

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 Meeting Minutes Special Meeting September 8, 2015

In the absence of the Chairman, Secretary Holub called the special meeting of the Pentwater Township Cemetery Advisory Committee to order at 10:30 a.m.

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

Members absent: Damon Crumb

REVIEW & ACTION: AGENDA

A motion was made by Member Ege and duly seconded by Member Carlin to approve the Agenda as submitted. Voice vote. Aye: 4 Nay: 0. Motion carried

REVIEW & ACTION: MINUTES OF THE JULY 29, 2015 REGULAR CEMETERY ADVISORY COMMITTEE MEETING

A motion was made by Member Ege and duly seconded by Member Carlin to approve the minutes of the July 29, 2015 regular Cemetery Advisory Committee meeting. Voice vote. Aye: 4 Nay: 0. Motion carried.

OLD BUSINESS

Report: 2015 Open House

Member Holub stated that over 200 people attended the Cemetery Open House. He said that he had received many favorable comments regarding the addition of the period actors. He distributed a draft copy of a letter that will be sent to all of the individuals that participated in the character representation expressing the Committee's appreciation and thanking them for their efforts in making the Cemetery Open House such a success this year. He said that the wagon made eight trips while there were 25-30 people on each ride.

NEW BUSINESS

Review and Action: Recommendation Regarding Award of Bid(s) for Scatter Garden and Walkway Projects

Member Holub referred members to two bids received for the projects at the Cemetery. He said that Sunshine's Outdoor Services, LLC had submitted a bid for both the scatter garden and walkway project, while Holiday Builders Inc. had submitted a bid just for the walkway. There was discussion regarding the fact that the Holiday Builders bid was some \$2,000 less for the walkway project than the one from Sunshine's Outdoor Services. Member Holub stated that representatives from Sunshine's did attend the pre-bid meeting and their submittal was more responsive to the request for bids (RFB). It was also noted that working with one contractor on both projects would facilitate easier coordination and communication. Following further discussion, a motion was made by Ege and seconded by O'Grady to recommend that the Township award a bid in the amount of \$18,500 for the scatter garden project and a bid in the amount of \$3,900 for the walkway project at the Cemetery to Sunshine's Outdoor Services, LLC. The motion was unanimously approved by voice vote.

OTHER ITEMS FROM MEMBERS – Member Holub stated that he would like to postpone the next regular meeting of the Cemetery Advisory Committee meeting from the end of September until the last Wednesday in October or November. He said that the purpose of moving the meeting would allow the Committee to begin its capital improvement program for the next year rather than waiting until March or April. The Committee could then initiate the engineering and/or bidding process earlier in the year, rather than waiting until late summer to bid a project. During discussion, members concurred that the meeting should be postponed until November.

NEXT MEETING

The next regular meeting of the Pentwater Township Cemetery Advisory Committee will be at 3:00 p.m. on Wednesday, November 25, 2015.

ADJOURNMENT

The meeting was adjourned at 11:10 a.m.

Respectfully Submitted,

Dean Holub, Secretary