

**GREENWOOD CEMETERY ADVISORY BOARD  
MEETING AGENDA  
FRIDAY, FEBRUARY 6, 2015 AT 8:30 AM  
MUNICIPAL BUILDING, ROOM 205, 151 MARTIN**

**I. CALL TO ORDER**

Cheryl Arft, Deputy Clerk

**II. ROLL CALL**

Amanda Thomas, Management Analyst

**III. UNFINISHED BUSINESS**

A. ELECTION OF CHAIRPERSON

1. After the initial election of the chairperson, the Chairperson will be elected from the Board's membership annually at the first meeting after the first Monday of July. Section 34-30 (d)

B. ELECTION OF VICE-CHAIRPERSON

1. After the initial election of the vice chairperson, the Vice-Chairperson will be elected from the Board's membership annually at the first meeting after the first Monday of July. Section 34-30 (d)

**IV. NEW BUSINESS**

A. APPROVAL OF MINUTES FROM JANUARY 9, 2015

B. SPACE AVAILABILITY – UNPLOTTED PARCELS  
(Recommendation Checklist Item #8)

C. REVIEW OF THE RULES AND REGULATIONS  
(Recommendation Checklist Items #4 & #7)

D. GRAVE INTEREST LIST  
(Recommendation Checklist Item #5)

E. MEETING SCHEDULE DISCUSSION

Currently Scheduled Meetings:

- Friday, March 6, 2015 at 8:30 AM
- Friday, April 10, 2015 at 8:30 AM
- Friday, May 1, 2015 at 8:30 AM

The Board shall hold at least one regular meeting in each quarter established by resolution of the Board. Section 34-30 (e)

**V. CONTRACTOR REPORT**

A. CURRENT SPACE AVAILABILITY

B. ENDOWMENT FUND CONTRIBUTIONS

**VII. OPEN TO THE PUBLIC FOR MATTERS NOT ON THE AGENDA**

**VIII. ADJOURN**

*Greenwood Cemetery Advisory Board:*

*The powers and duties of the Greenwood Cemetery Advisory Board is to provide the following recommendations to the City Commission:*

- 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.*

*Section 34-30 (g) of the Birmingham City Code*

*NOTICE: Individuals requiring accommodations, such as mobility, visual, hearing, interpreter or other assistance, for effective participation in this meeting should contact the City Clerk's Office at (248) 530-1880 (voice), or (248) 644-5115 (TDD) at least one day in advance to request mobility, visual, hearing or other assistance.*

*Las personas que requieren alojamiento, tales como servicios de interpretación, la participación efectiva en esta reunión deben ponerse en contacto con la Oficina del Secretario Municipal al (248) 530-1880 por lo menos el día antes de la reunión pública. (Title VI of the Civil Rights Act of 1964).*

**GREENWOOD CEMETERY ADVISORY BOARD  
ORGANIZATIONAL MEETING MINUTES  
FRIDAY, JANUARY 9, 2015 AT 8:30 AM  
MUNICIPAL BUILDING, ROOM 205, 151 MARTIN**

**I. ROLL CALL**

Present: Kevin Desmond  
Pamela DeWeese  
Linda Peterson  
Laura Schreiner  
George Stern  
Barbara Thurber

Absent: Darlene Gehringer

Administration: City Manager Valentine, City Clerk Pierce, Management Analyst Thomas, and Larry Sloan and Cheri Arcome of Elmwood Cemetery

**II. ADMINISTRATION OF OATH**

The Clerk administered the oath to Ms. DeWeese and Ms. Peterson.

**III. INTRODUCTION OF MEMBERS**

The Board Members introduced themselves. Manager Valentine introduced guests Larry Sloan and Cheri Arcome from Elmwood Cemetery

**IV. ELECTION OF CHAIRPERSON & V. ELECTION OF VICE-CHAIRPERSON**

MOTION: Motion by DeWeese:  
To appoint George Stern as Chairperson.

MOTION: Motion by Desmond:  
To appoint Laura Schreiner as Chairperson.

MOTION: Motion by Schreiner:  
To appoint Kevin Desmond as Chairperson.

VOTE ON NOMINATION OF STERN:  
Yeas, 3 (Peterson, Stern, DeWeese)  
Absent, 1 (Gehringer)

VOTE ON NOMINATION OF SCHREINER:  
Yeas, 1 (Desmond)  
Absent, 1 (Gehringer)

VOTE ON NOMINATION OF DESMOND:  
Yeas, 1 (Schreiner)  
Absent, 1 (Gehringer)

Manager Valentine asked for a re-vote because four votes are needed to elect a chairperson. The results of the re-vote were the same as the original vote. Manager Valentine suggested that the election of the chairperson and vice chairperson be held at the next meeting.

