

**Greenwood Cemetery Advisory Board
Meeting Minutes
Friday, August 6, 2021, 8:30 a.m.
151 Martin St. - Room 205**

I. Call To Order

Linda Buchanan, Chair, called the meeting to order at 8:35 a.m.

II. Roll Call

Present: Chair Linda Buchanan
Linda Peterson
Laura Schreiner
George Stern (left at 8:46 a.m.)
Margaret Suter

Absent: Pam DeWeese
Joseph Vercellone

Administration: City Clerk Bingham

III. 2021-2022 Organization

- A. Congratulations to reappointed members
- B. Nomination and Selection of Chair and Vice-Chair Person

MOTION: by Suter, seconded by Stern:

To nominate Linda Buchanan to serve as Chair.

VOTE: Yeas, 5
Nays, 0

MOTION: by Suter, seconded by Schreiner:

To nominate Linda Peterson to serve as Vice-Chair.

VOTE: Yeas, 5
Nays, 0

IV. Approval Of The Minutes

- A. Review of the Minutes of July 9, 2021

MOTION: by Buchanan, seconded by Stern:

To approve the minutes of July 9, 2021 as submitted.

VOTE: Yeas, 4
Nays, 0
Abstain, Suter

V. Unfinished Business

A. Review of the Draft 2020-2021 Annual Report

The Board recommended revisions to the draft.

City Clerk Bingham noted the recommended revisions. She said she would integrate the revisions into the draft and email out an updated copy to the Board members for their review.

The meeting paused at 9:10 a.m. and resumed at 9:17 a.m.

MOTION: by Suter, seconded by Schreiner:

To accept the corrected 2020-2021 Annual Report.

VOTE: Yeas, 4
Nays, 0

VI. New Business

A. Approval of the 2022 GCAB Meeting Schedule

The Board briefly discussed the possibility of selecting a different time for meetings, and decided more Board members should be present for that discussion. Consequently, the topic was tabled to the September 2021 meeting.

- B. Review Sections of the Greenwood Cemetery Operational Procedures, Conditions and Regulations
- a. Section IX. Lot Sales – Payment Plan Policy
 - b. Section X. Lot Resale Policy

No changes were recommended to the Section IX. Lot Sales – Payment Plan Policy.

Before Mr. Stern left the meeting, he noted that Cheri Arcome had previously stated she does not verify that people are family members according to the Rules of Consanguinity before conducting grave transfers.

It was noted that Section X. Lot Resale Policy requires that graves can be transferred only per the Rules of Consanguinity which would prevent spouses, legally recognized partners, step-children and possibly other family members from receiving a plot transfer where it may otherwise be appropriate or desired.

City Clerk Bingham confirmed she would discuss Section X. Lot Resale Policy with the City Attorney in order to devise appropriate language specifying who a plot can be transferred to.

C. Proposed Content for the September meeting

The Board reviewed the proposed agenda for the September 2021 meeting.

VII. Reports

- A. Financial Reports – refer to draft annual report
- B. Cemetery Sales & Activity - refer to draft annual report
- C. City Manager's Report (July)

VIII. Open To The Public For Matters Not On The Agenda

There were no public comments.

IX. Board Comments

Chair Buchanan offered Mr. Stern time to give comments before he had to depart the meeting.

Mr. Stern noted that he gave City Clerk Bingham a mocked up copy of the Draft 2020-2021 Annual Report with minor corrections. He stated that a sentence should be added to the Report to explain that the amount of money received by the City does not equal the lot sales because the City uses cash accounting and not accrual accounting.

City Clerk Bingham noted that any biographical information or photos regarding persons buried in Greenwood could be sent to Museum Director Pielack.

After discussion, the Board agreed that Ms. Arcome should be asked to contact Elmwood to request that they take down the greenwoodhistoriccemetery.org website, since Elmwood no longer manages the Cemetery.

In the future, it was suggested that contracts regarding Cemetery management should either require that websites and similar things either remain under City control for the duration of the contract, are turned over to the City at the end of a contract, or are terminated at the end of a contract.

Chair Buchanan announced that there would be two upcoming Cemetery tours.

City Clerk Bingham confirmed that DPS and Ms. Arcome are tracking turf issues in the Cemetery. She explained that the significant amount of recent rain softened the turf and increased backhoe damage but stated that the City is working on repairing the issue.

X. Adjourn

Chair Buchanan adjourned the meeting at 10:05 a.m.