

**MINUTES OF A BENTON HARBOR
CEMETERY BOARD MEETING
COMMISSION CHAMBERS
FEBRUARY 8, 2022**

The meeting of the Benton Harbor Cemetery Board was called to order at 1:00 p.m. by Chairperson Varrie. Roll call showed the following members present: Members Brown, Childs and Chairperson Varrie. Also present: City Manager Mitchell, and City Clerk Moore.

COMMENTS FROM GUESTS: None

WRITTEN COMPLAINTS:

A complaint was received on 12/28/21 from Angela Grey who outlined the condition of the cemetery in regards to the roads, bridges, grass, leaves, unkept building, and stolen decorations.

MINUTES

Motion by Member Childs and supported by Member Brown to approve the Regular Minutes of September 14, 2021. Motion Carried unanimously on the roll call vote.

Motion by Member Childs and supported by Member Brown to approve the Regular Minutes of December 14, 2021. Motion Carried unanimously on the roll call vote.

OLD BUSINESS

UPDATE ON CEMETERY PROPERTY/GROUNDS REPAIRS AND GROUNDS UPKEEP (FLOWERS ETC)
NOTIFICATION TO FAMILIES

Manager Mitchell reported that the grass and leaves were taken care of before the snow fell. He remains in touch with George to make sure the area is clear for burials.

The City is getting ready to add staff to the Public Works Department, starting in April we will start cleaning in preparation for Memorial Day.

It is the plan to use ARPA funds for repairs to the building and bridge.

Discussion around putting a letter together for families outlining policies and including a copy of the rules and regulations.

NEW BUSINESS

2022 MEETING DATES

Motion by Member Brown and supported by Member Childs to approve the 2022 Meeting Dates. Motion Carried unanimously on the roll call vote.

TRANSFER OF FUNDS FOR BURIALS

Motion by Member Brown and supported by Member Childs to approving the transfer of \$49,300.00 to C-Management for burials from December 15, 2021 to February 3, 2022. Motion carried unanimously on the roll call vote.

COMMENTS FROM THE BOARD

Childs asked for clarification that the transition would be complete before April, Manager Mitchell confirmed.

Brown expressed her support for applicant Charmaine Davis.

Varrie suggests that the names are collected from those graves with excessive decorations and a copy of the rules be sent to the family.

MOTION TO ADJOURN

Motion by Member Childs and supported by Member Brown to adjourn. Motion carried unanimously on the roll call vote.

There being no further business to discuss, the meeting adjourned at 1:27 p.m.

NEXT MEETING SCHEDULED

The next regular meeting of the Cemetery Board is March 8, 2022 at 1:00 p.m. in City Hall’s Lula Lee Commission Chambers.

Tiffany Moore, City Clerk

Lisa Varrie, Chairperson