

**GREENWOOD CEMETERY ADVISORY BOARD  
MEETING MINUTES  
FRIDAY, FEBRUARY 3, 2017 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 AM.

**II. ROLL CALL**

ROLL CALL: Present: Darlene Gehringer  
Linda Buchanan  
Kevin Desmond  
Linda Peterson  
Laura Schreiner  
George Stern  
Margaret Suter  
Absent: None

Administration: Cheryl Arft, Acting City Clerk

**III. APPROVAL OF MINUTES**

**A. APPROVAL OF MINUTES OF DECEMBER 9, 2016**

Ms. Buchanan noted in the roll call, Ms. Peterson should be changed to Ms. Buchanan.

Ms. Suter asked to make a correction on page 2 in the eighth paragraph, by replacing the words "doing this", and also the word "anything" to more descriptive references. The Clerk will review the audio file to make the suggested changes.

Mr. Stern asked that on page 3 in the sixth paragraph, the word "as" be added to the last sentence to read better. He also suggested a change on page 7, in the fourth paragraph, the amount of \$1,500.00 be changed to \$1,500.

Mr. Stern also asked to note that he had provided copies of his comments made during the meeting to the Board members as requested.

**MOTION:** Motion by Suter, seconded by Schreiner:  
To approve the minutes of December 9, 2016, as amended.

VOTE: Yeas, 7  
Nays, None  
Absent, None

**B. APPROVAL OF MINUTES OF JANUARY 3, 2017**

Ms. Suter suggested adding the words "for maintenance" at the end of her comment on page 2, in paragraph 7 for clarity. The Clerk will review the audio file to confirm the suggested addition.

**MOTION:** Motion by Buchanan, seconded by Peterson:  
To approve the minutes of January 6, 2017, as amended.

VOTE: Yeas, 7

Nays, None  
Absent, None

#### **IV. NEW BUSINESS**

##### **A. REPORT ON SECTION G, LOT AA, GRAVES 1-5; DPS TREE INVENTORY**

Acting Clerk Arft explained that at the last meeting, there was a concern over a tree that had been removed in order to make space for a grave in Section G, Lot AA, and whether or not it was a newly created grave or an existing grave. The Acting Clerk was asked to investigate the history. She found that it was an existing grave that had never been used, but had had a tree on it. A note made in the record for this grave at the Clerk's office in 1970 indicates that it could be a space appropriate for the burial of cremains. A discussion with the Contractor indicated the tree had been removed by the time the Contractor took over management of the cemetery. At some point prior to that time, the tree was removed by DPS; however DPS records were not available as to when the tree might have been removed.

Acting Clerk Arft noted that DPS has undertaken a tree inventory of the City-owned trees throughout the City, and DPS offered to include Greenwood Cemetery in the inventory. She spoke with the City Manager, who agreed DPS should proceed with an inventory in the cemetery.

Mr. Stern asked if the Clerk would check whether the Contractor was paid a full 25% commission on that grave. Mr. Stern said this seems to have been an existing grave in the cemetery. Mr. Stern said the Contractor is to receive the commission on newly designated graves. The Clerk will contact the Contractor.

No action was necessary from the Board.

##### **B. REPORT ON ROBERTSON GRAVE LOCATION IN SECTION F NORTH**

Acting Clerk Arft explained that she was asked at the last Board meeting to provide a location map of Mr. Paul Robertson's grave location. The location map was included in the packet of information with today's agenda.

Ms. Schreiner asked the Acting Clerk to check for burials surrounding Mr. Robertson's graves with flat markers. The Acting Clerk will research the records and report back to the Board. Mr. Stern confirmed with the Acting Clerk that the records reflect there are no more graves available for sale in F North. The Acting Clerk said she believes that is accurate.

Following discussion, no action was necessary from Board.

##### **C. APRIL 7, 2017 GCAB MEETING**

Acting Clerk Arft noted that she will not be available for the April 7, 2017 Board meeting, and it is unknown at this time if the City will have hired a permanent Clerk. It was suggested that the Board discuss either re-scheduling the April meeting to later in the month, or cancelling the meeting. It was noted that April 14, 2017, the City offices will be closed for the Good Friday observance.

**MOTION:** Motion by Buchanan, seconded by Suter:  
To cancel the April 7, 2017 GCAB meeting.

VOTE: Yeas, 7  
Nays, None  
Absent, None

**B. DISCUSSION OF CEMETERY MANAGEMENT AGREEMENT**

Mr. Stern said the Board has is a make or buy decision. We have to know what the alternatives are between make or buy.

Following discussion, the Board took no action.

Mr. Desmond left at 9:25 AM.

**C. DISCUSSION OF MCL 456.537 – PUBLIC CEMETERIES (PUBLIC ACT 46 OF 1931) AND CEMETERY REGULATION ACT (PUBLIC ACT 251 OF 1968)**

Ms. Gehringer said this has been discussed many times, and would like to keep our comments new and relevant.

Mr. Stern asked if the City Manager has plans to advance this to the City Commission for action. Acting Clerk Arft said she is unaware of any plans to do so. She added that the City is governed by the Public Cemeteries Act (P.A. 46 of 1931). Ms. Suter ~~confirmed with~~ requested confirmation from Ms. Arft that the City is governed by the state law as a public cemetery. Public Act 46 applies to public cemeteries. Mr. Stern said we used the Cemetery Regulation Act (Public Act 251 of 1968, as amended) in order to set up the Perpetual Care trust fund.

Following discussion, no action was taken by the Board.

**V. UNFINISHED BUSINESS**

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

**A. NATIONAL HISTORIC DESIGNATION OF CEMETERY - UPDATE**

Ms. Buchanan said she spoke with Mr. Christianson this week and he was apologetic about not visiting the cemetery during the fall. He indicated that he would like to have the entire cemetery included in the historic designation, but occasionally, just certain sections are included that are indicated to be old. The application for the designation must be generated by the City. He suggested a grant writer might be helpful to prepare the application. He suggested that the application submitted to the state might be helpful to use as a guide, since the applications are similar.

**B. DIGITIZATION OF CEMETERY RECORDS-UPDATE**

This was discussed earlier in the meeting.

**C. REQUEST FOR RFP FOR GPR SERVICES IN THE CEMETERY-UPDATE**

**D. RFP FOR MASTER PLAN OF THE CEMETERY-UPDATE**

Ms. Gehringer recalled that the Board requested a review of the RFPs prior to the RFP's being issued, and an opportunity to review the responses.

**E. AMENDMENT TO THE CEMETERY CONTRACT WITH ELMWOOD**

Ms. Gehringer suggested this will be a long-term topic.

**VI. CONTRACTOR REPORT**

**A. FIRST QUARTER 2016 REPORT**

**B. SECOND QUARTER 2016 REPORT**

**C. THIRD QUARTER 2016 REPORT**

**D. FOURTH QUARTER 2016 REPORT**

Ms. Arft noted that all of the 2016 quarterly reports have been re-formatted and are being provided to the Board today.

She added that she clarified with the Contractor that there are no more graves remaining in Section G.

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

**VIII. BOARD COMMENTS**

Ms. Suter requested to get a copy of the cemetery map showing the location of the sold/pending graves.

Mr. Stern commented on the fact that the City Commission did not discuss the Greenwood Cemetery during the Long Range Planning meeting.

**IX. ADJOURN**

The meeting was adjourned at 10:00 AM.

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