

**GREENWOOD CEMETERY ADVISORY BOARD
MEETING MINUTES
THURSDAY, JULY 9, 2020, 10 A.M.
VIRTUAL MEETING**

I. CALL TO ORDER

Linda Buchanan, Interim Chairperson, called the meeting to order at 10:00 A.M.

II. ROLL CALL

Present: Linda Buchanan, Vice Chairperson, serving as Interim Chair
Linda Peterson
Laura Schreiner
Margaret Suter
George Stern

Resignations: Darlene Gehringer, Former Chair
(Term expired, not pursuing another term.)
Kevin Desmond, Regular Member
(Term expired, not pursuing another term.)

Administration: Assistant City Manager Gunter and Acting City Clerk Arft

III. APPROVAL OF MINUTES

A. APPROVAL OF MEETING MINUTES OF APRIL 15, 2020

Action was tabled until next meeting to allow members time to review for discussion.

IV. NEW BUSINESS

A. CEMETERY SERVICE REQUEST

Interim Chairperson Buchanan asked for information on the procedure and fees surrounding the following service request:

- Lifting of monuments.
- Lawn care around monuments.

Assistant City Manager Gunter affirmed that charges are associated with the aforementioned services and the procedures did not change with the transition from Elmwood to Creative Collaborations, LLC. Cheri Arcome is the liaison for service work order request. Her contact information is available on the Greenwood Cemetery website and through the City Clerk's office.

V. UNFINISHED BUSINESS¹

A. GIS DATABASE UPDATE

Assistant City Manager Gunter provided information on the following:

¹ Unfinished Business will be presented as a status update to the Board and may not require action at this time.

- 5,000 plots discovered through Geo Mapping
- Status of database
- RFP for Ground Penetrating Radar
- The Planning Department's availability with the Master Plan as a priority.

Interim Chair Buchanan asked if the 5,000 plots mapped were occupied.

Assistant City Manager Gunter advised the board that occupancy would not be available until GPR had been effectively used.

Margaret Suter asked if funding for GPR is still available.

Assistant city Manager Gunter confirmed that funding is available.

B. ANNUAL REPORT TO THE CITY COMMISSION

Mr. Stern requested an update on the status of the Advisory Board's annual report to the City Commission, and suggested providing a report covering Jan 1, 2019 thru June 30, 2020.

Margaret Suter suggested reporting the status of the annual report to the City Commission through the Advisory Board Meeting Minutes quickly.

George Stern asked for an update on the contract recommendation, by split vote, to the City Commission.

Assistant City Manager Gunter advised the board that the City Commission approved the recommendation by the GCAB for Cemetery Services provided by Creative Collaborations, LLC.

George Stern led a discussion about Ms. Arcome, Creative Collaborations, LLC, comments at the City Commission meeting where the recommendation for her contract was considered as well as her subsequent performance and compensation.

Assistant City Manager Gunter suggested inviting Ms. Arcome to the next GCAB meeting to address board concerns.

Margaret Suter agreed with the suggestion.

George Stern led another discussion pertaining to the meeting minutes of January 3, 2020 that are yet to be approved. He further noted that he wanted to amend the GCAB January 3, 2020 meeting minutes to include his subsequent Key Indicators addendum.

It was concluded, based on discussion at the March 6, 2020 meeting that only bullet points of the informational presentation by Kevin Desmond on January 3, 2020 would be included in the record, and brought back for approval.

VI. FINANCIAL REPORT

Assistant City Manager Gunter reported that the 4th Quarter Financial Reports for Greenwood Cemetery are still being prepared by Finance Director Gerber and would be available at the next meeting.

- George Stern posed questions about the third quarter report.
- Assistant City Manager Gunter clarified that the report included a refund to Elmwood Cemetery and will provide the details in a future meeting.

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

VIII. BOARD COMMENTS

Interim Chair Buchanan spoke about the departure of Chairperson Darlene Gehringer and Member Kevin Desmond from the GCAB commending their service and noting that the departures will leave a void, and they will be greatly missed. She further read Darlene Gehringer's heartfelt letter to the board.

George Stern referred to a communication from Assistant City Manager Gunter suggesting a discussion with the board at one of the meetings to explore ideas for the coming term; and asked for an update.

Assistant City Manager Gunter expressed that her intention was to brainstorm ideas and put a plan together to move the board forward and build a priority list.

George Stern asked why the newly hired City Clerk has not attended a meeting.

Assistant City Manager Gunter replied that Alex Bingham, City Clerk Designee, is managing a learning curve coupled with an upcoming unprecedented election and would transition into her role with this board at a later date.

Laura Schreiner commented that Ms. Gunter and Ms. Arft have been doing a great job and she would love to hold on to them; however, she had the pleasure of working with Ms. Bingham through the AV Counting Board and agreed to her lovely character and a learning curve that is much higher than expected in any other new role.

Margaret Suter reported on the perennial planted in memory of Martha Baldwin at the site of her grave on behalf of the GCAB and the residents of Birmingham.

IX. ADJOURN

Interim Chairperson Buchanan adjourned the meeting at 11:00 a.m.

Tentative Date for Next Meeting: Thursday, August 13, 2020 at 10:00 a.m.