

**GREENWOOD CEMETERY ADVISORY BOARD
MEETING AGENDA
FRIDAY, SEPTEMBER 7, 2018 AT 8:30 AM
MUNICIPAL BUILDING, ROOM 205, 151 MARTIN**

I. CALL TO ORDER

Darlene Gehringer, Chairperson

II. ROLL CALL

J. Cherilynn Mynsberge, City Clerk

III. APPROVAL OF MINUTES

A. Approval of meeting minutes of July 6, 2018

IV. NEW BUSINESS

A. Approval of 2019 Meeting Schedule

V. UNFINISHED BUSINESS

Items under Unfinished Business will be presented as a status update to the Board and may not require action at this time.

- A. Revised 2017 Annual Report
- B. Revised Proposed Payment Plan Policy for Cemetery Plots
- C. Revised First Quarter 2018 Financial Report
- D. Discussion of Master Plan Process

VI. CONTRACTOR REPORT

VII. OPEN TO THE PUBLIC FOR MATTERS NOT ON THE AGENDA

VIII. BOARD COMMENTS

IX. ADJOURN

NEXT MEETING: OCTOBER 5, 2018

Greenwood Cemetery Advisory Board:

The powers and duties of the Greenwood Cemetery Advisory Board is to provide the following recommendations to the City Commission:

1. Modifications: *As to modifications of the rules and regulations governing Greenwood Cemetery.*
2. Capital Improvements: *As to what capital improvements should be made to the cemetery.*
3. Future Demands: *As to how to respond to future demands for cemetery services.*

Section 34-30 (g) of the Birmingham City Code

NOTICE: Individuals requiring accommodations, such as mobility, visual, hearing, interpreter or other assistance, for effective participation in this meeting should contact the City Clerk's Office at (248) 530-1880 (voice), or (248) 644-5115 (TDD) at least one day in advance to request mobility, visual, hearing or other assistance.

Las personas que requieren alojamiento, tales como servicios de interpretación, la participación efectiva en esta reunión deben ponerse en contacto con la Oficina del Secretario Municipal al (248) 530-1880 por lo menos el día antes de la reunión pública. (Title VI of the Civil Rights Act of 1964).

**GREENWOOD CEMETERY ADVISORY BOARD
MEETING MINUTES
FRIDAY, JULY 6, 2018 AT 8:30 AM
MUNICIPAL BUILDING, ROOM 205, 151 MARTIN**

I. CALL TO ORDER

Chairperson Darlene Gehringer called the meeting to order at 8:30 a.m.

II. ROLL CALL

Present: Linda Buchanan
Darlene Gehringer
Linda Peterson
George Stern
Laura Schreiner
Margaret Suter
Absent: Kevin Desmond

Administration: City Clerk Mynsberge, Transcriptionist Eichenhorn

Elmwood Historic Cemetery: Cheri Arcome

III. APPROVAL OF MINUTES

A. APPROVAL OF MEETING MINUTES OF June 1, 2018

Mr. Stern requested that the third paragraph from the bottom on page three be changed to:
The Board concurred that providing the written information a meeting ahead of its consideration would be ideal, but the information should be provided in ~~written~~ writing by at least the Monday of the week prior to a GCAB meeting.

Motion: Motion by Linda Peterson, seconded by Margaret Suter,
To approve the minutes of the June 1, 2018 Greenwood Cemetery Board meeting as amended.

VOTE: Yeas, 6
Nays, 0
Absent, 1 (Desmond)

IV. NEW BUSINESS

A. ELECTION OF CHAIRPERSON

MOTION: Motion by Linda Peterson, seconded by Linda Buchanan:
To nominate Darlene Gehringer as Chairperson.

Ms. Gehringer accepted the nomination.

VOTE: Yeas, 6
Nays, 0
Absent, 1 (Desmond)

B. ELECTION OF VICE-CHAIRPERSON

MOTION: Motion by Linda Peterson, seconded by Margaret Suter:
To nominate Linda Buchanan as Vice-Chairperson.

Ms. Buchanan accepted the nomination.

VOTE: Yeas, 6
Nays, 0
Absent, 1 (Desmond)

C. REVIEW OF 2017 ANNUAL REPORT

City Clerk Mynsberge stated:

- Expenditure/Other Charges: \$20,000 was for the Master Plan.
- It will show as revenue for the next budget year. It will come off the 2017 budget and be moved to the 2018 budget.
- The \$10,290 figure is the amount of interest generated by the perpetual care fund, which is the funding for maintenance, care and projects for the cemetery.
- She will provide the GCAB with definitions from the perpetual care fund budget document.

Mr. Stern echoed Ms. Peterson’s suggestion that the GCAB look into possible discussion of achieving or predicting sales levels.