## **VI. REVIEW OF POWERS AND DUTIES**

Manager Valentine reviewed how and why the board was established. He referred to the agenda packet given to board members.

Mr. Stern asked who makes the "reports" referred to in the ordinance. Manager Valentine explained that staff drafts report and the committee reviews, then it goes to the Commission.

Mr. Stern asked about long range planning and if the Board has a place on the agenda. Manager Valentine explained that the Long Range Planning agenda is set, and that at this time, there is nothing of relevance from the Board for the Long Range Planning meeting.

Manager Valentine also explained this board is an advisory board and they make no actions, only recommendations.

## **VII. REVIEW OF CURRENT POLICY, FEES, RESPONSIBILITIES, AND ORDINANCES GOVERNING THE CEMETERY**

Clerk Pierce briefly explained cemetery regulations, fee schedule, list of City v Contractor responsibilities and ordinances establishing the board and perpetual care fund. Mr. Stern asked about the establishment of the perpetual care fund. Manager Valentine explained that the regulations that govern the City's investment of funds are what this fund is required to comply with.

## **VIII. DISCUSSION OF SHORT & LONG TERM OBJECTIVES**

Manager Valentine mentioned the list of seventeen recommendations listed in the Recommendations Checklist in the agenda packet. He explained that the committee will be going over the list in the coming months.

## **IX. CONTRACTOR REPORT**

Larry Sloan from Elmwood passed out a list of available spaces. He explained recent sales and transfers. Mr. Stern asked about the discussion of offering spaces to people on the interest list first. Mr. Sloan clarified that Mr. Stern was referring to potential buyers that are not deceased, and then explained they haven't begun contacting people on that list to reaffirm their interest. Mr. Stern expressed concern for people on the waiting list being passed over when plots are sold for the deceased. Mr. Valentine clarified for Mr. Stern that the list is an interest list and not a waiting list.

Mr. Desmond and Manager Valentine commented that the service level from Elmwood has been high.

Mr. Stern asked about digitizing burial records. Larry said they have not started that process.

## **X. SCHEDULE NEXT MEETING**

Ms. DeWeese and Mr. Stern suggested monthly meetings. Meeting times were discussed. After much discussion, it was decided that the first Friday of the month would work. The following schedule was decided:

8:30 am on Friday, Feb 6<sup>th</sup>.

8:30 on Friday March 6<sup>th</sup>.

8:30 am on Friday April 10<sup>th</sup>  
8:30 am on May 1<sup>st</sup>.

MOTION: Motion by Ms. Peterson, seconded by Schreiner:  
To hold monthly meetings on the first Friday of the month at 8:30 am.

VOTE: Yeas, 6  
Nays, None  
Absent 1 (Gehring)

**XI. OPEN TO THE PUBLIC FOR MATTERS NOT ON THE AGENDA**

**XII. ADJOURN**

The meeting was adjourned at 9:17 AM.

**MEMORANDUM**

TO: THE GREENWOOD CEMETERY ADVISORY BOARD  
FROM: L. F. SLOANE  
SUBJECT: UNPLOTTED PARCELS  
DATE: JANUARY 29, 2015

The Elmwood team has worked diligently to identify unplotted property within Greenwood. We have identified areas in Sections B, C, K, L and O where such property exists and can be plotted as casketed burial sites. All the spaces have been site-verified and measured. The lots have been mapped and numbered. The new lots can be added to existing plot cards for ownership and future burial records.

The spaces identified total as follows:

SECTION	CASKET BURIAL SPACES
B*	240
C*	240
K	16
L	16
<u>O</u>	<u>18</u>
TOTAL	530

\*Some spaces will be restricted due to trees and shrubs.

With limitations, these spaces can be sold to families on the Interest List in the immediate term together with spaces identified as plotted but never sold.

CLERK NOTE: Recommendation #8 of the Greenwood Cemetery Advisory Committee final report recommends that the City identifies the unsold/unused burial spaces at the cemetery and offer them for sale.

**SUGGESTED RESOLUTION:**

To recommend that the City plot the unplotted parcels in Greenwood Cemetery and offer these graves for sale.



# MEMORANDUM

City Clerk's Office

**DATE:** January 28, 2015  
**TO:** Greenwood Cemetery Advisory Board  
**FROM:** Laura M. Pierce, City Clerk  
**SUBJECT:** Revisions to the Greenwood Cemetery Rules and Regulations

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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 Greenwood Cemetery Rules and Regulations were last updated in 2012. The City Clerk's Office and the Contractor (Historic Elmwood Cemetery) have reviewed the rules and regulations and offer the suggested revisions to clean up the language and format and to add provisions for newly plotted areas (which is anticipated in 2015).

