

**GREENWOOD CEMETERY ADVISORY BOARD  
MEETING AGENDA  
FRIDAY, DECEMBER 4, 2015 AT 8:30 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**

A. Approval of meeting minutes of September 11, 2015

**IV. UNFINISHED BUSINESS**

**V. NEW BUSINESS**

- A. Columbarium Discussion
- B. Review of Annual Report
- C. Prioritization of Remaining Items on Recommendations Check List
- D. 2016 Meeting Schedule

**VI. CONTRACTOR REPORT**

A. Third Quarter 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).*

**GREENWOOD CEMETERY ADVISORY BOARD  
MEETING MINUTES  
FRIDAY, SEPTEMBER 11, 2015 AT 8:30 AM  
MUNICIPAL BUILDING, ROOM 205, 151 MARTIN**

**I. CALL TO ORDER**

George Stern, Chairperson, called the meeting to order at 8:30 AM

**II. ROLL CALL**

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

Administration: Clerk Pierce and Deputy Clerk Arft

Guests: Cheri Arcome of Elmwood Cemetery

**III. APPROVAL OF MINUTES**

A moment of silence was observed in memory of the lives lost on September 11, 2001.

**A. APPROVAL OF MEETING MINUTES OF JUNE 5, 2015**

Mr. Stern suggested the word "installed" be added to the last sentence on page 1 before the word word "prior". He also suggested adding "ing" to the word "add" on page 2 in the last sentence of the third paragraph from the bottom.

**MOTION:** Motion by DeWeese, seconded by Peterson:

To approve the Greenwood Cemetery Advisory Board minutes of June 5, 2015, as amended.

VOTE: Ayes: 6  
Nays: None  
Absent: Gehringer

**B. APPROVAL OF SPECIAL MEETING MINUTES OF JUNE 19, 2015**

Ms. Pierce suggested changing "Pierce" to "Valentine" after City Manager on page 1.

Mr. Stern suggested adding "it" after the word "that" on page 2 in the third paragraph.

**MOTION:** Motion by Thurber, seconded by DeWeese:

To approve the Greenwood Cemetery Advisory Board special meeting minutes of June 19, 2015, as amended.

VOTE: Ayes: 6  
Nays: None  
Absent: Gehringer

### **C. APPROVAL OF MEETING MINUTES OF AUGUST 3, 2015**

Mr. Stern suggested changing the word "supply" to "it" in the second paragraph under New Business. He suggested changing the word "doing" to "discussion" on page 2 in the third paragraph. He asked that the letter "s" be removed from the word "remainders" on page 2 in the fourth paragraph.

**MOTION:** Motion by Schreiner, seconded by Thurber:

To approve the Greenwood Cemetery Advisory Board meeting minutes of August 3, 2015, as amended.

VOTE: Ayes: 6  
Nays: None  
Absent: Gehringer

### **IV. UNFINISHED BUSINESS**

### **V. NEW BUSINESS**

#### **A. City Clerk's Office Update**

Ms. Pierce summarized the City Commission's actions. The sale of the graves in sections B & C were approved limited to 240 as opposed to the 480 that are there. Once 200 graves are sold, the Board will revisit the discussion of the remaining graves and a recommendation will go back to City Commission for consideration.

Approximately 25 graves have been sold to date, with 12 sales pending. Ms. Arcome meets with families several times at the cemetery before decisions are made. She is contacting everyone on the interest list in order.

The Rules and Regulations were approved. She noted that she and the City Attorney discussed the Rules of Consanguinity and clarified the language about to whom the graves may be transferred. Also, purchasers will be required to complete and sign an Acknowledgement of Lot Resale policy. Ms. Pierce confirmed for Ms. Peterson that the flush marker requirement on all the new graves is being included on the deed, as well as being verbally advised of the restriction by Ms. Arcome. Ms. Pierce will confirm with Ms. Arcome whether a restriction is placed on the deed about the transfer and sale limitations.

Mr. Stern asked if we advise purchasers of the right to authorize anyone to be buried in a plot that they own. Mr. Stern said authorities to bury are not covered in the policy. Ms. Pierce said graves cannot be sold on Craig's list. Mr. Stern disagreed.

