

**GREENWOOD CEMETERY ADVISORY BOARD  
MEETING AGENDA  
FRIDAY, MAY 27, 2016 AT 8:30 AM  
MUNICIPAL BUILDING, ROOM 205, 151 MARTIN**

**I. CALL TO ORDER**

Darlene Gehringer, Chairperson

**II. ROLL CALL**

Laura M. Pierce, City Clerk

**III. APPROVAL OF MINUTES**

A. Approval of meeting minutes of April 1, 2016

**IV. UNFINISHED BUSINESS**

**V. NEW BUSINESS**

- A. Review of 2015 Annual Report
- B. Digitization of Cemetery Records

**VI. CONTRACTOR REPORT**

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

**VIII. BOARD COMMENTS**

**IX. ADJOURN**

Attachments:

- 1. 2016 Goals (with status update)
- 2. Updated Roster
- 3. Minutes from City Commission Budget Session re: Perpetual Care Fund

**NEXT MEETING: June 3, 2016**

*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, APRIL 1, 2016 AT 8:30 AM**  
**MUNICIPAL BUILDING, ROOM 205, 151 MARTIN**

**I. CALL TO ORDER**

Laura Schreiner, Vice-Chairperson

**II. ROLL CALL**

Present: Laura Peterson  
Darlene Gehringer  
Laura Schreiner  
George Stern  
Linda Buchanan

Absent: Kevin Desmond  
Barbara Thurber

Administration: Laura Pierce, City Clerk, Cheryl Arft, Deputy Clerk

Guests: Cheri Arcome, Elmwood Cemetery

Mr. Stern announced that Barbara Thurber advised him that she is resigning from the advisory board due to health reasons.

**III. APPROVAL OF MINUTES**

A. Approval of meeting minutes of February 5, 2016

Mr. Stern asked to add Ms. Gehringer's comment that the donations are free will donations, and could be specified to general cemetery operations or to preservation efforts.

**MOTION:** Motion by Stern, supported by Gehringer:  
To approve the minutes of February 5, 2016 as amended.

VOTE: Yeas: 5  
Nays: None  
Absent: 2, (Desmond, Thurber)

**IV. UNFINISHED BUSINESS**

Mr. Stern stated the cemetery is at a crisis point. He feels the money from grave sales is being misallocated, and feels the issue should be clarified and the City Manager should notify the City Commission. He referred to the agreement with Elmwood, specifically paragraph 1, to incorporate the RFP, and paragraph 3 regarding the sale of new and reclaimed graves.

Ms. Schreiner said this can be brought up under new business or board comments. Mr. Stern said he wanted the chairperson to know he was going to bring this issue up. Ms. Schreiner summarized that Mr. Stern has requested an answer on this issue.

Mr. Stern suggested a motion to have the Clerk bring to staff that the Board requests clarification of the allocation of the funds deposited in the Perpetual Care fund.

Ms. Gehringer suggested the motion be amended by adding 25% to Elmwood, 50% to Perpetual Care fund, and 25% to city as capital cost recovery. Ms. Schreiner noted that the city can be more generous if it chooses.

**MOTION:** Motion by Stern, supported by Gehringer:

To have the Clerk bring to staff that the Board requests clarification of the allocation of the funds deposited in the Perpetual Care fund as 50%, 25% to Elmwood and 25% to the city as capital cost recovery.

Vote: Yeas: 5  
Nays: None  
Absent: 2, Desmond, Thurber

Mr. Stern is still concerned that this Board has the potential to be misled as far as the two-tier system is concerned. He has surveyed several communities.

Ms. Schreiner summarized that Mr. Stern wants to see the actual law. Ms. Gehringer asked could the city legally have a two-tier system. Mr. Stern is looking for legal justification. Ms. Pierce stated that if the motion passes, she will submit the request for a legal opinion.

**MOTION:** Motion by Stern, supported by Peterson:

To seek legal clarification regarding the two-tier system since the Board has the potential to be misled on this issue.

Vote: Yeas: 5  
Nays: None  
Absent: 2, (Desmond, Thurber)

Mr. Stern received a phone call from someone asking for clarification on the annual report as to the number of plots. He commented that the City Commission is concerned about selling all the lots. There is confusion as to the number in each section, and he would like clarification.

Ms. Pierce plans to submit the annual report to the City Commission in April. The board agreed it would like to see the annual report before it is submitted to the City Commission.

**MOTION:** Motion by Stern, supported by Peterson:

To ask for an IT review of systems to track the cemetery.

Ms. Gehringer would like to see a system where the public can access cemetery records.

Ms. Schreiner noted that the discussion of digitization of records is coming up. Mr. Stern mentioned accounting for graves.

The board agreed to table the motion about digitizing records until it comes to the Board on the agenda.

