City of Birmingham
A Walkable Community

MEMORANDUM

City Clerk's Office

DATE: **June 16, 2015**

TO: **Joseph A. Valentine, City Manager**

FROM: **Laura M. Pierce, City Clerk**

SUBJECT: **Greenwood Cemetery Rules and Regulations, Fee Schedule, Sale of Grave Spaces**

The Greenwood Cemetery Advisory Board (GCAB) was established in October, 2014. It was charged with the following duties:

A. To provide recommendations to the City Commission: Section 34-30 (g)
   1. Modifications: As to modifications of the rules and regulations governing Greenwood Cemetery.
   2. Capital Improvements: As to what capital improvements should be made to the cemetery.
   3. Future Demands: As to how to respond to future demands for cemetery services.

B. The Board may call upon the City Manager for such services and data from the various departments as it may require. The GCAB may recommend to the City Commission the securing of such professional and consulting services as it may require, however, the GCAB shall not have any authority to authorize or otherwise obligate the City to incur expenses and/or approve contracts. Requests for expenditures shall be routed through the ex-officio member(s) of the GCAB to the City Commission for consideration. Section 34-30 (h)

C. Day to Day Administration: The day to day administration of the cemetery shall be under the direction and control of the City, through the City Manager or his/her designee. Section 34-30 (g) (4)

In following the recommendations from the Greenwood Cemetery Advisory Committee (GCAC), the GCAB meetings have included discussions on space availability, ground penetrating radar, and the rules and regulations.

SPACE AVAILABILITY

The demand for graves in Greenwood Cemetery is quite high. Currently there are 146 individuals listed on the "Grave Interest List" who are interested in purchasing graves in the Cemetery. As a result, the GCAC reviewed alternatives to locate additional burial space in the Cemetery such as reclamation or utilizing the roadway between section K & L.

The reclamation process is lengthy and would take a minimum of seven years before any graves would become available. The GCAC recommended against using the existing roadway to create additional burial space due to sensitivities by the current grave owners.

After careful review of the Cemetery grounds, the City contractor identified several areas which could be used for burials, specifically Sections B, C, D, K, L, and O, where there is green space between lots that was never used or sold for burials. The contractor identified 530 potential grave spaces.

Section	Number of Graves
B*	408
C*	72
D	8
K	16
L	16
O	10
TOTAL	530

(*There would be some areas excluded due to existing trees and shrubs.)

The Board thoroughly discussed whether this green space should be used for additional burials. Since Greenwood Cemetery is designated as a historic district, the Board recommended the Historic District Commission (HDC) review whether the green space could be used for additional burials and whether there were any limitations that would prohibit or be impacted by such action.

After careful consideration and discussion, the HDC provided several suggestions should the City decide to move forward with the proposal. The comments of the HDC were as follows:

- That the HDC extends its appreciation that they have been given the opportunity to comment on this plan and is supportive with the following suggestions;
- No existing headstones or grave sites are moved;
- No existing trees or mature landscaping is removed;
- Flush mounted headstones are used for all newly created grave sites so as not to provide any visual disruption;
- The structural integrity of all of the historic markers and the landscape is maintained;
- Contractors that do work in the cemetery must be bonded and insured to ensure that if any damage is done the cost to repair is covered; and
- The HDC hopes to have the opportunity to continue with reviews of the cemetery.

Although no formal approval or recommendation is required for projects on City property, the HDC was appreciative of the opportunity to comment on the proposal and were supportive of the plan due to the sensitivity shown to the historic elements of the cemetery and the potential for a revenue stream to provide for the long term care and preservation of the property.

The GCAB discussed the HDC comments and approved the following motion on a 5-1 vote with one member absent:

To recommend that the City offer the graves located in the green space of Sections B, C, K, L, and O for sale, with the following conditions:

1. *No existing headstones or grave sites are moved;*
2. *No existing trees or mature landscaping is removed;*
3. *Flush mounted headstones are used for all newly created grave sites so as not to*

provide any visual disruption;

4. *The structural integrity of all of the historic markers and the landscape is maintained;*
5. *Contractors that do work in the cemetery must be bonded and insured to ensure that if any damage is done the cost to repair is covered; and fixing any damage that may occur;*
6. *Advertise the opportunity for people that have space in the cemetery; and work with families that have lots adjoining green space so that they are aware of the opportunity as well.*
7. *Pending the results of Ground Penetrating Radar.*

GROUND PENETRATING RADAR

The GCAB then discussed the use of Ground Penetrating Radar (GPR), whether it should be done and if so, the entire cemetery or only the green space. The Board recommended staff obtain quotes for the GPR. Preliminary proposals were obtained from three companies and ranged from $7,800 - $36,000 for the entire cemetery and $3,900 - $19,500 for only the green space.

GPR has the capability of detecting metallic and non-metallic objects such as concrete, wood, and bones. It provides a cross-sectional view of objects embedded within the subsurface. The non-metallic items are not always distinguishable from the surrounding materials. GPR signal response is dependent on the burial material type as well as soil type, subsurface debris, and other sources of radio frequency noise. Soil and surface conditions will limit the effectiveness of GPR.

One company pointed out that actual bodies are very close in properties to the soil and do not generally appear very clear. The readings would come from the air pocket within an intact coffin or the burial vaults. Older burials, before 1940, can be difficult to see as the coffins may be collapsed and the air pocket is no longer present. This company also noted that older burials have an increased likelihood of being undetectable to the GPR.

One company also used an electromagnetic survey technique which detects buried metal which will locate items such as metal lined caskets, steel reinforced concrete vaults, casket handles, or other metallic grave goods most commonly used in burials within the past fifty years.

The GCAB approved the following motion by a 4-0 vote with three members absent:

> *To recommend that the City Commission authorize a Request for Proposal be issued for Ground Penetrating Radar services for both the entire cemetery and also only sections B, C, K, L, and O.*

Since that time, the contractor offered to have the GPR service done on the green space in these Sections. The contractor has recently completed this service and is awaiting the final report. This service was paid for by the contractor at no cost to the City.

