

**Greenwood Cemetery Advisory Board Minutes**  
**August 4, 2023**  
**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; Paul Connell, Jacqueline Patt, Linda Peterson, Laura Schreiner, Margaret Suter, Joseph Vercellone

Absent: None

Staff: City Clerk Bingham

**III. Approval of the Minutes**

**A. Review of the Minutes of July 7, 2023**

**MOTION:** by Buchanan, seconded by Connell:  
To approve the minutes of July 7, 2023 as amended.

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

**IV. Unfinished Business**

**V. New Business**

A. Memorial Preservation and Repair Policy – DRAFT

CC Bingham introduced the item and answered informational questions from the Board. She made updates to the documents during the meeting per Board consensus.

Board discussion was as follows:

- There needed to be clarity regarding whether GCAB provides input on matters of historical significance, and there should be consistency on that point between different policies;
- Number 11 under the Operational Procedures, Conditions, and Regulations was likely overbroad;
- The aspects of the policies that relate to graves with no living relatives should be clarified as pertaining to such;
- It would be appropriate to create a fact sheet on best practices for maintaining a grave site and to publicize the fact sheet via the news and social media. The Cemetery could have a QR code linking to the fact sheet and the City could consider holding a workshop on the fact sheet as well;

- ~~There was discussion on whether it is also possible that~~ locating and consulting descendants should ~~not~~ always be required, and ~~whether~~ Number Four under Policies and Procedures should be reconsidered in that light. ~~There was discussion on whether it~~ It would be appropriate ~~for to~~ to ~~determine whether~~ the City to ~~can~~ repair historic stones without consulting descendants in certain circumstances;<sup>1</sup>
- ~~There was discussion on whether it~~ It<sup>2</sup> would be appropriate to require due diligence since living relatives may want to be involved in repairs;
- The City Attorney should review all the included documents to ensure they align in terms of content, recommend how the Policies and Procedures document should be integrated into the Operational Procedures, Conditions, and Regulations, and recommend which topics could be addressed in which documents; and,
- There should be a side bar that clarifies the requirements based on the type of marker, the category of involvement, and then indicates which approval or procedure is needed.

B. 2022-2023 DRAFT - Annual Report

CC Bingham integrated the Board’s recommended revisions and answered informational questions. The Chair reviewed the Annual Report.

Board discussion was as follows:

- The State Historical sign at the west entrance gate<sup>3</sup> needed repairs;
- It would be appropriate to include rules about behavior as part of a signage audit;
- A columbarium could be on the smaller side, rather than a mausoleum-type structure many might imagine; and,
- Pine Lake has an attractive columbarium.

C. Organizing Future Business

- a. September 1, 2023
  - i. Strategic Planning
  - ii. 2022-2023 Draft Annual Report
- b. October 6, 2023 – Reschedule due to Shemini Atzeret
- c. October 13, 2023
  - i. Cemetery Services Contract
  - ii. Brief Review of Cemetery Rules and Regulations
  - iii. Budgeting Discussion – Consideration of requesting funds for historic marker preservation
- d. November 3, 2023 – Cancel
- e. Other Items for Consideration

<b>VI. Reports</b>
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- A. Update from Museum Director Leslie Pielack (when applicable)
- B. Update from Clerk’s Office

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<sup>1</sup>As amended at the September 1, 2023 meeting.  
<sup>2</sup>As amended at the September 1, 2023 meeting.  
<sup>3</sup>As amended at the September 1, 2023 meeting.

- C. Financial Reports
- D. Cemetery Sales & Activity
- E. City Manager's Report

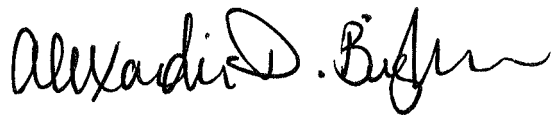
**VII. Open To The Public For Matters Not On The Agenda**

**VII. Board Comments**

CC Bingham provided brief updates on recent Cemetery work in reply to Board inquiry.

**IX. Adjourn**

Chair Buchanan adjourned the meeting at 10:12 ~~33~~<sup>4</sup> a.m.



Alexandria Bingham, City Clerk



Laura Eichenhorn, City Transcriptionist

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<sup>4</sup>As amended at the September 1, 2023 meeting.