

**GREENWOOD CEMETERY ADVISORY BOARD
MEETING MINUTES
FRIDAY, JUNE 1, 2018 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 Buchanan
Kevin Desmond (8:38)
Darlene Gehringer
Laura Schreiner
Margaret Suter

Absent: Linda Peterson
George Stern

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

III. APPROVAL OF MINUTES

A. APPROVAL OF MEETING MINUTES OF MAY 4, 2018

Chairperson Gehringer asked that the second bullet point in Mr. Stern's comments be amended to clarify that "he" refers to Mr. Stern.

The Board agreed to change the reference to Emily Irving's gravestone under Board Comments "to an Irving family gravestone."

Motion: Motion by Suter, seconded by Schreiner,
To approve the minutes of the May 4, 2018 Greenwood Cemetery Board meeting as amended.

VOTE: Yeas, 5
Nays, 0
Absent, 2

IV. NEW BUSINESS

A. REVIEW OF 2017 ANNUAL REPORT *TENTATIVE*

City Clerk Mynsberge stated this would be presented at the next meeting. She continued that it would be similar to the 2015 format, and would contain:

- Accomplishments of the GCAB;
- Next steps;
- Financial reporting; and
- Potential concerns and repairs.

Chairperson Gehringer highlighted some of the Board's recent accomplishments.

City Clerk Mynsberge confirmed that those would be included in the report.

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

City Clerk Mynsberge recapped the Board’s discussion at their May 4, 2018 meeting:

The Board determined the end of paragraph four of the proposed Payment Plan Policy 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 to the plot to be used for interment from a different plot. City Clerk Mynsberge agreed to consult with City Attorney Currier for appropriate language, and return with the changes at the June meeting.

City Clerk Mynsberge reported City Attorney Currier drafted the following replacement to the fourth paragraph:

If multiple plots are included in the Purchase Agreement, the monthly payments should be equally allocated to each lot. In the event interment is needed, then the end plot must be fully paid before interment can take place. This will require an additional payment to fully payoff the plot in question. Neither the cemetery, nor the plot owners shall transfer any funds, or credit any prior payments to other plots for this purpose.

The Board refined the City Attorney’s recommended language to read:

“If multiple plots are included in the Purchase Agreement, monthly payments shall be equally allocated to each plot. Before interment may occur in any plot (“Interment Plot”) the balance of the Interment Plot must be paid in full. Also, in the event that there are multiple interments needed, in no event shall the selection of the second Interment Plot leave any partially paid plots between the first and the second Interment Plots. This will require an additional payment to fully pay off such plot(s) in question. Neither the cemetery/its agents, nor the plot owners shall transfer any funds, or credit any prior payments for this purpose.”

Motion: Motion by Buchanan, seconded by Suter, To recommend the approval of the payment plan policy for cemetery plots to the City Commission at the June 25, 2018 Commission meeting.

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

VI. CONTRACTOR REPORT

City Clerk Mynsberge stated she is waiting to hear back from the Contractor regarding first quarter numbers.

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

VIII. BOARD COMMENTS

Ms. Buchanan explained that some of the older areas of the cemetery have narrower aisles between grave rows.

Ms. Suter said:

- The City must be proactive in making sure no damage comes to the headstones while installing new graves.
- The GCAB should contact the Contractor and let them know about a recently broken headstone that was near a new burial site. She recommended merely informing the Contractor about the broken gravestone and letting the Contractor respond.
- Perhaps the plots in the narrower areas should be reserved for cremains.

The Board acknowledged that old gravestones are predisposed to breakage due to their age even without much disruption.

Kevin Desmond left the meeting at 9:10 a.m.

Laura Schreiner said that when Board members compile data or studies, all the information should be submitted to the Board members in writing before being discussed at a meeting.

City Clerk Mynsberge confirmed that she would require Mr. Stern submit his study in writing before the July 2018 GCAB meeting for the members' consideration, or it would not be added to the meeting's agenda.

The Board concurred that providing the written information a meeting ahead of its consideration would be ideal, but the information should be provided in ~~written~~ writingⁱ by at least the Monday of the week prior to a GCAB meeting.

Chairperson Gehringer said she would like to see the GCAB meeting times and agendas noticed outside City Hall for a few months in order to see if it encourages public participation.

City Clerk Mynsberge said the Clerk's Office would notice the GCAB's meetings.

IX. ADJOURN

The meeting adjourned at 9:17 am.

ⁱ *As amended at the July 6, 2018 meeting.*