

PENTWATER TOWNSHIP

ON PENTWATER LAKE AND LAKE MICHIGAN
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Township Cemetery Advisory Committee Meeting Minutes April 24, 2013

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

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

Members absent: Jim Ege

REVIEW & ACTION: AGENDA

A motion was made by Member O'Grady and duly seconded by Member Crumb to approve the agenda as submitted. Voice vote. Aye: 4 Nay: 0. Motion carried.

REVIEW & ACTION: MINUTES OF THE MARCH 27, 2013 CEMETERY ADVISORY COMMITTEE MEETING

A motion was made by Member Crumb and duly seconded by Member Carlin to approve the minutes of the March 27, 2013 Cemetery Advisory Committee meeting as submitted. Voice vote. Aye: 4 Nay: 0. Motion carried.

OLD BUSINESS

Review and Action: Development of 2013 Capital Improvement Program for the Cemetery

Members entered into a discussion regarding potential projects to be presented to the Township Board and included in the 2013 Capital Improvement Program (CIP) for the Cemetery.

Members expressed concern regarding the potential for dampness in the chapel and the impact on the newly renovated interior. A motion was made by Member O'Grady and duly seconded by Member Crumb to recommend the installation of a dehumidifier and associated drainage to be included in the 2013 CIP. Voice vote. Aye: 4 Nay: 0. Motion carried.

Members then discussed the need for landscaping, particularly in the new

addition/blocks of the cemetery. Members agreed that preparation of a landscaping plan should be the first step prior to the installation of any landscaping and that the plan would likely have to be implemented in phases due to the annual capital outlay budget. A motion was made by Member Crumb and duly seconded by Member Carlin to include the preparation of a landscape plan in the 2013 CIP for the cemetery. Voice vote. Aye: 4 Nay: 0. Motion carried.

Members then discussed the need for the removal and replacement of several recently planted trees in Blocks 16 and 18 that did not survive. A motion was made by Member O'Grady and duly seconded by Member Crumb that the removal and replacement of several trees in Blocks 16 and 18 be removed and replaced and included in the 2013 CIP for the cemetery. Voice vote. Aye: 4 Nay: 0. Motion carried.

Discussion then ensued regarding the replacement of the rear gate to the cemetery. A motion was made by Member O'Grady and duly seconded by Member Holub to include the installation of a new gate for the rear entrance/exit to the cemetery in the 2013 CIP for the cemetery. Voice vote. Aye: 4 Nay: 0. Motion carried.

In summary, the Cemetery Advisory Committee recommended the following projects to be funded/included in the 2013 capital improvement program for the cemetery:

- Dehumidifier for the Chapel & Installation
- Preparation of a Landscape Plan for the Cemetery
- Removal & Replacement of dead trees in Blocks 16 & 18
- Installation of a new Rear Gate

There was discussion regarding maintenance items including painting the exterior of the chapel to match the color of other outbuildings in the cemetery as well as putting a fresh coat of paint on the front gate. The date and reservations to conduct the Cemetery Open House on Thursday, August 8, 2013 were also discussed.

NEW BUSINESS

Review and Action: Proposed RFP for Landscape Design Services

Members reviewed a draft request for proposal (RFP) to solicit proposals from landscape architects for the preparation of an overall landscape plan for the subject area as well as ideas for other sections. They also reviewed a list of potential respondents that should receive the RFP. Members stated that the RFP should be sent to local landscape firms as well. A motion was made by Member Crumb and duly seconded by Member Carlin to recommend that the Township Board approve the disbursement of the RFP for Landscape Design Services as submitted to the Committee. Voice vote. Aye: 4 Nay: 0. Motion carried.

Review and Action: Election of Officers

Secretary Holub noted that pursuant to the Cemetery Advisory Bylaws, the April meeting of the Committee is considered the “annual” meeting at which the Chairman of the Committee would be elected for the coming year. He then opened the floor for nominations for Chairperson. Member O’Grady nominated Jim Ege for Chairman. Member Carlin nominated Damon Crumb for Chairman. Secretary Holub called for a vote on Jim Ege for Chairman. Voice vote. Aye: 1 Nay: 2 Abstain: 1. Motion defeated. Secretary Holub then called for a vote on Damon Crumb for Chairman. Voice vote. Aye: 2 Nay: 1 Abstain: 1. Motion carried. Damon Crumb elected Chairman.

Member O’Grady made a motion to send a letter of commendation to Jim Ege for all of his work and effort on the cemetery expansion and representation of the Cemetery Advisory Committee. Voice vote. Aye: 4 Nay: 0. Motion carried. Secretary Holub stated that he would draft the letter.

Review and Discussion: Grave Markers/Memorials in Cemetery Addition

Members were referred to Section VI of the Cemetery Ordinance entitled, “Markers and Memorials.” Paragraph F of the subject section states that “in all future blocks . . . will only be allowed to have flush markers.” Members discussed the advantages and disadvantages of permitting upright versus flush markers particularly in the new traditional burial areas (Blocks 20, 22, & 24) of the new addition. Flush markers are required in all cremain areas/blocks.

Since there has not been any interest to date in purchasing lots in the new addition, members agreed to take no action at the meeting and to place the topic on the next meeting agenda for discussion and recommendation. It was pointed out that any deviation from the current requirement for flush markers (in future, i.e. new blocks) in the Cemetery Ordinance would require an amendment to the Ordinance.

NEXT MEETING

The next meeting of the Pentwater Township Cemetery Advisory Committee will be at 3:00 p.m. on Wednesday, June 26, 2013.

ADJOURNMENT

The meeting was adjourned at 4:10 p.m.

Respectfully Submitted,

Dean Holub, Secretary

