

PENTWATER TOWNSHIP

ON PENTWATER LAKE AND LAKE MICHIGAN
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Township Cemetery Advisory Committee Meeting Minutes Special Meeting September 13, 2016

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

Members present: John Barker, Myrna Carlin, Dean Holub, Terry O'Grady, Marilyn Cluchey

Members absent: None

REVIEW & ACTION: AGENDA

A motion was made by Member Carlin and duly seconded by Member Cluchey to approve the Agenda as submitted. The motion was unanimously approved by voice vote.

REVIEW & ACTION: MINUTES OF THE RESCHEDULED JULY 28, 2016 REGULAR CEMETERY ADVISORY COMMITTEE MEETING

A motion was made by Member O'Grady and duly seconded by Member Carlin to approve the minutes of the rescheduled July 28, 2016 regular Cemetery Advisory Committee meeting. The motion was unanimously approved by voice vote.

OLD BUSINESS – None

NEW BUSINESS

Review & Action: Bids

Members reviewed two bids for the proposed respite area in Block 20 of the Cemetery. Bids were received from Sunshines Outdoor Services LLC and Larsens Landscaping in the amount of \$45,500 and \$61,391 respectively. Members expressed concern over the amount of the bids, indicating that they were significantly higher than the engineer's original estimate. The primary item which exceeded the estimate was the purchase and installation of the trellis/ pergola. Mr. Holub read a portion of the bid document which indicated that the Township could reject all bids or modify any provision of the bid. He stated that the Township could finance the project over two years since the lowest bid

exceeded the budget for the project. Members felt that the respite area was a needed improvement for the Cemetery, however, even the lowest bid by Sunshines Outdoor Services, was not a fiscally responsible expenditure for the proposed project. Following further discussion, a motion was made by Member Barker and seconded by Member O'Grady to recommend to the Township Board that it accept the bid from Sunshines Outdoor Services LLC with the exception of Item No. 3, "Trellis & Foundations," which would reduce the bid amount by \$19,500 to a total contract amount of \$26,000. The motion was unanimously approved by roll call vote.

NEXT MEETING

The next regular meeting of the Pentwater Township Cemetery Advisory Committee will be at 3:00 p.m. on Wednesday, September 28, 2016.

ADJOURNMENT

The meeting was adjourned at 2:52 p.m.

Respectfully Submitted,

Dean Holub, Secretary