Ms. Pierce noted that the Commission approved a single fee for residents and non-residents. It is the opinion of the City Attorney that in order to implement a two-tiered fee system, there has to be city taxpayer funds expended for cemetery operations. Since Elmwood Cemetery pays for the maintenance of the cemetery, no taxpayer funds are used, and therefore the City cannot charge a different fee for non-residents.

Mr. Stern raised the question of the golf courses and the two-tiered fee system charged there. Ms. Pierce explained that there are taxpayer funds expended for operations of the golf courses, and therefore, the City may impose a two-tiered fee system.

Ms. Pierce noted that the recommendations checklist has been updated with the accomplishments of the Board to date. She suggested that the Board set a priority list today of

the remaining items on the checklist. Additionally, she suggested that the next meeting of the Board be scheduled for Friday, December 4, 2015 to give staff ample time to conduct any research, study the priority list, and draft the Annual Report required by the ordinance. She noted that the contractor report distributed today is a revised report from what was provided in the agenda.

Mr. Stern requested that the clause "natural or adopted" be added to the definition of children. Ms. Schreiner noted that legally the term "children" covers adopted children as well as natural children. She suggested we consider step-children when considering transfers as well as burial rights. Ms. Arcome confirmed that step-children are considered children in the Rules of Consanguinity. Ms. Schreiner added that in the probate arena, step-children are not included unless they are specifically included, unlike adopted children.

It was the opinion of the board that step-children should be included in transfer transactions.

Ms. Pierce explained that the City is publicizing the opportunity to register on the interest list by doing so on the website.

Ms. Arcome explained the process she is following since the graves were permitted to be sold. She has been spending a great deal of time educating people rather than actually being able to meet with them. She reported that everyone she has spoken with is excited and relieved knowing they can move forward with their plans. She generally spends Monday, Wednesday and Friday at the cemetery. She has not had anyone remove themselves from the list. She has had people who purchased more spaces than originally requested. She has contacted over 60 on the list. Her initial goal was to meet with 20 people a week, but has been unable to do so. She said many are Birmingham residents, but also from Bloomfield. Many are residents of two states.

She noted that most of the graves in sections D, K, L and O have been purchased now. The 240 graves are in sections B and C. Ms. Arcome confirmed for Ms. Schreiner that she believes the Board is going to have to make a decision on the remainder of the graves relatively soon.

Ms. Arcome explains the orientation of the graves to the purchasers and also measures the area, so that they have a very good idea of the area they are considering.

Ms. Arcome confirmed for Ms. Peterson that deeds are not issued for 30 days after the funds are received and cleared.

Mr. Stern distributed a memo regarding reclamation. The City Attorney provided a letter with direction for reclamation. Mr. Stern said he thinks we should begin to think about reclamation in light of the information provided by Ms. Arcome. He further stated that the law in Public Act 251 gives the city the authority to pass ordinances to regulate Greenwood Cemetery, and that authority was used to establish the trust fund.

The City Attorney recommended the Board follow Public Act 46. The criteria for neglect is a plot that has been uncared for for a period of 7 years. The action to take after establishment of neglect is to reclaim the space. There is a legal process for reclamation, which affords an owner a two year period to reclaim.

Mr. Stern noted that legislation was added to Public Act 251 which defined abandonment and also added a section on the way of reclaiming spaces in a shorter period of time.

His conclusion is that the Board has been charged by the City Commission to consider reclamation, and we have confirmation that within the foreseeable future additional spaces would be helpful to have. He stated that it is clear in Public Act 251 the City Commission can pass laws to allow for reclamation more quickly, as they did in the case of the Perpetual Trust fund. Of the three alternatives, he finds the one that specifically treats abandonment to be the clearest and cleanest process to follow.

Ms. Thurber asked how people know that if they do not act, the grave can be reclaimed by the City. Ms. Pierce and Ms. Arcome stated that many calls have been received that expressed concern, anger and fear over reclamation. They confirmed for Ms. Schreiner that people are told that when they contact the City or contractor, the period of time starts over from that date.

