

# PENTWATER TOWNSHIP

ON PENTWATER LAKE AND LAKE MICHIGAN  
327 South Hancock Street P.O. Box 512 Pentwater, Michigan 49449  
(231) 869-6231 Website: www.pentwatertwp.org

## **Township Cemetery Advisory Committee Special Meeting Minutes November 26, 2013**

Chairman Crumb called the special meeting of the Pentwater Township Cemetery Advisory Committee to order at 2:00 p.m.

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

Members absent: None

Others present: Chuck Smith, Supervisor, Mike Flynn Township Trustee

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

A motion was made by Member Carlin and duly seconded by Member O'Grady to approve the agenda as submitted. Voice vote. Aye: 5 Nay: 0. Motion carried.

### **REVIEW & ACTION: MINUTES OF THE SEPTEMBER 18, 2013 CEMETERY ADVISORY COMMITTEE MEETING**

A motion was made by Member Carlin and duly seconded by Member O'Grady to approve the minutes of the September 18, 2013 Cemetery Advisory Committee meeting as corrected to change the reference from the Ludington "Cemetery" to the Ludington "Fine Arts." Voice vote. Aye: 5 Nay: 0. Motion carried.

### **OLD BUSINESS**

#### **Review & Action: Draft Cemetery Ordinance**

Chairman Crumb referred members to a revised draft of the Pentwater Township Cemetery Ordinance following discussion and amendments from the last meeting of the Committee. Members discussed comments received from the Cemetery Sexton in response to a request from the Committee regarding certain Sections of the Ordinance. In addition Mr. Holub suggested revisiting Section III which was amended at the last meeting. After reviewing the subject Sections, the following changes were recommended to the Pentwater Township Cemetery Ordinance:

**Section III. A.** Change the reference from the "Township Board" in the second

sentence to the "Township Supervisor and Clerk"

**Section VI. E.** Reaffirm the requirement for only permitting flush markers in the cremain burial areas with the exception of American flags for veteran's installed by the Township.

**Section XII.** Reaffirm the requirement for vaults for cremain burials.

Following further discussion, a motion was made by Member O'Grady and seconded by Member Ege to recommend approval of the draft of the Cemetery Ordinance as amended and to forward the Ordinance to the Township Board for review and action. Voice vote. Aye: 5 Nay: 0. Motion carried.

Chairman Crumb then stated that the Cemetery Fee Schedule should be reviewed in light of a suggestion from the Cemetery Sexton regarding fees for foundations. He referred members to several fee schedules from other townships in the State. Mr. Holub stated that in his brief experience with the Cemetery, residents purchased multiple cemetery space, typically 4-6 or more. He said that the Committee may want to consider increasing the price for additional spaces beyond two (2) in order to discourage purchasing more spaces than a family may ever need. After considerable discussion regarding changes to the fee schedule, the following modifications to the Pentwater Township Fee Schedule were recommended:

**Traditional Grave Sites/Lots (per space)**

Township Property Taxpayer	1-2 spaces	\$100.00
	3-6 spaces	400.00
	>6 spaces	1,200.00

**Cremain Lots (per space)**

Township Property Taxpayer	1-2 spaces	\$ 50.00
	3-6 spaces	200.00
	>6 spaces	800.00

**Foundation Rates**

\$.25/square inch

A motion was made by Member O'Grady and seconded by Member Ege to recommend approval of the draft Fee Schedule for the Pentwater Township Cemetery as amended and to forward the Fee Schedule to the Township Board for review and action. Voice vote. Aye: 4 Nay: 1. Motion carried.

**Review & Action: Cemetery Landscape Design Plan**

Chairman Crumb referred members to the final draft of the Landscape Design Plan for the Cemetery. There was discussion and questions regarding some of the

recommendations, as well as additional suggestions. It was the consensus of the members that the Plan as prepared would serve as an excellent guide for future improvement of the Cemetery as well as to continue the park-like setting of the facility. Members also agreed that the plan could be amended/adjusted as implementation takes place over a period of time. It was also suggested that fund balance funds be tapped in order to supplement annual budgeted capital outlay funds to expedite implementation of the plan.

After further discussion, a motion was made by Member Ege and seconded by Member Carlin to accept the Cemetery Landscape Design Plan as prepared by Progressive AE dated 11.13.13 be accepted as a “working document” and further that the subject Plan be transmitted to the Township Board for review and acceptance. Voice vote. Aye 5 Nay: 0. Motion carried.

### **CIP Status Report**

Member Holub reported that the rear gate had been completed and installed as well as the tree replacement in Blocks 15, 17, and 18. He stated that the trees that were replaced were smaller than requested while the price was lowered accordingly.

### **NEW BUSINESS – None**

### **CITIZEN COMMENTS - None**

### **OTHER ITEMS FROM MEMBERS**

Member O’Grady suggested that the Cemetery Sexton be provided with a shirt or uniform for identification which indicates his position and would be worn only during funerals/burials.

Member Ege questioned whether the signs indicating “Funeral Today” have been utilized during the year. He also suggested that a better lock be placed on the Chapel door to deter break-ins, particularly in the event that a casket is stored in the building over the winter months.

### **NEXT MEETING**

The next regularly scheduled meeting of the Cemetery Advisory Committee is March 26, 2014.

**ADJOURNMENT**

The meeting was adjourned at 3:40 p.m.

Respectfully Submitted,

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Dean Holub, Secretary