

**GREENWOOD CEMETERY ADVISORY BOARD
MEETING AGENDA
FRIDAY, JUNE 3, 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

IV. UNFINISHED BUSINESS

A. 2015 Annual Report

V. NEW BUSINESS

A. Digitization of Cemetery Records

VI. CONTRACTOR REPORT

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

VIII. BOARD COMMENTS

IX. ADJOURN

NEXT MEETING: July 8, 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).



MEMORANDUM

City Clerk's Office

DATE: May 31, 2016

TO: Greenwood Cemetery Advisory Board

FROM: Laura M. Pierce, City Clerk

SUBJECT: Greenwood Cemetery Advisory Board
2015 Annual Report

The Greenwood Cemetery Advisory Board (GCAB) approved the amended the 2015 Annual Report at its meeting held on May 27, 2016.

The final version of the report is attached for your reference. No action is required.



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 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 including the newly designated grave sites.

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 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)

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

*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.

**Only flush memorials are allowed in the newly identified grave spaces.

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.

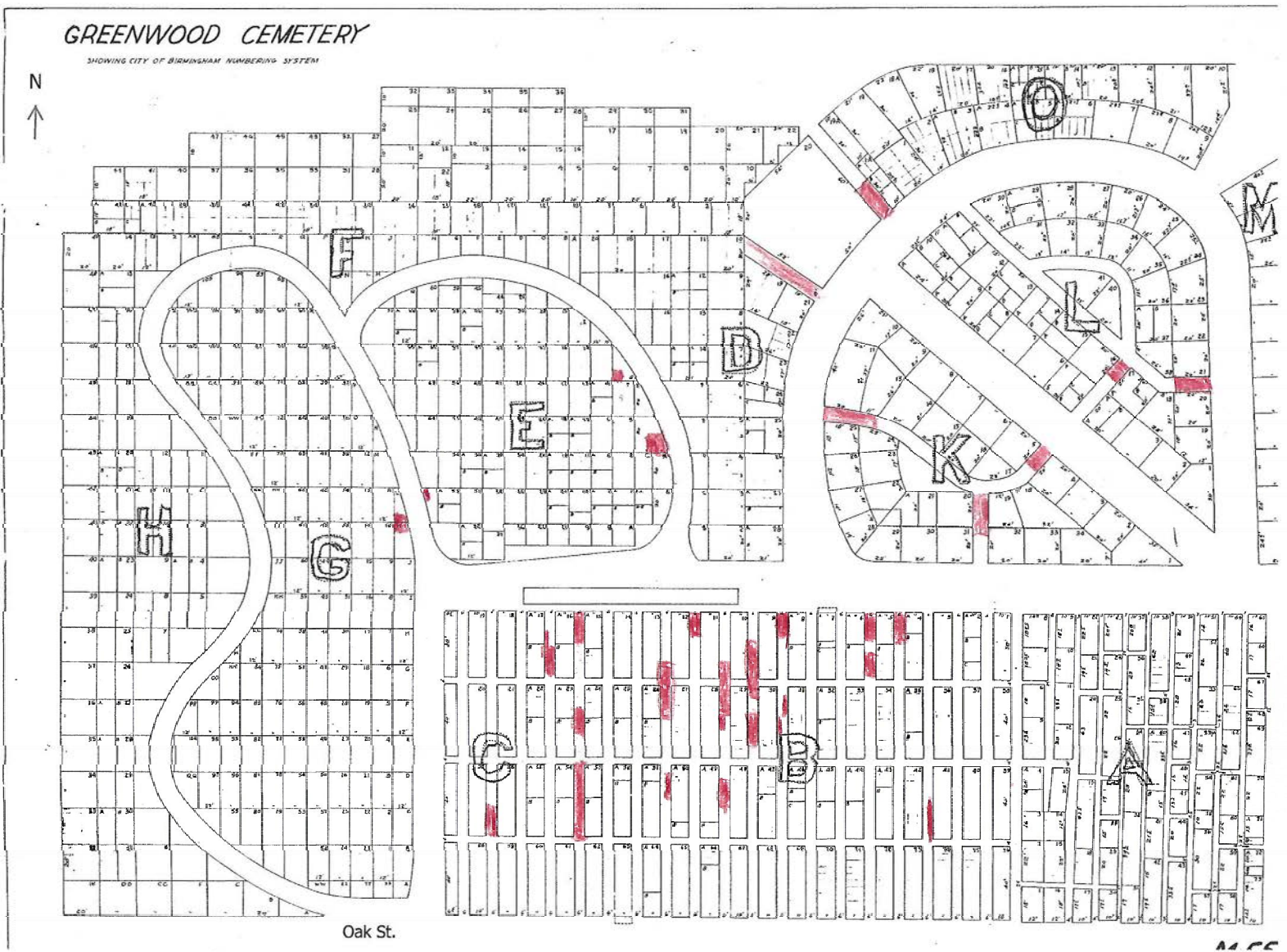
AREAS ALONG THE ROAD

TOTAL NUMBER OF GRAVES SOLD PER SECTION (AS OF 12/31/15)

