

**GREENWOOD CEMETERY ADVISORY BOARD
MEETING MINUTES
FRIDAY, NOVEMBER 17, 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

Present: Linda Peterson
Kevin Desmond
Margaret Suter
Darlene Gehringer
Linda Buchanan

Absent: Laura Schreiner
George Stern

Administration: Deputy Clerk Arft

III. APPROVAL OF MINUTES

A. APPROVAL OF MEETING MINUTES OF OCTOBER 6, 2017

Chairperson Gehringer suggested changing the word "than" to "then" on page 3 in the first paragraph.

MOTION: Motion by Ms. Buchanan, seconded by Ms. Suter:
To approve the minutes of October 6, 2017 as amended.

VOTE: Yeas, 5
Nays, 0
Absent, 2 (Schreiner, Stern)

Chairperson Gehringer:

- Asked Clerk Mynsberge to email the RFP for the cemetery's Master Plan to the members of the Board.
- Stated that she would call DPS to give them the name of a contractor to repair the gate.
- Requested a copy of a blank purchase agreement from the contractor to assist the Board in drafting a policy and agreement.
- Asked when the Board would get the 3rd quarter sales numbers.

Ms. Suter asked if the contractor would be attending an upcoming meeting. It was noted that it is not required for the contractor attend the meetings.

IV. NEW BUSINESS

There was no 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. PAYMENT PLAN POLICY FOR CEMETERY PLOTS

Chairperson Gehringer said:

- The City Commission wanted the Board to make recommendations to change the contract, but that adding to Birmingham's cemetery rules and regulations would violate the existing contract.
- The Board should recommend that the Commission amend the existing contract to include a payment plan policy and should present the Commission with the Board's suggestion for the policy in the contract.
- City Attorney Currier would have to review the suggested changes first.

Chairperson Gehringer drafted a proposed purchase agreement and provided each member with a copy. She briefly described the proposed agreement and terms. She stated that the contractor would also have the opportunity to review the proposed agreement and terms.

The Board agreed that each parcel for purchase should be referred to as a 'plot', and that a 'lot' would refer to multiple plots together.

Chairperson Gehringer continued that she would like the Board to work on its recommendations for changing the contract so that the City can put the policy in its rules and regulations once it is ~~been~~ approved*.

Ms. Buchanan stated her approval of Chairperson Gehringer's draft.

Chairperson Gehringer asked the Board members to put their thoughts together for the December meeting about the Board's suggestions to the Commission regarding contract revisions.

B. DISCUSSION ON REVISIONS TO RFP FOR GREENWOOD CEMETERY MASTER PLAN

Chairperson Gehringer requested a copy of the RFP be emailed to the members in order to discuss revisions at the December meeting.

Deputy Clerk Arft referred to Clerk's Mynsberge's memo to the Board with suggestions for revisions to the RFP, which was included in the Board's November 17 packet.

Deputy Clerk Arft offered to both email and provide hardcopies of the RFP to the Board after the meeting's conclusion.

VI. CONTRACTOR REPORT

There was no contractor report to review.

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

VIII. BOARD COMMENTS

Chairperson Gehringer suggested the next meeting agenda should include:

- A. Suggestions for contract revisions regarding the payment plan
- B. RFP revisions
- C. Payment plan policy

She stated that the next meeting is Friday, December 8, 2017 at 8:30 AM.

*As amended on December 8, 2017.

Ms. Peterson asked where the Board is on the Elmwood contract. Chairperson Gehringer described the history of the contract. Ms. Peterson asked if the City knows how many plots have been sold in the last month.

Deputy Clerk Arft stated:

- She believes four plots were sold so far in the third quarter.
- For Ms. Peterson that a plot sells for \$3,000, and that the City receives 75% of that amount.

IX. ADJOURN

The meeting was adjourned at 8:48 AM.

/ca