After discussion by the Greenwood Cemetery Advisory Board, the proposed revisions to the Rules and Regulations will be presented to the City Commission for consideration.

## SUMMARY OF REVISIONS

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

### Section V Operational Regulations:

- Moved from the end of the document to its current location.

### 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. Flush markers will maintain the current look and feel of the cemetery.

### 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.

- Note: The current City fee schedule does not address the sale of “cremation graves”. Upon Board recommendation of the revisions to the Rules and Regulations, staff will recommend the City fee schedule be amended to include a fee of \$1,000.00 for a cremation grave accommodating one cremated remains and \$2,000.00 for a cremation grave accommodating two cremated remains.

#### Section IX Lot Resale Policy

- The Lot Resale Policy will limit the transfer of a grave, purchased 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 not be allowed to transfer the graves to immediate family.
- In the final report of the Greenwood Cemetery Advisory Committee, the Committee recommended that for any future plot sales by the City a restriction be placed upon such sales requiring that the owners wishing to sell these graves may only return the unused graves to the City for resale and that no private sales of those graves may occur. This recommendation does not apply to burial sites privately owned prior to October 1, 2014, unless the City subsequently acquires any such burial site. (Recommendation #4)

#### SUGGESTED RESOLUTION:

To recommend that the City Commission approve the modifications to the Greenwood Cemetery Rules and Regulations.



**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 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.

**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 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.

- 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.
- 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 on cemetery grounds.
- 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 shall be responsible for the maintenance and repair of the driveways, buildings, water system and fences. The City shall also cut and maintain the grass areas, rake 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 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. The City shall not contract or agree to give special care to any section, lot or burial space except as above provided.

## **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 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 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 the appearance of the cemetery.
- d. Ironwork, seats, vases, and urns 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 of iron or granite for the planting of flowers will be removed from lots and put in storage if not filled by July 1<sup>st</sup>. Urns 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 to act in his stead in matters pertaining to the cemetery.
- g. The planting of flowers on any lot, or otherwise disturbing the sod, shall release the City 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.
- i. The Superintendent reserves the right to remove from beds, graves, vases, urns, 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. 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 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 1<sup>st</sup> will be held until conditions allow for installation.
- b e. Designs for monuments ~~or markers~~ must be submitted to the Superintendent or to a person designated by him to act in his stead, when application is made for construction of foundations. A form with the size, material and design must be submitted to the City 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 engaged in setting monuments shall be under the supervision of the Superintendent or a person designated by him, 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.

### **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 for approval and all installation fees must be paid in full prior to delivery of the memorial. Installation will not occur between November 1<sup>st</sup> and March 31<sup>st</sup> 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 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 for approval and all installation fees must be paid in full prior to delivery of the memorial. Installation will not occur between November 1<sup>st</sup> and March 31<sup>st</sup> 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 granite material and set at lawn level.
- c. A form with the size, material and design must be submitted to the City for approval and all installation fees must be paid in full prior to delivery of the memorial. Installation will not occur between November 1<sup>st</sup> and March 31<sup>st</sup> 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 will provide opening and closing of grave, initial and periodic maintenance only, and will not be responsible for handling and lowering vault or casket. 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 shall be installed by the funeral director or vault company.

In all interments of cremated remains, the container shall be installed by the 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 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, 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 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. 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. Up to two cremated remains may be placed in the same space if the owner of the grave space or his 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.

## **VIII. BURIAL RIGHTS POLICY**

Lots purchased 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 a second right of interment in the grave. Up to two cremated remains.)

- or -

Three 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 purchase to an unrelated third party. Graves can only be transferred to immediate family.

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 spaces.

## **X. SCHEDULE OF FEES AND CHARGES**

Fees and other charges are as set forth in the City Code.

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



# MEMORANDUM

City Clerk's Office

**DATE:** January 28, 2015  
**TO:** Greenwood Cemetery Advisory Board  
**FROM:** Laura M. Pierce, City Clerk  
**SUBJECT:** Grave Interest List

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In the final report of the Greenwood Cemetery Advisory Committee (GCAC), the Committee recommended 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 recommended that the sale of City owned plots be sold pursuant to this List in accordance with the following procedure: (Recommendation #5)

- 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.