RULES AND REGULATIONS

In the final report of the Greenwood Cemetery Advisory Committee, the Committee recommended that the City Commission review the Greenwood Cemetery Operational

Procedures, Conditions and Regulations to ensure they are fully inclusive (Recommendation #7).

The GCAB reviewed and discussed the Rules and Regulations. A summary of the proposed revisions is provided for your information:

- Section numbers were added to allow for easy reference throughout the document.

- References to "him" were changed to "him or her" and references to the "City" added "or its designated contractor".

- Section VI Monuments, Grave Markers, and Foundations:
    - Separated markers from the monuments section.
    - Added a section for flush markers only in the newly plotted areas. This provision would only affect graves sold after January 1, 2015. (as recommended by the GCAB sale of green space)

- Section VII Funerals, Interments, and Disinterments
    - Under the Disinterment section, added that the permit for a disinterment must be made by a licensed funeral director as required by Oakland County.

- Section VIII Burial Rights Policy
    - The Burial Rights Policy has been added to clarify the type of burials allowed per grave. It is anticipated that the City will be able to offer graves for cremation burials only. Therefore "Cremation Grave" details have been included.

- Section IX Lot Resale Policy
    - The Lot Resale Policy will limit the transfer of a grave, purchased from the City after October 1, 2014, to a related third party or the grave must be returned to the City for 50% of the purchase price. Individuals will only be allowed to transfer the graves to family with proper documentation. This was recommended by the GCAC (Recommendation #4).

FEE SCHEDULE

In reviewing the City's files, the contractor was able to identify 82 grave spaces that were never sold for burials. Over half of these grave spaces could be sold for cremation burials only. Therefore, staff is recommending a change to the Fee Schedule to accommodate grave spaces only able to accommodate cremation burials.

Section	Number of Graves	Full/Cremation
E	1	Full
	20	Cremation
G	10	Full
	16	Cremation
H	1	Full
	20	Cremation
O	14	Full
TOTAL	82	

The fees for graves accommodating cremation burials was initially placed in the Fee Schedule in 2010, but was subsequently removed in 2012 in an effort to consolidate the Fee Schedule as the City had no graves to sell and was unaware of any graves spaces to accommodate such burials.

CITY CLERKS OFFICE (PROPOSED AMENDMENT TO FEE SCHEDULE)

Section	Existing Fee	Proposed Fee	Change Code
Greenwood Cemetery (126-26			
Grave space accommodating one full burial or three cremations	$3,000.00		
Additional Rights of Burial for cremated remains, each	$750.00		
Grave space accommodating two cremated remains		$2,000.00	New Fee
Grave space accommodating one cremated remains		$1,000.00	New Fee

CONCLUSION

The GCAC recommendation #11 states that "The Committee recommends that any sales occurring as the result of the reclamation process initially be offered to those currently on the Interest List according to the date their name was added to the List and thereafter offered to the general public."

If both the Rules and Regulations and Fee Schedule are approved, the City and Contractor will begin the process to sell the graves by contacting individuals on the Grave Interest List. Letters would be sent by first class mail to the first twenty individuals on the Interest List. The City and Contractor would then schedule appointments with the individuals to purchase graves. Letters would then be sent to the next twenty individuals on the Interest List and so on. Limiting the number of letters sent to twenty at a time will prevent a mass flood of individuals scheduling appointments and allow those who have been on the Interest List longer the ability to choose first. Thirty days after the last set of letters are sent, the remaining graves would be offered to individuals not on the list.

The following schedule is offered below to clarify the process.

1	GCAB recommendation to the City Commission	June 19, 2015
2	Staff to present the GCAB recommendation to the City Commission	June 29, 2015
3	If approved by City Commission, begin sending letters sent to the individuals on the Interest List to schedule appointments to purchase graves.	July 1, 2015
4	Appointments scheduled with individuals on the Interest List, as of May 31, 2015, who are interested in purchasing graves.	July 1, 2015 – September 30, 2015
5	Appointments open to the general public (not on the Interest List) who are interested in purchasing graves.	October 1, 2015 (tentative)

Some members of the GCAB questioned if there is a limitation on the number of graves a family or individual could purchase. The proposed Rules and Regulations restricts the resale of the new graves back to the City for 50% of the purchase prices. However, there is no regulation limiting the number of graves a family or individual could purchase. Approximately 530 grave spaces have been identified in the green space, plus the additional 82 grave spaces identified

from the City records. Staff feels that this is sufficient space to accommodate everyone on the list.

While writing this report and reviewing the resolutions made by the GCAB, it was noticed that the eight spaces from Section D were inadvertently excluded from the GCAB resolutions. When the contractor initially presented the suggestion to the GCAB to utilize the green space for additional graves, it included Sections B, C, D, K, L, O. The GCAB meetings included general discussions on the use of the green space and never explicitly removed Section D from the list. Because it was never specifically removed from the list by the GCAB, Section D should be included. Therefore, the suggested resolution for the City Commission includes those grave spaces in Section D.

SUGGESTED RESOLUTION:

To amend the Greenwood Cemetery Operational Procedures, Conditions and Regulations as recommended.

-and-

To amend the Schedule of Fees, Charges, Bonds and Insurance, Greenwood Cemetery to add a fee for the sale of grave spaces accommodating one or two cremated remains.

- and –

To follow the proposed schedule to sell the new grave spaces in Sections B, C, D, K, L, O and newly identified grave spaces in Sections E, G, H, and O.

