

Greenwood Cemetery Advisory Board Minutes
April 14, 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
George Stern
Margaret Suter
Joseph Vercellone

Absent: Pam DeWeese
Linda Peterson
Laura Schreiner

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

III. Approval Of The Minutes

A. Review of the Minutes of February 3, 2023

MOTION: by Buchanan, seconded by Stern:
To approve the minutes of February 3, 2023 as amended.

VOTE: Yeas, 4
Nays, 0

IV. Report from MD Pielack

MD Pielack provided an update regarding marker preservation.

Chair Buchanan said the Board would be interested in pursuing the creation of a Preservation Fund for the Cemetery.

MD Pielack said she would let the Board know once the work on the markers has been completed. In reply to Board comment, she said she would be happy to provide more information in the future on Cemetery preservation work.

V. Unfinished Business

A. Update on Cemetery Contract Process

DCC Woods and CC Bingham presented the item and answered informational questions from the Board. They confirmed the Scope of Services would be brought before the Board for discussion, that

notice to terminate the present service contract would be given in January 2024, and that either a new contract with the present service contractor or a new contract with a new service contractor would be entered into before the present contract expires.

Mr. Stern stated:

- When preparing the scope of services for finding a service contractor, it will be important to specify whether the service contract should include a subcontract for opening and closing graves or not;
- Ms. Arcome should not be considered as a future service contractor because:
 - She said there were no graves for sale; and,
 - There are adjacent graves where the families have not been heard from in at least 100 years that should be made available for sale, and Ms. Arcome has not made a recommendation to reclaim those graves; and,
- Real estate agents in the area should be notified when the City seeks a new service contractor because they are particularly capable of doing this work and it requires little work.

Ms. Suter replied that selling the plots and managing the rest of the service contractor's work would likely require two different positions if a realtor were to sell the plots.

Dr. Vercellone said:

- Since the search for a service contractor would be an open process, it would not be possible to limit who could provide a quote;
- It would be most appropriate for all qualified bids to be discussed by the Board; and,
- The Scope of Services should require that the service contractor have site surveys and knowledge of availability.

The Chair concurred that that the service contractor should have site surveys and knowledge of availability.

B. Continue discussion of strategic plan – vision, SWOC, mission, and value development

Staff was asked to compile and distribute the Board's responses for a future discussion on the item.

Mr. Stern said the long range plan should focus on finding or creating more space to be buried in Birmingham.

The Board decided to table further conversation on the item to the next meeting.

VI. New Business

A. Grave Release Recommendation

DCC Woods and CC Bingham presented the item.

Board comments were as follows:

- Before selling more plots, a survey of obstructed plots should be conducted to know which plots are available. If Ms. Arcome could even conduct a cursory survey, that option should be considered;
- The present funds available in the Perpetual Care Fund (PCF) plus present plot prices would not allow the PCF to reach its \$2 million goal. The next grave release should occur contingent on a price increase. The Board could consider tiered pricing or uniform pricing;
- The Commission should be informed that there are other plots owned by the City and available for sale based on an inventory conducted by Mr. Stern; and,
- It would be helpful to locate additional plots that may be available for burial, if any exist.

CC Bingham recommended that if the prices are raised, they be raised uniformly. She said she hoped to provide more information on obstructed plots at the June 2023 meeting.

B. Update on Requests from the Friends of the Museum

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

Board comments were as follows:

- Pewabic should sign a simple contract regarding the tile they would be placing at Mary Chase Stratton's grave;
- Pewabic had experience in installing tiles in cemeteries;
- If there was an intent to memorialize people in unmarked graves, it might be appropriate to do that with something other than the wording at the bottom of the map; and,
- It would also be worth considering a sign with some information on the history of the Cemetery.

C. Planning Future Meetings

This item was not discussed due to lack of a quorum.

- a. June 2, 2023 – Review Draft Strategic Plan
- b. August 4, 2023 – Prioritize Projects & Begin Annual Report

VII. Reports

- A. Update from Clerk's Office
- B. Financial Reports
- C. Cemetery Sales & Activity
- D. City Managers Report – February 2023 & March 2023

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

IX. Board Comments

Mr. Stern said the Board needed to think about creating hundreds of burial spaces, and a columbarium would be worth considering as part of that effort. Mr. Stern again encouraged the Board to find ways to expand the available burial locations in Birmingham, to speak to someone in

construction about quotes for a columbarium, to consider real estate agents for the service contracts in Birmingham, and to find ways to make money for the PCF.

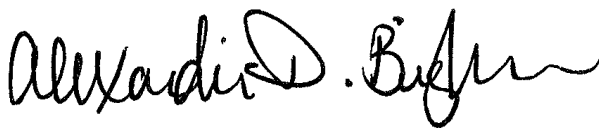
Mr. Stern announced that it would be his final meeting with the Board, wished everyone his best, and stated he would remain available for phone calls about Cemetery considerations.

The Board applauded Mr. Stern and wished he and his wife the best.

The Chair announced upcoming Cemetery tours on May 13 and May 29, 2023.

X. Adjourn

Chair Buchanan adjourned the meeting at 10:06 a.m.



Alexandria Bingham, City Clerk

Laura Eichenhorn, City Transcriptionist