

Cemetery Board Meeting
Minutes
August 12, 2026

Present: Jamie Dylenski, Marilyn Pearson, Mary Friend, Susan Irwin, Mary Jean Raab and Shannon O'Reilly
Also Present: Brad Bouchie, Sexton

Devotions led by Jamie

Brad's update, when he arrives and discusses communication, specifically

- Issues pending since the last meeting – Brad is short on staff because of workers who don't come back. He has fixed water spigots, worked on tree stumps, spreading topsoil and seed where the trees came out.
- Upcoming burials, and past burials with unfinished paperwork – next burial is scheduled for Sept 18 for Constantine Creel. Will be buried on top of James Creel. Buhrer cremains in ground (2 sets) is now resolved and all paperwork has been turned in, and Brad has been paid his commission. Wahl family is waiting for headstone to be placed before James Wahl is buried. Jan Burnham memorial will be coming up sometime in the future.
- Review submitted invoice for work in previous month, not included in the contract – Brad will get an invoice to us before the end of the month payroll. Spigots were about \$500 and the topsoil and seeding around \$1,500.00. Marilyn Pearson made a motion approve up to \$1,500 for the topsoil and seeding. The motion passed unanimously. Jamie Dylenski made a motion to approve up to \$500.00 for spigot repairs. The motion passed unanimously. Brad was asked to submit proposal for work to be done in Block 1 for historical repairs. Count the number of small, medium and large stones that need work and propose a cost to repair. We have \$2,200 in our fund, so how many could be repaired for this amount of money. Brad will give us a proposal at our September meeting for us to approve and then he will be able to do repairs during the fall months. Repairs on Stepp headstone was supposed to be done last year, but we missed it, so that is on Brad's list to get done this year. There are some roads that have a drop-off along the sides after the recent road repairs. Brad can fill in these areas with either clay (free dirt) or topsoil and then seed it. The sink in the office bathroom is plugged up. John Irwin tried to fix it, but we need a plumber. Brad will reach out to a plumber he knows to see if he can come out and look at it.

By consensus of agreement, this year we are not ordering or planting any new trees as we recover from the very large loss of trees from the Tornado, and a desire to have the opportunity to take a big picture view of replacement vegetation. This might include grants or help from FEMA - The Schenk family and David Burnham have asked for trees. Tracy Guyer had a crabapple tree by a bench near a columbarium. These people will be notified that we are not replacing trees this year.

Direction or approval for estimates for additional tree removal work, and seal coating of blacktop. Susan received a proposal from T. Burke as of this morning. He asked Susan how many cracks are in the roads. He added \$600 for crack fill. The cost has gone from \$13,142 to \$13,742 which includes the additional amount for cracks. Seal coating is for the whole cemetery except for the area they just did. We had previously said we didn't need seal coating this year, but now we are saying that we need to do it this year. Shannon O'Reilly made a motion to do the seal coating this year up to \$14,000. The motion passed unanimously. In another month the leaves will start coming down. Susan should talk to Tom Burke and ask if the leaves will cause a

problem. Approximation for tree trimming or removal is \$10,000 for an 8-hour day (work to be done by Amstutz). Brad thinks it may take 2 days. Trees along the fence in front are all torn up and damaged from the storm. Brad feels these should be taken out. Brad thinks Amstutz will remove the trees and the bushes and grind up the stumps. We need to consider if they are an aesthetic or a safety issue. Mary Jean made a motion that tree work should be one day of finishing storm clean up and one day of removal, trimming and stump grinding of other trees designated to be removed for a total of \$20,000.00. The motion passed unanimously. We should have enough in our checking account to cover both proposals. Brad thinks he has 15 trees marked for removal.

Approval of minutes: May 6 special meeting, July 8 regular board meeting, July 12 special meeting:

May 6 –Mary Friend made a motion to approve the minutes from the May 6 meeting with corrections made to spelling. The motion passed unanimously.

July 8 – Jamie Dylenski made a motion to approve the minutes from the July 8 meeting with corrections to spelling and wording. The motion passed unanimously.

July 12 – Susan Irwin made a motion to approve the minutes from the July 12 meeting as presented. The motion passed unanimously.

Approval of July financial reports and June investments reports:

A correction that needed to be made to the Excel report was found. Jamie Dylenski moved to approve the July financials with the necessary corrections made. The motion passed unanimously.

June investment reports – The reports were approved by consensus.

Review of what is on the September To-Do Calendar, time permitting by Susan

Parking lot and details to not lose track of:

- ✓ Request for two DBA's. Bethlehem Cemetery Association Ann Arbor and Bethlehem Cemetery Ann Arbor.
- ✓ Work on burial of Pet ashes
- ✓ New signage as you enter the cemetery.
- ✓ Bylaw amendments as presented to the Leadership Council

At this time the meeting was adjourned and the board moved to an executive committee discussion.

Meeting adjourned at 11:30 am

Respectfully submitted,
Shannon O'Reilly

FACILITIES MINISTRY TEAM – BUCC
Meeting Minutes of 08/18/2026

Team: Steve Darr, Randy Schneider, Jim Rowan LC, Gwen Mayes, John Irwin, Dani Webb, Michelle Loukotka, Pastor Matthew

Advisors: Jim Stadel, Bob Loukotka

Absent: Dani Webb

Call to order: 3:35 pm

Review of Minutes of 07/21/2026 were approved as printed.

Financials:

- a. We have not received reports for July

BUILDING MANAGER:

- a. Bill continues to mow and do grounds work at the church.
- b. Additional tasks under Gwen's direction.

