

**GREENWOOD CEMETERY ADVISORY BOARD
SPECIAL MEETING AGENDA
MONDAY, AUGUST 3, 2015 AT 10:30 AM
MUNICIPAL BUILDING, ROOM 205, 151 MARTIN**

I. CALL TO ORDER

George Stern, Chairperson

II. ROLL CALL

Cheryl Arft, Deputy Clerk

III. APPROVAL OF MINUTES

IV. UNFINISHED BUSINESS

V. NEW BUSINESS

- A. Discussion on City Commission Request
 - 1. Number of graves per inquiry
 - 2. Arrangement of graves to be sold in sections B & C
 - 3. Resident v non-resident rate schedule

VI. CONTRACTOR REPORT

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).



MEMORANDUM

City Clerk's Office

DATE: July 31, 2015
TO: Greenwood Cemetery Advisory Board
FROM: Laura M. Pierce, City Clerk
SUBJECT: City Commission Request
Regarding Sale of Green Space

On July 27, 2015, the City Commission met at Greenwood Cemetery to view a mock layout of the green space proposed to be used for new graves in order to gain an understanding of the visual impact of using the space. The Commission later returned to the Municipal Building for further discussion on the use of the green space for new graves.

The City Commission made following motion, which was subsequently postponed to allow the Greenwood Cemetery Advisory Board (GCAB) time to discuss the City Commission's request.

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.

- and -

That the new grave spaces in Section B & C be initially limited to 240 and that the GCAB be chartered with figuring out the correct arrangement of those and that it be revisited after all 240 are sold.

- and -

To charge the GCAB to recommend a number of grave sites per inquiry for the Clerk to use as a guideline for the initial selling.

In light of the request from the City Commission, the GCAB has three areas to discuss at a special meeting:

1. To recommend a number of grave sites per inquiry for the Clerk to use as a guideline for the initial selling of graves in the green space.
2. To recommend the arrangement of the layout of graves in Section B & C.
3. To discuss whether there should be a rate schedule for residents v non-residents.

Item 1 – Discussion regarding the number of grave sites per inquiry

The motion made by the City Commission will reduce the number of graves for sale in Sections B & C from 480 graves 240 graves. Once all the graves are sold, the Commission will revisit this item for further discussion.

With the reduced number of graves to be sold, the Commission requested the GCAB recommend a number of graves allowed to be sold per inquiry. The Grave Interest List has 151 names/families on the list. Those on the list have requested between one and seven graves.

Staff surveyed communities throughout the state to determine whether they limit the number of graves allowed to be purchased. Of the 27 communities surveyed, only one limited the number of graves allowed to be purchased to one lot or grave per person.

When discussing this item, staff recommends the GCAB consider the following:

- Define “per inquiry”. (Ex: If both spouses are listed on one line of the Interest List, are they only allowed to purchase “X” number of graves as one unit or are both entitled to purchase “X” number of graves?
- Once the allowed number of graves have been purchased and an individual wishes to purchase additional graves, can they re-add their name to the list?
- How frequently can they re-add their name to the list?
- Can spouses add their names individually to the list, then purchase twice the number of graves?

Item 2 – Discussion regarding the arrangement of the layout of graves in Section B & C

At the City Commission meeting, a resident recommended selling half of the available graves per new row in Sections B & C as there was concern with the impact the markers could have on the visual aesthetic of the area. It was then suggested to stagger the twelve graves within the row to lessen the visual impact.

The Commission requested the GCAB discuss the arrangement of the twelve graves per row.

When discussing this item, staff recommends the GCAB consider the following scenarios:

- Family wants six graves together. How would this be staggered?
- The allotted twelve graves in a row are sold and an individual adamantly wants to purchase graves in that same row.

The GCAB may wish to recommend a “best practice” method for staggering graves (such as limiting the number per row), but let staff make the final determination for staggering based on the needs of the individual purchasing graves.

Item 3 – Discussion regarding whether there should be a rate schedule for residents versus non-residents.

In addition to the motion that was made, the City Commission discussed the whether there should be a rate schedule for residents and non-residents.

The City currently has a flat rate fee structure for the sale of graves and cemetery services for residents and non-residents. Staff surveyed communities throughout the state to determine how many offer a separated fee schedule for the sale of graves. Of the 27 communities surveyed, 16 offer a resident versus non-resident rate to purchase graves. The increase for non-residents ranged from approximately 20% - 70% more than residents.

