

Greenwood Cemetery Advisory Board Minutes
December 2, 2022
Municipal Building, 151 Martin
8:30 a.m.

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

Absent: Joseph Vercellone

Staff: City Clerk Bingham; Museum Director Pielack, Deputy Clerk Woods

III. Approval Of The Minutes

A. Review of the Minutes of November 4, 2022

MOTION: by Stern, seconded by Buchanan:
To approve the minutes of November 4, 2022 as amended.

VOTE: Yeas, 6
Nays, 0

IV. Unfinished Business

V. New Business

A. Review Historical Marker Application-George and Eliza Taylor (c1832-1901)

CC Bingham, MD Pielack, and Chair Buchanan presented the item and answered informational questions from the Board.

MOTION: by Buchanan, seconded by DeWeese:
To approve the application by the Friends of the Birmingham Museum, a non-deed holder, for a marker installation for George and Eliza Taylor, persons of historical significance to Birmingham.

VOTE: Yeas, 6
Nays, 0

B. Michigan Freedom Trail Grant-Funded Interpretive Signs-Update

Chair Buchanan presented the item.

C. Begin drafting request for service qualifications for Cemetery Services

CC Bingham and DC Woods presented the item and answered informational questions from the Board.

Board recommendations were:

- Data on the average number of sales per year be included in the RFP;
- Contractors be required to describe their availability and response times in their replies to the RFP;
- The RFP specify that the contractor would be required to procure and manage subcontractors;
- The RFP specify who the subcontractors invoice for their work and who pays the subcontractors' invoices;
- The contractor be required to convey significant concerns raised by customers to City Staff;
- The contractor attend a Board meeting twice a year, either in person or on Zoom, to provide a brief update;
- The CC Bingham should consult the City Attorney about the use of the word 'sexton' and what changes might need to be made to the RFP and contract vis-a-vis use of the word; and,
- There be training and coaching between the contractor and City Staff on an as-needed basis.

CC Bingham said she would verify with the City Attorney whether the indemnification clause should be included.

D. Begin discussion of strategic plan

The Board concurred that they would postpone the item to the February 2023 meeting.

VI. Reports

A. Update from Clerk's Office

- a. Financial Reports
- b. Cemetery Sales & Activity
- c. City Manager's Report - November 2022

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

VIII. Board Comments

CC Bingham asked all Board members to email her individually when they have Cemetery-related concerns. She said that would better enable her to work on the issues and be able to report back in an organized manner at the meetings.

Ms. Peterson raised a question about a grave in section G and asked whether the monument comported with the Cemetery's Rules and Regulations.

CC Bingham said she would follow up with Ms. Arcome regarding Ms. Peterson's question.

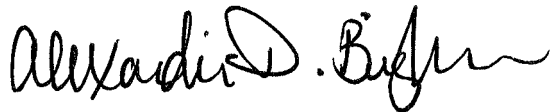
Mr. Stern recommended that when significant concerns are raised by customers to City Staff, that Staff convey that information to the Board as well.

CC Bingham said that depending on privacy considerations, it would be possible to convey that information to the Board in her regular reports. She said that it would often not likely be in time for the Board to weigh in on the issue since the Board meets once a month, but that she could at least keep them informed.

Chair Buchanan provided a brief 'Mysteries of Greenwood' overview. One decedent, William Smith, had two markers in two different places. She said that the Cemetery was working on remedying the issue. She noted another grave had one name on the deed and another name on the marker, and that was because the decedent chose to have the marker reflect his Vaudeville stage name.

IX. Adjourn

Chair Buchanan adjourned the meeting at 10:33 a.m.



Alexandria Bingham, City Clerk



Laura Eichenhorn, City Transcriptionist