OLD BUSINESS:

- a. We have not received a bid yet from Jon Brooks to refinish the 4h Avenue sanctuary doors. He has spoken with John Irwin and indicated he will do them in September and the bid would be approximately the same as when he did them previously
- b. John reported that he is working on the form for Church Mutual Insurance Company.

NEW BUSINESS:

- a. Gwen reported that the insurance premium increased by approximately 9.5% for the 2026-2027 year.
- b. Steve reported on new security measures that will be taken to prevent a vehicle being driven through the doors at the 4th Avenue canopy entrance and the 5th Avenue doors.

PARSONAGES:

- a. Pastor Matthew reported that there is nothing that needs to be done at the parsonage.

ESSENTIAL MAINTENANCE TASK LIST:

- a. Team: clear the drain on flat roof

The meeting adjourned at 4:20 pm.

NEXT MEETING: Tuesday, September 8th at 3:30 pm.

Respectfully submitted,
Michelle Loukotka

Outreach Ministry Team Minutes August 30, 2026

Present: Mary Jean Raab, Katie Rowan, Jane Schmerberg, Pastor Matthew Hogue-Smith, Guest: Dawn Gemler - Shelter Association of Washtenaw County (SAWC), Community Partnership and Volunteer Specialist

SAWC presentation: Dawn Gemler

We had expected to give feedback to our guest Dawn Gemler about our experience hosting the Rotating Shelter last March. Instead, Dawn presented recent changes to the county's plan for sheltering individuals during the winter months. **The Rotating Shelter program has been paused for this winter.** Instead, there will be two overnight sites at Ypsilanti churches with increased capacity (40 instead of 25) for men and women as a replacement. In addition, there will be two sites serving as Daytime Warming Centers, one at the Delonis Center and one at St. Lukes Episcopal in Ypsilanti. These overnight and daytime sites are two components of a comprehensive plan still being developed to address the needs of the unhoused in our county.

Churches who have previously served as Rotating Shelter sites are now being asked to provide **50 - 60 hot or cold lunches, Monday - Thursday** during their assigned week for the Ypsilanti Daytime Warming Center. Our dates are **Mon. March 8 - Thurs. March 11.**

Pastor Matthew suggested asking the other churches that share our building to partner with us in providing these meals. He will send out a letter to them, and also to Lindsay Calka of Groundcover.

Words of Love & Affirmation: Pastor Matthew

Pastor Matthew presented the idea of Bethlehem members joining him in offering downtown passers-by the opportunity to receive "a word of encouragement from your neighbors at Bethlehem Church." He had noticed the large amount of foot traffic associated with Sonic Lunch, and other groups promoting their messages. We would do this with no agenda other than spreading positivity and being open to conversation if desired by those opting to receive a card from us. If we experiment with this and find it to be successful, this could be an ongoing Outreach endeavor. Pastor Matthew will take the next steps in printing cards to hand out and finding those interested in participating with him.

McKay Community Benevolence Funds Update

The Community Benevolence portion of the McKay Funds are to be used at the discretion of the pastor in consultation with Outreach, as stated in the McKay documents. The fund has a \$34,588 balance as of Aug 16, 2026. In the most recent budgeting cycle, Leadership Council decided to use virtually all the fund's monthly

interest (\$1325) to support Groundcover rent. Therefore, not as much interest will accumulate as previously to grow the balance. In the current church budget Groundcover rent support was increased to \$1325 per month (from \$600.) This appears as income to the BUCC operating budget. Katie outlined last year's expenditures from the fund as well as examples of larger expenditures in the past 10 years. Both the pastor and the Outreach Ministry Team can bring requests for funding consideration. It was agreed that we should be using these funds for the intended purpose of community benevolence, but also preserving a portion of the balance for larger needs that may come up.

CROP Walk

Oct 4, 1 PM Gather, 2 PM Sendoff

First United Methodist Church

Please consider walking and invite others

Announcements in church:

Sept 6 Katie

Sept. 13

Sept 20

Sept. 27 Jane

Fundraising Goal - Last Year's Total + \$1 = \$1773

Hope Clinic

There are many ways to volunteer, individually and in a group and many different tasks in addition to the Farm Stand. Katie will coordinate future group volunteer days and simplify the signup procedure.

From Leadership Council

Member Engagement will be communicating info from the Time and Talent forms soon.

Deferred until next meeting:

Allocation of Budgeted Funds

EHM Brochures and Thank You Notes

Kroger and other Community Rewards

Building Our Team

Additional Leadership Council Updates

Our next meeting will be Sept. 27 after church.

Respectfully submitted,

Katie Rowan

Worship Team-BUCC

August 18, 2026

Meeting Minutes

Team Members: Michelle Loukotka, Shannon O'Reilly, Sue Buday, Alice Dechert, Pastor Matthew.

This is the Worship Team first time meeting with Pastor Matthew

New Business

Team member to act as secretary – duties include setting up Agenda and responsible for the minutes. Sue Buday agreed to be the team secretary.

Discuss upcoming events.

Heritage Sunday is on Sunday, August 30, 2026. Bethlehem is celebrating its 193rd birthday. Pastor Diane is responsible for the service that Sunday. Member Engagement will provide a birthday cake to be served during Community Time.

Pastor Matthew's installation will be held in the Spring of 2027. The installation service needs to be planned for a Saturday to include other Conference ministers. Pastor Matthew would like a member from each ministry team to be part of the planning committee.

The piano in the sanctuary needs repairs. We reviewed Naki's letter to Jim Rowan and Michelle will let Jim know we approved her request for \$900 for the repairs.

We spent the rest of the meeting reviewing the responsibilities of the Worship Committee.

The meeting adjourned at 4 pm.

Respectfully submitted,
Sue Buday