Ms. Schreiner noted we have a legal opinion as to where we currently fit, and she thinks we should discuss modification with the attorneys. She does not want to act on anything without reviewing the law. She suggested the Board look at the difference between true reclamation, which cuts off the prior owner's rights, and certification, which doesn't seem to cut it all off. There are two different procedures which end up with two different results. The Board would want the City Attorney to explain both and the ramifications of each before we can ever make a knowledgeable discussion and decision. In response to a question from Mr. Stern about an attorney general's opinion, Ms. Schreiner said the City Attorney is a very good law firm and will not steer the city wrong and will not put the city in a position of liability. Ms. Arcome noted that reclamation can be a minefield, and Ms. Schreiner added that a taking of real property is always difficult.

Ms. Arcome suggested that the City consider reclamation only after the other spaces are gone. The public sentiment is that if grave spaces are available for sale, the City should not proceed with reclamation.

Mr. Stern noted Ms. Gehringer's strong support of proceeding with reclamation. Mr. Stern is concerned that we may suddenly find we haven't done anything in preparation in using up the lots we have. He thinks we should proceed to begin developing a procedure to prepare for the time the City Commission asks the Board for the process of reclamation.

Ms. Schreiner believes the law dictates the procedure. She is not sure we can legally opt out of one act and into the other. Our discussion in the future should be do we want to do that. She reminded the Board that we did attempt to do something else with the trust fund and were advised that we could not.

Mr. Desmond questioned the priority of discussing this issue in light of the severe public backlash experienced over the mention of possible reclamation which sent a clear message to the Board and City Commission. He added that the Mayor stated that reclamation is off the table.

Ms. Schreiner suggested we educate the public about reclamation and how to avoid it by contacting the City. Ms. Arcome agreed that education of the Board and the City Commission be undertaken when discussing reclamation to avoid public panic.

Ms. DeWeese stated she feels reclamation is not our first priority, since we have new graves available. She suggested a resolution to request a legal opinion on the process but not

prioritize reclamation until we have no graves left to sell. Ms. Arcome said the sale of all the graves would support making the case for reclamation.

Ms. Schreiner asked if there have been any questions or concerns about columbarium from the public. Ms. Arcome has received suggestions for placement on several occasions and the public seems generally supportive. It has been suggested the City tear down the garage and put it there, and also clean up the north area for use. She received questions about the possibility of purchasing a space and then transferring to a columbarium.

Mr. Stern summarized the discussion as requesting the City Attorney advise the Board of a reclamation procedure. Thereafter, the Board would consider the timing of a public discussion of reclamation. Mr. Desmond agrees with Ms. DeWeese about proceeding with a columbarium discussion. Ms. Arcome suggested the Board discuss the exchange of a purchased space for a columbarium space in terms of the current resale policy.

**MOTION:** Motion by Thurber, seconded by DeWeese:

To return to attorney for an opinion as to the direction we should go when considering reclamation, and to monitor sales with the contractor to keep abreast of when it will be important for the Board to initiate reclamation.

VOTE: Ayes: 6  
Nays: None  
Absent: Gehringer

Mr. Stern said Ms. Gehringer did some research on electronic record-keeping. A company she contacted advised her of a webinar they conduct often. It was suggested that the members view the webinar and at the next meeting be prepared to discuss the issue. Ms. Arcome suggested the Board discuss the reasons for electronic record-keeping. Ms. Schreiner suggested that part of a database be made public for genealogical purposes. Mr. Stern added general benchmark data on the cemetery would be helpful. Ms. Arcome said most people who call for information are not on-line so a database would not be helpful for them. She thinks the cost, manpower, timing, and software are some of the important issues to research.

Ms. Pierce advised that prioritizing a list of tasks is important to establish in order for staff to proceed in a logical way with obtaining information for the Board. Some of the items remaining on the checklist include columbaria, donor program, and record digitizing. She asked for an order of importance. Ms. Schreiner suggested that the columbaria discussion and donor program are a higher priority than removing the road, for example.

Mr. Desmond agreed that we would serve the community best by focusing on the items Ms. Schreiner suggested.

Ms. Arcome said that the donor program could include donations for the improvement of the northern area of the cemetery as well as benches, etc. The Board could include a number of suggestions for donations that would benefit the cemetery.