Mr. Stern thinks the report will show the city is at a crisis point and we should go forward with reclamation, and he would like a clarification.

## **V. NEW BUSINESS**

**A. Election of Chairperson (& Vice-Chairperson if needed)**

Ms. Buchanan asked Ms. Schreiner if she would agree to be chairperson. Ms. Schreiner said if no one else is interested, she will agree.

Ms. Schreiner nominated Ms. Gehringer, and Mr. Stern supported the nomination.

Ms. Peterson nominated Ms. Buchanan. Ms. Buchanan declined the nomination.

**MOTION:** Motion by Stern:  
To elect Ms. Gehringer as chairperson by acclamation.

VOTE: Yeas: 5  
Nays: None  
Absent: 2, (Desmond, Thurber)

Ms. Pierce noted that election of officers is to be held in July of each year.

**B. Donor Recognition Program**

Ms. Pierce briefly described the report on the program and presented a draft policy which was based on the present Parks and Recreation Donor policy. She is asking for the Board's input on items to include in the cemetery policy, which will then be submitted to the City Manager and City Attorney.

Ms. Schreiner suggested to tighten the language regarding the donor identifying the specific use. Ms. Gehringer agreed and suggested that it could be stressed that the city has the final say.

In Section 1b, a suggestion was made to reword the paragraph to "Monetary donations, such as cash or negotiable securities, will be used toward the preservation of historical monuments and markers. While donors may identify a specific use for the City's consideration, funds may be used to best meet the needs of Greenwood Cemetery by the City of Birmingham."

Ms. Schreiner said a consideration is to preserve what we have and also safety concerns.

Ms. Gehringer suggested that in the last sentence of Section a of the Donation Categories, the wording should say "Donors should contact the City of Birmingham or the City Clerk."

In the Donor Recognition section, add Section c to read "Naming rights on any cemetery feature must be approved by the City of Birmingham."

Ms. Schreiner suggested changing the contact to the City Clerk at the City of Birmingham.

**MOTION:** Motion by Schreiner, supported by Stein:  
To recommend that the City Manager and City Attorney review the Greenwood Cemetery Donor Recognition Program as amended.

VOTE: Yeas: 5  
Nays: None  
Absent: 2, (Desmond Thurber)

### **C. Update on PA 13 of 2016 regarding Endowment & Perpetual Care Funds**

Ms. Pierce described the update on Public Act 13 of 2016, also known as SB 303. She noted that the Advisory Board is not in charge of directing the City how/where to invest its funds.

Mr. Stern suggested a motion to recommend that the City Manager or Finance Department prepare a recommendation to the City Commission if needed so the investment of the fund can receive a higher return. Ms. Gehringer noted that the Board has no control. There was no second.

Mr. Stern thinks the Board should advise the Finance Department to follow up on the new law, and asked for a report at the next meeting. Ms. Pierce said at this time, no changes will be made due to considerations.

Ms. Schreiner noted that the law is effective May 16. Ms. Pierce said she would keep the Board apprised of any changes, and noted that the board could invite the Finance Director to a future meeting.

### **VI. CONTRACTOR REPORT**

Ms. Arcome noted that sales were stagnant due to the winter months. For the most part, activity at Greenwood was for "at need" situations, which resulted in two sales. The 4<sup>th</sup> quarter report will be detailed at the next meeting with the annual report.

Mr. Stern asked what the stakes are at Greenwood. Ms. Arcome said they are snow stakes, for plowing purposes and to mark the lots. They will be removed in the next few weeks. Mr. Stern asked that Elmwood find something more appropriate for next winter. Ms. Arcome noted that the clay pins are gradually being replaced with metal pins for easier identification.

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

### **VIII. BOARD COMMENTS**

Mr. Stern noted that Chapter 34-29 (f)(1) of the City code requires an annual (fiscal year, July 1 through June 30) accounting as of June 30 of each year. Chapter 23-30 (h) requires the Advisory Board 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.

Ms. Pierce noted that the Perpetual Care fund is part of the budget review by the City Commission on April 16<sup>th</sup>, and is reported in the budget. She said the interest earned on the funds is what can be used for cemetery projects. She added that the required annual report is not specific in time frame. The city is using the calendar year since it is quarter based.

Mr. Stern moved that the City Commission include the cemetery as a line item. There was no second.

### **IX. ADJOURN**

The meeting adjourned at 9:49 AM.

/ca



## MEMORANDUM

City Clerk's Office

**DATE:** May 20, 2016

**TO:** Greenwood Cemetery Advisory Board

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

**SUBJECT:** Greenwood Cemetery Advisory Board  
Draft 2015 Annual Report

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Section 34-30 (h) of the Birmingham City Code requires the Greenwood Cemetery Advisory Board (GCAB) to submit an annual report to the City Commission. The annual report is required to include the general activities of the Board and the operation and condition of the cemetery.