Mr. Stern suggested that Finance Department have the P&L designate a trust fund, which is a contra-revenue item, in order to show both total revenue and that amount’s removal in order to show that amount is being deposited in a reserve fund.

Chairperson Gehring requested:

- Pie charts and totals representing each year’s total graves sold each year from the beginning of Elmwood’s contract with the city.
- To see the updates to the 2017 Annual Report before its presentation to the Commission.

V. UNFINISHED BUSINESS

Items under Unfinished Business will be presented as a status update to the Board and may not require action at this time.

A. REVISION OF PROPOSED PAYMENT PLAN POLICY FOR CEMETERY PLOTS

City Clerk Mynsberge reported:

- The Commission had no objections to a formal policy being put in place, nor did they have any objections to the included provisions.
- Mayor Harris requested additional language under the equal monthly payments specifying whether prepayments would be allowed.
- The paragraph that GCAB has been struggling with, regarding the order in which plots may be filled, still needed revision per the Commission’s feedback.

Ms. Suter suggested language similar to:

This is like a layaway program. You are buying these four plots, your money, each month – you have to pay something on each of those plots. If you need to use one of

those plots before you have paid the whole thing in full, you have to come up with the money to finish paying off that one plot. These other three plots are going to continue to be in layaway until you have finished the contract on them.

Before they can bury somebody, they have to pay off that plot, and the other plots that they own, that they are in payment process with, they continue on, untouched, moving forward with the funds.

The Board agreed to finalize the wording of this statement in September.

Chairperson Gehringer requested pie charts of totals per year from 2015, 2016, and 2017 for comparison.

VI. CONTRACTOR REPORT

City Clerk Mynsberge presented the report.

Chairperson Gehringer requested the blank spaces for sales, plots under contract, and length of contract terms be completed.

VII. OPEN TO THE PUBLIC FOR MATTERS NOT ON THE AGENDA

VIII. BOARD COMMENTS

Mr. Stern presented Agenda Item 8A.

Ms. Buchanan showed some examples of other local cemeteries' brochures, discussed the new historic walking tour for Elmwood, and other various display considerations for the cemetery.

IX. ADJOURN

The meeting adjourned at 10:00 a.m.



MEMORANDUM

City Clerk's Office

DATE: August 24, 2018

TO: Greenwood Cemetery Advisory Board

FROM: J. Cherilynn Mynsberge, City Clerk

SUBJECT: 2019 Meeting Schedule

The Board is required to hold at least one regular meeting each quarter. (Section 34-30(e) of the Birmingham City Code) If the Board chooses to continue meeting on the first Friday of each month, the meeting dates would be as shown below.

I would ask that the Board consider not meeting in November due to the local general election.

The deadline to submit dates for the City calendar is September 14. If the Board is agreeable, I will turn in your meeting dates for inclusion on the calendar.

2019

MONTH	DATE
January	4
February	1
March	1
April	5
May	3
June	7
July	5
August	2
September	6
October	4
December	6
January 2020	3

SUGGESTED RESOLUTION:

To adopt the 2019 meeting schedule as proposed, with the meetings to be held at 8:30 a.m. in Room 205 of the Municipal Building, 151 Martin, Birmingham MI 48009.

January 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1 New Year's Day City Offices Closed	2	3	4 Greenwood Cemetery Advisory Board	5
6	7	8	9	10	11	12
13	14 City Commission Mtg.	15	16	17	18	19
20	21 Martin Luther King	22	23	24	25	26 Long Range Planning
27	28 City Commission Mtg.	29	30	31		

February 2019

◀ Jan 2019

Mar 2019 ▶

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1 Greenwood Cemetery Advisory Board	2
3	4	5	6	7	8	9
10	11 City Commission Mtg.	12	13	14	15	16
17	18	19	20	21	22	23
24	25 City Commission Mtg.	26	27	28		

March 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1 Greenwood Cemetery Advisory Board	2
3	4	5	6 Ash Wednesday	7	8	9
10	11 City Commission Mtg.	12	13	14	15	16
17	18	19	20	21	22	23
24	25 City Commission Mtg.	26	27	28	29	30
31						

April 2019						
◀ Mar 2019						May 2019 ▶
Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5 Greenwood Cemetery Advisory Board	6
7	8 City Commission Mtg.	9	10	11	12	13
14	15	16	17	18	19 Good Friday Passover thru 4/27 City Offices Closed	20 Passover
21 Easter	22 City Commission Mtg.	23	24	25	26	27
28	29	30				

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3 Greenwood Cemetery Advisory Board	4
5	6 City Commission Mtg.	7	8	9 Government Day	10	11 Budget Hearing 8:30 a.m.
12 Mother's Day	13	14	15	16	17	18
19 Celebrate Birmingham Hometown Parade	20 City Commission Mtg.	21	22	23	24	25
26	27 Memorial Day City Offices Closed	28	29	30	31	

