

**GREENWOOD CEMETERY ADVISORY BOARD
MEETING MINUTES
FRIDAY, JULY 6, 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 a.m.

II. ROLL CALL

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

Administration: City Clerk Mynsberge, Transcriptionist Eichenhorn

Elmwood Historic Cemetery: Cheri Arcome

III. APPROVAL OF MINUTES

A. APPROVAL OF MEETING MINUTES OF June 1, 2018

Mr. Stern requested that the third paragraph from the bottom on page three be changed to:
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~~ writing by at least the Monday of the week prior to a GCAB meeting.

Motion: Motion by Linda Peterson, seconded by Margaret Suter,
To approve the minutes of the June 1, 2018 Greenwood Cemetery Board meeting as amended.

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

IV. NEW BUSINESS

A. ELECTION OF CHAIRPERSON

MOTION: Motion by Linda Peterson, seconded by Linda Buchanan:
To nominate Darlene Gehringer as Chairperson.

Ms. Gehringer accepted the nomination.

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

B. ELECTION OF VICE-CHAIRPERSON

MOTION: Motion by Linda Peterson, seconded by Margaret Suter:
To nominate Linda Buchanan as Vice-Chairperson.

Ms. Buchanan accepted the nomination.

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

C. REVIEW OF 2017 ANNUAL REPORT

City Clerk Mynsberge stated:

- Expenditure/Other Charges: \$20,000 was for the Master Plan.
- It will show as revenue for the next budget year. It will come off the 2017 budget and be moved to the 2018 budget.
- The \$10,290 figure is the amount of interest generated by the perpetual care fund, which is the funding for maintenance, care and projects for the cemetery.
- She will provide the GCAB with definitions from the perpetual care fund budget document.

Mr. Stern echoed Ms. Peterson’s suggestion that the GCAB look into possible discussion of achieving or predicting sales levels.

Mr. Stern suggested that Finance Department have the P&L designate a trust fund, which is a contra-revenue item, in order to show both total revenue and that amount’s removal in order to show that amount is being deposited in a reserve fund.

Chairperson Gehringer requested:

- Pie charts and totals representing each year’s total graves sold each year from the beginning of Elmwood’s contract with the city.
- To see the updates to the 2017 Annual Report before its presentation to the Commission.

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. REVISION OF PROPOSED PAYMENT PLAN POLICY FOR CEMETERY PLOTS

City Clerk Mynsberge reported:

- The Commission had no objections to a formal policy being put in place, nor did they have any objections to the included provisions.
- Mayor Harris requested additional language under the equal monthly payments specifying whether prepayments would be allowed.
- The paragraph that GCAB has been struggling with, regarding the order in which plots may be filled, still needed revision per the Commission’s feedback.

Ms. Suter suggested language similar to:

This is like a layaway program. You are buying these four plots, your money, each month – you have to pay something on each of those plots. If you need to use one of

those plots before you have paid the whole thing in full, you have to come up with the money to finish paying off that one plot. These other three plots are going to continue to be in layaway until you have finished the contract on them.

Before they can bury somebody, they have to pay off that plot, and the other plots that they are purchasing ~~own~~¹, that they are in payment process with, they continue on, untouched, moving forward with the funds.

The Board agreed to finalize the wording of this statement in September.

Chairperson Gehringer requested pie charts of totals per year from 2015, 2016, and 2017 for comparison.

VI. CONTRACTOR REPORT

City Clerk Mynsberge presented the report.

Chairperson Gehringer requested the blank spaces for sales, plots under contract, and length of contract terms be completed.

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

VIII. BOARD COMMENTS

Mr. Stern presented Agenda Item 8A.

Ms. Buchanan showed some examples of other local cemeteries' brochures, discussed the new historic walking tour for Greenwood Elmwood², and other various display considerations for the cemetery.

IX. ADJOURN

The meeting adjourned at 10:00 a.m.

¹ As amended during the September 7, 2018 GCAB meeting.

² As amended during the September 7, 2018 GCAB meeting.