Township Cemetery Advisory Committee Meeting Minutes  
Regular Meeting  
November 25, 2015

In the absence of a Chairman, Secretary Holub called the special meeting of the Pentwater Township Cemetery Advisory Committee to order at 10:00 a.m.

Members present: Jim Ege, Myrna Carlin, Dean Holub, Terry O’Grady, Marilyn Cluchey

Members absent: None

REVIEW & ACTION: AGENDA

A motion was made by Member Ege 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 8, 2015 SPECIAL CEMETERY ADVISORY COMMITTEE MEETING

A motion was made by Member O’Grady and duly seconded by Member Ege to approve the minutes of the September 8, 2015 special Cemetery Advisory Committee meeting. Voice vote. Aye: 5 Nay: 0. Motion carried.

OLD BUSINESS

Status Report: 2015 Capital Improvement Program

Member Holub reported that two of the Capital Improvement Program projects were nearly complete. He said that the concrete walkway between the road and the columbariums was finished, while the scatter garden project was complete with the exception of the final landscaping. He said the contractor will return in the spring to finish the work. Member O’Grady expressed some concern regarding the color and pattern of the stamped concrete walkway.

NEW BUSINESS

Review & Discussion: 2016 Capital Improvement Program (CIP)
Members entered into discussion regarding potential projects for 2016. It was mentioned that a cover for the well that was included in the 2015 CIP was not completed. Members referred to the Master Plan for projects. After discussion, it was agreed that the 2016 Capital Improvement Program should include the following projects:

- Cover for the well in Block 20
- Development of a reflection area near Block 20
- Completion of landscaping at the scatter garden

It was suggested that Prein & Newhof be contacted to assist in a design for the reflection area so that it could be bid out in the spring or early summer.

**Review & Discussion: Communication from Leslie Stinebaugh**

Members reviewed a communication from Leslie Stinebaugh regarding a suggestion for a couple of improvements to the Cemetery, including painting the letters on the Cemetery sign at the entrance; and placing a mirror(s) to reduce a blind spot while driving on the roadway between Blocks 9 and 10. Members directed the Member Holub to contact a monument company regarding painting the lettering on the entrance sign.

**OTHER ITEMS FROM MEMBERS** – Member Holub stated that he had recently sold the first space in the Cemetery to a non-resident since the Township amended its ordinance regarding the sale of spaces in the Cemetery to non-taxpayers in January of 2014.

Member Ege submitted a letter of resignation effective November 30, 2015.

**NEXT MEETING**

The next regular meeting of the Pentwater Township Cemetery Advisory Committee will be at 3:00 p.m. on Wednesday, March 30, 2015.

**ADJOURNMENT**

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

Respectfully Submitted,

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Dean Holub, Secretary