June 2019						
◀ May 2019						Jul 2019 ▶
Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	3 City Commission Mtg.	4 Eid al-Fitr at sunset thru 6/5	5 Eid al-Fitr	6	7 Greenwood Cemetery Advisory Board	8 Shavuot at sunset thru 6/10
9 Shavuot	10	11	12	13	14	15
16	17 Joint City Commission/Planning Board Meeting at DPS	18	19	20	21	22
23	24 City Commission Mtg.	25	26	27	28	29
30						

July 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4 Independence Day City Offices Closed	5 Greenwood Cemetery Advisory Board	6
7	8 City Commission Mtg.	9	10	11	12	13
14	15	16	17	18	19	20
21	22 City Commission Mtg.	23	24	25	26	27
28	29	30	31			

August 2019

◀ Jul 2019

Sep 2019 ▶

Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2 Greenwood Cemetery Advisory Board	3
4	5 City Commission Mtg.	6	7	8	9	10
11 Eid al-Adha @ sunset thru 8/12	12 Eid al-Adha	13	14	15	16	17
18	19 City Commission Mtg.	20	21	22	23	24
25	26	27	28	29	30	31

September 2019

◀ Aug 2019

Oct 2019 ▶

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2 Labor Day City Offices Closed	3	4	5	6 Greenwood Cemetery Advisory Board	7
8	9 Ashura @ sunset thru 9/10	10 Ashura	11	12	13	14
15	16 City Commission Mtg.	17	18	19	20	21
22	23 City Commission Mtg.	24	25	26	27	28
29 Rosh Hashanah @ sunset thru 10/1	30 Rosh Hashanah					

October 2019

◀ Sep 2019

Nov 2019 ▶

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4 Greenwood Cemetery Advisory Board	5
6	7 City Commission Mtg.	8 Yom Kippur @ sunset thru 10/10	9 Yom Kippur	10	11	12
13 Sukkot at sunset thru 10/20	14 Sukkot	15	16	17 Joint City Commission/Planning Board Meeting at DPS	18	19
20	21 Shmini Atzeret	22 Simchat Torah	23	24	25	26
27	28 City Commission Mtg.	29	30	31 Halloween		

November 2019

◀ Oct 2019

Dec 2019 ▶

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5 Election Day	6	7	8	9
10	11 Veterans Day City Commission Mtg.	12	13	14	15	16
17	18	19	20	21	22	23
24	25 City Commission Mtg.	26	27	28 Thanksgiving Day City Offices Closed	29 City Offices Closed	30

December 2019

◀ Nov 2019

Jan 2020 ▶

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6 Greenwood Cemetery Advisory Board	7
8	9 City Commission Mtg.	10	11	12	13	14
15	16 City Commission Mtg.	17	18	19	20	21
22	23 Hanukkah thru 12/30	24 Christmas Eve City Offices Closed	25 Christmas City Offices Closed	26 Kwanzaa	27	28
29	30	31 New Year's Eve City Offices Closed				

January 2020

◀ Dec 2019

Feb 2020 ▶

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1 New Year's Day City Offices Closed	2	3 Greenwood Cemetery Advisory Board	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20 Martin Luther King	21	22	23	24	25
26	27	28	29	30	31	



MEMORANDUM

City Clerk's Office

DATE: September 5, 2018
TO: Greenwood Cemetery Advisory Board
FROM: J. Cherilynn Mynsberge, City Clerk
SUBJECT: Revised 2017 Annual Report

As directed by the Board,

- All sales tables now contain a "Totals" line.
- Under **FINANCIAL REPORT**, Sales Totals for Newly Identified Grave Spaces, the second sentence was revised to clarify the new spaces were released for sale in August 2015.
- Three pie charts were added depicting yearly sales by section.

In addition:

- The last paragraph under **MASTER PLAN** (pg 4) has been rephrased to more accurately reflect recent discussions regarding our next steps.
- Under **RULES AND REGULATIONS**, B. PAYMENT PLANS (pg 5), #8 has been deleted as a result of the Contractor's report that among the remaining available plots at Greenwood not more than two plots are contiguous.
- The final paragraph of that section (pg 5) has been reworded to reflect the current status of proposed payment plan policy.
- The **CONDITION, ROADS** section (pg 10) has been reworded to reflect the completed status of the capeseal project.

ATTACHMENTS:

Revised 2017 Annual Report

SUGGESTED RESOLUTION:

To submit the Greenwood Cemetery Advisory Board's 2017 Annual Report to the City Commission on September 17, 2018.