It was agreed that at the next meeting, the Board will discuss columbaria and thereafter a donor program.

It was agreed to meet again on December 4, 2015 at 8:30 AM.

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

**VII. ADJOURN**

The meeting was adjourned at 9:50 AM.

/ca

DRAFT

**DATE:** November 30, 2015

**TO:** Greenwood Cemetery Advisory Board

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

**SUBJECT:** Columbarium Discussion

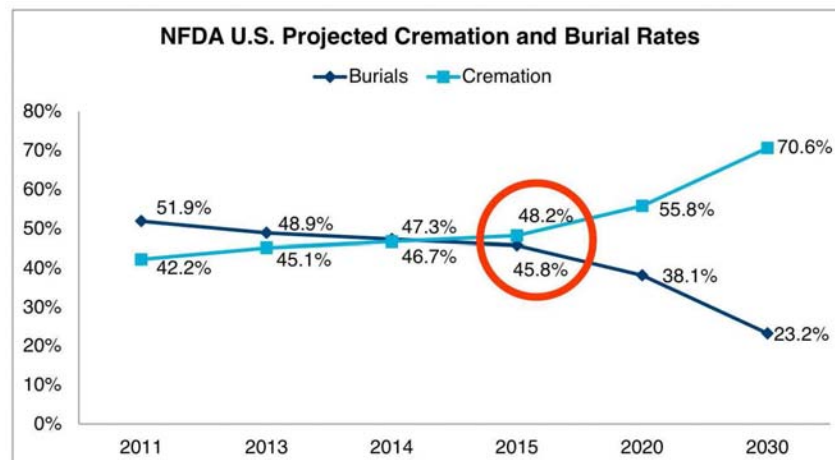
At the September 11, 2015 GCAB meeting, the Board agreed to discuss the possibility of installing a columbarium in Greenwood Cemetery. (Recommendation #9)

The final report of the Greenwood Cemetery Advisory Committee recommended that the City "investigate the feasibility of installing columbaria for the inurnment of cremated remains, including but not limited to, the north boundary of Greenwood Cemetery."

The commentary stated: "The Committee believes that there is substantial existing, and will be substantial future, demand for sites for cremated remains within Greenwood Cemetery. The north side of the Cemetery, where it begins to slope down to the Rouge River, is a suitable site for creating an attractive expansion of sites that might be coordinated with existing natural features and/or an expansion of the Rouge River trail. However, consultation with the City Engineer reveals that there are a number of complicated questions about whether and how this might be accomplished, such as the character of the soil in the area and flood plain regulation. The Committee lacks the funds and the expertise to investigate these questions.

This recommendation might be one that the City Commission wishes to implement at a future time. If the City Commission accepts the Committee's recommendations, there will be a substantial number of sites available for sale within a relatively short time period. If the supply of sites exceeds current demand, future investigation of this possibility might be better informed by then existing conditions."

The National Funeral Directors Association Cremation and Burial Report, September, 2014 ([www.nfda.org](http://www.nfda.org)) shows that cremations are becoming more popular. It is projected that by 2030 the cremation rate will be at 70% compared to the current rate of 48%.





According to the National Cemetery Administration, the cost to build a columbarium is approximately \$325.00 per niche, which does not include any landscaping costs. However, the cost could vary greatly depending on the size, design, configuration, materials. The construction cost for site preparation, lighting, seating, and signage should also be considered.

If the Board agrees that the City should move forward on installation of a columbarium, the Board should discuss in general terms potential locations, number of niches, and any important design elements. Funding has not been budgeted in this fiscal year for the project, however it could be presented to the City Commission for funding in the next fiscal year..

SUGGESTED RESOLUTIONS:

To recommend that the City Commission authorize a Request for Proposal be issued for the design and installation of a columbarium in Greenwood Cemetery.

OR

To recommend that the discussion regarding a columbarium be held to a later date.



## **GREENWOOD CEMETERY ADVISORY BOARD 2015 ANNUAL REPORT**

Section 34-30 (h) of the Birmingham City Code requires the Greenwood Cemetery Advisory Board to submit an annual report to the City Commission. The report consists of the general activities, operation and condition of the cemetery for the preceding twelve months.