*"Sec. 34-30(h) Reports. 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."*

The GCAB initially reviewed and accepted the draft annual report in December, 2015 with the understanding that the report would be updated once the fourth quarter figures were received. The minutes are attached for reference.

Attached is the completed annual report in draft form for review by the Greenwood Cemetery Advisory Board. This includes the figures for the fourth quarter. Once the GCAB accepts the 2015 Annual Report, it will be presented to the City Commission.

**SUGGESTED RESOLUTION:**

To recommend that the 2015 Annual Report of the Greenwood Cemetery Advisory Board be presented to the City Commission.

## **GCAB MINUTES DECEMBER 4, 2015**

### **B. Review of Annual Report**

Ms. Pierce summarized the annual report with the 2015 accomplishments, including the sale of the graves and a map of the sold graves, along with a breakdown of funds collected.

Ms. Gehringer suggested a change to the report relative to Ground Penetrating Radar on page 3 of the report in Section 2 in the second paragraph to read "Soil and surface conditions ~~will~~ can or might limit the effectiveness of GPR." She still thinks the entire cemetery should be done. Mr. Stern recalled the board's original request was for the entire cemetery to be done. He does not think the City Commission realized they were authorizing only the green space to be done.

Ms. Pierce stated the contractor offered to pay for the green space to be done in anticipation of being able to sell graves there. The City Manager's office gave authorization to do so.

Ms. Gehringer said her motion was to do the cemetery and also only those sections, and still thinks the entire cemetery should be done as well. Ms. Gehringer would like to get one comprehensive report of the entire cemetery. She reminded that the board already asked that it be done and suggested that be included in next year's budget.

In response to a request by Ms. Gehringer to receive a copy of the comprehensive GPR Report already completed, Ms. Pierce stated that the report contains very sensitive information, which should not be included in a public document. Certain information would need to be redacted.

Mr. Stern stated all we need to know is whether a space is occupied or not occupied.

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

To request a RFP for Ground Penetrating Radar services for the entire cemetery, except for those areas already performed by Elmwood, with any sensitive information redacted before public release.

VOTE: Yeas: 4

Nays: 1, Desmond

Absent: 1, Thurber

Mr. Stern suggested a change on page 2, in Section 1. Background, to read "The members were initially appointed to the GCAB in November, 2014. Also he suggested on page 3, in Section 2. 2015 Accomplishments, the sentence should read "Once 200 grave spaces are sold in Section B & C, the CGAB will review ~~that~~ those sections once again"

Mr. Stern noted that on page 6, he suggested adding a section on earnings to the contractor. Ms. Schreiner suggested it should also include the contractor's expenses. Mr. Stern commented on the contractor's funds earned in sales commission and burials, plus what they received for foundations and vaults. Ms. Arcome said Elmwood does not sell vaults. Ms. Schreiner suggested their expenses also be shown in the report.



Ms. Gehringer asked who is in charge of the investment of the perpetual care fund. Ms. Pierce stated the city's Finance Department is in charge. Ms. Gehringer asked for the amount earned on the investments and to let the board know. Ms. Schreiner noted that it is very conservatively invested as required by law. Ms. Arcome stated there is a 1% or 2% rate on investment. Mr. Stern stated his opinion that the City Commission restricted the investment under Public Act 20, but there are other acts that the fund could be invested under, and he thinks this will come before us sometime next year.

**MOTION:** Motion by Desmond, seconded by Schreiner:  
To accept the 2015 Annual Report, as amended.

VOTE: Yeas: 5  
Nays: None  
Absent: 1, Thurber



## **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
- 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 initially 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 those sections 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.

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. The revisions were approved by the City Commission in August, 2015.

**3. STATUS OF GRAVE SALES**

On August 10, 2015, the City Commission authorized the Contractor to begin selling the newly identified grave spaces, in Sections B, C, D, K, L, and O, to individuals on the Grave Interest List. The breakdown of sales in these Sections are listed below.

**NEWLY IDENTIFIED GRAVE SPACES****TOTAL NUMBER OF GRAVES SOLD PER SECTION (AS OF 12/31/15)**

<b>Section</b>	<b>Number of Graves Identified</b>	<b>Number of Graves Sold</b>	<b>Number of Graves Remaining</b>
B	408	38*	370
C	72	9*	63
D	8	6	2
K	16	16	0
L	16	10	6
O	10	8	2
<b>TOTAL</b>	<b>530</b>	<b>87</b>	<b>443</b>

\*Per City Commission request, once 200 graves are sold in Sections B & C, the GCAB must review those Sections prior to additional graves being sold. No more than 240 graves can be sold in those two sections prior to GCAB review.