GREENWOOD CEMETERY ADVISORY BOARD

2017 ANNUAL REPORT

DRAFT

CITY OF BIRMINGHAM
151 MARTIN ST.
BIRMINGHAM MI 48009

GREENWOOD CEMETERY ADVISORY BOARD

2017 ANNUAL REPORT

THE BOARD

Darlene Gehringer, Chairperson

Linda Buchanan, Vice Chairperson

Kevin Desmond

Linda Peterson

Laura Schreiner

George Stern

Margaret Suter

INTRODUCTION

The City Commission established the Greenwood Cemetery Advisory Board (GCAB) on October 13, 2014 by adoption of Ordinance No. 2146. Now codified as Chapter 34, Section 34-30 of the Birmingham Code of Ordinances, the ordinance reads, in part:

- (g) *Powers and duties.* In general, it shall be the duty of the Greenwood Cemetery advisory board to provide recommendations to the city commission:
 - (1) *Modifications.* As to modifications of the rules and regulations governing Greenwood Cemetery;
 - (2) *Capital improvements.* As to what capital improvements should be made to the cemetery;
 - (3) *Future demands.* As to how to respond to future demands for cemetery services; and
 - (4) *Day to day administration.* The day to day administration of the cemetery shall be under the direction and control of the city, through the city manager or his/her designee.
- (h) *Reports.* The Greenwood Cemetery advisory board shall make and submit to the city commission annually a report of the general activities, operation, and condition of the Greenwood Cemetery for the preceding 12 months. The Greenwood Cemetery advisory board shall, from time to

time, as occasion requires, either in the annual report, or at any time deemed necessary by the Greenwood Cemetery advisory board, advise the city commission in writing on all matters necessary and proper for and pertaining to the proper operation of Greenwood Cemetery and any of its activities or properties.

This annual report covers the calendar year 2017 and is separated into the three statutory sections:

1. General Activities
2. Operation
3. Condition.

1. GENERAL ACTIVITIES

MASTER PLAN

On March 17, 2017 the City Commission considered the action list adopted by the GCAB on September 2, 2016. The Commission felt that the GCAB's recommendation to create a master plan for the cemetery was the key component to accomplishing the other items on the list. To that end, the Commission took the following action:

Motion by Commissioner Bordman, seconded by Commissioner DeWeese:
To accept the proposed Greenwood Cemetery Advisory Board's Action List, with the following revisions:

1. Develop a Master Plan for the Cemetery including a map;
2. Revise the Rules and Regulations to remove the restriction of upright monuments in Section F. North

VOTE: Yeas, 6
Nays, None
Absent, 1 (Harris)

A Request for Proposals (RFP) for a master plan consultant was issued on August 17, 2017. No bids were received.

The GCAB revised the RFP to narrow the scope of work to focus on operational analysis of the cemetery and reissued the RFP on January 16, 2018. Bids were received from Fleis & Vandenbrink and Johnson & Anderson. Both bids were close to double the \$20,000 budgeted by the City Commission for the project. Neither bidder demonstrated a clear understanding of the scope of work or of the cemetery itself. Fleis & Vandenbrink's proposal focused on the firm's experience with large scale design and construction. Johnson & Anderson's proposal was centered almost solely on GIS mapping.

After reviewing the proposals, the GCAB agreed neither bid should be accepted. In coming months the GCAB will reevaluate the goals to be accomplished through the master plan process and draft a new RFP. Preliminary discussions suggest the term "master plan" conveys a project much broader in scope than what is intended. Discussions in progress indicate the need to first establish a baseline of the property in terms of sites that are sold, sites that are occupied, and sites which remain unsold. The process by which this might be accomplished will be explored in order to more narrowly define the scope of work requiring professional assistance.

RULES AND REGULATIONS

A. MONUMENTS

On March 17, 2017 the City Commission directed the GCAB to revise the Cemetery Rules and Regulations to permit upright monuments in Section F North of Greenwood Cemetery. All conditions as to the erection of monuments in Section VI, Monuments, Grave Markers, and Foundations shall continue to apply.

The GCAB took the necessary action to amend the Cemetery Rules and Regulations on May 5, 2017. A copy of the revised Rules is appended to this report as **Attachment A**.

B. PAYMENT PLANS

Installment payment plans for the purchase of cemetery plots are an option currently offered by the Cemetery's management services contractor, Elmwood Historic Cemetery (Contractor), but Cemetery Regulations are silent on the issue. The GCAB recommends a written, City policy be enacted to regulate payment plans.

The GCAB studied the current practice and drafted a policy which maintains the general structure while changing several economic factors:

1. Reduction of maximum period for payment plan agreements from 36-months to 24-months.
2. Increase in down payment from 10% to 20%.
3. For payment plan agreements initiated in 2018 and after, failure to pay off the contract on or before the final payment due date will result in forfeiture of the unpaid plot(s) and all monies paid to date.
4. The Greenwood Cemetery Perpetual Care Fund will receive 75% of each payment made at the time of payment.

