

OTSEGO LAKE TOWNSHIP CEMETERY ADVISORY COMMITTEE

Approved Minutes – November 3, 2021

The meeting was called to order by President [Chairperson], Lorraine Markovich at 6:05 pm.

Other members present included Polly Buchanan, Margaret Black and Jim Baker. Excused was Nora Cortis.

A motion was made by Margaret and seconded by Polly to accept the minutes of September 15, 2021 as distributed. Motion passed.

Unfinished Business

1. An updated committee roster was distributed with current member contact information listed in the order of succession.
2. Cemetery Ordinance changes were reviewed again.
 - a. Several typos and spelling errors were corrected.
 - b. A definition of "Monument foundation" was added in Section 2 under Definitions.
 - c. A sentence in Section 8.E – Interment Regulations was deleted as it referred to a columbarium that we currently do not have.
 - d. In Section 9.C under Ground Maintenance, the subsections were changed to numbers in place of letters in regular outline format.
 - e. Throughout the document, the use of the term "Township Clerk" and "Township Representative" was discussed and clarified.
 - f. Page numbers in footers will be corrected and spaced correctly.
 - g. Margaret will implement these changes.
 - h. With this document now updated, a discussion followed as to what steps have to occur next:
 - i. Document sent to the Township for approval
 - ii. Document published in newspaper for public review.
 - iii. Document open for a public hearing at a monthly Township Board Meeting.
 - iv. Document presented to the Board as a resolution.
3. The Cemetery Rules list to be posted at the cemetery was discussed.
 - a. A rough draft of a sign used in another cemetery was reviewed.
 - b. Polly will reword our early draft for discussion at the next meeting.
 - c. Pricing for this signage on how to display this rules list will follow.

New Business

1. Appointment of committee member

- a. Lorraine's appointment ends this December 2021.
 - b. Margaret moved, Polly seconded to reappoint Lorraine for another 3-year term ending in December 2024. Motion passed.
2. Dates for meetings for 2022 were established as 6 pm on:
 - a. May 4, June 8, August 3
 - b. On Sept. 21st at 3 pm there will be a "cemetery cleanup" activity.
 - c. On Nov. 2 at 3 pm there will be a Planning meeting as usual.
3. Maintenance and winterization of the cemetery grounds was discussed.
 - a. The Township will hire this to be done... to include removal of the large limb out front and the smaller branches throughout the grounds.
4. Budget for the next fiscal year was discussed with the budget below proposed after a discussion of adding comfortable bench seating to the cemetery.
 - a. Styles of benches and prices were presented by Polly after her investigation and discussion of products used in a large Washington DC cemetery.
 - b. The need for a cement foundation under each bench was noted as is done on benches in downtown Gaylord that stay out all winter and are permanent fixtures.
 - c. Location of these two benches alongside the walkway to the flagpole was suggested after reviewing photos distributed.
 - d. Our budget request for 2021 will be as follows:

Wages	2,300
Garden supplies	500
Maintenance	10,000 (Spring & Fall Cleanup)
Education	750
Tree trimming	1,500
2 benches & foundation	2,000
Signage	1,200 (already approved 6/2020)
Publish ordinance	<u>200</u>
TOTAL	\$ 18,450

5. The meeting was adjourned at 7:20 pm

Submitted by,

Polly Buchanan

Polly Buchanan, Secretary