

**GREENWOOD CEMETERY ADVISORY BOARD  
MEETING MINUTES  
FRIDAY, MAY 4, 2018 AT 8:30 AM  
MUNICIPAL BUILDING, ROOM 205, 151 MARTIN**

**I. CALL TO ORDER**

Vice Chairperson Linda Buchanan called meeting to order at 8:36 AM.

**II. ROLL CALL**

Present: Linda Buchanan  
George Stern  
Margaret Suter  
Linda Peterson

Absent: Darlene Gehringer  
Kevin Desmond  
Laura Schreiner

Administration: J. Cherilynn Mynsberge, City Clerk, Cheryl Arft, Deputy Clerk

**III. APPROVAL OF MINUTES**

**A. APPROVAL OF MEETING MINUTES OF APRIL 6, 2018**

City Clerk Mynsberge presented a communication from Ms. Gehringer requesting that the fourth paragraph on page 3 be changed to read "City Clerk Mynsberge agreed to tell the Contractor that the GCAB is proposing a change to the payment plan from 36 months to 24 months."

Mr. Stern asked that:

- The second paragraph on page two be changed to read "Mr. Stern said the Booth family purchased and area of 90 plots but only has marked out 38 plots for use."
- Under Board Comments, the second bullet be changed to "undated" deeds and the third bullet be changed to "There is at least one plot that he could not locate and number".

**Motion:** Motion by Suter, seconded by Peterson,  
To approve the minutes of the April 6, 2018 Greenwood Cemetery Board meeting as amended.

VOTE: Yeas, 4  
Nays, 0  
Absent, 3

**IV. NEW BUSINESS**

None.

**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. CONSIDERATION OF PROPOSED PAYMENT PLAN POLICY FOR CEMETERY PLOTS**

Ms. Suter said that the end of paragraph four on the first page of the proposed Regulations and Procedures document should read "money so allocated will not be shifted to other plots."

The Board discussed this section further in an attempt to convey that money already paid could not be shifted from a plot. City Clerk Mynsberge said she would consult with City Attorney Currier for the appropriate language, and would return with the changes at the June GCAB meeting.

## **B. DISCUSSION OF RESPONSES TO GREENWOOD CEMETERY MASTER PLAN REQUEST FOR PROPOSALS (RFP)**

City Clerk Mynsberge said that while she was open to comments, both bids submitted to the GCAB were double the Greenwood Master Plan's budget. She continued that it might be wisest to turn down both bids and ask City staff to begin the bidding process again.

Many Board members concurred that the bids received were not relevant to the work being requested. City Clerk Mynsberge suggested that a one sheet be requested from the bidders, instead of a full response.

City Clerk Mynsberge continued that this project should be clarified and re-titled, especially because a number of the GCAB's goals have already been accomplished.

Ms. Suter suggested that perhaps parts of the project should be bid separately. City Clerk Mynsberge and other Board members agreed it was worth considering.

Mr. Stern said that:

- The Master Planning process should begin with an assessment of the existent circumstances, and then an assessment of demand.
- He undertook to perform the first part himself, and with the help of the City Clerk's office looked at over 5,000 burial records and every deed issued since 2015.
- The consultant told the GCAB that:
  - No plots were available for sale, but Mr. Stern located 126.
  - There were no plots in Section H, but Section H actually has approximately 39 plots available for sale.
- The Master Planning Process should consider whether the citizens want to be buried in Birmingham in order to assess demand.

City Clerk Mynsberge said it would be most helpful to have this information in writing. Mr. Stern confirmed that he would be sending the report to the Clerk's Office and everyone on the GCAB.

## **VI. CONTRACTOR REPORT**

City Clerk Mynsberge stated that there are currently 11 plots under payment plan.

Ms. Suter stated that she had an issue with her deed and that the contractor resolved the issue the next day.

The GCAB concurred that a columbarium is an option in the future.

City Clerk Mynsberge confirmed that the next meeting of the GCAB is June 1, 2018.

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

## **VIII. BOARD COMMENTS**

Ms. Buchanan said there would be a Greenwood Cemetery tour on Saturday, May 5 at 1 pm, and also that Emily Irving's gravestone was broken.

**IX. ADJOURN**

The meeting adjourned at 9:08 a.m.