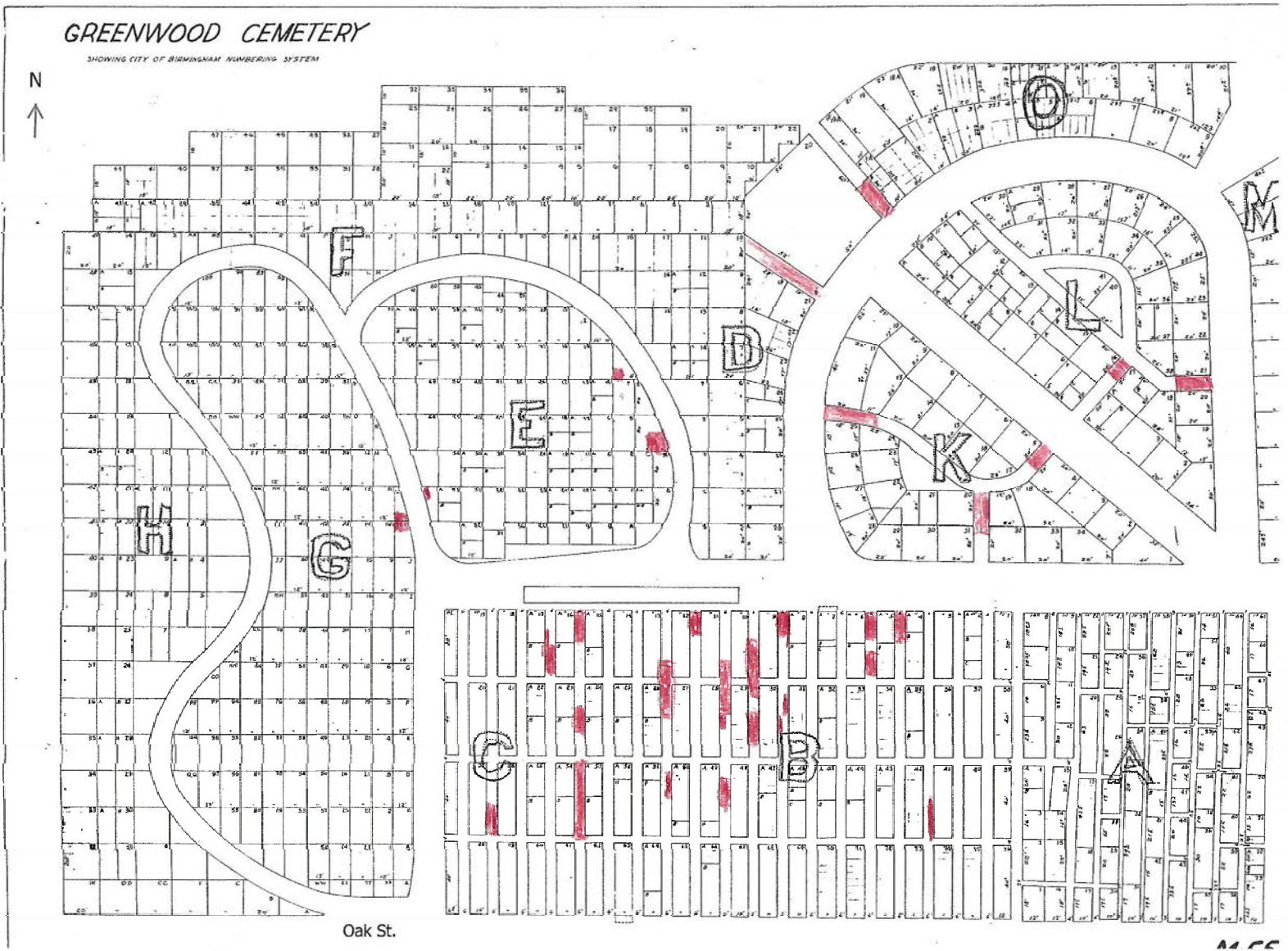
In addition to the newly identified grave spaces above, the Contractor was able to identify several odd shaped areas along the road that could be used for grave spaces.

**AREAS ALONG THE ROAD****TOTAL NUMBER OF GRAVES SOLD PER SECTION (AS OF 12/31/15)**

<b>Section</b>	<b>Number of Graves Sold</b>
G	12
E	10
<b>TOTAL</b>	<b>22</b>

NOTE: Anyone interested in purchasing a grave space, must add their name to the Grave Interest List.

A map showing the location of the graves purchased (highlighted in red) is below.



