

**GREENWOOD CEMETERY ADVISORY BOARD  
SPECIAL MEETING MINUTES  
FRIDAY, DECEMBER 15, 2017 AT 8:30 AM  
MUNICIPAL BUILDING, ROOM 203, 151 MARTIN**

**I. CALL TO ORDER**

Chairperson Darlene Gehringer called the meeting to order at 8:32 AM.

**II. ROLL CALL**

Present: Darlene Gehringer  
Linda Buchanan  
Linda Peterson  
Margaret Suter  
Kevin Desmond  
Laura Schreiner  
George Stern

Administration: City Clerk Mynsberge, Deputy Clerk Arft

**III. REQUEST FOR PROPOSAL FOR GREENWOOD CEMETERY MASTER PLAN**

**A. APPROVAL OF REVISIONS TO RFP FOR GREENWOOD CEMETERY MASTER PLAN**

Chairperson Gehringer stated that the sole purpose of the meeting is to approve the revisions to the RFP for the Greenwood Cemetery Master Plan.

Mr. Stern:

- Suggested that the City revisit the practice of requiring bonding.
- Said it is unusual to require a bond if nothing is being built.
- Believes firms are much less likely to place bids on City RFPs because of the requirement.
- Asked City Clerk Mynsberge to broach the topic of removing the bond requirement with City staff.
- Stated that there seem to be three separate projects within the Master Plan:
  - A demographic study;
  - A design study; and,
  - A financial study.
- Said that the Cemetery Board would likely need to figure out how to complete all three projects within the budget created by the Commission.

Chairperson Gehringer agreed with Mr. Stern about the bond, and stated that the City's policy should be revisited.

Mr. Stern stated:

- The RFP insufficiently explains the City's needs;
- No bidder could complete the project based on what is provided in the RFP.

Mr. Stern began to lay out his suggested revisions for the RFP:

- Page 3, paragraph 6: "Analyzing existing conditions" needs to be made more clear;
- Page 3, paragraph 6: "maximizing interment space" is not clear. He noted it could be interpreted as meaning double burials, one on top of another.

- Page 3: "Objectives", paragraph 1: Requires a demographic study, which would cost between \$12,000 - \$15,000. Costs may be more than the City anticipates.
- Page 4: "Scope of Work", paragraph 1: "The Contractor will coordinate with City staff and the City Attorney to ensure compliance with all State and/or Federal laws related to cemeteries" is unclear, and a prospective bidder will not know what it means.

Chairperson Gehringer paused Mr. Stern and said that the Board should not be nitpicking the RFP.

Ms. Suter pointed out that the RFP is based off the City's standard language templates, as indicated by City Clerk Mynsberge.

City Clerk Mynsberge stated that the:

- Agreements in the legal contract require the bidder to adhere to State and ADA laws.
- City's requests are laid out in the Scope of Work section of the RFP.

Chairperson Gehringer requested a motion to approve the revisions, and stated she would like to hear the remainder of Mr. Stern's concerns only if the motion does not pass.

**MOTION:** Motion by Mr. Desmond, seconded by Ms. Buchanan:  
To approve the revisions to the RFP for Greenwood Cemetery Master Plan as submitted.

VOTE:           Yeas,   6  
                      Nays,   1 (Stern)  
                      Absent, 0

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

No members of the public were present.

**V. BOARD COMMENTS**

**VI. ADJOURN**

Chairperson Gehringer adjourned the meeting at 8:48 AM without calling for comments from the Board.