CITY OF BIRMINGHAM
GREENWOOD CEMETERY OPERATIONAL PROCEDURES, CONDITIONS AND REGULATIONS

I. DEFINITIONS:

The following words and phrases, ~~when used, the following sections shall,~~ for the purposes of these sections, have the meanings respectively ascribed to them, except in those instances where the context clearly indicates a different meaning.

a. "Cemetery" shall mean Greenwood Cemetery.

b. "Superintendent" shall mean the City Manager or his/her designee.

c. "Marker" shall mean a stone or object denoting the location of a grave and which does not exceed eighteen (18) inches in height, sixteen (16) inches in width, and twenty-four (24) inches in length.

d. "Monument" shall denote a memorial stone or object of a size in excess of that of a marker.

e. "Permanent outside container" shall be a container which encloses a casket. The following are considered permanent outside containers: concrete boxes, concrete, copper or steel burial vaults.

f. "Department" shall mean the Department of Public Services.

g. "Memorial" shall mean monuments or markers.

II. CONDUCT OF PERSONS

Every person entering the cemetery shall be responsible for any damage caused by such person while within the cemetery. No person under eighteen years of age shall enter the cemetery grounds unless accompanied by an adult responsible for his/her conduct, or unless permission has been granted by the Superintendent.

No person shall:

a. Enter the cemetery except through an established gate, and only during the hours from 8:00 A.M. to sundown.

b. Deposit or leave rubbish and debris on any part of the cemetery grounds.

c. Pick, mutilate, remove, or destroy any living plants or parts thereof, whether wild or domestic, on the cemetery grounds, except in the work of maintenance by City employees or its designated contractor.

d. Break, injure, remove, or deface any monument or marker on the cemetery grounds.

e. Bring any dog or animal into the cemetery grounds, ~~except by permission of the Superintendent.~~ unless in compliance with applicable leash law.

f. Bring or discharge any firearm on the cemetery grounds, except in the conduct of military funerals.

g. Carry ~~any refreshments or~~ intoxicants into the cemetery grounds, or consume such while in the cemetery.

h. ~~Use any form of advertising~~ Advertise on cemetery grounds unless permitted by the City.

i. Conduct her/himself in any other than a quiet and respectful manner while on the cemetery grounds.

III. TRAFFIC REGULATIONS

All traffic laws of the City of Birmingham that are applicable to the operation of vehicles in cemeteries shall be strictly observed. Every person driving a vehicle into the cemetery shall be responsible for any damage caused by such vehicle.

No person shall:

a. Drive a vehicle within the cemetery at a speed in excess of ten (10) miles per hour.

b. Drive or park a vehicle on other than established driveways except for the purpose of maintenance or construction.

c. Turn a vehicle around within the cemetery except by following established driveways.

d. Use a cemetery driveway as a public thoroughfare.

IV. MAINTENANCE AND PERPETUAL CARE

The City and/or its designated Contractor shall be responsible for the maintenance and repair of the driveways, buildings, water system, drainage and fences. The City and/or its designated Contractor shall also cut and maintain the grass areas, ~~rake~~ remove the leaves, trim and remove trees and shrubs, apply fertilizer as necessary, and in general maintain the cemetery as a place of natural beauty devoted to the burial of the dead.

The City and/or its designated Contractor shall not be responsible for any special care of any particular section, lot or burial space or for the maintenance or repair of any monument, marker or planting placed by the owner. Further, the City and/or its designated Contractor shall not contract or agree to give special care to any section, lot or burial space except as above provided. The City shall maintain the integrity of damaged historical markers, prior to January 1, 1875, through the perpetual care fund.

V. OPERATIONAL REGULATIONS

The following operational regulations shall apply to all areas within the cemetery:

a. Corners of all lots will be marked by the City, or its designated contractor, with permanent markers set flush with the ground surface, and these shall not be disturbed.

b. The erection of any fence, railing, wall, coping, curbing, trellis, or embankment, or the planting of any hedge, on any lot or grave is prohibited. No cutting of paths shall be permitted.

c. The City, or its designated contractor, shall have the right to remove from any lot any objects, including trees and shrubs and flower pots, that, ~~in the opinion of the Superintendent are injurious to~~ are not in keeping with the appearance of the cemetery.

d. Ironwork, seats, vases, and ~~urns~~ planters shall be allowed on lots, providing that the same shall be kept in good repair and well painted. If not kept in good repair and painted, the Superintendent shall have power and authority to remove same from cemetery, and shall not be liable for any such removal.

e. ~~Urns~~ Planters of iron or granite for the planting of flowers will be removed from lots and put in storage if not filled by July 1st. ~~Urns~~ Planters so removed will be sold for cartage and storage charges, or destroyed, if not claimed within a period of one year.

f. No person shall plant, cut down, remove, or trim any tree, shrub, or plant within the cemetery except by permission of the Superintendent, or a person authorized by him/her to act in his/her stead in matters pertaining to the cemetery.

g. The planting of flowers on any lot, or otherwise disturbing the sod, shall release the City or its designated contractor from all obligation to resod without extra charge therefore. The planting of spirea, rose bushes, peonies, or shrubs that grow over three feet in height, will not be permitted.

h. As soon as flowers, floral pieces, potted plants, ~~artificial flowers,~~ flags, emblems, etc., used at funerals or placed on grave at other times, become unsightly or faded, they will be removed, and no responsibility for their protection will be

assumed, except for special groups upon notification to the City or its designated contractor.

i. The Superintendent reserves the right to remove from beds, graves, vases, ~~urns~~ planters, or other containers, all flowers, potted plants, or other decorations, that are set out and then not kept properly watered, trimmed and free from weeds, and to do so as soon as they become objectionable.

VI. MONUMENTS, GRAVE MARKERS AND FOUNDATIONS

MONUMENTS

Monuments will be permitted only on ~~lots having 90 or more square feet of area under one ownership~~ two adjoining side by side graves under one ownership. No more than one monument shall be erected on any lot.