**BREAKDOWN OF GRAVES SOLD BY QUARTER****JANUARY – MARCH (FIRST QUARTER)**

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

**APRIL – JUNE (SECOND QUARTER)**

<b>2015</b>	<b>Purchased one grave</b>	<b>Purchased two graves</b>	<b>Purchased three or more graves</b>	<b>TOTAL SOLD</b>	<b>75% of sale paid to the City</b>
Resident	-	1*	1 (6 graves purchased)	8	\$15,000.00
Non-Resident	-	-	-	-	-
<b>TOTAL</b>	<b>-</b>	<b>2</b>	<b>6</b>	<b>8</b>	<b>\$15,000.00</b>

\*cremation only grave purchased

**JULY – SEPTEMBER (THIRD QUARTER)**

<b>2015</b>	<b>Purchased one grave</b>	<b>Purchased two graves</b>	<b>Purchased three or more graves</b>	<b>TOTAL SOLD</b>	<b>75% of sale paid to the City</b>
Resident	3	8	1 (6 graves purchased)	25	\$51,750.00
Non-Resident	2	7	1 (4 graves purchased)	20	\$36,000.00
<b>TOTAL</b>	<b>5</b>	<b>30</b>	<b>10</b>	<b>45</b>	<b>\$87,750.00</b>  (Does not include 6 graves currently on a payment plan)

**OCTOBER – DECEMBER (FOURTH QUARTER)**

<b>2015</b>	<b>Purchased one grave</b>	<b>Purchased two graves</b>	<b>Purchased three or more graves</b>	<b>TOTAL SOLD</b>	<b>75% of sale paid to the City</b>
Resident	3	1	1	8	\$18,000.00
Non-Resident	3	6	4 (3, 3, 4 & 8* graves purchased)	33	\$62,250.00
<b>TOTAL</b>	<b>6</b>	<b>14</b>	<b>21</b>	<b>41</b>	<b>\$80,250.00</b>  (Does not include 8 graves currently on a payment plan)

\*cremation only grave purchased



**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 by the City.

**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	\$15,562.50*	\$88,312.00*	\$80,250.00	\$186,374.50
Interest Earned	\$0	\$30.29	\$47.72	\$139.58	\$217.59
Fees Paid on Perpetual Care Fund	(\$0)	(\$3.44)	(\$8.56)	(\$20.29)	(\$32.29)
<b>TOTAL</b>	<b>\$2,250.00</b>	<b>\$15,589.35</b>	<b>\$88,351.16</b>	<b>\$80,369.29</b>	<b>\$186,559.80</b>

\*Reflects an overpayment made by the contractor to the City in the amount of \$562.50 for additional rights of burial. The contractor will make the adjustment in the next payment to the City.

NOTE: The Contractor receives 25% of the sale price for new and reclaimed grave spaces. The Contractor also provides cemetery management services for the operation of Greenwood Cemetery at no cost to the City. This includes services such as burials, foundations, lawn care, processing ancestry inquiries and sales.



**5. 2016 GOALS**

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

As approved by the GCAB on February 5, 2016:

1	To recommend an RFP for GPR services be issued for the entire cemetery to develop a map of all known burial sites
2	To investigate the feasibility of installing columbaria for the inurnment of cremated remains
3	To develop a donor program for improvements specific to and appropriate to the cemetery
4	To digitize the burial records
5	To recommend an RFP for a Master Plan for Greenwood Cemetery
6	To recommend that the City of Birmingham review the Greenwood Cemetery Management Agreement
7	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
8	To commence reclamation and review records every ten years
9	To continue to review the cemetery regulations

**DATE:** May 23, 2016

**TO:** Greenwood Cemetery Advisory Board

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

**SUBJECT:** 2016 Goals - #4  
Digitizing the Burial Records

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At the February 5<sup>th</sup> meeting, the GCAB established a set of nine goals to accomplish in 2016. The fourth goal to be addressed is digitizing the burial records.

Currently, the deeds and correspondence are maintained in hard copy format and Laserfiche, a document imaging software, in the City Clerk's Office. The Contractor has an electronic copy (Adobe) of every deed and correspondence as well.

In 2005, the City Clerk's Office created an access database used to schedule and record burials. Staff entered all the burials from the list of burials in large Record of Burials book. This database was maintained, for burials only, until 2010.

In 2010, the City switched to BS&A. BS&A was also only used to record burials. This program was discontinued in 2013 when the Contractor was hired for management services.

The City Clerk's Office has always and will continue to maintain the hard copy records of burials, foundations, sales and transfers in the Record of Burial books.

It is important to note that the City does not maintain an excel or access database of the owners of graves. The owners can be found by searching the deeds in Laserfiche or searching the large Record of Burial books.

In an effort to determine what the Board wants to achieve with digitized records, staff is requesting additional information from the Board.

- What is the goal of the electronic files?
  - to allow residents to look up burial information online?
  - to maintain a database for mailings? If so, what is the purpose of the mailings?
- What information would be digitized and available to the public?
  - Deeds?
  - Name, Address, Phone, Email of owners?
  - Name and date of death or date of burial of the deceased?

