

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

Ms. Suter requested a change on page from "confirmed with" to "requested confirmation from" in Section C on page 3. The Acting Clerk will review the audio file to make the suggested changes.

Mr. Stern asked that "Public Act 251 of 1968, as amended" be added to the same paragraph in the reference to the Cemetery Regulation Act.

Mr. Stern asked that the word "is" be removed in Item D. RFP for Master Plan of the Cemetery-Update on page 3. Ms. Gehringer asked that the apostrophe in RFPs be removed in the same sentence.

MOTION: Motion by Suter, seconded by Buchanan:
To approve the Minutes of February 3, 2017, as corrected.

VOTE: Yeas, 7
Nays, 0
Absent, None

The Acting Clerk suggested moving Ms. Buchanan's update of the National Historic Designation of Cemetery prior to the first item of New Business.

MOTION: Motion by Stern, seconded by Buchanan:
To move Item A. National Historic Designation of Cemetery update on the agenda before New Business.

VOTE: Yeas, 7
Nays, 0
Absent, None

A. UNFINISHED BUSINESS – NATIONAL HISTORIC DESIGNATION OF CEMETERY – UPDATE

Ms. Buchanan distributed a copy of the email she received from Robert Christiansen of the State Historic Preservation Office. She explained that Mr. Christiansen notified her that after his physical visit to Greenwood Cemetery, he believes that the cemetery does not have a clear case for national register eligibility.

The Board members thanked Ms. Buchanan for her efforts in pursuing the national designation on behalf of Greenwood Cemetery.

IV. NEW BUSINESS

A. PONTEM PRESENTATION/WEBINAR

Due to technical difficulties, the presentation will have to be re-scheduled to a future meeting.

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. DIGITIZATION OF CEMETERY RECORDS

There was no update for this meeting.

B. REQUEST FOR RFP FOR GPR SERVICES IN THE CEMETERY

The request for an RFP will be discussed by the City Commission during the Budget Hearing on Saturday, April 22, 2017 at 8:30 AM in the Municipal Building.

C. REQUEST FOR RFP FOR MASTER PLAN OF THE CEMETERY

The request for an RFP will be discussed by the City Commission during the Budget Hearing on Saturday, April 22, 2017 at 8:30 AM in the Municipal Building.

D. AMENDMENT TO THE CEMETERY CONTRACT WITH ELMWOOD

There was no update for this item.

Mr. Stern asked what the expectation is for the unfinished business items. He asked will they come back to us at some point, or does the Board have to do something to bring any of the items to be brought back to the Board.

Ms. Gehringer suggested each Board member prepare by reading the contract, and make notes on questions they may have. The contract can then be addressed by the Board in a systematic manner by section.

Ms. Gehringer suggested that the Board finalize the digitization project, and that perhaps in June, the Board can begin to address the cemetery contract.

Mr. Stern asked when the City Commission budget hearing is. Ms. Arft said it is in April. He confirmed that by the May meeting, the Board will know whether the RFPs are included in the budget for the upcoming year, and we could begin to work on the RFPs in May.

VI. CONTRACTOR REPORT

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

VIII. BOARD COMMENTS

A. CEMETERY MAINTENANCE

Ms. Gehringer said she took pictures recently of the cemetery, and provided those to the Clerk's Office. Those are included with the agenda today. She expressed concern about the large tire tracks she saw there which were over some of the graves. She said it appeared that there had also been some dumping of tree debris into the ravine.

Acting Clerk Arft said she contacted the Contractor after Ms. Gehringer contacted her, who indicated that their crews use large boards when accessing a grave for burial. DPS was also contacted, and said DPS does not go into the cemetery with trucks of that size. They both confirmed that no dumping of debris is done.

Discussion followed about methods to prevent this from happening in the future, such as gate control, cameras, neighborhood watches, and/or more frequent police patrols.

Ms. Buchanan noted that DPS plans to place stakes soon for new trees in the cemetery.

B. DISCUSSION OF JANUARY 28, 2017 CITY COMMISSION LONG RANGE PLANNING MEETING

Mr. Stern expressed his disappointment that the City Commission did not discuss the cemetery at the meeting. He said he had a conversation with the City Manager that the Clerk's Office had spoken with someone who is a master planner about creating more space in the cemetery and the need for additional cemeteries. Ms. Arft clarified that the office has contacted a few companies who do master plans for cemeteries to obtain a cost estimate for a master plan of the cemetery. She said no specifics have been discussed with any company, and no RFP has been drafted at this point. She said the request for funds to move forward with the RFP for a master plan has been submitted and will be discussed at the Budget meeting in April.

Mr. Stern said he thinks it is extremely important for the citizens to find additional cemetery space. He noted that we have not included in the discussion for the Commission to adopt P.A. 480 to allow us to reclaim abandoned spaces. We should continue to pursue how we can find additional space in the cemetery for the citizens. He said it is incumbent upon the Board to find additional space. He expressed his pleasure that the item of additional cemeteries and additional cemetery space is going to be listed as one item to be looked at in the master plan, and even if the city decides not to move forward with it, we should look at it.

Ms. Gehringer said she is confused, and asked if the Master plan has become part of the long range plan. Mr. Stern said we were precluded from speaking at the long range planning meeting about having cemetery space included in the long range plan where Mr. Stern believes it should be. He said he has since learned that even though it was not discussed at the long range planning meeting itself, that the item has been mentioned for inclusion in the master plan RFP. Ms. Arft clarified that no one has written an RFP so there has been no inclusion of anything. Once the City Commission agrees that an RFP should be issued, then the RFP will be developed, and then those items can be included if that is the direction given.

Mr. Stern asked if that discussion will be open to the public. Ms. Arft confirmed that it will be open to the public.

IX. ADJOURN

The meeting was adjourned at 9:15 AM.