*"The Greenwood Cemetery advisory board shall make and submit to the city commission annually a report of the general activities, operation, and condition of the Greenwood Cemetery for the preceding 12 months. The Greenwood Cemetery advisory board shall, from time to time, as occasion requires, either in the annual report, or at any time deemed necessary by the Greenwood Cemetery advisory board, advise the city commission in writing on all matters necessary and proper for and pertaining to the proper operation of Greenwood Cemetery and any of its activities or properties."*

This report is broken down into several sections:

1. Background
2. 2015 Accomplishments
3. Status of the grave sales
4. Status of the Perpetual Care Fund
5. 2016 Goals

The following documents have been attached for reference:

- Ordinance Establishing GCAB
- Recommendations Checklist
- Cemetery Regulations
- Cemetery Map with Locations of Graves Purchased
- Perpetual Care Ordinance

## **1. BACKGROUND**

The Greenwood Cemetery Advisory Board (GCAB) was established in October, 2014. The Board 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)

The GCAB consists of seven members. The members were appointed to the GCAB in November, 2014. The members must be residents of the City and insofar as possible, represent diverse interests, such as persons with family members interred in Greenwood Cemetery; owners of burial sites within Greenwood Cemetery intending to be interred in Greenwood Cemetery; persons familiar with and interested in the history of Birmingham; persons with familiarity and experience in landscape architecture, horticulture, law or cemetery or funeral professionals. Every July, the Board elects a chairperson and vice-chairperson.

The GCAB is required to hold at least one regular meeting each quarter. The Board held ten meetings in 2015.

## **2. 2015 ACCOMPLISHMENTS**

The GCAB has been working its way through the "Recommendations Checklist" assembled by the former Greenwood Cemetery Advisory Committee in its Final Report.

### SPACE AVAILABILITY AND THE SALE OF GRAVES – Recommendations #4, 5, 8, 11

The demand for graves in Greenwood Cemetery has always been very high. After reviewing the City records, the City Contractor, Elmwood Cemetery, found a number of grave spaces that had never been sold or used for burials. In addition, they identified several areas which could be used for burials in the green space between existing lots.

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. The HDC was supportive of the sale of graves.

The GCAB recommended the City offer the graves located in the green space of Sections B, C, D, K, L and O for sale with several conditions. The City Commission approved the sale of graves as recommended (initially limiting the sale of new grave spaces in Section B & C to 240. Once 200 grave spaces are sold in Section B & C, the GCAB will review that section once again).

### GROUND PENETRATING RADAR (GPR) – Recommendation #12

Prior to the sale of graves, the GCAB 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.

The GCAB recommended 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, D, K, L, and O. Since that time, the contractor offered to have the GPR service done on the green space in these Sections. The City authorized the contractor to proceed with GPR on the green space in the Sections recommended for sale. The service was paid for by the contractor at no cost to the City.

### CEMETERY REGULATIONS – Recommendation #7

In order to offer the graves for sale, the GCAB had to review the cemetery regulations. Recommendation #7 recommended the Greenwood Cemetery Operational Procedures, Conditions and Regulations be reviewed to ensure the regulations are fully inclusive. The GCAB discussed the regulations at length and made a number of revisions.

### 3. STATUS OF GRAVE SALES

On August 10, 2015, the City Commission authorized the contractor to begin selling the newly identified grave spaces to individuals on the Grave Interest List. The City Commission recommended that anyone interested in purchasing a grave space, must add their name to the Grave Interest List.