The erection of all monuments ~~and markers~~ shall be subject to the following conditions:

a. Each monument ~~or marker~~ shall be supported on a concrete foundation not smaller than the base of the monument ~~or marker~~ it supports ~~and not less than forty-two (42) inches deep below the ground surface~~. Such foundation shall be constructed only by the City or its designated contractor after payment therefore has been made. Foundations will be ~~poured~~ installed April to November, weather dependent, as determined by the Superintendent. Requests received after November 1st will be held until conditions allow for installation.

b ~~c~~. Designs for monuments ~~or markers~~ must be submitted to the Superintendent or to a person designated by him/her to act in his/her stead, when application is made for construction of foundations. A form with the size, material and design must be submitted to the City or its designated contractor for approval and all installation fees must be paid in full prior to delivery of the memorial.

c ~~d~~. No monument ~~or marker~~ of artificial stone, sandstone, limestone, or soapstone will be permitted.

d ~~f~~. All contractors and ~~workmen~~ workers engaged in setting monuments shall be under the supervision of the Superintendent or a person designated by him/her, and they will be held responsible for any damage resulting from their negligence or carelessness. No work of setting monuments ~~or markers~~ shall be started that cannot be completed by the end of the day following the start of such work.

e. No monuments shall be allowed in the flush sections.

MARKERS

a ~~b.~~ Markers shall not exceed 1 ½ feet in height and shall have a minimum horizontal dimension at the base of not less than half of the height. All markers shall be in

one piece, and shall be dressed on the bottom at right angles to the vertical axis. These measurements do not apply to government issue markers.

b. Individual markers can be sod set without a concrete foundation.

c. A form with the size, material and design must be submitted to the City or its designated contractor for approval and all installation fees must be paid in full prior to delivery of the memorial. Installation will not occur between November 1st and March 31st unless weather permits.

FLUSH MEMORIAL SECTION - F-NORTH ONLY

a. No structures shall be placed or constructed by anyone other than employees of the City or its designated contractor ~~Department of Public Services~~ in the area of Greenwood Cemetery designated as the "Flush Memorial Section".

b. Bronze or granite markers only, set flush with the turf, will be permitted in this section. No structures which would extend above the ground level shall be permitted.

c. A form with the size, material and design must be submitted to the City or its designated contractor for approval and all installation fees must be paid in full prior to delivery of the memorial. Installation will not occur between November 1st and March 31st unless weather permits.

FLUSH MEMORIAL SECTION – AREAS PLOTTED AFTER JANUARY 1, 2015

a. On grave spaces in Sections B, C, K, L, and O, all memorials on new lots plotted after January 1, 2015, must be installed at lawn level. Memorials can be individual markers measuring 24" x 12" x 4" or 16" x 24" x 4" or companion memorials over two (2) graves measuring 48" x 12" x 4".

b. The memorials must be made of acceptable bronze or granite material and set at lawn level.

c. A form with the size, material and design must be submitted to the City or its designated contractor for approval and all installation fees must be paid in full prior to delivery of the memorial. Installation will not occur between November 1st and March 31st unless weather permits.

VII. FUNERALS, ~~AND~~ INTERMENTS AND DISINTERMENTS

INTERMENTS

No lot or burial space shall be used for any purpose other than the interment of human remains and the erection of appropriate memorials to the dead.

No interment shall be made in Greenwood Cemetery until a proper burial permit has been issued, and until all other legally required permits have been issued by, and filed with, the proper authorities.

~~Department~~ City personnel, or its designated contractor, will provide opening and closing of grave, initial and periodic maintenance only, and will not be responsible for handling and lowering vaults or caskets. Tents, lowering devices and other materials shall be furnished by the funeral director or vault company.

No grave shall be dug closer than six (6) inches from the line of any lot.

In all full burial interments, the casket shall be enclosed in a permanent outside container~~.~~ ~~and~~ Such outside container shall be installed by the funeral director, vault company, or the City's designated contractor.

In all interments of cremated remains, the container shall be installed by the City, its designated contractor, funeral director or vault company. The size of the container must be submitted with the request for burial.

All funerals within the cemetery shall be under the supervision of the City or its designated contractor ~~Department~~. No burials are to be made on Sunday or legal holidays, except by permission of the Superintendent. Overtime charges will apply.

The ~~Department~~ City must be notified through the City Clerk or its designated contractor, of the time and exact location of proposed interments in time to allow not less than ten (10) hours of daylight to prepare the grave. If notification occurs less than 10 hours of daylight prior to burial, overtime charges will apply.

Interments that involve preparation or follow-up work during other than regular working hours will be done at an additional charge for the overtime portion of the time required. The maximum charge shall not exceed the normal charges plus the weekend/holiday fee. ~~When it is necessary to prepare for an interment or disinterment (location, opening and/or closing), an overtime charge will apply.~~ This fee is in addition to the normal interment or disinterment fee charged during regular working hours.

Interments of the remains of any persons other than the owner or an immediate member of his/her family will be permitted only after the written consent of the owner or the owner's authorized agent has been filed with the City Clerk or the City's designated contractor. In case of a minor being the owner, the guardian may give consent upon proof of this authority to act.

Only one (1) interment in any one grave space shall be permitted, except in the case of a parent and infant child, two (2) children dying at about the same time, or in such other unusual cases as it shall seem to the Superintendent to be proper under the circumstances. Such interments shall adhere to Section VIII Burial Rights Policy.

Up to two cremated remains may be placed in the same space if the owner of the grave space or his/her heirs purchase the right to such inurnments. Should the owner permit the burial of such cremated remains, only one additional memorial shall be permitted on the grave space and such memorial shall not be larger than 24 x 12 x 4 inches and installed at lawn level. Up to three (3) cremated remains (only) may be placed on a single grave space.