Once the goals of the digitalization of files are determined, staff can move forward with determining what program would best fit the goals and needs of the City.

SUGGESTED RESOLUTION:

To recommend that the Greenwood Cemetery files, which includes \_\_\_\_\_  
information, be maintained in electronic format for the following reasons:

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

## SAMPLE OF LASERFICHE

File Edit View Favorites Tools Help

Convert Select

DMM 508 Recipient Servic... Bike Trails, Waking Trails ... Central Michigan Universi... Suggested Sites Welcome to City of Birmi... Customer Portal Archives and Records Ad...

**Laserfiche Web Access**  
City of Birmingham

File Export Edit Tasks

Settings Help Support Site Log Out

Current fol...

Search...

Name

- ALLEE
- ANDERSON, JANET
- APPLEFORD
- ABBOTT
- ADAMS, CLIMATINC
- AKERLEY
- ALLEN, LESTER
- ANDERSON, HELEN BURNS
- ANDERSON, JAMES
- ANDREWS
- ANGELO
- ANDERSON, LOUIS
- ADDISON
- ALDRED
- ANTHONY
- ALLEN, HELEN
- ADAMS, M. ANN
- ADDERLEY
- ALBAUM
- ASHCRAFT
- ADAMS, LAVINA
- ALLEN, CHAS

Basic Search

Search terms:

Search within:

☒ Document Text ☒ All Fields

☐ Entry Names ☐ Annotation Text

Search Refine results Reset

BIRMLFDB > CLERK > GREENWOOD CEMETERY > FILES & DEEDS > A

22 entries

## SAMPLE OF ACCESS DATABASE

CEMETERY TABLE

### GREENWOOD CEMETERY INFORMATION

<p><b>Section</b></p> <p><b>Lot</b></p> <p><b>Grave</b></p> <p><b>NAME OF DECEASED</b> Last, First, Middle M/F</p> <p><b>Date of Death</b></p> <p><b>Age at Death</b></p> <p><b>Cause of Death</b></p> <p><b>OWNER INFO</b></p> <p><b>NAME OF OWNER</b> Last, First, Middle</p> <p><b>Owner address</b></p> <p><b>Owner phone</b></p> <p><b>Owner History</b></p>	<p><b>BURIAL INFO</b></p> <p><b>Work Order #</b></p> <p><b>Date of Interment</b></p> <p><b>Time of Interment</b></p> <p><b>Full or Cremains</b></p> <p><b>Cremains: container size</b></p> <p><b>Funeral Home</b></p> <p><b>Phone</b></p> <p><b>Date of Foundation</b></p> <p><b>Monument Company</b></p> <p><b>REMARKS</b></p> <p><b>Print Receipt, Work Order</b></p> <p><b>Grave Layout Form</b></p>	<p><b>RECEIPT INFO</b></p> <p><b>Receipt #</b></p> <p><b>Date of Receipt</b></p> <p><b>Owner/Payer</b></p> <p><b>Address</b></p> <p><b>Sale</b> \$0.00</p> <p><b>Opening</b> \$0.00</p> <p><b>Foundation</b> \$0.00</p> <p><b>Overtime</b> \$0.00</p> <p><b>Account #</b></p> <p><b>Total</b> \$0.00</p> <p><b>VETERAN</b></p> <p><b>Branch of Service</b></p> <p><b>Rank</b></p> <p><b>Company</b></p> <p><b>Tour of Duty</b></p> <p><b>OTHER</b></p>
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Record: 14 3667 of 3667 No Filter Search

## SAMPLE OF BS&A

Cemetery Management User: LPIERCE DB: Birmingham Group: BIRMINGHAM Version: 12/15/2015

File View Navigation Data Entry Tasks Reports Utilities BS&A Applications Help

... Add Delete Audit Mass Add Plots Tools Barcode Flag Attnmt [0]

**Application Views**

- Plot Information
- Tables: Plot List
- Program Setup

**Quick Search**

Plot Search	F4
Owner Name	F5
Occupant Name	F6
Deed Number	F7

**Plot/Site Location Information**

Cemetery	Greenwood	Work Order #	
Section	A	FOUND ORDER	
Block		FOUND COMPLETE	
Lot	67	Paid By	
Grave	01	AMOUNT	\$0.00

**Other Plot/Site Information**

Plot Status:	Occupied	Status Date:	/ /	Max Occupants:	0
Site Type:					
Owner:	Seymour				1
Occupant:	Seymour, D M				1
Burial Rights Certificate #:	<click to assign>				

**Plot Fees & Fee History**

Plot Fees ( Balance: \$0.00 )... [Make Payment](#)

Transaction History ( 0 records found )...