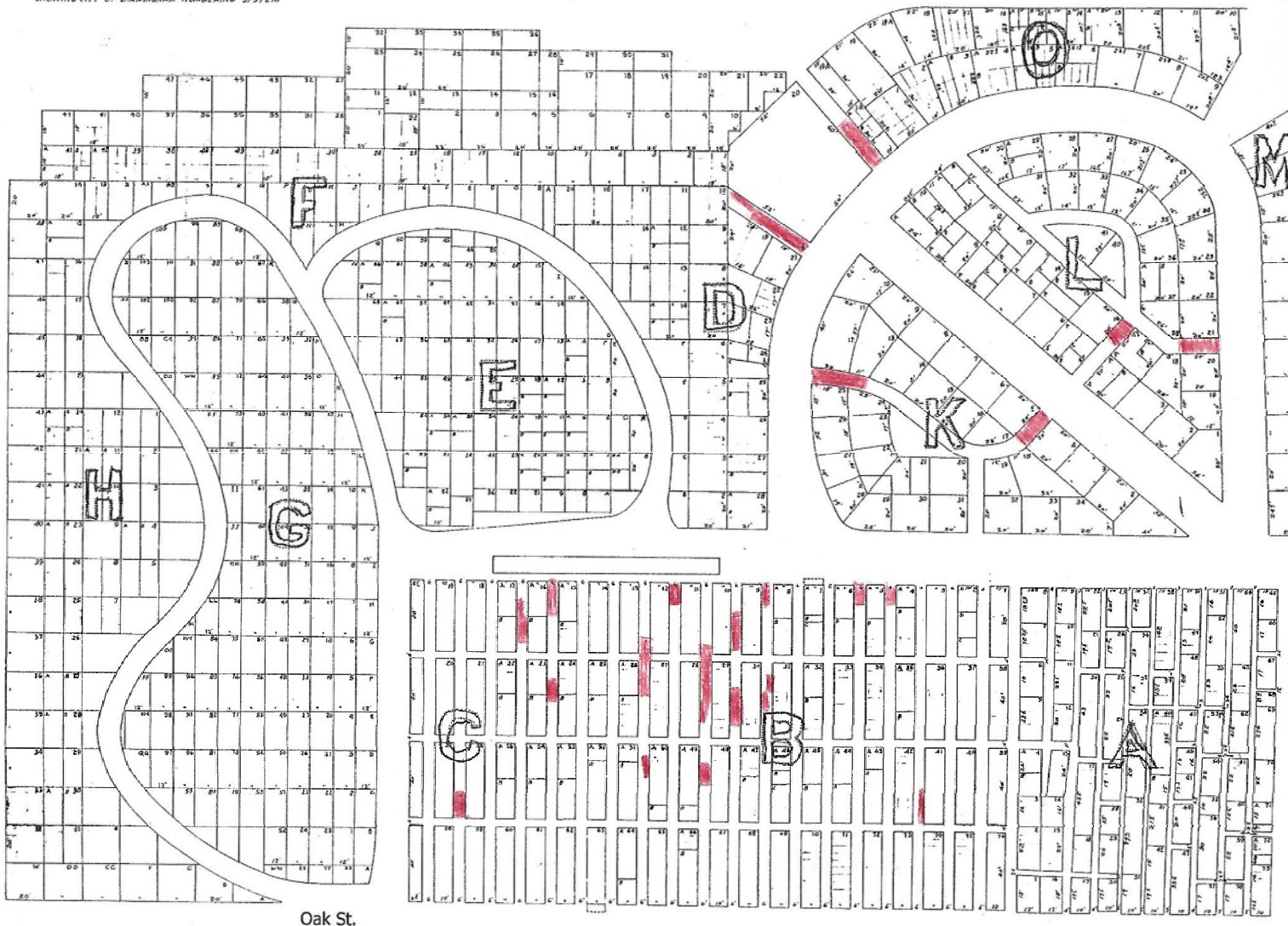
The breakdown of sales is listed below. A map showing the location of the graves purchased is below.

#### TOTAL NUMBER OF GRAVES SOLD PER SECTION (AS OF 9/31/15)

Section	Number of Graves Identified	Number of Graves Sold	Number of Graves Remaining
B	408	21	387
C	72	0	72
D	8	6	2
K	16	12	4
L	16	8	8
O	10	2	8
<b>TOTAL</b>	<b>530</b>	<b>49</b>	<b>481</b>

#### GREENWOOD CEMETERY

SHOWING CITY OF BIRMINGHAM NUMBERING SYSTEM



Oak St.