The recommended policy also clarifies operational procedures:

5. Payments will be made in equal monthly installments, and payments will be allocated equally among all plots included in the agreement.
6. Installment plans will be interest free.
7. A plot must be paid in full before interment takes place.
8. Prior payments may not be transferred from one plot to another.

Taking into consideration the comments of the City Commission, the GCAB finalized the policy at their meeting of September 7, 2018, and plans to present a recommendation for adoption of the policy to the City Commission on September 17, 2018.

2. OPERATION

FINANCIAL REPORT

A. CEMETERY

Cumulative Sales Totals for 2017

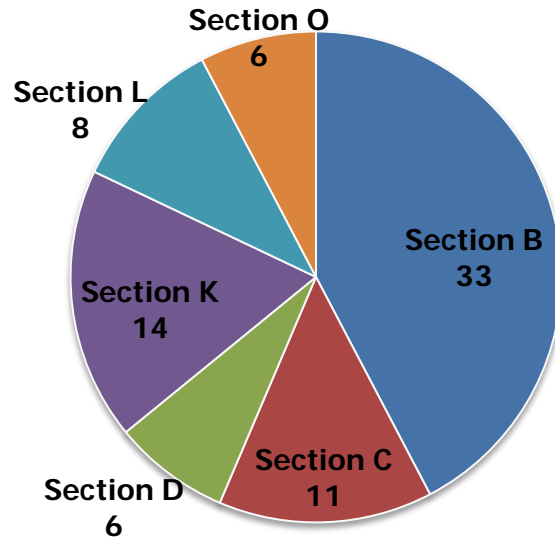
Graves Sold	First Quarter	Second Quarter	Third Quarter	Fourth Quarter	TOTAL SOLD	75% of sale paid to City	25% of sale to Contractor
Resident	2	8	1	5	11	\$24,750.00	\$8,250.00
Non-Resident	12	9	4	6	25	\$56,250.00	\$18,750.00
TOTAL	14	17	5	11	47	\$105,750.00	\$35,250.00

Sales Totals for Newly Identified Grave Spaces

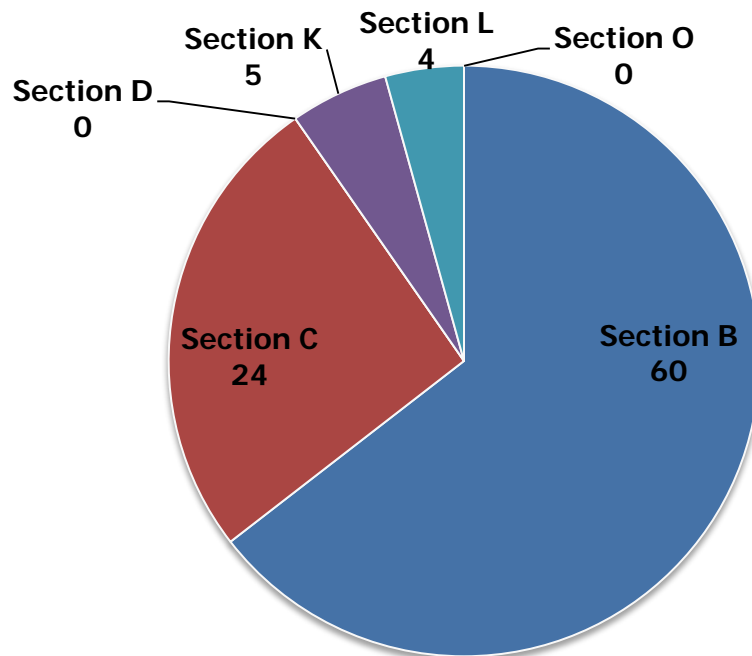
In 2015 the Contractor identified 530 potential grave spaces in Sections B, C, D, K, L, and O. In August, 2015 the City Commission released the plots for sale, limiting the sale of newly identified graves in Sections B and C to 240, and directing the GCAB to provide a recommendation after 200 were sold as to whether or not additional grave spaces should be released for sale. As of the end of 2017, 169 of the grave spaces have been sold in Sections B and C.

