

**Greenwood Cemetery Advisory Board  
Meeting Minutes  
Friday, March 4, 2022, 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 9:38 a.m.)  
Linda Peterson  
Laura Schreiner  
George Stern  
Margaret Suter  
Joseph Vercellone

Absent: None

Administration: City Clerk Bingham, Museum Director Pielack (left 9:01 a.m.), Deputy Clerk Woods

**III. Approval Of The Minutes**

A. Review of the Minutes of January 7, 2022

Ms. Suter recommended a missing 'if' be added to the sentence beginning "Ms. Suter asked that".

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

To approve the minutes of January 7, 2022 as amended.

**VOTE:** Yeas, 7  
Nays, 0

**IV. Unfinished Business**

Chair Buchanan reiterated her statement from the January meeting that ongoing unfinished items are being worked on even if said items are not being raised on each agenda.

**V. New Business**

**A. Policy for Approving and Installing Markers for Persons of Historical Significance**

MD Pielack summarized the intent of the form.

There was Board consensus that the review process should go to the City Clerk, then the Museum Director, then the Museum Board, then GCAB, and then the City Commission.

CC Bingham said she would check with the City Manager to see what he thought of that proposed review process. She noted that Ms. Arcome would also be looped in from the beginning and that once approval was granted all the participants from the review process would also be informed of the decision.

Ms. Schreiner noted Staff should clarify whether the City would expect an applicant to attempt to contact two lines of descendents in cases where the deed-holder allowed a non-family member to be buried in their plot.

CC Bingham noted the Board's recommended revisions to the form. She said she and her Staff would integrate the revisions and return it at the April meeting.

## **B. Letter from George Stern Regarding Master Planning and Greenwood Cemetery**

Chair Buchanan clarified:

- The invitation by Robert Gibbs to attend the study group was to every attendee at the Government Day breakfast in 2019;
- Mr. Stern was told that Mr. Gibbs would be welcome to attend a GCAB meeting and present, but that did not occur;
- A columbarium remains an item for discussion on the Cemetery master plan priority list;
- The Cemetery has a master plan that the Board continues to implement and work from; and,
- Items relevant to the Board should be addressed with the Board first, and then the Board may recommend that the issue be submitted to the Commission once the Board's review is complete.

Mr. Stern explained:

- He sent his letter to the Commission in response to Commissioner Baller, who emailed residents and asked for resident comments on the Citywide 2040 Master Plan draft;
- He felt that the lack of attention to the need for more Cemetery space was an oversight in the 2040 Plan draft;
- He had mentioned the same to Mr. Gibbs; and,
- What he believes a new Cemetery master plan would entail: what are the future requirements for Cemetery space, where such space would be provided, and how the Cemetery would market the available space.

Chair Buchanan reiterated that it was important for Mr. Stern to raise the topic with the Board first so it had the opportunity to analyze and discuss his recommendations.

Ms. Peterson agreed that the Board's work is strongest when it works together to achieve Board members' aims for improving the Cemetery and its administration.

Chair Buchanan said she was not surprised the 2040 Plan draft lacked more focus on the Cemetery given its already broad scope.

Dr. Vercellone noted serving on a City board or committee does not eliminate a resident's right to express their personal views, as long as said resident is clear that they are not speaking on behalf of their Board. He said that in light of that fact, he had no difficulties with Mr. Stern's submission of a letter to the Commission, especially since it focused on the 2040 Plan draft.

Dr. Vercellone continued that it was appropriate for Mr. Stern to address his comments to the Commission since his comments regarded the 2040 Plan draft and planning for the potential need for additional Cemetery space in the future. He noted that might entail creating an additional Cemetery, which GCAB would not necessarily have purview over.

Chair Buchanan said Mr. Stern had a right to express his opinion, but that asking the Commission to take action on Board-related matters should have been addressed with the Board first.

There was discussion about:

- Whether the City aims to simply preserve and maintain the Cemetery or whether it seeks to market and profit from its Cemetery space; and,
- Whether the City was content to wind down burials in the City once the Cemetery is full or whether the City seeks to create additional burial space

Dr. Vercellone said the Board should schedule a future discussion regarding whether the Cemetery should be in maintenance mode or growth mode. He explained the Board did not seem to have a consensus on that yet.

After further discussion, there was consensus that the Board needed to know which approach the Commission was more interested in.

Mr. Stern ventured that could be accomplished in a joint Board-Commission study session.

Chair Buchanan endorsed the idea of a joint study session, and said the matter could also be discussed as part of the 'Burial Spaces and Selling' topic.

**C. Future Business for April**

- a. Greenwood Cemetery Operational Procedures, Conditions and Regulations**
  - i. Read through additional revisions and suggestions from City Attorney Mary Kucharek**
  - ii. Recommend further revision or to adopt the revised rules and regulations**
- b. Cemetery Service Provider Contract**
- c. Planning for Grave Stone Inventory**
- d. Preparation for 2021-2022 Annual Report, Goal Reflection & Setting**
- e. Other Items for Consideration**

<b>VI. Reports</b>
--------------------

**A. Clerk's Office Update**

**B. Financial Reports**

Mr. Stern requested another detailed financial report from FD Gerber.

**C. Cemetery Sales & Activity**

Ms. Suter asked for details on what each type of noted obstruction is on the obstruction survey.

CC Bingham said that would be a Spring/Summer 2022 project.

Chair Buchanan noted that it would be helpful for the City to complete the obstruction survey expeditiously because then the Board would have more clarity on which plots remain available for sale.

**D. City Managers Report**

- a. January**
- b. February**

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

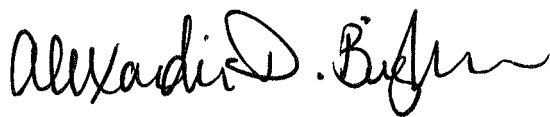
**VIII. Board Comments**

In reply to Ms. Peterson, CC Bingham said she would work with Ms. Arcome to try and get more trash receptacles into the Cemetery.

Chair Buchanan shared a picture of the kind of wrought iron gate she was proposing to replace the plastic chain at the Cemetery.

**IX. Adjourn**

Chair Buchanan adjourned the meeting at 9:52 a.m.



Alexandria Bingham  
City Clerk



Laura Eichenhorn  
City Transcriptionist