## BREAKDOWN OF GRAVES SOLD BY QUARTER

### JANUARY – MARCH (FIRST QUARTER)

2015	Purchased one grave	Purchased two graves	Purchased three or more graves	TOTAL SOLD	75% of sale paid to the City
Resident	1			1	\$2,250.00
Non-Resident					-
<b>TOTAL</b>	<b>1</b>			<b>1</b>	<b>\$2,250.00</b>

### APRIL – JUNE (SECOND QUARTER)

2015	Purchased one grave	Purchased two graves	Purchased three or more graves	TOTAL SOLD	75% of sale paid to the City
Resident		1 (cremation graves purchased)	1 (6 graves purchased)	8	\$15,000.00
Non-Resident					-
<b>TOTAL</b>					<b>\$15,000.00</b>

### JULY – SEPTEMBER (THIRD QUARTER)

2015	Purchased one grave	Purchased two graves	Purchased three or more graves	TOTAL SOLD	75% of sale paid to the City
Resident	3	7	1 (6 graves purchased)	23	\$51,750.00
Non-Resident	2	5	1 (4 graves purchased)	16	\$36,000.00
<b>TOTAL</b>	<b>5</b>	<b>12</b>	<b>2</b>	<b>39</b>	<b>\$87,750.00</b>

### OCTOBER – DECEMBER (FOURTH QUARTER)

2015	Purchased one grave	Purchased two graves	Purchased three or more graves	TOTAL SOLD	75% of sale paid to the City
Resident					
Non-Resident					
<b>TOTAL</b>					

#### 4. STATUS OF THE PERPETUAL CARE FUND

The Perpetual Care Fund was established in October, 2014 (Section 34-20 of the City Code). It can only be used for the perpetual care and maintenance of Greenwood Cemetery. The use of these funds are approved by the City Commission during the budget process.

*"Sec. 34-29(a) - Perpetual care fund. Establishment of fund; name. The city hereby establishes, subject to the control of the city commission, a fund separate and apart from all other funds, property or securities belonging to the city, or belonging to any other entity, for the perpetual care and maintenance of Greenwood Cemetery property owned by the city, together with its buildings and appurtenances, any extension or enlargements thereof, and any mausoleum or burial crypts thereon. All deposits hereafter deposited with the city pursuant to this section and earnings thereon (such deposits and earnings being hereinafter referred to collectively as "Care Funds"), shall be administered in accordance with Act 215 of 1937 (MCL § 128.1 et seq.) and the terms of this section. The perpetual care fund hereby established shall be known as the Greenwood Cemetery Perpetual Care Fund."*

The City receives 75% of the sale of new and reclaimed grave spaces. Below is a breakdown of funds received.

##### **TOTAL CITY PERCENTAGE (75% OF THE SALE PAID TO THE CITY)**

<b>2015</b>	<b>FIRST QUARTER</b>	<b>SECOND QUARTER</b>	<b>THIRD QUARTER</b>	<b>FOURTH QUARTER</b>	<b>YEAR TO DATE</b>
Grave Sales	\$2,250.00	\$15,000.00	\$87,750.00		
Interest Earned	\$0	\$30.29	\$47.72		
<b>TOTAL</b>	<b>\$2,250.00</b>	<b>15,030.29</b>	<b>\$88,312.50</b>		

## **5. 2016 GOALS**

The GCAB has several items remaining on the Recommendations Checklist (listed below).

This section to be updated once the priorities are set by the GCAB.





## MEMORANDUM

City Clerk's Office

**DATE:** November 30, 2015

**TO:** Greenwood Cemetery Advisory Board

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

**SUBJECT:** Prioritization of the Recommendations Checklist

The GCAB has several items remaining on the Recommendations Checklist (listed below). At the September 11, 2015 GCAB meeting, the Board agreed to discuss the installation of a columbarium first, followed by the donor policy.

The columbarium and donor policy are listed first as discussed by the board. The remaining items are listed in numerical order and should be placed in priority order. The Board can revise or add to the list as well.

In regards to the reclamation, it is important to note that at the August 10, 2015 City Commission meeting, the Commission did express that the overriding concern is preserving the rights of the current owners of graves.