Section	2015 Total	2016 Total	1 Qtr 2017	2 Qtr 2017	3 Qtr 2017	4 Qtr 2017	2017 Total	TOTAL Sold 2015 through 2017	Number of Graves Remaining
B	33	60	14	14	2	6	36	129	279
C	11	24	0	1	2	2	5	40	32
Total sold in Sections B & C:								169	
D	6	0	0	0	0	0	0	6	6
K	14	5	0	0	0	0	0	19	0
L	8	4	0	0	0	0	0	12	4
O	6	0	0	0	0	0	0	6	4
TOTAL	78	93	14	15	4	8	41	212	325

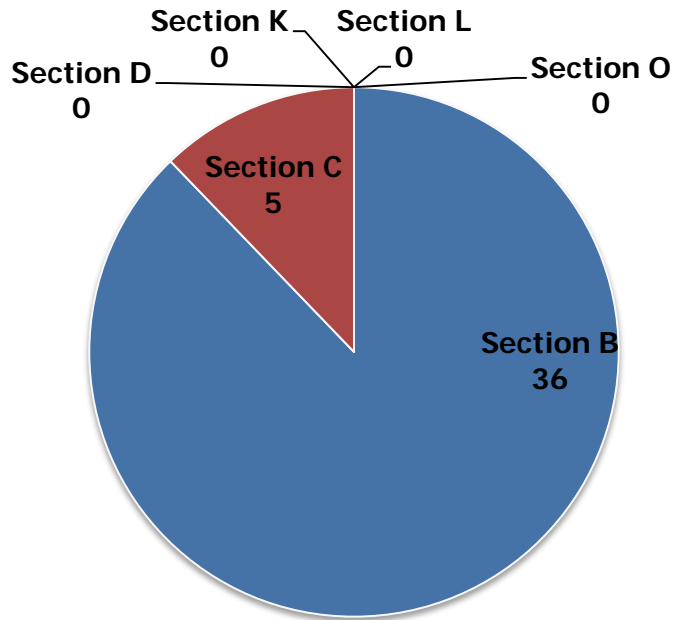
2015 SALES OF NEWLY IDENTIFIED GRAVE SPACES - 78



2016 SALES OF NEWLY IDENTIFIED GRAVE SPACES - 93



2017 SALES OF NEWLY IDENTIFIED GRAVE SPACES - 41



Plots Under Contract (Payment Plan) in Sections B, C, K, L & O
Current through March 31, 2018

Section	Lot	Grave Nos.	Date of Agreement	Term of Agreement	NUMBER OF PLOTS
B	1-A	24	06/21/2018	24 months	1
B	4-A	19, 20	10/23/2017	24 months	2
B	5-C	19, 20	10/23/2017	24 months	2
B	10-A	3, 4	11/16/2015	36 months	2
B	11-A	23	06/26/2018	24 months	1
B	12-A	9, 10	07/15/2016	24 months	2
B	12-A	11, 12	09/15/2016	24 months	2
C	16-C	5	06/13/2018	24 months	1
C	16-C	6	06/13/2018	24 months	1
C	17-C	23, 24	10/26/2016	60 months	2
C	18-A	9, 10	11/04/2016	36 months	2
C	19-A	5, 6	09/21/2017	24 months	2
K	12-A	5, 6	08/26/2015	60 months	2
L	16-A	9, 10	12/03/2015	60 months	2
O	20-A	7, 8	08/26/2015	60 months	2
O	20-B	5,6,7,8	04/22/2016	60 months	4
TOTAL:					30

B. PERPETUAL CARE FUND

DESCRIPTION	BUDGET 2017-2018	PROJECTED 2017-2018
<u>REVENUES</u>		
CHARGES FOR SERVICES	200,000	80,000
INTEREST AND RENT	11,600	10,290
TRANSFERS IN	20,000	20,000
REVENUES	231,600	110,290
<u>EXPENDITURES</u>		
OTHER CHARGES	20,000	20,000
EXPENDITURES	20,000	20,000
REVENUES OVER (UNDER) EXPENDITURES	211,600	90,290
BEGINNING FUND BALANCE	514,443	514,443
ENDING FUND BALANCE	726,043	604,733

Charges for Services - represents proceeds from grave sales.

Interest and Rent - represents income from investments.

Transfers In - represents money transferred from the general fund for the master plan.

Other Charges - represent money spent on the master plan.

Fund Balance - represents the accumulation of assets. Some of it is unspendable (principal) and some is spendable (earnings on investments).

3. CONDITION

EAST GATE

Early in the year the GCAB reported the east gate of the Cemetery was in need of repair. The Department of Public Works (DPS) removed the gate and obtained estimates for the necessary welding and masonry work. On November 22, 2017 Parks & Recreation Manager Laird reported the repair had been completed.

WHITE OAK TREES PLANTED

At the request of the GCAB, the Cemetery was included in the DPS's 2017 Spring Tree Purchase and Planting Project. Six white oak trees were planted along Oak Street between the Cemetery fence and the street curb. The trees are under a two-year warranty program.

ROADS

In 2017 the Contractor reported the roads on the east side of the property had reached a point where coning was making the roads difficult for use by vehicles and were in poor condition. The roads were included in the DPS's 2018-2019 budget for the capeseal program. In June capeseal crews conducted the pulverizing process on the east side of the cemetery, followed by chip seal and topcoat, the final step of the process.