DISINTERMENTS

~~Disinterment of a full burial shall not be made without first obtaining a permit for the removal from the local health officer of Oakland County by a licensed funeral director. Such request for removal is to be made upon such forms as may be provided, and shall include such information as may be required, by the local health officer.~~

Disinterment of a burial shall be facilitated by a Michigan licensed funeral director. Said funeral director shall obtain a permit for such removal from the local health officer of Oakland County. Said funeral director shall complete the removal form as required by the City or its designated contractor. Disinterment shall not commence until after issuance of the Oakland County permit is presented to the City or its designated contractor, approval for removal is granted by the City or its designated contractor, and all applicable fees are paid. Such disinterments shall only be scheduled between June 15th and October 15th each year unless approved by the City. The grave space where the disinterment occurred shall immediately be returned to a safe condition.

VIII. BURIAL RIGHTS POLICY

Lots purchased from the City after October 1, 2014:

- Full grave
  - One casketed remains and two cremated remains
  - - or -
  - Up to three cremated remains
- Cremation grave
  - 3 x 2 feet one cremated remains
  - 3 x 4 feet two cremated remains

Lots purchased prior to October 1, 2014:

- Full grave
  - One burial right per grave (To add a burial right for cremated remains, must purchase each additional right of burial in the grave. Up to two cremated remains.)
  - - or -
  - One cremated remains (To add a burial right for cremated remains, must purchase each additional right of burial in the grave. Up to two cremated remains.)

IX. LOT RESALE POLICY

All graves sold by the City after October 1, 2014 can only be returned to the City. Such graves cannot be transferred from the original purchaser to an unrelated third party. Graves can only be transferred to family according to the Rules of Consanguinity with supporting genealogical documentation.

All graves returned to the City shall receive 50% of the original purchase price from the Greenwood Cemetery Perpetual Care Fund. Upon return of the graves, the City may resell the graves.

X. SCHEDULE OF FEES AND CHARGES

Fees and other charges are as set forth in the ~~City Code~~ Schedule of Fees, Charges, Bonds and Insurance.

XI. REVISIONS

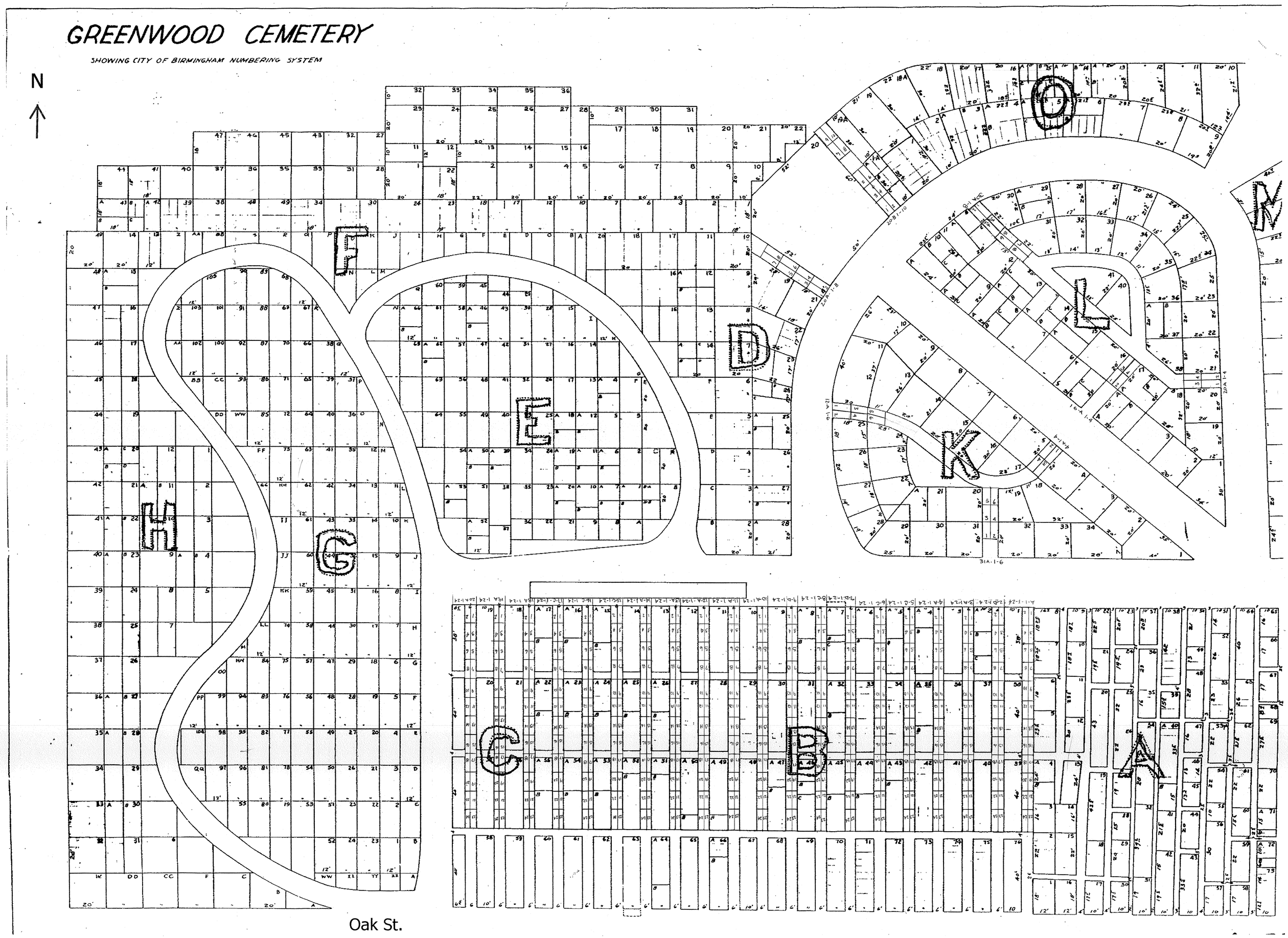
The obligations of the City as herein set forth may, from time to time, be modified by the Birmingham City Commission.