Priority Order	Recommendation #	Summary
1	#9	To investigate the feasibility of installing columbaria for the inurnment of cremated remains.
2	#10	To develop a donor program for improvements specific to and appropriate to the cemetery.
	#3	To commence reclamation and review records every ten years.
	#7	To continue to review the cemetery regulations
	#12	To recommend an RFP for GPR services be issued for the entire cemetery to develop a map of all known burial sites.
	#14	To digitize the burial records
	#15	To contact owners whose records reflect no burials in the last fifty years to determine if they wish to sell graves back to the City.

### SUGGESTED RESOLUTION:

To prioritize the Recommendations Checklist as follows:

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_

5. \_\_\_\_\_
6. \_\_\_\_\_
7. \_\_\_\_\_
8. \_\_\_\_\_



## MEMORANDUM

City Clerk's Office

**DATE:** November 30, 2015

**TO:** Greenwood Cemetery Advisory Board

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

**SUBJECT:** 2016 Meeting Schedule

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Below is the proposed 2016 Greenwood Cemetery Advisory Board meeting schedule. The Board is required to hold at least one regular meeting each quarter. (Section 34-30(e) of the Birmingham City Code) The meetings will be held at 8:30 AM in Room 205 of the Municipal Building, 151 Martin.

NOTE: March, August, October, and November have been eliminated due to the federal elections.

### 2016

MONTH	DATE
January	8
February	5
April	1
May	6
June	3
July	8
September	2
December	2

### SUGGESTED RESOLUTION:

To approve the proposed schedule of Greenwood Cemetery Advisory Board meetings for 2016.

# 2016

January						
Su	Mo	Tu	We	Th	Fr	Sa
					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
31						

February						
Su	Mo	Tu	We	Th	Fr	Sa
	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					

~~| March |    |    |    |    |    |    |
|-------|----|----|----|----|----|----|
| Su    | Mo | Tu | We | Th | Fr | Sa |
|       |    | 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 | 31 |    |    |
|       |    |    |    |    |    |    |~~

April						
Su	Mo	Tu	We	Th	Fr	Sa
					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

May						
Su	Mo	Tu	We	Th	Fr	Sa
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	31				

June						
Su	Mo	Tu	We	Th	Fr	Sa
			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		

July						
Su	Mo	Tu	We	Th	Fr	Sa
					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
31						

~~| August |    |    |    |    |    |    |
|--------|----|----|----|----|----|----|
| Su     | Mo | Tu | We | Th | Fr | Sa |
|        | 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 | 31 |    |    |    |
|        |    |    |    |    |    |    |~~

September						
Su	Mo	Tu	We	Th	Fr	Sa
				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	

~~| October |    |    |    |    |    |    |
|---------|----|----|----|----|----|----|
| Su      | Mo | Tu | We | Th | Fr | Sa |
|         |    |    |    |    |    | 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      | 31 |    |    |    |    |    |~~
~~| November |    |    |    |    |    |    |
|----------|----|----|----|----|----|----|
| Su       | Mo | Tu | We | Th | Fr | Sa |
|          |    | 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 |    |    |    |
|          |    |    |    |    |    |    |~~

December						
Su	Mo	Tu	We	Th	Fr	Sa
				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	31

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## **HISTORIC GREENWOOD CEMETERY 2015**

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Third Quarter Report

### **MONTHLY BURIAL SERVICES**

July – 0

August – 1 Cremation Burial

September – 1 Full Casketed

2 Cremation Burials

### **CEMETERY MAINTENANCE**

Mike Shukwit, Director of Operations and his team completed all burials. The cemetery has been cleaned up and is in good condition. Lawn care completed weekly. All memorials as ordered have been properly installed.

### **CUSTOMER SERVICE, RECORD KEEPING AND LONG TERM CARE**

Attended 2 meetings of the Cemetery Advisory Committee.

At the end of the quarter all of the records are up to date at both Elmwood's offices and the City Clerk's Office. No lot owner requests are outstanding and no transfers are pending.

We have been meeting with families several times a week at the cemetery. We continue to work our way through the interest list. New requests to be placed on the interest list are received weekly.

### **FINANCIALS**

Thirty-Nine lot sales in the quarter.

This concluded the ninth quarter (28 months) as the operator of Historic Greenwood Cemetery. To date \$122,625.00 has been deposited in the Greenwood Perpetual Care Fund representing 75% of lot sales in the period.