The revisions to the Greenwood Cemetery Rules and Regulations and the fee schedule must be approved by the Commission prior to any newly plotted graves being sold. In light of this, the Board may wish to amend the GCAC recommendation. Instead of sending letters to those on the Interest List to confirm the intent to remain on the list, letters would be sent to those on the Interest List that grave space is now available.

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." Since a large number of graves will soon be available, it is anticipated the individuals on the Interest List will have the opportunity to purchase graves prior to the reclamation process.

There has been no activity on the Interest List as of January 31, 2015. The Board may wish to open the opportunity for individuals currently on the Interest List, as of January 31, 2015, to schedule their appointment to purchase graves prior to the appointments being opened to the public.

The letters to individuals on the Interest List would have to be sent after City Commission approval. The City and Contractor would then schedule appointments with interested individuals. After thirty days, the remaining graves would be offered to individuals not on the list.




The following timeline is offered to clarify the process:

February 6, 2015	GCAB recommendation to the City Commission
February 23, 2015	Proposed date for staff to present the GCAB recommendation to the City Commission.
Week of February 23, 2015	If approved by City Commission, letters sent to the individuals on the Interest List to schedule appointments to purchase graves.
March 1 – April 30, 2015	Appointments scheduled with individuals on the Interest List, as of January 31, 2015, who are interested in purchasing graves.
May 1, 2015 and beyond	Appointments open to the general public who are interested in purchasing graves.

**SUGGESTED RESOLUTION:**

To recommend that the City send letters the individuals on the Interest List, as of January 31, 2015, that grave space is now available and to follow the proposed timeline to sell the newly plotted graves.

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY																																																															
1	2 Last Day To Pay 2014 Property Taxes to the City of Birmingham	3 March Board of Review Organizational Meeting Parks & Recreation Board 6:30 p.m.	4 Historic District Commission 7 p.m., immediately followed by Design Review Board	5 PSD Board 8 a.m. Museum Board 6:30 p.m. Multi-Modal Transportation Board 6 p.m.	6 <b>Greenwood Cemetery Advisory Board Meeting 8:30 AM</b>	7																																																															
8	9	10 March Board of Review by Appointment Board of Zoning Appeals 7:30 p.m.	11 March Board of Review by Appointment and 6-9 p.m. Historic District Study Committee 6 p.m. Family & Friends CPR at the Birmingham Fire Department, Adams Station, 7-10 p.m. Planning Board 7:30 p.m.	12	13 Retirement Board 8:15 a.m. Immediately Following: Retiree Health Care Fund Investment Committee	14																																																															
15	16 Library Board 7:30 p.m. City Commission 7:30 p.m.	17 <b>St. Patrick's Day</b>	18 Advisory Parking Committee 7:30 a.m. Cablecasting Board 7:45 a.m. Public Arts Board 6:30 p.m. Historic District Commission 7 p.m., immediately followed by Design Review Board	19	20	21																																																															
22	23	24	25 Planning Board 7:30 p.m.	26	27	28																																																															
29	30 City Commission 7:30 p.m.	31	4E			<p>FEBRUARY 2015</p> <table border="1"> <tr><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td></tr> <tr><td>8</td><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td></tr> <tr><td>15</td><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td></tr> <tr><td>22</td><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td><td>28</td></tr> </table> <p>APRIL 2015</p> <table border="1"> <tr><td></td><td></td><td></td><td>1</td><td>2</td><td>3</td><td>4</td></tr> <tr><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td><td>10</td><td>11</td></tr> <tr><td>12</td><td>13</td><td>14</td><td>15</td><td>16</td><td>17</td><td>18</td></tr> <tr><td>19</td><td>20</td><td>21</td><td>22</td><td>23</td><td>24</td><td>25</td></tr> <tr><td>26</td><td>27</td><td>28</td><td>29</td><td>30</td><td></td><td></td></tr> </table>	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28				1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30		
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SUNDAY

MONDAY

TUESDAY

WEDNESDAY

THURSDAY

FRIDAY

SATURDAY

MARCH 2015  
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 15 16 17 18 19 20 21  
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 29 30 31

MAY 2015  
 1 2  
 3 4 5 6 7 8 9  
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 17 18 19 20 21 22 23  
 24 25 26 27 28 29 30  
 31



1

NORMAL REFUSE COLLECTION

Historic District Commission  
 7 p.m., immediately followed by  
 Design Review Board

2

PSD Board 8 a.m.  
 Museum Board 6:30 p.m.