- Adopted by the Birmingham City Commission October 18, 1971 Resolution No. 1434-71.
- Adopted by the Birmingham City Commission February 13, 1984 Resolution No. 02-97-84.
- Adopted by the Birmingham City Commission February 23, 2009 Resolution No. 02-52-09.
- Adopted by the Birmingham City Commission December 17, 2012 Resolution No. 12-356-12

Greenwood Cemetery (126-26)

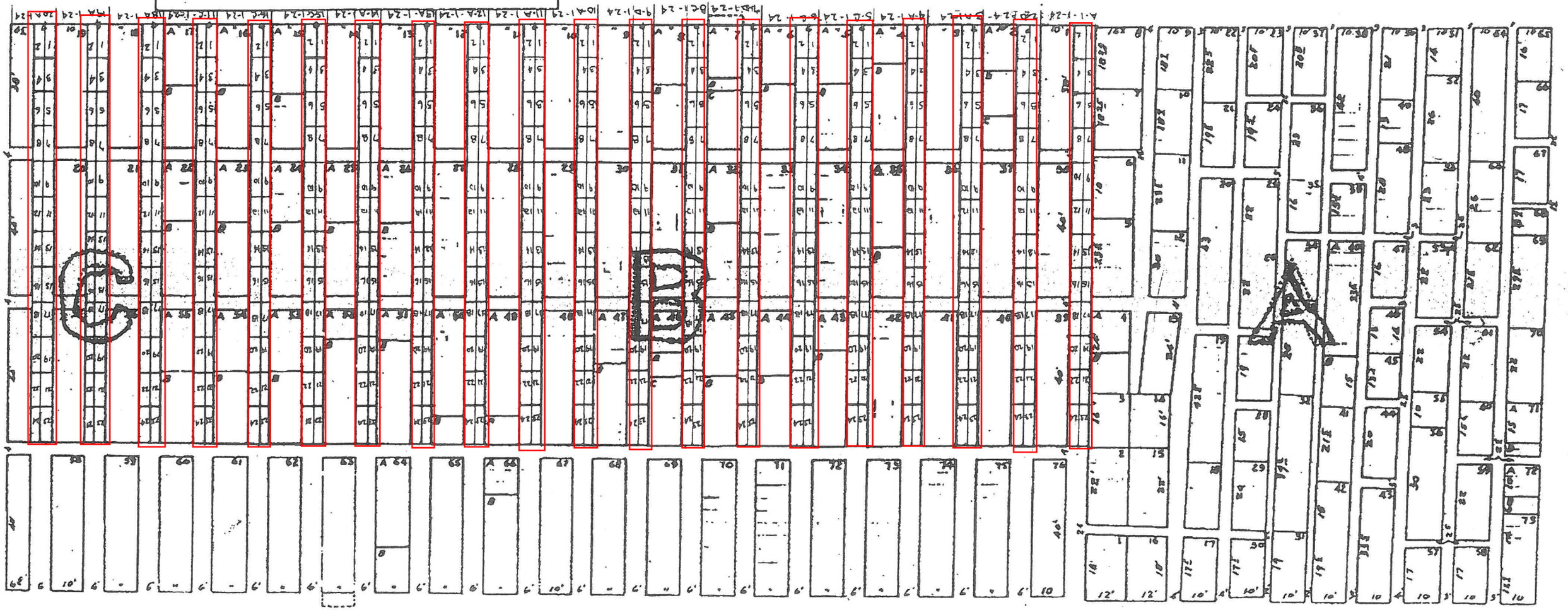
Grave space accommodating one full burial or three cremations	$ 3,000.00
Additional Rights of Burial for cremated remains, each	$ 750.00
Administrative fee for transfer of grave ownership	$ 150.00
Interment and disinterment fees:	
Cremation	$ 750.00
Full Burial	$ 1,200.00
Foundation charges for markers & monuments:	
Foundation Installment - per linear foot	$ 125.00
Marker or monument resets:	
Foundation installation charge as per above schedule, plus an hourly charge for removal of old foundation	
Weekend, holiday, and overtime interments. This fee in addition to the normal interment fee charged during regular working hours.	$ 400.00

