

# **PENTWATER TOWNSHIP**

ON PENTWATER LAKE AND LAKE MICHIGAN  
327 South Hancock Street P.O. Box 512 Pentwater, Michigan 49449  
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## **Township Cemetery Advisory Committee Meeting Minutes Postponed Regular Meeting April 6, 2016**

In the absence of a Chairman, Secretary Holub called the meeting of the Pentwater Township Cemetery Advisory Committee to order at 3:00 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 Barker and duly seconded by Member O'Grady to approve the Agenda as submitted. The motion was unanimously approved by voice vote.

### **REVIEW & ACTION: MINUTES OF THE NOVEMBER 25, 2015 SPECIAL CEMETERY ADVISORY COMMITTEE MEETING**

A motion was made by Member Barker and duly seconded by Member O'Grady to approve the minutes of the November 25, 2015 special Cemetery Advisory Committee meeting as amended. The motion was unanimously approved by voice vote.

### **OLD BUSINESS - None**

### **NEW BUSINESS**

#### **Review & Discussion: 2016 Capital Improvement Program (CIP) Budget**

Members reviewed the recommended projects for 2016, including a cover for the well in Block 20, development of a respite/reflection area near Block 20, and completion of landscaping at the new scatter garden. Mr. Holub referred members to the Cemetery budget for FY 2016-17 and specifically the capital outlay line item. He said that an amount of \$25,000 has been allocated for capital improvement projects for this year which is a slight increase over last year. Members discussed the three proposed projects for this year and that there may be a need to utilize some monies from the Cemetery fund balance to complete the subject projects.

Mr. Holub then referred members to a handout that identified the current Cemetery fund balance. He said that there is some \$113,000 available for capital improvement projects or operations. There was discussion that the millage renewal for the Cemetery will be on the August primary ballot and the fact that it only passed by a slim margin in 2012.

Members then reviewed the proposed Cemetery Capital Improvement Program for the next five years (2016-2021). Mr. Holub stated that it follows the projects outlined in the Cemetery Master Plan, although the proposed schedule is flexible for completing projects.

**Review & Action: Proposal for Landscape Design Services for Cemetery Respite Area with Progressive AE**

Mr. Holub referred members to a proposed contract with Progressive AE for Landscape Design Services for a respite area in Block 20 of the Cemetery. He said that Mr. Craig Hondorp from Progressive AE had previously prepared the Master Plan and the design for the scatter garden. Members felt that the proposal was very reasonable. After further discussion, a motion was made by Member Barker and seconded by Member O'Grady to recommend that the Pentwater Township Board approve a proposal from Progressive AE for landscape design services for the development of a respite area in Block 20 of the Cemetery. The motion was unanimously approved by voice vote.

**Review & Discussion: Proposed Sketches for Respite Area in Block 20**

Mr. Holub distributed three (3) alternative sketches/site plans of the proposed respite area in Block 20 of the Cemetery. He said that the subject sketches are considerably different while one contains a water feature. Members entered into a general discussion of the concepts. It was suggested that each member review the site plans and identify which elements within each one they would like to see incorporated into a final design plan for discussion and action at the next meeting.

**NEXT MEETING**

The next regular meeting of the Pentwater Township Cemetery Advisory Committee will be at 3:00 p.m. on Wednesday, April 27, 2016.

**ADJOURNMENT**

The meeting was adjourned at 4:02 p.m.

Respectfully Submitted,

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Dean Holub, Secretary