

PENTWATER TOWNSHIP

ON PENTWATER LAKE AND LAKE MICHIGAN
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Township Cemetery Advisory Committee Meeting Minutes Regular Meeting March 29, 2017

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

Members present: John Barker, Myrna Carlin and Sue Ann Johnson

Members absent: Marilyn Cluchey and Terry O'Grady

In Attendance: Chuck Smith, Pentwater Township Supervisor

REVIEW & ACTION: AGENDA

Moved by Ms. Johnson and seconded by Ms. Carlin to approve the Agenda as submitted. Voice vote. Motion carried.

REVIEW & ACTION: MINUTES OF THE SEPTEMBER 28, 2016 CEMETERY ADVISORY COMMITTEE MEETING

Moved by Ms. Carlin and seconded by Mr. Barker to approve the minutes of the minutes off the September 28, 2016 Cemetery Advisory Committee. Voice vote. Motion carried.

OLD BUSINESS – None

NEW BUSINESS

- Ms. Johnson asked about the Cemetery Open House. It was the consensus of the Committee to conduct a Cemetery Open House on Thursday, August 10 (Homecoming) at 1:00 p.m. Ms. Johnson was requested to spearhead the effort by contacting Grace Adventures for horse-drawn carriage tours. She will review last year's file to determine the event planning (i.e. canopy by the Chapel, costumed orators, cookies/punch, transportation, etc.).
- Mr. Smith reviewed the 2017/2018 Budget in the amount of \$78,302 and the 5 Year Capital Improvement Plan (CIP). He recommended that the Cemetery Master Plan be changed. He explained that a second Scatter Garden and an amphitheater in the projected amount of \$81,500 may not be the best way to spend our money because failed retainer walls are in imminent need of repair.

He noted that the new retainer wall constructed in block 11 along the roadway is a very good example of greatly improving the appearance of the Cemetery.

Moved by Mr. Barker and seconded by Ms. Johnson to recommend to the Pentwater Township Board that the Cemetery Capital Improvement Plan be revised to eliminate the second scatter garden and amphitheater in order to replace the failed retainer walls. Voice vote. Motion carried.

- Ms. Johnson presented the financial reports.
- Ms. Johnson reminded the Committee that Sunshine's Outdoor Services had been retained last fall to complete the Respite Garden Landscape Project in the amount of \$26,000. To date, the retaining wall portion and stamped concrete portion in the amount of \$10,400 has been completed. However, last week she was verbally notified by Mr. Kroeze, owner of Sunshine's Outdoor Services, that they had gone out of business and would not be able to complete the project. She has since received written confirmation that they are unable to complete the respite project.

Of the eight businesses who received the Respite Area RFB, only one vendor (Larsen's Landscaping of Scottville) other than Sunshine's had submitted a proposal. Ms. Johnson contacted Larsen's and they will do an onsite visit of the cemetery next week in order to bid on the remaining work.

Mr. Smith added that he was recently contacted by a gentleman who would like to install a granite bench at the cemetery to memorialize his deceased wife. If the style, dimensions and workmanship are acceptable to the Cemetery Advisory Committee and Township Board, the bench could be installed in the respite area.

- Mr. Smith asked for consideration of a veteran's monument estimated to cost \$7,000 to be placed near the Columbarium. After discussion, it was determined that one American flag per veteran interred would be placed at the base of the columbarium as it is already the Township's custom to put an American flag at each burial site of a veteran.

NEXT MEETING

The next regular meeting of the Pentwater Township Cemetery Advisory Committee will be at 3:00 p.m. on Wednesday, April 26, 2017. The Committee will also meet on June 28th, August 30th and September 27th.

ADJOURNMENT

The meeting was adjourned at 3:43 p.m.

Respectfully Submitted,

Sue Ann Johnson, Secretary

DRAFT