

# **PENTWATER TOWNSHIP**

ON PENTWATER LAKE AND LAKE MICHIGAN  
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## **Township Cemetery Advisory Committee Meeting Minutes March 27, 2013**

Chairman Ege called the regular meeting of the Pentwater Township Cemetery Advisory Committee to order at 3:00 p.m.

Members present: Jim Ege, Damon Crumb, Myrna Carlin, Terry O'Grady, Dean Holub

Members absent: None

### **REVIEW & ACTION: AGENDA**

The agenda was accepted as submitted.

### **REVIEW & ACTION: MINUTES OF THE SEPTEMBER 4, 2012 CEMETERY ADVISORY COMMITTEE MEETING**

A motion was made by Member Carlin and duly seconded by Member Crumb to approve the minutes of the September 4, 2012 Cemetery Advisory Committee meeting as submitted. Voice vote. Aye: 5 Nay: 0. Motion carried.

### **OLD BUSINESS**

Members discussed several previously identified capital improvement projects for the cemetery including the front and back gate, chapel, well cover, and tree replacement. It was the consensus of the members that no further action is needed in regard to the front gate as it will remain open at all times of the day, unless problems such as vandalism, etc. occur. Members agreed that the back gate did need replacement due to its condition. Several options were discussed.

Chairman Ege stated that he had purchased and delivered folding chairs for the chapel, as well as a new cemetery tent. Members were in agreement that a dehumidifier was needed for the chapel in order to maintain the condition of the improvements to the interior of the facility.

There was general discussion regarding the need for an attractive cover for the well head. Members suggested several options including contacting the Artisan Center for ideas.

Members discussed the need for tree replacement both in the old and new sections of the cemetery. After much debate, it was the consensus of the members that a landscape plan should be prepared prior to any tree replacement. It was decided that an RFP for landscape plan design should be prepared in order to solicit proposals from a professional landscape firm/individual. Member Holub agreed to draft a proposal for Committee discussion and consideration at its next meeting. Members also discussed the need for filling the planter with flowers at the entrance to the cemetery.

In general, members agreed that a landscape plan, dehumidifier for the chapel, and a new back gate were the highest priorities/needs in terms of funding for the cemetery at this time. It was also the feeling of the Committee that a landscaping plan would likely have to be implemented in phases due to the annual capital outlay budget.

## **NEW BUSINESS**

### **Review and Action: Proposed Bylaws for the Cemetery Advisory Committee**

Chairman Ege presented the proposed Bylaws for the Cemetery Advisory Committee and noted that the Bylaws had been previously approved by the Township Board in February. Member Crumb stated that he had been the chairman of the Village Zoning Board of Appeals and that bylaws were important for the function of a citizens' committee.

A motion was made by Member Ege and seconded by Member Crumb to adopt the proposed Bylaws for the Pentwater Township Cemetery Advisory Committee.

Voice Vote. Aye: 5; Nay 0. Motion carried.

### **Review and Discussion: 2013-14 Pentwater Township Cemetery (Capital Outlay) Budget**

Chairman Ege referred members to the capital outlay budget contained in the 2013-14 Cemetery budget. He stated that pursuant to the Bylaws, one of the duties of the Committee was to make recommendations regarding capital improvements to the cemetery. He said that the Township Board allocated some \$22,454 for such improvements this year. Member Holub stated that the Board was relying on the Committee to prioritize and make recommendations for enhancing the cemetery each year.

Following further discussion, it was the consensus that members would prioritize their recommendations for capital improvements at the next meeting.

### **Review and Discussion: Election of Officers at Next Meeting**

Chairman Ege reminded members that pursuant to the Bylaws, the April meeting of the Committee is considered the “annual” meeting at which time officers of the Committee would be elected for the coming year. It was agreed that nominations would come from the floor and therefore, no need to appoint a nominating committee.

### **Review and Discussion: New Map for Cemetery**

Chairman Ege presented a new map for the cemetery encompassing both the old and new sections of the cemetery. He said that it also includes an outline of the columbariums.

### **NEXT MEETING**

The next meeting of the Pentwater Township Cemetery Advisory Committee will be at 3:00 p.m. on Wednesday, April 24, 2013.

### **ADJOURNMENT**

The meeting was adjourned at 4:00 p.m.

Respectfully Submitted,

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Dean Holub, Secretary