

**Greenwood Cemetery Advisory Board  
Meeting Minutes  
Friday, December 3, 2021, 8:30 a.m.  
151 Martin St. - Room 205**

**I. Call To Order**

Linda Buchanan, Chair, called the meeting to order at 8:30 a.m.

**II. Roll Call**

Present: Chair Linda Buchanan  
Pam DeWeese (left at 9:30 a.m.)  
Linda Peterson  
Laura Schreiner  
George Stern  
Margaret Suter

Absent: Joseph Vercellone

Administration: City Clerk Bingham, Museum Director Pielack

**III. Approval Of The Minutes**

A. Review of the Minutes of October 1, 2021

Ms. Schreiner recommended the removal of an excess 'was' on page two of the minutes.

**MOTION:** by DeWeese, seconded by Suter:

To approve the minutes of October 1, 2021 as amended.

**VOTE:** Yeas, 6  
Nays, 0

**IV. Unfinished Business**

**V. New Business**

**A. Review Section VII. Funerals, Internments & Disinterment**

Board members asked for further clarification regarding a few items in this section before offering revisions.

In reply to Ms. Suter, CC Bingham said she would check with the City Attorney and Ms. Arcome to determine whether 'lawn level' or 'flush' would be more appropriate for page eleven, line 16.

Ms. Schreiner noted that immediate family members can be estranged from each other. She said it might be more appropriate to amend the first paragraph on page 11 to only permit the actual owner to be interred in an owned plot.

Board members said it would be helpful to have paperwork filed that indicates who else may be able to use a plot once the owner dies. They also said they would need to determine some way of addressing a plot with more than one owner.

CC Bingham said she would check with Ms. Arcome regarding the issues raised by Ms. Schreiner and the Board.

**B. Review Section VIII. Burial Rights Policy**

CC Bingham said she would check with Ms. Arcome and the City Attorney regarding this section to see if the legal aspects of the language could be clarified.

Mr. Stern also recommended that the grammar in the section be corrected.

**C. Review Section II. Conduct of Persons**

CC Bingham said she would consult with the City Attorney regarding whether to include language that addresses minors' conduct in the Cemetery and different ways to do so if appropriate.

The Board then offered some revisions to the existing text of II. Conduct of Persons.

City Clerk Bingham noted the Board's recommended revisions. She said she would integrate the revisions into the draft and return it to the Board members for their review.

**D. Review Section III. Traffic Regulations**

The Board offered one revision to the existing text of III. Traffic Regulations.

City Clerk Bingham noted the Board's recommended revision. She said she would integrate the revisions into the draft and return it to the Board members for their review.

**E. Future Business**

- a. Policy for Approving and Installing Markers for Persons of Historical Significance**
- b. Review the summary memo and draft redlined copy of the entire updated Greenwood Cemetery Operational Procedures, Conditions and Regulations**
- c. Other Items for Consideration**

**VI. Reports**

- A. Clerk's Office Update**
- B. Financial Reports – Will report in January**
- C. Cemetery Sales & Activity – Will report in January**
- D. City Managers Report (November)**

## **VII. Open To The Public For Matters Not On The Agenda**

## **VIII. Board Comments**

CC Bingham provided updates regarding the recent private purchase of 692 Oak, which neighbors the Cemetery. The Board asked to be kept up-to-date regarding the ongoing conversations between the owners of 692 Oak and the City.

MD Pielack presented the Cemetery's nomination to the National Park Service's Network to Freedom.

Chair Buchanan said she would be supportive of installing signage regarding the Cemetery's relation to the Network of Freedom if the nomination goes through.

MD Pielack cautioned that because of the Covid-19 pandemic the nomination review process could take about a year.

The Board thanked MD Pielack and the Museum Staff and volunteers for their work on the nomination.

MD Pielack thanked CC Bingham and the Board members for their ongoing work towards the betterment of the Cemetery.

In reply to Mr. Stern, CC Bingham confirmed that:

- The Board's final draft of the GCAB's 2020-2021 annual report was available on the City's website and was emailed out to the Board members;
- Funds from additional rights of burial go into the Cemetery's perpetual care fund; and,
- Corner markers are necessary in order to identify plots in the Cemetery.

CC Bingham said she would re-email a copy of the 2020-2021 GCAB report to Mr. Stern and that she would seek confirmation from Ms. Arcome that corner markers continue to be installed.

Ms. Suter asked that the unused plots in Section C be considered as an option for cremated remains or trees<sup>1</sup>.

CC Bingham said she would ask Ms. Arcome how cremated remains are laid out in a plot either with a full burial or with other cremated remains.

CC Bingham said she would request that DPS add additional trash receptacles to the Cemetery grounds.

In reply to CC Bingham, the Board agreed that the Police Department should be notified prior to any military funeral during which the firing or discharge of firearms may occur on Cemetery grounds.

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<sup>1</sup> As amended at the January 7, 2022 meeting.

Ms. Peterson stated that Ms. Arcome does her job well and the Board offered its thanks to Ms. Arcome for her continued work with the City.

**IX. Adjourn**

Chair Buchanan adjourned the meeting at 10:40 a.m.