

**GREENWOOD CEMETERY ADVISORY BOARD
MEETING MINUTES
FRIDAY, MAY 5, 2017 AT 8:30 AM
MUNICIPAL BUILDING, ROOM 205, 151 MARTIN**

I. CALL TO ORDER

Darlene Gehringer, Chairperson called the meeting to order at 8:30 AM.

II. ROLL CALL

ROLL CALL: Present: Darlene Gehringer
Kevin Desmond (arrived at 8:33 AM)
Linda Peterson
Laura Schreiner
George Stern
Margaret Suter
Absent: Linda Buchanan

Administration: City Clerk Brown, Deputy City Clerk Arft

III. APPROVAL OF MINUTES

A. APPROVAL OF MINUTES OF MARCH 3, 2017

MOTION: Motion by Stern, seconded by Suter:
To approve the minutes of March 3, 2017.

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

IV. NEW BUSINESS

City Clerk Brown was welcomed by the board members.

A. AMENDMENT TO RULES AND REGULATIONS – SECTION F NORTH

Chairwoman Gehringer explained the request from the City Commission to revise the cemetery Rules and Regulations. She said the revision to the rules would now permit upright monuments in section F North.

Mr. Stern expressed support of the revision, and is in favor of deleting the section.

MOTION: Motion by Stern, seconded by Suter:

To amend the Greenwood Cemetery Rules and Regulations to permit upright monuments in Section F North of Greenwood Cemetery by deleting the sub-section titled FLUSH MEMORIAL SECTION – F-NORTH ONLY under section VI. MONUMENTS, GRAVE MARKERS AND FOUNDATIONS. All other conditions as to the erection of monuments in section VI shall continue to apply.

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

B. REQUEST FOR PROPOSALS - MASTER PLAN FOR CEMETERY

Chairwoman Gehringer explained that the City Commission directed the Board to develop a Request for Proposal for a cemetery Master Plan. She noted that while she has no experience with development of a Master Plan, she suggested we list the Board's wants and/or needs.

Clerk Brown said funds for the Master Plan will be available beginning with the 2017-2018 fiscal year, which is July 1, 2017. She noted that the 2017-2018 budget has not yet been adopted by the City Commission. She added that there are several city departments working on a Master Plan currently. She will develop a template for a Master Plan RFP, and bring it to the board.

Ms. Gehringer said our priority list is available to us for development of an RFP.

Discussion followed about adding the cemetery to the City's website for the public to access burial records. Mr. Stern suggested that a vital item is digitization of all cemetery records including burial records.

Clerk Brown agreed that the Action List can be used to assist the Board in setting the foundation for the Master Plan.

Mr. Stern said the Board needs to assess the demand for graves by the public.

Chairwoman Gehringer emphasized that the City Commission gave the Board specific direction for its next steps. She added that the demand for graves has dropped after initial opening of newly created graves spaces.

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. AMENDMENT TO THE CEMETERY CONTRACT WITH ELMWOOD

Mr. Stern suggested reviewing his reports to the City Commission pointing out that the contractor makes about \$1500 per hour selling graves, and is making a 93% profit margin.

Discussion followed with Mr. Stern and Mr. Desmond about how the figures were determined.

No action was taken by the Board.

B. DONOR RECOGNITION PROGRAM

Chairperson Gehringer said the City Commission thought the program was a good start. She spoke with Commissioner Hoff about ~~missing~~ adding items, such as nameplates on benches. Ms. Gehringer said we do not want it to be treated as a park, ~~and that~~ but this is a good item to be included in the Master Plan.

~~A suggestion was made for~~ Ms. Gehringer suggested a display in the cemetery ~~with~~ listing donations.

No action was taken by the Board.

VI. CONTRACTOR REPORT

A. 1ST QUARTER 2017 CONTRACTORS REPORT

An amended report was provided to the board members.

Board members had questions about items in the report. Clerk Brown said she will contact the contractor to clarify.

Mr. Stern noted that 12 non-residents vs. 2 residents had purchased graves.

Chairwoman Gehringer said there is no distinction between non-residents and residents, and reaffirmed that the Board will not go against any City Commission direction.

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

VIII. BOARD COMMENTS

Ms. Peterson expressed concern about the contract, and the Board keeps dropping it.

Mr. Stern noted the visit from a Pontem representative has been postponed. He suggested contacting an individual he had contacted for a personal visit to the Board. He noted that next of kin information is currently not collected from grave purchasers, and he suggested that going forward, that information is be collected.

Mr. Stern said he had contacted Robert Christensen with the State Historic Preservation Office. Mr. Stern provided a copy of his conversation with Mr. Christensen. Mr. Stern feels it is important for whomever develops the Master Plan to understand the designation. He feels everyone was misled. Mr. Stern was told by Mr. Christensen that no historical designation rules apply to the cemetery.

Chairwoman Gehringer expressed concern that Mr. Stern did this on his own without direction from the Board.

Discussion followed about the information Mr. Stern received.

Ms. Schreiner said the conversation raised some questions and that the Board may need some official documentation from Mr. Christensen about the cemetery's status for Master Plan development.

IX. ADJOURN

The meeting was adjourned at 9:22 AM.

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