Section	Number of Graves Sold
G	12
E	10
TOTAL	22

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)

2015	Purchased one grave	Purchased two graves	Purchased three or more graves	TOTAL SOLD	75% of sale paid to the City	25% of sale paid to the Contractor
Resident	1	-	-	1	\$2,250.00	\$750.00
Non-Resident	-	-	-	-	-	-
TOTAL	1	-	-	1	\$2,250.00	\$750.00

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	25% of sale paid to the Contractor
Resident	-	1*	1 (6 graves purchased)	8	\$15,000.00	\$5,000.00
Non-Resident	-	-	-	-	-	-
TOTAL	-	2	6	8	\$15,000.00	\$5,000.00

*cremation only grave purchased at \$1,000 each.

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	25% of sale paid to the Contractor
Resident	3	8	1 (6 graves purchased)	25	\$51,750.00	\$17,250.00
Non-Resident	2	7	1 (4 graves purchased)	20	\$36,000.00	\$12,000.00
TOTAL	5	30	10	45	\$87,750.00	\$29,250.00

(Does not include 6 graves currently on a payment plan)

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	25% of sale paid to the Contractor
Resident	3	1	1	8	\$18,000.00	\$6,000.00
Non-Resident	3	6	4 (3, 3, 4 & 8* graves purchased)	33	\$62,250.00	\$20,750.00
TOTAL	6	14	21	41	\$80,250.00	\$26,750.00

(Does not include 8 graves currently on a payment plan)

*cremation only grave purchased at \$1,000 each.

Breakdown of Graves Sold by Quarter Continued:

The fees to purchase a grave space are listed below:

\$3,000.00	Full size
\$2,000.00	Cremation size (accommodating two cremated remains)
\$1,000.00	Cremation size (accommodating one cremated remains)

The Contractor offers a 0% interest payment plan for individuals interested in purchasing graves. Individuals have the option of a twenty-four month plan, however most individuals are opting for a twelve month plan. Once the payment plan is fulfilled, the City will receive its 75% portion. The grave(s) cannot be used until the payment plan is fulfilled.

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 price for the sale of non-private grave spaces. Below is a breakdown of funds received by the City.

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

2015	FIRST QUARTER	SECOND QUARTER	THIRD QUARTER	FOURTH QUARTER	YEAR TO DATE
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)
TOTAL	\$2,250.00	\$15,589.35	\$88,351.16	\$80,369.29	\$186,559.80

*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.

TOTAL CONTRACTOR PERCENTAGE (25% OF THE SALE PAID TO THE CONTRACTOR)

2015	FIRST QUARTER	SECOND QUARTER	THIRD QUARTER	FOURTH QUARTER	YEAR TO DATE
Grave Sales	\$750.00	\$5,000.00	\$29,250.00	\$26,750.00	\$61,750.00
TOTAL	\$750.00	\$5,000.00	\$29,250.00	\$26,750.00	\$61,750.00

The Contractor receives 25% of the price for the sale of non-private grave spaces. In addition to grave sales, 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

At the February 5th 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>Section</p> <p>Lot</p> <p>Grave</p> <p>NAME OF DECEASED Last, First, Middle M/F</p> <p>Date of Death</p> <p>Age at Death</p> <p>Cause of Death</p> <p>OWNER INFO</p> <p>NAME OF OWNER Last, First, Middle</p> <p>Owner address</p> <p>Owner phone</p> <p>Owner History</p>	<p>BURIAL INFO</p> <p>Work Order #</p> <p>Date of Interment</p> <p>Time of Interment</p> <p>Full or Cremains</p> <p>Cremains: container size</p> <p>Funeral Home</p> <p>Phone</p> <p>Date of Foundation</p> <p>Monument Company</p> <p>REMARKS</p> <p>Print Receipt, Work Order</p> <p>Grave Layout Form</p>	<p>RECEIPT INFO</p> <p>Receipt #</p> <p>Date of Receipt</p> <p>Owner/Payer</p> <p>Address</p> <p>Sale \$0.00</p> <p>Opening \$0.00</p> <p>Foundation \$0.00</p> <p>Overtime \$0.00</p> <p>Account #</p> <p>Total \$0.00</p> <p>VETERAN</p> <p>Branch of Service</p> <p>Rank</p> <p>Company</p> <p>Tour of Duty</p> <p>OTHER</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)...

Transaction History (0 records found)...

CM.NET BY BS&A SOFTWARE

BS&A Message Center

Sort Index: User Field 1

Reminders (0) Posting Date - 12/30/2015

PHOTO OF RECORD OF BURIAL BOOKS