**Plot Notes**

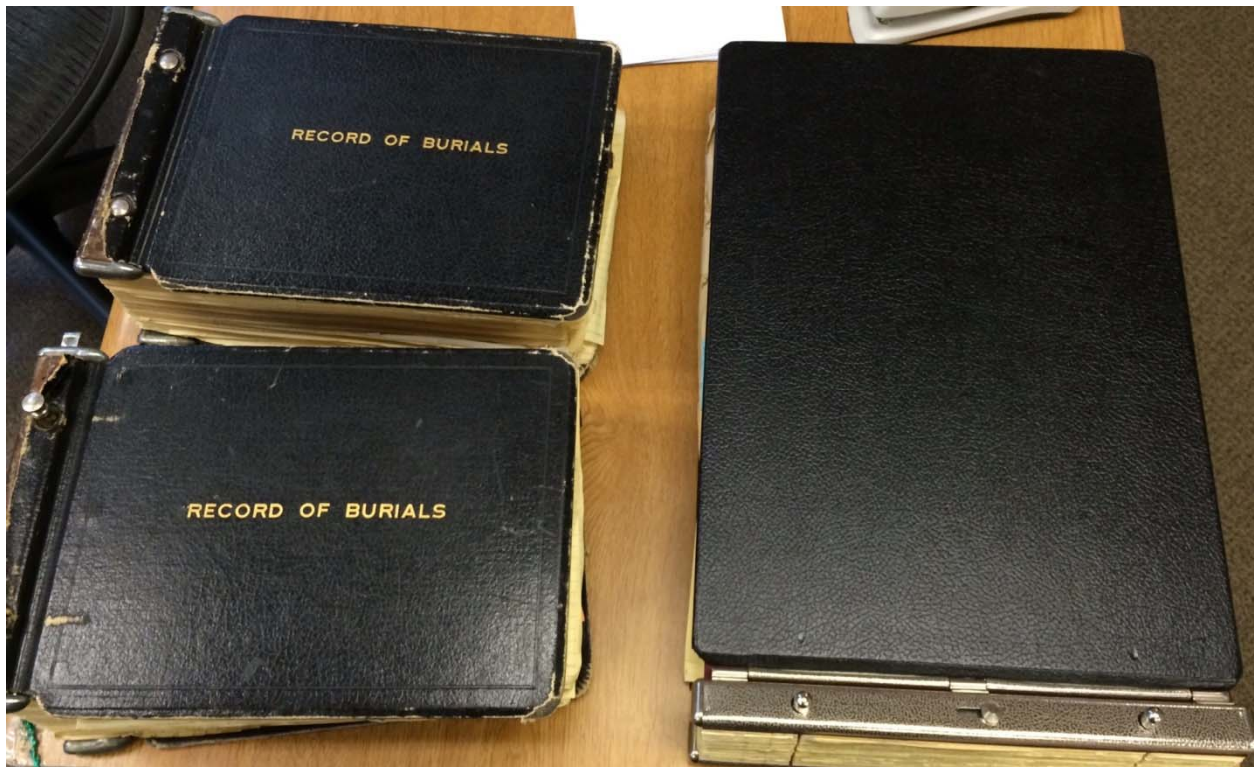
[0] Comments... [Memorial Information...](#)

[Viewing Existing Plot](#) [Discard Changes](#)

Sort Index: User Field 1 Reminders (0) Posting Date - 12/30/2015

CM.NET BY BS&A SOFTWARE  
BS&A Message Center

## PHOTO OF RECORD OF BURIAL BOOKS



## **GREENWOOD CEMETERY ADVISORY BOARD 2016 GOALS**

1	To recommend an RFP for GPR services be issued for the entire cemetery to develop a map of all known burial sites
2	To investigate the feasibility of installing columbaria for the inurnment of cremated remains
3	To develop a donor program for improvements specific to and appropriate to the cemetery
4	To digitize the burial records
5	To recommend an RFP for a Master Plan for Greenwood Cemetery
6	To recommend that the City of Birmingham review the Greenwood Cemetery Management Agreement
7	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
8	To commence reclamation and review records every ten years
9	To continue to review the cemetery regulations

