

Village of Bellaire

CEMETERY COMMITTEE

Helen Schuckel, Chair

Terry Smith (Forest Home Twp.)

David Schulz (Village Council)

COMMITTEE MEETING MINUTES

January 13, 2017

1. **Call to Order:** Chairman Schuckel called the meeting to order at 9:05 a.m.
2. **Roll Call Attendance**
 - Present:** Chairman Schuckel, President Schulz, and Supervisor Smith
 - Absent:** None
 - Staff Present:** Lori Lockett, Clerk; Ken Stead, DPW Supervisor
 - Also Present:** None
3. **Approval of Agenda:** The agenda was approved as written.
 - Motion by President Schulz, seconded by Supervisor Smith, to approve the agenda as presented. Motion carried by unanimous voice vote.**
4. **Approval of the August 11, 2016 Meeting Minutes:** The minutes of the August 11, 2016 meeting were approved.
 - Motion by President Schulz, seconded by Supervisor Smith, to approve the minutes of August 11, 2016 as presented. Motion carried by unanimous voice vote.**
5. **Public Comment on Agenda Items:** None presented.
6. **Old Business:** None presented.
7. **New Business:**
 - a) **Donation – Mowing/Maintenance of Lakeview Cemetery:** The committee discussed a monetary donation dedicated to a specific section of the cemetery. President Schulz provided a brief explanation of circumstances that had prompted the donation. He stated that because of the mowing and maintenance issues at the cemetery, the village council had requested that a soil sample be sent to Michigan State for analysis. That sample generated a report, which was then provided to the agronomist at the Ellsworth Farmer's Exchange. Based on that report, the agronomist provided a recommendation for improving the soil and lawn in the cemetery. The donor was aware of these steps and provided the donation targeted to improving the soil and grass in a specific area of the cemetery as an initial experiment. Using Glacial Hills as an example, Supervisor Smith reported that they are trying to get sponsors for certain areas of the trails. If the area of the cemetery improves because of the funds donated, it may prompt interest and others to donate. Supervisor Stead inquired about watering the cemetery. President Schulz indicated that watering would be addressed in the budget discussions. As a member of the Administration and Personnel Committee, President Schulz asked DPW Supervisor Stead if he would calculate the square footage of the designated cemetery area to see if the donation will cover the costs or if there is an amount to be budgeted in the Cemetery Fund. If this effort is successful, the cemetery will need to be mowed more frequently. President Schulz made a motion to have DPW Supervisor Stead review the Ellsworth

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Farmer's Exchange recommendations and estimate and determine the amount of product needed for the targeted section. If the costs exceed the donation, the committee recommends to the village council that the difference be included in the Cemetery budget

Motion by President Schulz, seconded by Supervisor Smith, to have DPW Supervisor Stead review the Ellsworth Farmer's Exchange recommendations and estimate and determine the amount of product needed for the targeted section. If the costs exceed the donation, the committee recommends to the village council that the difference be included in the Cemetery budget. Motion carried by unanimous voice vote.

- b) **2017-2018 Budget Items:** Supervisor Smith asked about the mowing of the cemetery and the bids that had been requested. President Schulz explained that only one proposal had been submitted. Based on the amount of the proposal, the village council decided to hire a part-time/seasonal employee to be the primary point person for the mowing and maintenance of the cemetery. DPW Supervisor Stead noted that it has taken two workers 36 hours to mow the cemetery every two weeks. He would like to committee to consider purchasing a smaller commercial lawn mower for the cemetery. According to DPW Supervisor Stead, the zero turn mower does not work well on the hills and the 54" mower deck is too large to get between the narrow spaces. Another mower gives the DPW the ability to mow the parks while the cemetery is being mowed. President Schulz asked whether the mower would be purchased through motor pool and requested that DPW Supervisor Stead obtain estimates for the mower. President Schulz went on to review proposed interview questions for the prospective seasonal employee and the cost of hiring based on projected starting wage of \$14.35 per hour. Expenses, excluding mower and supplies would total approximately \$14,500. After deducting the projected revenues, the township and village will have to share in the difference. President Schulz made the motion to recommend to the village council their consideration for hiring a part-time/seasonal DPW employee specifically targeted to mowing and maintaining the cemetery for 20 hours per week. Supervisor Smith supported the motion. DPW Supervisor Stead asked if rest of time would come out of other budgets, parks and garbage. President Schulz said they would have to see what the employee was capable of doing beyond working in the cemetery.

Motion by President Schulz, seconded by Supervisor Smith, to recommend to the village council their consideration for hiring a part-time/seasonal DPW employee specifically targeted to mowing and maintaining the cemetery for 20 hours per week. Motion carried by unanimous voice vote.

There was brief discussion about additional budget items. President Schulz explained that the Administration and Personnel Committee would be looking at budgeted versus actual amounts spent last year. He asked DPW Supervisor Stead what the equipment rental amount covered. There was brief discussion about the funds paying for a new lawn mower. If a mower is purchased by the cemetery, it will stay there. If motor pool funds are used to purchase the mower, the cemetery pays equipment rental. Motion was made by Chairman Schuckel to recommend the proposed budget with the increased wages and the cost of a new mower. There was discussion that \$14,500 did not cover all of the budget items; only the wages. Supervisor Smith noted that upon his inspection of the

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cemetery last year, he concluded that a better job needed to be done. If it is a matter of money, the township is willing to contribute funds.

Motion by Chairman Schuckel, seconded by Supervisor Smith, to recommend to the village council the proposed budget with the increased wages and the cost of a new mower. Motion carried by unanimous voice vote.

8. Discussion Items: None presented.

9. Communications/Informational: None presented.

10. Member/Public Comment: President Schulz recounted that when members of the public came to village council meetings with complaints about the cemetery, one of the suggestions was getting more community involvement with a “clean up” day. The DPW could designate an area where brush and trimmings could be deposited for pick up. Those who wanted, could volunteer to help clean up within the cemetery. Chairman Schuckel suggested that at least two Saturdays before Memorial Day could be dedicated to cemetery clean up. President Schulz intends to contact those who attended the village council meetings. Supervisor Smith suggested that a notice be placed in the newspaper. There was thought that a “Friends of the Cemetery” group might be an outgrowth of the cemetery cleanup efforts.

11. Adjournment: Meeting adjourned at 9:36 a.m.

Compiled by: Lori Lockett, Clerk
Minutes are subject to approval.

Approved: _____
Helen Schuckel, Chair

Date: _____