MEMORANDUM

City Clerk's Office

DATE: September 5, 2018
TO: Greenwood Cemetery Advisory Board
FROM: J. Cherilynn Mynsberge, City Clerk
SUBJECT: Proposed Payment Plan Policy for Cemetery Plots

Based on the City Commission's discussion on June 25, 2018 and the subsequent discussion by the GCAB on July 6, 2018, City Attorney Currier has clarified the fourth paragraph of the proposed payment plan policy. References to use of an end plot first have been deleted as a result of the Contractor's report that among the remaining available plots at Greenwood not more than two plots are contiguous.

If the GCAB approves this revised version, it will be presented to the City Commission at their September 17, 2018 meeting.

ATTACHMENTS:
Revised version – redlined
Revised version - clean

SUGGESTED RESOLUTION:
To recommend to the City Commission approval of the Payment Plan Policy as approved by the Greenwood Cemetery Advisory Board on September 7, 2018.

IX. LOT SALES - PAYMENT PLAN POLICY

A payment agreement may be entered into to allow for the purchase price to be paid over a period of time.

Payment agreements require a 20% down payment of the total purchase price, with the remaining balance to be spread into equal monthly payments per plot for a period not to exceed 24 months. Such payment agreements shall be interest free.

A plot being purchased under a payment agreement may not be used for interment until the full purchase price has been paid.

If multiple plots are included in the Purchase Agreement, the monthly payment in question should be equally allocated to each plot. In the event interment is needed, the plot must be fully paid before interment can take place. This will require an additional payment to fully payoff the plot in question. The remaining plots shall continue on the installment payment contract until all plots are paid in full or the agreement is otherwise terminated. Neither the cemetery, nor the plot owners shall transfer any funds, or credit any prior payments to other plots for this purpose.

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~~If multiple plots are included in a purchase agreement, the balance due on any one or more of the plots needed for interment must be fully paid before interment can take place. In the case that only a portion of the plots included in a purchase agreement are paid in full so that interment can take place, an end plot will be utilized first and others located adjacent subsequently as needed. Monthly payments may continue on the other plots. Money so allocated will not be shifted~~

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For purchase agreements initiated in 2018 and subsequently, failure to pay the entire contract on or before the final payment due date will result in forfeiture of the unpaid plot(s) and all monies paid to date.

The Greenwood Cemetery Perpetual Care Fund will receive 75% of the sale price for each plot sold under a payment agreement at the time of each payment, or upon the expiration date of the purchase agreement, whichever occurs first.

IX. LOT SALES - PAYMENT PLAN POLICY

A payment agreement may be entered into to allow for the purchase price to be paid over a period of time.

Payment agreements require a 20% down payment of the total purchase price, with the remaining balance to be spread into equal monthly payments per plot for a period not to exceed 24 months. Such payment agreements shall be interest free.

A plot being purchased under a payment agreement may not be used for interment until the full purchase price has been paid.

If multiple plots are included in the Purchase Agreement, the monthly payment in question should be equally allocated to each plot. In the event interment is needed, the plot to be used must be fully paid before interment can take place. This will require an additional payment to fully payoff the plot in question. The remaining plots shall continue on the installment payment contract until all plots are paid in full or the agreement is otherwise terminated. Neither the cemetery, nor the plot owners shall transfer any funds, or credit any prior payments to other plots for this purpose.

For purchase agreements initiated in 2018 and subsequently, failure to pay the entire contract on or before the final payment due date will result in forfeiture of the unpaid plot(s) and all monies paid to date.

The Greenwood Cemetery Perpetual Care Fund will receive 75% of the sale price for each plot sold under a payment agreement at the time of each payment, or upon the expiration date of the purchase agreement, whichever occurs first.

**FINAL
HISTORIC GREENWOOD CEMETERY 2018
FIRST QUARTER REPORT**

MONTHLY BURIAL SERVICES

MONTH	CREMATION BURIAL	FULL CASKETED BURIAL	DISINTERMENT
JANUARY	0	1	0
FEBRUARY	1	0	0
MARCH	0	1	0

CEMETERY MAINTENANCE

Snow removal completed as needed. Difficulty with roads on eastside of cemetery. The roads are in poor repair.

CUSTOMER SERVICE, RECORD KEEPING AND LONG TERM CARE

At the end of the quarter all of the records are up to date. No lot owner requests are outstanding and no transfers are pending.

GRAVE SALES

9 plot sales in the first quarter.