3

Good Friday  
 Passover begins  
 at sunset  
 City Offices Closed

4

5

Easter  
 Library Closed

6

7

8

YARD WASTE COLLECTION BEGINS

Family & Friends CPR at the  
 Birmingham Fire Department,  
 Adams Station, 7-10 p.m.  
 Planning Board 7:30 p.m.

9

Multi-Modal Transportation  
 Board 6 p.m.

10

**Greenwood  
 Cemetery  
 Advisory Board  
 Meeting 8:30 AM**

11

12

13

City Commission 7:30 p.m.

14

Parks & Recreation Board  
 6:30 p.m.  
 Board of Zoning Appeals  
 7:30 p.m.

15

Tax Day  
 Advisory Parking  
 Committee 7:30 a.m.  
 Cablecasting Board 7:45 a.m.  
 Public Arts Board 6:30 p.m.  
 Historic District Commission  
 7 p.m., immediately followed by  
 Design Review Board

16

17

18

City Commission -  
 Budget Hearing  
 8:30 a.m.

19

20

Library Board 7:30 p.m.

21

22

Planning Board 7:30 p.m.

23

24

25

Heartsaver CPR  
 at the Birmingham Fire  
 Department, Adams  
 Station, 8 a.m.-1 p.m.  
 Annual Festive Tables  
 Luncheon, Friends of the  
 Museum, 11 a.m., Big  
 Rock Chophouse

26

27

City Commission 7:30 p.m.

28

29

30



SUNDAY

MONDAY

TUESDAY

WEDNESDAY

THURSDAY

FRIDAY

SATURDAY

APRIL 2015  
 1 2 3 4  
 5 6 7 8 9 10 11  
 12 13 14 15 16 17 18  
 19 20 21 22 23 24 25  
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JUNE 2015  
 1 2 3 4 5 6  
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 14 15 16 17 18 19 20  
 21 22 23 24 25 26 27  
 28 29 30



1  
**Greenwood Cemetery Advisory Board Meeting 8:30 AM**  
 Begins  
 Baldwin Public Library Friends Spring Book Sale, 7-9 p.m.

2  
 Baldwin Public Library Friends Spring Book Sale, 9:30 a.m.-4:30 p.m.  
 Greenwood Cemetery Tour (20th Century Notables), 1 p.m.

3  
 Farmers Market in Parking Lot #6, 9 a.m.-2 p.m.  
 Baldwin Public Library Friends Spring Book Sale, 12-4 p.m.

4  
 Baldwin Public Library Friends Spring Book Sale, 10 a.m.-2 p.m.

5  
**ELECTION DAY**  
 Parks & Recreation Board 6:30 p.m.

6  
 Historic District Commission 7 p.m., immediately followed by Design Review Board

7  
 PSD Board 8 a.m.  
 Museum Board 6:30 p.m.  
 Multi-Modal Transportation Board 6 p.m.

8

9  
 DPS Open House 10 a.m.-2 p.m.

10  
**Mother's Day**  
 Farmers Market in Parking Lot #6, 9 a.m.-2 p.m.

11  
 City Commission 7:30 p.m.

12  
 Board of Zoning Appeals 7:30 p.m.

13  
 Family & Friends CPR at the Birmingham Fire Department, Adams Station, 7-10 p.m.  
 Planning Board 7:30 p.m.

14  
**Peace Officers Memorial Day**

15  
 Birmingham Ice Show 7 p.m.

16  
**Armed Forces Day**  
 Birmingham Ice Show 7 p.m.

17  
**Celebrate Birmingham Parade, 1 p.m.**  
 Farmers Market in Parking Lot #6, 9 a.m.-2 p.m.  
 Birmingham Ice Show 2 p.m.

18  
 City Commission 7:30 p.m.  
 Library Board 7:30 p.m.

19

20  
 Advisory Parking Committee 7:30 a.m.  
 Public Arts Board 6:30 p.m.  
 Historic District Commission 7 p.m., immediately followed by Design Review Board

21

22

23  
**Shavuot begins at sunset**  
 Library & Museum Closed

24  
 Library Closed  
 Farmers Market in Parking Lot #6, 9 a.m.-2 p.m.

25  
**Memorial Day**  
 Memorial Day Ceremony, Shain Park, 10 a.m.  
 City Offices & Library Closed

26

27  
 Cablecasting Board 7:45 a.m.  
 Planning Board 7:30 p.m.

28  
**REFUSE COLLECTION DELAYED ONE DAY**

29  
 Fire Hydrant Flow Testing Ends

30

31  
 Last Day to File Real Property Commercial and Personal Property Appeals to the Michigan Tax Tribunal  
 Farmers Market in Parking Lot #6, 9 a.m.-2 p.m.