otherwise injure any monument, sign, tree or other lawful item located within a Township cemetery.
- (b) No person shall disturb the peace or unreasonably annoy, harass or disturb any other person who is lawfully present on the grounds of any Township cemetery.

- (c) No vehicles shall be permitted to drive on lawns or cemetery plots in a cemetery.
- (d) There shall be no entry or presence in the cemetery by any person when the cemetery is closed or outside of authorized times.
- (e) There shall be no destruction of cemetery property.
- (f) There shall be no destruction, defacing, cutting, etc. of any tree or plant within a cemetery unless written permission is granted by the Township Board.
- (g) There shall be no headstones, ornaments, vases, plastic flowers, fences, benches, trellises, statues, signs or any other item placed, kept, installed or maintained in a cemetery except those expressly allowed by this Ordinance or written permission of the Township Board.
- (h) There shall be no disturbing the peace or engaging in any loud or boisterous conducts.
- (i) There shall be no digging, grading or mounding unless expressly authorized by this Ordinance or the Township Board.
- (j) There shall be no driving of a motor vehicle on any portion of a cemetery except the designated roads or drives. Motor vehicles within the cemetery shall always keep to the right side of a cemetery road. Motor vehicles shall not park or come to a complete stop in front of an open grave unless the occupants of the vehicle are in attendance at a funeral. Motor vehicles shall not be driven off a cemetery road or be driven in a manner such as to damage any grass, tress, shrubbery or plants in the cemetery. No person shall park or leave a motor vehicle in such a location as to prevent any other motor vehicle from passing. Motor vehicles operated within a cemetery shall maintain a speed of no greater than five miles per hour. A vehicle shall not be operated in the cemetery for recreation purposes. Any motor vehicle improperly parked within a cemetery may be removed by the Township, and the owner and/or operator of the vehicle shall be responsible for all costs of such removal.
- (k) There shall be no motorcycles, snowmobiles, four wheelers, go-carts or similar vehicles.
- (l) There shall be no gathering of persons in excess of 75 people without prior Township approval (except during or incidental to a funeral occurring concurrent with burial) or during a scheduled memorial.
- (m) There shall be no disinterment or grave openings unless approved by the Township or Township Sexton.
- (n) There shall be no possession or consumption of any alcoholic beverage.
- (o) There shall be no picnicking or consumption of food without prior Township approval.
- (p) There shall be no music, playing of any radio, or the use of any amplification device or similar item, except pursuant to a military ceremony or a funeral.
- (q) There shall be no solicitation or peddling of services or goods or any signs or placards advertising any goods or services.

- (r) There shall be no littering or dumping.
- (s) There shall be no unlawful interference with or disruption of a lawful funeral or funeral procession.
- (t) There shall be no private signs, moving displays, changeable copy on a sign or lighting with the exception of solar lighting.
- (u) There shall be no fires, open flames or candles. Candles are permitted in a fire proof container only during the winter Holiday Season.
- (v) No children under twelve (12) years of age shall be allowed in any Township cemetery unless accompanied by an adult and are properly supervised by an adult.
- (w) There shall be no domestic animals of any kind or pets allowed within the cemetery grounds. However, this prohibition shall not apply to dogs assisting handicapped persons.
- (x) No firearms or archery arrows shall be discharged or shot except that military or other veterans organizations may carry arms for the purpose of firing over grave at burial of a member.
- (y) No person shall engage in any fight, quarrel or disturbance.
- (z) Cremains or ashes of a deceased person shall not be scattered or dispersed.
- (aa) There shall be no dumping, vandalizing or tipping over of any lawful garbage container or receptacle.

Section 20: Authority of the Township Sexton

- (a) The Township Board shall appoint a Township Sexton, who shall serve at the discretion of the Township Board. The Township Sexton may be a Township employee or independent contractor for the Township at the discretion of the Township Board.
- (b) The Township Sexton shall assist other Township officials with the enforcement and administration of this Ordinance.
- (c) The Township Sexton shall have such duties and obligations with regard to Township cemeteries as may be specified from time to time by the Township Board.

Section 21: Fees

The Township Board shall have the authority to set fees pursuant to this Ordinance from time to time by resolution. Such fees can include, but are not limited to, a fee or fees for burial permits, disinterment permit, grave opening, setting of foundations, grave closing, winter, holiday or weekend burials, the price for a new cemetery plot, transfer fees for cemetery plots, and other matters.