JANUARY – MARCH (FIRST QUARTER)

2018	Purchased one grave	Purchased two graves	Purchased three or more graves	TOTAL SOLD	75% of sale paid to the City	25% of sale paid to the Contractor
Resident	2		1(3 graves)	5	\$11,250.00	\$3,750.00
Non-Resident			1(4 graves)	4	\$9,000.00	\$3,000.00
TOTAL	2		7	9	\$20,250.00	\$6,750.00

2018 CUMULATIVE SALES TOTALS

Graves Sold	First Quarter	Second Quarter	Third Quarter	Fourth Quarter	TOTAL SOLD	75% of sale paid to the City	25% of sale paid to the Contractor
Resident	5					\$11,250.00	\$3,750.00
Non-Resident	4					\$9,000.00	\$3,000.00
TOTAL	9					\$20,250.00	\$6,750.00

NEWLY IDENTIFIED GRAVE SPACES**
TOTAL NUMBER OF GRAVES SOLD PER SECTION

Section	2015 Total	2016 Total	2017 Total	First Quarter 2018	Second Quarter 2018	Third Quarter 2018	TOTAL Number of Graves Sold To Date	Number of Graves Remaining
B	33	60	36	1			130*	278
C	11	24	5	7			47*	25
D	6	0	0	0			6	6
K	14	5	0	0			19	0
L	8	4	0	0			12	4
O	6	0	0	0			6	4
TOTAL	78	93	41	8			220	317

*Per City Commission request, once 200 graves are sold in Sections B & C, the GCAB must review those Sections prior to additional graves being sold. No more than 240 graves can be sold in those two sections prior to GCAB review. **Total to date: 177**

**Only flush memorials are allowed in the newly identified grave spaces.

AREAS ALONG THE ROAD (SECTIONS E & G)
TOTAL NUMBER OF GRAVES SOLD PER SECTION

Section	2015 Total	2016 Total	2017 Total	First Quarter 2018	Second Quarter 2018	Third Quarter 2018	TOTAL Number of Graves Sold To Date	Number of Graves Remaining
E	11	0	0	0			11	0
G	14	1	3	1			19	0
TOTAL	25	1	3	1			30	0

REMAINING SECTIONS WITH AVAILABLE LOTS
TOTAL NUMBER OF GRAVES SOLD PER SECTION

Section	2015 Total	2016 Total	2017 Total	TOTAL Number of Graves Sold To Date	Number of Graves Remaining
F North	0	0	3	3	0
TOTAL	0	0	3	3	0

PLOTS UNDER CONTRACT (PAYMENT PLAN) IN SECTIONS B, C, K, L & O

Current through March 31, 2018

Section	Lot	Grave Nos.	Date of Agreement	Term of Agreement	NUMBER OF PLOTS
B	1-A	24	06/21/2018	24 months	1
B	4-A	19, 20	10/23/2017	24 months	2
B	5-C	19, 20	10/23/2017	24 months	2
B	10-A	3, 4	11/16/2015	36 months	2
B	11-A	23	06/26/2018	24 months	1
B	12-A	9, 10	07/15/2016	24 months	2
B	12-A	11, 12	09/15/2016	24 months	2
C	16-C	5	06/13/2018	24 months	1
C	16-C	6	06/13/2018	24 months	1
C	17-C	23, 24	10/26/2016	60 months	2
C	18-A	9, 10	11/04/2016	36 months	2
C	19-A	5, 6	09/21/2017	24 months	2
K	12-A	5, 6	08/26/2015	60 months	2
L	16-A	9, 10	12/03/2015	60 months	2
O	20-A	7, 8	08/26/2015	60 months	2
O	20-B	5,6,7,8	04/22/2016	60 months	4
TOTAL:					30

This concluded the 16th quarter (49 months) as the operator of Historic Greenwood Cemetery.



MEMORANDUM

City Clerk's Office

DATE: September 5, 2018
TO: Greenwood Cemetery Advisory Board
FROM: J. Cherilynn Mynsberge, City Clerk
SUBJECT: Master Plan Process

At the City Commission's direction on March 17, 2017, the Board has worked to secure a contractor to create a Master Plan for the cemetery. After a year and a half, two Requests for Proposals have failed to yield any suitable bids. The Board's recent discussions have produced several ideas for moving forward.

- The term "master plan" conveys a project much broader in scope than what is intended.
- The scope of work needs to be more narrowly defined.
- A baseline of supply and possibly demand should be established.
- Some work could be done internally to save professional fees.
- Obtaining general cost estimates for some projects would be helpful.

To focus our discussion about next steps, I've attached a draft of a "Process Chart". This provides a framework for determining our initial needs and developing a narrow scope of work for which a professional consultant will be needed. With the entire process more clearly defined the Board should find it easier to develop a new Request for Proposals that is clear about our needs and which will result in responsive bids.

ATTACHMENTS:
Process Chart

