

Parks Commission

Regular Meeting Minutes

Tuesday, March 14, 2017
6:00 p.m., Council Chambers



City of South Haven

1. Call to Order by Toneman at 6:20 p.m.

2. Roll Call

Present: Bob McAlear, Wendi Onuki, Chuck Moore, Warren Toneman
Absent: Jeff Arnold, Marilyn White, Patti Reinert

3. Approval of Agenda

Motion by McAlear second by Moore to approve the March 14, 2017 Regular Meeting Agenda as presented.

All in favor. Motion carried.

4. Approval of Minutes for the Record

A. December 13, 2016 Regular Meeting Minutes

Motion by McAlear second by Moore to approve the December 13, 2016 Regular Meeting Minutes as presented.

All in favor. Motion carried.

5. Public Comments and Inquiries Concerning Items not on the Agenda.

None at this time

REPORTS

6. Project Updates

Bill Hunter gave an overview of the progress on several on-going projects. These updates were off-record per lack of quorum at beginning of meeting.

NEW BUSINESS

7. Commission will be requested to recommend a 5.8% fee increase for all fees associated with the Cemetery.

Hunter explained that the City of South Haven has not raised fees for plot sales, burials, disinterment and foundation since July of 2011. Over the past 5 years the Cemetery fund has been in the red, anywhere from \$84,000 to \$120,000. Going forward Staff will bring a cost increase of at least cost of inflation to the Parks Commission on an annual basis.

Motion by Moore, second by McAlear to approve a 5.8% fee increase for all fees associated with the Cemetery.

All in favor. Motion carried.

8. Commission will be requested to approve the recommended revision to the Cemetery Rules & Regulations as presented.

Hunter explained per the City Code of Ordinances, Sec. 18-6. Authority of commission it states: *The commission is authorized to promulgate such rules and regulations which it deems appropriate concerning mausoleums, markers, decoration of lots and such other matters which the commission deems pertinent to the care and good order of a city cemetery. The commission may amend, revise, repeal, add to, delete from or promulgate its own rules and regulations, as well as the temporary rules and regulations of the cemetery superintendent, as it deems appropriate.* Currently in the in our Rules & Regulations page 7 reads: *Burial plots cannot be sold outright; however, they can be sold back to the city for the purchase amount.* Staff recommends the following change: *Burial plots cannot be sold outright; however, they can be sold back to the city for the purchase amount, minus the perpetual care and building improvement portion of any fees.*

Motion by McAlear, second by Moore to approve the recommended revision to the Cemetery Rules & Regulations as presented.

All in favor. Motion carried.

9. DPW Director Comments

Hunter spoke about the upcoming special joint meeting between Parks Commission and Planning Commission. This meeting is about Bluff Management and will take place on April 18, 2017 at 4:00 p.m. at St. Basil's church.

10. Commissioner Comments

McAlear: Questioned whether the commission needs to hear so many project updates at each meeting. Feels like it is micro-management.

Onuki: Would like to meet with Hunter about ideas for the Tot Lot.

Moore: Enjoys hearing the project updates. Questioned whether we need to raise maintenance fees for Cemetery.

March 14, 2017
Parks Commission
Regular Meeting Minutes

Toneman: Heard great feedback from City Council about all the work Parks Commission does. Says he doesn't need a rundown of projects each month.

There were no other comments.

11. Adjourn

Motion by McAlear second by Moore to adjourn at 6:50 p.m.

All in favor. Motion carried.

RESPECTFULLY SUBMITTED,

Michelle Coffey
Acting Recording Secretary