As approved by the GCAB on February 5, 2016

## GREENWOOD CEMETERY ADVISORY BOARD 2016 GOALS

Order of Priority	GOAL	STATUS
1	To recommend an RFP for GPR services be issued for the entire cemetery to develop a map of all known burial sites	<p>12/4/15 MOTION: To request a RFP for Ground Penetrating Radar services for the entire cemetery, except for those areas already performed by Elmwood, with any sensitive information redacted before public release.</p> <p>UPDATE: New quotes are being requested. A request for funding will be submitted to the City Manager for Fiscal Year 17-18.</p>
2	To investigate the feasibility of installing columbaria for the inurnment of cremated remains	<p>See Goal #5</p> <p>12/4/15 MOTION: To request the City Commission authorize a Request for Proposal to guide the cemetery board in the development of a master plan for columbarium options.</p> <p>UPDATE: Two quotes received, waiting for a third quote. A request for funding will be submitted to the City Manager for Fiscal Year 17-18.</p>
3	To develop a donor program for improvements specific to and appropriate to the cemetery	<p>4/1/16 MOTION: To recommend that the City Manager and City Attorney review the Greenwood Cemetery Donor Recognition Program as amended.</p> <p>UPDATE: A request will be submitted to the City Manager to review the Donor Recognition Program and authorization for the City Attorney to do the same.</p>
4	To digitize the burial records	
5	To recommend an RFP for a Master Plan for Greenwood Cemetery	<p>See Goal #3</p> <p>12/4/15 MOTION: To request the City Commission authorize a Request for Proposal to guide the cemetery board in the development of a master plan for columbarium options.</p>

		UPDATE: Two quotes received, waiting for a third quote. A request for funding will be submitted to the City Manager for Fiscal Year 17-18.
6	To recommend that the City of Birmingham review the Greenwood Cemetery Management Agreement	
7	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	
8	To commence reclamation and review records every ten years	
9	To continue to review the cemetery regulations	

As approved by the GCAB on February 5, 2016

Updated 5/23/16





# GREENWOOD CEMETERY ADVISORY BOARD

Resolution No. 10-240-14 October 13, 2014.

The Greenwood Cemetery Advisory Board shall consist of seven members who shall serve without compensation. Members must be chosen from among the citizens of Birmingham 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. The City Manager or his/her designee shall serve as ex official, non-voting members of the Board.

Term: Three years.

In general, it shall be the duty of the Greenwood Cemetery Advisory Board to provide recommendations to the City Commission on:

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.
3. 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.
4. Reports. The Greenwood Cemetery Advisory Board shall make and submit to the City Commission an annual 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.

Last Name	First Name	Home Business E-Mail	Appointed	Term Expires
Buchanan	Linda	(248) 646-3297	12/14/2015	7/6/2016
1280 Suffield			owner of burial site in Greenwood; person familiar with and interested in the history of Birmingham.	
Birmingham	48009	rlb4149@yahoo.com		
Desmond	Kevin	(248) 225-5526	11/24/2014	7/6/2017
962 Humphrey			Cemetery or funeral professional.	
Birmingham	48009	kdesmond@desmondfuneralhome.com		

Last Name	First Name	Home Business	Appointed	Term Expires
Home Address		E-Mail		
<b>Gehring</b>	<b>Darlene</b>	(248) 540-8061	11/24/2014	7/6/2017
1108 W. Maple			Chairperson	
Birmingham	48009		Person familiar with and interested in the history of Birmingham.	
		<i>maplepro@comcast.net</i>		
<b>Peterson</b>	<b>Linda</b>	(248) 203-9010	11/24/2014	7/6/2018
1532 Melton			Family member interred in cemetery; owner of burial site and intending to be interred in Greenwood; person familiar with and interested in the history of Birmingham.	
Birmingham	48009			
		<i>lpeterson02@comcast.net</i>		
<b>Schreiner</b>	<b>Laura</b>	(248) 593-0335	11/24/2014	7/6/2018
591 Bird			Vice-Chairperson	
Birmingham	48009		Person familiar with and interested in the history of Birmingham; person with experience	
		<i>laschreiner@yahoo.com</i>		
<b>Stern</b>	<b>George</b>	(248) 258-1924	11/24/2014	7/6/2018
1090 Westwood			Person familiar with and interested in the history of Birmingham; person with experience in landscape architecture, horticulture, or law.	
Birmingham	48009			
		<i>sterngeo@aol.com</i>		
<b>Suter</b>	<b>Margaret</b>	(248) 644-5925	5/23/2016	7/6/2016
1795 Yosemite			owns a plot, relative buried in Greenwood Cemetery	
Birmingham	48009			
		<i>maasuter@gmail.com</i>		

**CITY COMMISSION BUDGET MINUTES  
APRIL 16, 2016**

**GREENWOOD CEMETERY PERPETUAL CARE FUND**

Finance Director Gerber explained that this fund captures revenues from the sale of plots. The purpose of the fund is to invest those revenues to generate interest income, which would then be used for maintenance and improvements at the cemetery.

George Stern commented that the City Code restricts the funds to be invested according to Public Act 20. He suggested the City adopt the new state law, Public Act 215 into the ordinance which would allow municipal cemeteries to invest at close to market rates. Mr. Valentine clarified that the change allows for the inclusion of investments in mutual funds.