

**GREENWOOD CEMETERY ADVISORY BOARD
MEETING MINUTES
FRIDAY, OCTOBER 6, 2017 AT 8:30 AM
MUNICIPAL BUILDING, ROOM 205, 151 MARTIN**

I. CALL TO ORDER

Linda Buchanan, Vice Chairperson called the meeting to order at 8:30 AM.

II. ROLL CALL

PRESENT: Linda Buchanan, Vice Chairperson
Linda Peterson
Laura Schreiner
George Stern
Margaret Suter

ABSENT: Kevin Desmond
Darlene Gehringer, Chairperson

Administration: City Clerk Mynsberge, Transcriptionist Eichenhorn

III. APPROVAL OF MINUTES

A. APPROVAL OF MINUTES OF AUGUST 4, 2017

Regarding a comment halfway down page four of the minutes, Ms. Suter clarified for Mr. Stern that "it" referred to the adjacent land in question.

MOTION: Motion by Laura Schreiner, seconded by Margaret Suter:
To approve the minutes of August 4, 2017, as amended.

VOTE: Yeas, 5
Nays, 0
Absent, 2 (Desmond, Gehringer)

IV. NEW BUSINESS

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. UPDATE ON REQUEST FOR PROPOSALS (RFP) - MASTER PLAN FOR CEMETERY

Clerk Mynsberge presented the Board with a list of companies that have requested the RFP through Michigan Inter-governmental Trade Network (MITN). Clerk Mynsberge continued that:

- Bids are due in two weeks.
- The Clerks Office will prepare a spreadsheet with the qualifications and how the bidders responded to the requirements of the RFP for the Greenwood Cemetery Advisory Board.
- The Greenwood Cemetery Advisory Board will then discuss the bidders over the course of a couple of meetings, and call a vote in order to recommend to the Commission the bidder they would like to hire.

Clerk Mynsberge confirmed for Mr. Stern that only one bidder will be recommended to the Commission, and that clarification can be sought from the bidders should it be necessary.

Clerk Mynsberge clarified for Ms. Schreiner that all of the proposals will be provided to the Greenwood Cemetery Advisory Board in addition to the spreadsheet the Clerks Office prepares.

Clerk Mynsberge added that if the recommended bidder is not the lowest, the Greenwood Cemetery Advisory Board will need to provide justification for their recommendation.

Clerk Mynsberge explained to Mr. Stern that if a bidder excludes a significant part of the bid, she imagines that the Greenwood Cemetery Advisory Board would choose to disqualify said bidder due to their not following the instructions set forth in the RFP.

Clerk Mynsberge clarified for Ms. Buchanan that the requirements set forth for the project can be found in the Scope of Work in the RFP and stated she would resend the RFP to the Advisory Board.

The Advisory Board was in general agreement to discuss the bids at the November 17th meeting.

B. STATUS REPORT ON REPAIR OF EAST GATE

Clerk Mynsberge explained the Department of Public Services has reported the repair of the gate will require welding and masonry. Obtaining estimates for the repair work is expected to take some time.

Clerk Mynsberge confirmed for Mr. Stern that there is a question as to whether this repair will be in this year's budget or the following year's, but also stated that this cannot be ascertained until the estimate has been received.

C. PAYMENT PLAN POLICY FOR CEMETERY PLOTS

Clerk Mynsberge presented the information provided to her by Elmwood, regarding payment plans for cemetery plots, noting:

- There is no written policy for payment plans.
- All payments are collected over the period of the purchase agreement, and the City does not receive its portion until the plot is completely paid. During the payment period Elmwood assumes the costs for invoicing, collections, and other relevant duties.
- She has seen purchase agreements for 36 months, but was advised by Elmwood that they provide two-year, no interest financing, with ten percent down.
- If an individual on a payment plan passes away, said individual will not be interred until the plot has been fully paid.
- If multiple plots are purchased in a group, full payment must be received for the first plot at the time the first plot is needed, and monthly payments may continue on the other plots within the group.
- There are very few places where two plots are available together, let alone multiple plots available together.
- 50% refunds on the grave price are available for plots purchased in 2015 or subsequently, as long as the plot is unoccupied.

Ms. Suter expressed discomfort that there is no written policy, and Ms. Buchanan agreed. Clerk Mynsberge clarified that Elmwood enters into a legal agreement with each purchaser of a cemetery plot.

Ms. Schreiner stated that:

- The Greenwood Cemetery Advisory Board desires to see the outer parameters written down, and;

- That the individual contracts would set forth price, term, time and parties, but it would be beneficial to have the outside possible terms of those contracts defined.

Ms. Schreiner ~~than~~ then inquired as to how payment is allocated if plots are purchased in a group, paid for over some period of time, and then one plot needs to be paid in full. In that case, are the previous payments all re-allocated to paying off the balance of the first plot? Or does each plot maintain its partial balance, with the difference for the first plot requiring immediate payment?

Ms. Buchanan cited Ms. Schreiner's question as evidence that the Advisory Board requires a set of guidelines.

Mr. Stern agreed as well, and stated that the cemetery, acting as advisors for the City, needs to have rules and regulations set forth by the City.

Clerk Mynsberge affirmed for Mr. Stern that it would be appropriate to ask staff for input regarding policy on how City money should be handled in these cases.

Ms. Schreiner asked if the payments become City money when the contract is initiated, or when the money is transferred to the City. Ms. Schreiner continued that it would be wise for the Advisory Board to discuss this matter.

Clerk Mynsberge told Mr. Stern she would find out whether there is an audit procedure for City contractors, and told Ms. Suter that third quarter sales numbers were not yet available.

Mr. Stern asked when City revenue technically becomes City revenue, if a contractor has possession of the revenue first for a period of time. Ms. Schreiner stated that these sorts of transactions likely occur frequently within the City.

Clerk Mynsberge offered to seek input from the appropriate staff regarding the questions raised in this meeting, to present her findings in November, and to prepare a rough draft of the guidelines the Advisory Board is seeking.

VI. CONTRACTOR REPORT

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

VIII. BOARD COMMENTS

Mr. Stern confirmed for Ms. Peterson that he, Ms. Peterson, and Ms. Schreiner come up for re-appointment in July 2018.

Mr. Stern drew the Advisory Board's attention to the report from Clerk Mynsberge on the cemetery, where it reads "...the contractor noted that there are very few, if any, places in the cemetery where multiple plots exist side-by-side." Mr. Stern clarified that this actually refers to plots that both exist and are currently available for sale. He continued that:

- There has been previous discussion of reclaiming plots.
- This topic may be revisited during the Master Plan if it seems that the citizens desire that.
- The Advisory Board should particularly note whether the Master Plan bidders will be looking at current cemetery data, how many plots are available, and other relevant information so that the Advisory Board will have enough information to make a policy recommendation to the Commission if need be.

IX. ADJOURN

The meeting was adjourned at 8:59 a.m.