

**Greenwood Cemetery Advisory Board  
Meeting Minutes  
Friday, April 1, 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  
Linda Peterson  
Laura Schreiner  
George Stern  
Margaret Suter  
Joseph Vercellone

Absent: None

Administration: City Clerk Bingham, Museum Director Pielack, Deputy Clerk Woods

**III. Approval Of The Minutes**

A. Review of the Minutes of March 4, 2022

**MOTION:** by DeWeese, seconded by Suter:  
To approve the minutes of March 4, 2022 as submitted.

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

**IV. Unfinished Business**

**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**

CC Bingham noted the Board's agreed-upon recommended revisions, and said those would be integrated for review at the May 2022 meeting.

Items requiring further discussion at the next meeting were as follows:

In regards to I(A)10, Mr. Stern stated that the State does not recognize domestic partnerships or civil unions. He also raised the issue of common-law spouses.

CC Bingham said she would ask for further clarification from CA Kucharek on I(A)10.

The Board recommended that I(A)9, I(A)11, I(A)12, and I(A)14 be grouped together since they were thematically related.

CC Bingham said Staff would evaluate the best ordering options for those four definitions, as either alphabetical or by diminishing size, and would make a recommendation.

In reply to Mr. Stern, CC Bingham said she would verify whether Saturday should be included as a day on which overtime charges would apply for VII(A)7.

Dr. Vercellone noted a potential issue with "10 business hours of daylight" in VII(A)8, observing for instance that the sun sets at different times during the year and there might be inclement weather on certain days.

CC Bingham said she would ask Ms. Arcome if there was a better way to clarify that requirement.

**V. New Business**

**A. Cemetery Service Provider Contract**

Mr. Stern said Ms. Arcome should be required to put interments out for bid, with the GCAB to review the bids.

Ms. Peterson said that the matter had been looked into previously and it was determined that Ms. Arcome does unique work and that the amounts being charged were fair.

Ms. Schreiner concurred and added that Ms. Arcome also spends many hours dealing with sensitive topics and situations in addition to the logistical and clerical aspects of her work.

It was also noted that in the current difficult labor market it would not necessarily be easy to replace someone with Ms. Arcome's skill set.

**MOTION:** by Suter, seconded by Peterson:

To recommend authorization to the City Commission for the agreement with Creative Collaborations, LLC, a Cemetery Service Provider firm to act, on behalf of the City, as the service provider to the Historic Greenwood Cemetery for a term of one year with annual renewals until either party exercises the termination provisions as stated in the contract. The annual contract is set for an amount not to exceed \$45,600.00, which will be paid from account #101-215.000- 811.0000.

**ROLL CALL VOTE:**

Yeas, 6

Nays, 1 (Stern)

The Board recommended the position go out for RFP in 2023, in order to determine whether the position was priced at fair market value.

CC Bingham concurred.

**B. Future Business for May**

- a. Policy for Approving and Installing Markers for Persons of Historical Significance
- b. Preparation for 2021-2022 Annual Report, Goal Reflection & Setting
- c. Planning for Grave Stone Inventory
- d. Other Items for Consideration

**VI. Reports**

**A. Update from MD Pielack**

The Board confirmed for MD Pielack that they were interested in two signs, with locations and mounting to be discussed at the May 2022 meeting.

**B. Update from Department of Public Services**

Chair Buchanan asked for an update on the ~~gate replacement process~~ Section F Access Drive poles and chain replacement.<sup>1</sup>

CC Bingham suggested the Board consider soliciting a gate through the City's public art program.

- C. Update from Clerk's Office**
- D. Financial Reports**
- E. Cemetery Sales & Activity**
- F. City Manager's Report**

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

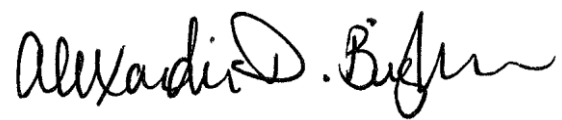
**VIII. Board Comments**

Ms. Peterson requested information on the status of the website for the May 2022 meeting.

**IX. Adjourn**

Chair Buchanan adjourned the meeting at 10:12 a.m.

<sup>1</sup> As amended at the May 6, 2022 Meeting  
Greenwood Cemetery Advisory Board Meeting April 1, 2022

A handwritten signature in black ink that reads "Alexandria Bingham". The signature is written in a cursive style with a large initial 'A' and a long, sweeping underline.

Alexandria Bingham  
City Clerk

A handwritten signature in black ink that reads "Laura Eichenhorn". The signature is written in a cursive style with a large initial 'L' and a long, sweeping underline.

Laura Eichenhorn  
City Transcriptionist