

**GREENWOOD CEMETERY ADVISORY BOARD
MEETING MINUTES
FRIDAY, FEBRUARY 2, 2018 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
Laura Schreiner
George Stern
Margaret Suter

ABSENT: Kevin Desmond
Darlene Gehringer
Linda Peterson

ADMINISTRATION: City Clerk Mynsberge, Deputy Clerk Arft

III. APPROVAL OF MINUTES

A. APPROVAL OF MEETING MINUTES OF JANUARY 12, 2018

Mr. Stern asked that City Clerk Mynsberge's report contain updated information regarding the plots on payment plans in Sections B and C of the cemetery. City Clerk Mynsberge said she would request the information from the contractor.

City Clerk Mynsberge confirmed for Mr. Stern that he asked about his 'Nay' vote twice at the January 12, 2018 meeting.

Mr. Stern asked that his comments on page five, Item VIII, be changed from "The Department of Public Services used to use a rod to measure depth before ~~interning~~ interring* an urn above a casket," to "The Department of Public Services used to use a rod to measure depth before ~~interning~~ interring* an urn".

City Clerk Mynsberge read correspondence from absent Board member Kevin Desmond into the record:

"I, Kevin Desmond, disagree with Mr. Stern's continued assertion, including from the minutes of January 12, that the contractor is making "exorbitant amounts" of money. The cost of graves and interment fees (opening and closing) for casketed and urn burials are comparable to other cemeteries in our local market. In fact, the fee for a casketed burial is significantly less than many other local cemeteries. Our Board is also not in a position to question the operating costs incurred by the Contractor, and any figures that have been estimated, or guesstimated, by a member of our Board in the past are vastly inaccurate."

**As corrected on April 6, 2018.*

MOTION: Motion by Suter, seconded by Stern,
To approve the minutes of February 2, 2018, as amended.

VOTE: Yeas, 4
Nays, 0
Absent, 3

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. RFP FOR GREENWOOD CEMETERY MASTER PLAN

City Clerk Mynsberge reported that the RFP was posted on MITN on January 16, 2018. A preliminary report with bids should be available for the Board's March meeting, and the Board should be prepared to formulate recommendations for the Commission at the April meeting.

City Clerk Mynsberge told Mr. Stern that:

- There are no current plans to meet with the bidders, but that the Board is welcome to interview bidders should they so choose.
- Bids are opened publically, either in the Commission room or at the City Clerk's counter.

B. PAYMENT PLAN POLICY FOR CEMETERY PLOTS

City Clerk Mynsberge said the City Attorney's feedback on payment plans should be available for the Board at their March 2, 2018 meeting.

City Clerk Mynsberge told Mr. Stern that:

- The fourth quarter numbers from Elmwood were not yet available.
- She will create a report once the numbers are available.
- She will ask Elmwood how many plots are included in the 12 payment plans in Sections B and C of the cemetery.

VI. CONTRACTOR REPORT

There was no Contractor's report.

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

There were no comments.

VIII. BOARD COMMENTS

City Clerk Mynsberge told the Board that:

- Eventually all maintenance for the cemetery will come out of the cemetery's Perpetual Care Fund.
- The Department of Public Services (DPS) is requesting money from the General Fund to fix the road in the cemetery this year because there is not enough money in the Perpetual Care Fund at this time.
- If funding is granted for road repairs, the repairs would occur after the start of the fiscal year on July 1, 2018.
- City Clerk Mynsberge estimates that the road would be repaired with capeseal.

Mr. Stern stated that repairs of the road between Sections K and L should be coordinated with the Master Plan.

Ms. Schreiner stated that the City should maintain the road between Sections K and L until it is clear that the sections are going to be vacated.

Ms. Buchanan said that there would likely be pushback from the families with plots in Sections K and L if the road was left in disrepair while the other roads are repaired. Since the Board does not know for certain that Sections K and L will be vacated, the road needs to be maintained until that is determined.

City Clerk Mynsberge stated the City Commission will have the final say on the DPS' request for cemetery road repair funding at the April 2018 budget meeting.

The Board confirmed for Ms. Suter that there is pending discussion on the possibility of removing the road between Sections K and L.

Ms. Suter said the road between Sections K and L is useful for parking.

City Clerk Mynsberge said there were no updates regarding the cemetery presented at the City's Long Range Planning meeting on January 27, 2018.

IX. ADJOURN

The meeting was adjourned at 9:00 AM.