Section 22: Applicability of this Ordinance

- (a) The Township Board shall have the authority to render binding interpretations regarding any of the clauses, provisions or regulations contained in this Ordinance and any rule or regulation adopted pursuant to this Ordinance, as well as their applicability. The Township Board (or its designee) is also authorized to waive application of the strict letter of any provision of this Ordinance or any rules or regulations promulgated under this Ordinance where practical difficulties in carrying out the strict letter of this Ordinance or any rules or regulations related thereto would result in hardship to a particular person or persons or the public. Any such waiver, however, must be of such character as it will not impair the purposes and intent of this Ordinance.
- (b) Any party aggrieved by any interpretation or decision made by the Township Sexton or any Township official, agent or contractor pursuant to this Ordinance, as well as any matter relating to a Township cemetery, rights to a cemetery plot or other matter arising pursuant to this Ordinance, shall have the right to appeal that determination/decision or matter to the Township Board. Any such appeal shall be in writing and shall be filed with the Township within thirty (30) days of the date of the decision, determination or other matter being appealed from. The Township shall give the aggrieved party who filed the written appeal with the Township at least ten (10) days' prior written notice of the meeting at which the Township Board will address the matter unless an emergency is involved, in which case the Township shall utilize reasonable efforts and notify the aggrieved party who filed the appeal of a special or emergency meeting of the Township Board at which the matter will be addressed. Pursuant to any such appeal, the decision of the Township Board shall be final.
- (c) The Township Board may set a fee or fees for any such appeal from time to time by resolution.

Section 23: Authority of the Township to Remove Unauthorized or Unlawful items from a Township Cemetery

Any monument, marker, plantings, trellis, personal item, urn, flowers or foliage (whether real or artificial), structure, flag (except for lawful veterans flags), or other item that has been placed, installed, left or maintained in any Township cemetery in violation of this Ordinance, any Township rule or regulation regarding Township cemeteries, or any county, state or federal law, statue or regulation may be removed by the Township from the Township cemetery at any time and destroyed or disposed of by the Township without prior notice to, permission from, or liability or obligation to the person or persons who left, installed, maintained or kept such item in the Township cemetery. No such item (including, but not limited to, a monument, marker, planting, trellis, personal item, urn, flowers, foliage, structure, flag or similar item) can be installed, placed, maintained or kept in a Township cemetery unless expressly authorized by this Ordinance or a written rule or policy of the Township. Even is such an item is authorized to be installed, kept, maintained or left in a Township cemetery, the Township shall still have the discretion to remove any such item at any time and dispose of the same without prior notice to, consent from or liability to the person or persons who installed, maintained or left such item in Township cemetery.

Section 24: Penalties

A violation of this Ordinance (or of any rule or regulation adopted pursuant to this Ordinance) constitutes a municipal civil infraction. Any person, who violates, disobeys, omits, neglects or refuses to comply with any provision of this Ordinance, or any permit or approval issued hereunder, or any amendment thereof, or any person who knowingly or intentionally aids or abets another person in

violation of this Ordinance, shall be in violation of this Ordinance and shall be responsible for a civil infraction. The civil fine for a municipal civil infraction shall be not less than five hundred dollars (\$500) for the first offense and not less than one thousand dollars (\$1000) for subsequent offenses, in the discretion of the court, in addition to all other costs, damages, expenses and remedies provided by law. For purposes of this section, "subsequent offense" means a violation of the provision of this Ordinance committed by the same person within twelve (12) months of previous violation of the same provision of this Ordinance or similar provision of this Ordinance for which said person admitted responsibility or was adjudged to be responsible. Each day during which any violation continues shall be deemed a separate offense.

A violation of any permit or permit condition issued pursuant to this Ordinance shall also constitute a violation of this Ordinance.

Section 25: Township Officials Who Can Enforce this Ordinance

Unless otherwise specified by the Township Boards by resolution, the following officials or officers shall have the authority to enforce this Ordinance and to issue municipal civil infraction citations/tickets pursuant to the Ordinance:

- Township Supervisor
- Township Clerk
- Township Treasurer
- Township Sexton
- Township Zoning Administrator (if applicable)
- Township Ordinance Enforcement Officer (if applicable)
- Any deputy or the county sheriff's department
- Any State Police officer

Section 26: Severability

The provisions of this Ordinance are here by declared to be severable and should any provision, section or part thereof be declared to be invalid or unconstitutional by any court of competent jurisdiction, such decision shall only affect the particular provision, section or part thereof involved in such decision and shall not affect or invalidate the remainder of this Ordinance, which shall continue in full force and effect.

Section 29: Effective Date; Conflicts

This Ordinance shall become effective thirty (30) days after a copy of this Ordinance (or summary thereof) appears in the newspaper. All ordinances or parts of ordinances in conflict herewith are hereby repealed.

The above Ordinance was offered for adoption by Township Board Member

Kristin Lytle

and was seconded by the Township Board Member

Julie Austin

, the vote being as follows:

YEAS: Kristin Lytle, Julie Austin, George Griffis,
Nancy Helzerman and Ilene Stein

NAYS: None

ABSENT/ABSTAIN: None

ORDINANCE DECLARED ADOPTED.

CERTIFICATION

I hereby declare that the above is a true copy of an ordinance adopted by the Chippewa Township Board at a regular meeting held on Wednesday, October 2, 2013, at the

Chippewa Township Community Building, pursuant to the required statutory procedures.

Dated: October 2, 2013

Respectfully submitted,

By Ilene J. Stein, Chippewa Township Clerk
Ilene J. Stein