When discussing this item, staff recommends the GCAB consider the following:

- Define resident v non-resident.
- How long would one have to be a resident to qualify as a resident?
- Would property owners qualify as a resident?
- One community defined resident as follows: "Resident defined as any person who pays real or personal property taxes to the City or any person who is a qualified elector of the City."

Staff suggests that if the GCAB recommends a separate fee schedule for residents and non-residents, that it only apply to the sale of graves. The cost for cemetery services (burials, transfers, foundations, etc) is the same to perform regardless of whether one is a resident or not.

NOTE: Staff is recommending a change to the Fee Schedule to accommodate grave spaces only able to accommodate cremation burials. The current and proposed fees are listed below.

<u>Greenwood Cemetery (126-26)</u>	Current	Proposed Change
Grave space accommodating one full burial or three cremations	\$ 3,000.00	
Additional Rights of Burial for cremated remains, each	\$ 750.00	
<u>Grave space accommodating two cremations</u>		<u>\$ 2,000.00</u>
<u>Grave space accommodating one cremation</u>		<u>\$1,000.00</u>
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	

SUGGESTED RESOLUTION:

1. To recommend the number of graves allowed to be sold per inquiry be limited to _____, with the following conditions: _____.

- OR -

To recommend that the number of graves allowed to be sold per inquiry not be limited.

2. To recommend the sale of graves in Sections B & C be limited to _____ number of graves per row.

- AND -

To recommend the arrangement of those _____ graves as follows: _____.

3. To recommend the fee schedule remain the same for residents and non-residents.

- OR -

To recommend a separated fee schedule for the sale of graves to residents and non-residents as follows: _____;

- AND -

To define "resident" as _____.

**SURVEY REGARDING SALE OF GRAVES
RESIDENT V NON-RESIDENT FEES**

COMMUNITY	SALE OF GRAVES - DIFFERENT FEES FOR RESIDENT V NON-RESIDENT?	LIMIT # OF GRAVES AN INDIVIDUAL CAN PURCHASE?	SALE OF GRAVE Resident	SALE OF GRAVE Non-Resident
Rochester Hills	YES	NO	\$500 - full \$200 - cremation size	\$1,000 - full \$300 - cremation size
Baroda Twp	YES	NO	\$200	\$700
Highland Twp	YES	NO	\$500	\$1,000
Brandon Twp	YES	NO	\$400	\$600
White Lake	YES	NO	\$600	\$1,000
Grand Haven	NO	NO	\$ 173 - \$842 (varied depending on section)	SAME
Auburn Hills	YES	NO	\$150 (resident/property owner for more than 5 years)	\$250
Algoma	NO (used to have separate fees)	NO	\$300	SAME
Troy	NO	NO	\$525	SAME
East Jordan	YES	NO	\$300	\$600
Washington Twp.	NO	NO	\$300	SAME
Coldwater	NO	YES (1 lot or 1 single grave per person, exc by permission of the city)	\$170 - \$420 (varied depending on section)	SAME
Breitung Twp.	YES	NO	\$150 - \$1200 (varied depending on section)	\$200 - \$1600 (varied depending on section)
Spring Arbor Twp.	NO	NO	\$345	SAME
Ishpeming City	YES	NO	\$275-\$1375	\$550-\$2750
Pennfield Twp.	NO	NO	\$500	SAME
Blumfield Twp.	YES	NO	\$250	\$1000
Charleston Twp.	YES	NO	\$250	\$550
Delta Twp.	YES	NO	\$600 - full \$300 - cremation size	\$900 - full \$450 - cremation size
Grand Rapids	NO	NO	\$1,000	SAME
Charlevoix	YES	NO	\$400	\$600
Northville	YES	NO	\$1,020 (City resident) \$1,750 (Twp Resident)	\$2,870
Harbor Springs	NO	NO	\$300 (for 1-2 graves) \$250 (per additional sites purchased at the same time)	SAME
Kalamazoo	NO	NO	\$330 - \$800 (varied depending on section)	SAME
Petoskey	YES	NO	\$500 - \$3,450	\$600 - \$4,140
Ludington	YES	NO	\$250 - \$300 (varied depending on section)	\$500 - \$700 (varied depending on section)
Plainfield Twp	NO	NO	\$600	SAME