MAP OF GREENWOOD CEMETERY



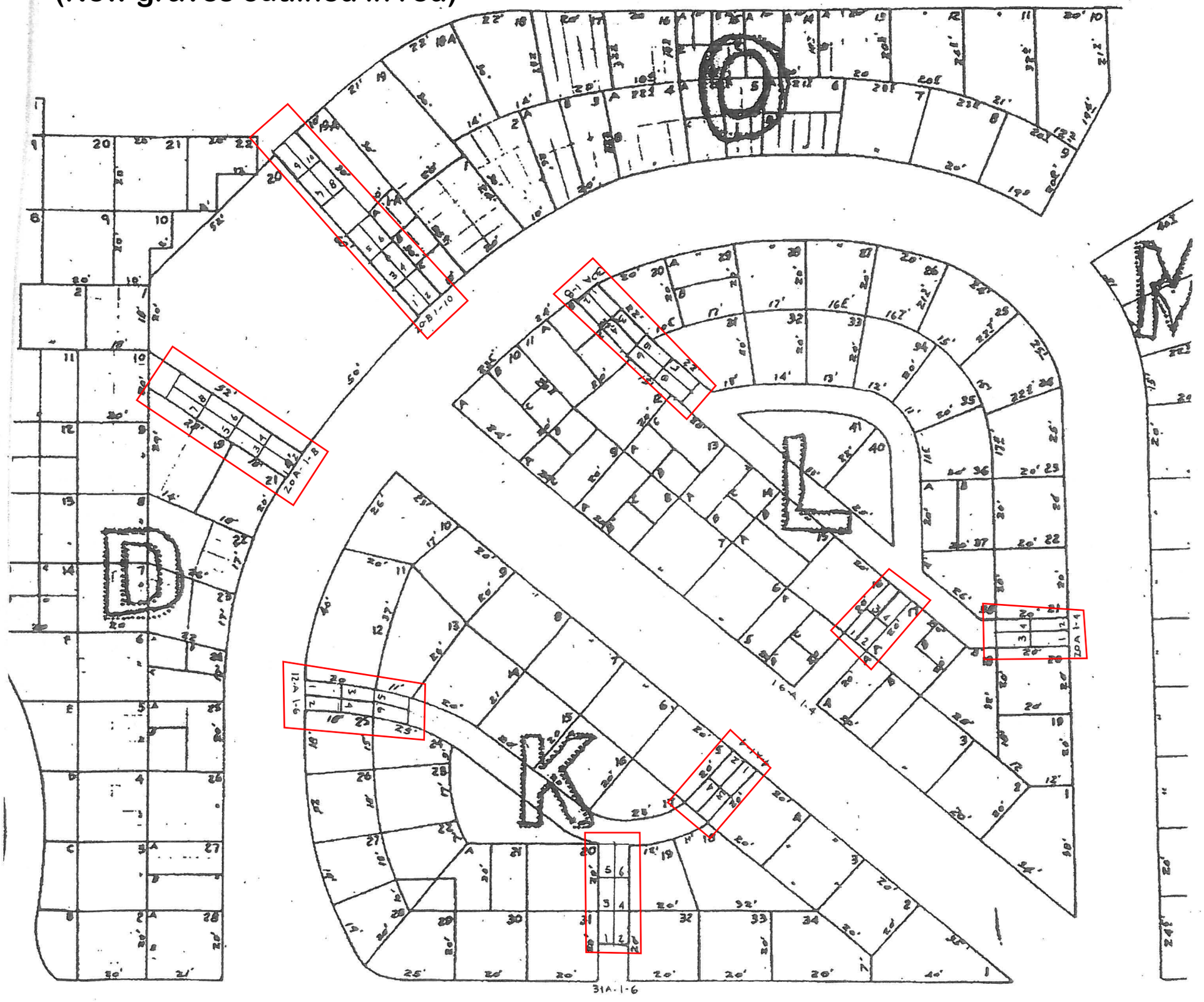
SECTIONS B & C

(New graves outlined in red)

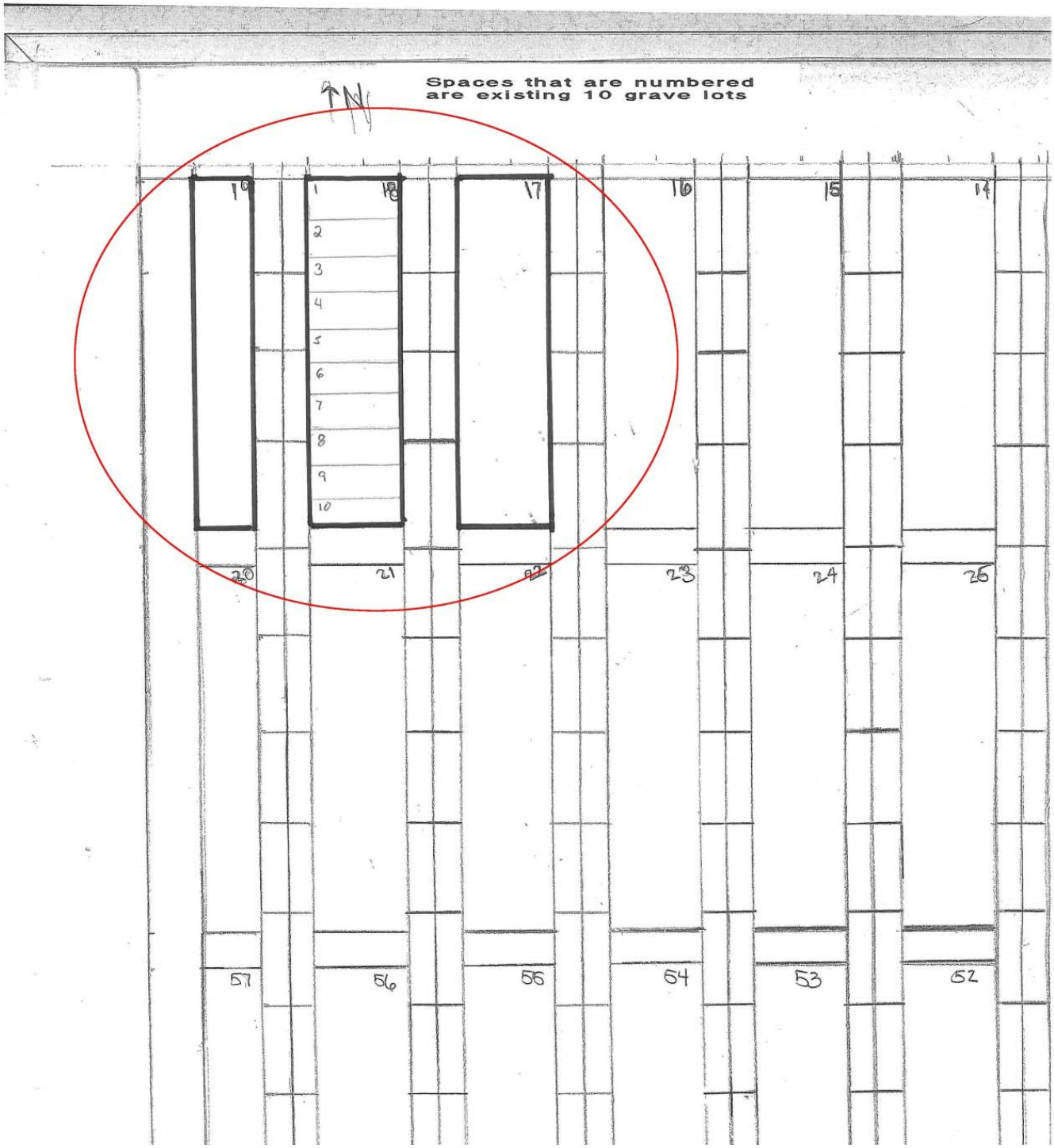


Oak

SECTIONS D, K, L & O
(New graves outlined in red)



SAMPLE LAYOUT OF NEW GRAVES



Description:
Each large rectangle is an existing Lot which consists of 10 grave spaces. The green space between each Lot is where the new graves will be located.

GREENWOOD CEMETERY
RECOMMENDATIONS CHECKLIST

	DATE COMPLETED	SECTION	RECOMMENDATIONS FROM FINAL REPORT
1	10/13/14 Approved by City Commission	4.1	Establish a Perpetual Care Fund to begin to develop the necessary funds derived from the sale of City-owned burial plots and donations to provide for the ongoing maintenance and improvements to Greenwood Cemetery.
2	10/13/14 Approved by City Commission	5.1	Establish a standing advisory board to provide recommendations to the City on rules and regulations governing the cemetery, capital improvements and on future demands for cemetery services.
			ITEMS TO BE CONSIDERED IN THE FIRST SIX MONTHS
3		1.2	The Committee recommends that the City of Birmingham shall promptly commence reclamation proceedings under Public Act 46 of 1931 to acquire title to burial spaces believed to be abandoned for at least 50 years. The City of Birmingham shall complete those reclamation proceedings at the earliest practical time. Thereafter, the City of Birmingham shall review the cemetery records at least every 10 years to determine whether to undertake additional reclamation proceedings.
4	6/19/15	1.4	The Committee recommends that for any future plot sales by the City a restriction be placed upon such sales requiring that the owners wishing to sell these plots may only return the unused plots to the City for resale and that no private sales of those plots may occur. This recommendation does not apply to burial sites privately owned prior to the date the City adopts this recommendation, unless the City subsequently acquires any such burial site. GCAB recommended revisions to the Rules and Regulations which include this restriction. – 6/19/15
5	6/19/15	1.8	The Committee recommends that letters be sent by first class mail to those on the Interest List to purchase burial rights to confirm that they wish to remain on the List and with the consequence that by not responding within 30 days they will be removed from the Interest List. The Committee further recommends that the sale of City owned plots be sold pursuant to this List in accordance with the following procedure: a. Letters are sent to those on the Interest List pursuant to the above recommendation. b. Anyone from the List who did not respond when the time period expires will be allowed to be added back on the List on a first-come, first-serve basis. c. This recommendation does not apply to burial sites privately owned prior to the date the city adopts this recommendation, unless the city subsequently acquires any such sites.

			GCAB recommended letters be sent once grave space is available. – 6/19/15
6	N/A	2.1	The Committee recommends that the roadway between Sections K and L be developed to accommodate an estimated 70 traditional casketed spaces and with the possibility of installing a dignified pathway to provide access.
7	6/19/15 & ONGOING REVIEWS	8.2	The Committee recommends that the City Commission review the Greenwood Cemetery Operational Procedures, Conditions and Regulations to ensure they are fully inclusive. GCAB recommended revisions to Rules and Regulations. – 6/19/15
			ITEMS TO BE CONSIDERED WITHIN THE FIRST TWELVE MONTHS
8	5/1/15	1.1	The Committee recommends the City identifies the unsold/unused burial spaces at the cemetery and offer them for sale. GCAB recommended the graves in the green space of Sections B, C, K, L, O be offered for sale with certain restrictions – 5/1/15
9		2.2	The Committee recommends that the City of Birmingham investigate the feasibility of installing columbaria for the inurnment of cremated remains, including but not limited to, the north boundary of Greenwood Cemetery.
10		4.3	The Committee recommends the City develop a donor program for improvements specific to and appropriate to the cemetery.
			ITEMS TO BE CONSIDERED AFTER THE FIRST YEAR
11	6/19/15	1.3	The Committee recommends that any sales occurring as the result of the reclamation process initially be offered to those currently on the Interest List according to the date their name was added to the List and thereafter offered to the general public. GCAB recommended the proposed schedule to offer graves for sale in the green space of Sections B, C, K, L, O by contacting the first 20 individuals on the Interest List, then the next 20, and so on. The sales would then be opened to those not on the list. – 6/19/15
12	4/10/15	1.6	The Committee recommends the City utilize both existing burial records and Ground Penetrating Radar (GPR) to develop a map of all known burial sites. GCAB recommended an RFP for GPR service be issued on the entire cemetery and the green space in Sections B, C, K, L, O. – 4/10/15 The Contractor offered to pay for GPR service in the green space in Sections B, C, K, L, O. Completed and waiting for final report – June, 2015

13		8.1	The Committee recommends that the City of Birmingham review the Greenwood Cemetery Management Agreement dated June 24, 2013 in light of the Committee's other recommendations to determine whether to modify the Agreement to be consistent with those recommendations the City Commission adopts or to terminate the Agreement.
			OTHER RECOMMENDATIONS FROM THE FINAL REPORT
14	In process by Elmwood.	1.5	The Committee recommends that the City digitize its burial records.
15		1.7	The Committee recommends that the City notify owners whose records reflect no burials (single spaces and within family lots) within the last 50 years to determine if they wish to sell back to the City.
16	N/A	3.1	The Committee recommends <u>against</u> expanding Greenwood Cemetery's boundaries at this time.
17	Completed, 2014	4.3	The Committee recommends the City seek a legal opinion whether the cemetery is or could be classified as a park within the meaning of MCL 129.97a(1) of Public Act 20 of 1943, such that the trust could earn market rate of return. STAFF NOTE: October, 2014 - This review has concluded that despite the title of the property, funds received by the City are subject to the investment rules that are set forth in Act 20 of 1943 (MCL §129.91). Therefore, the City's investment policy conforms to this statute which limits the investment vehicles that are available to municipalities and the reclassification to a park is not advantageous.