

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

**I. CALL TO ORDER**

Darlene Gehringer, Chairperson

**II. ROLL CALL**

Cheryl Arft, Deputy Clerk

**III. APPROVAL OF MINUTES**

A. Approval of meeting minutes of September 2, 2016

**IV. NEW BUSINESS**

- A. Digitization of Cemetery Records
  - 1. Representative from Pontem Software
- B. Communication from Paul Robertson, Jr. regarding an exception to the monument regulation
- C. Discussion regarding National Historic Designation of Cemetery
- D. Final Review of the GCAB Action List
- E. Potential Additional Meetings in October and November

**V. UNFINISHED BUSINESS / PENDING ITEMS**

Items under unfinished business will be presented as a verbal status update to the Board and may not require action at this time.

- A. Donor Recognition Program
- B. Request for RFP for GPR Services in the Cemetery
- C. Request for RFP for Master Plan of the Cemetery
- D. Perpetual Care Fund Investment Policy (update on the status of PA 13)
- E. Amendment to the Cemetery Regulations regarding Payment Plan
- F. Revised Contractor Reports with new format (to be submitted at the next meeting)

**VI. CONTRACTOR REPORT**

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

**VIII. BOARD COMMENTS**

**IX. ADJOURN**

**NEXT MEETING:** \_\_\_\_\_

*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 2, 2016 AT 8:30 AM  
MUNICIPAL BUILDING, ROOM 205, 151 MARTIN**

**I. CALL TO ORDER**

Chairperson Darlene Gehringer called the meeting to order at 8:31 AM.

**II. ROLL CALL**

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

Absent: Kevin Desmond

Administration: City Clerk Pierce  
Deputy Clerk Arft

Guest: Dr. Gary Warr

**III. APPROVAL OF MINUTES**

**A. Approval of meeting minutes of July 8, 2016**

Ms. Suter requested in the last paragraph on page 2 under Unfinished Business, she would like the sentence to read that "Ms. Suter contacted the Clover Hill Cemetery website software company OMA Comp and spoke with ~~the IT staff~~ a service representative." On page 3, in the second paragraph, she asked that the sentence be changed to read "Ms. Suter spoke with a representative of a OMA Comp website company that sets up the websites and provided Ms. Pierce with that information." On page 5, in the third paragraph from the bottom, she asked that the sentence be changed to read "Ms. Suter stated that Elmwood changing policy is something the board should have ~~known~~ been consulted about or informed about and submitted to the commission.

Mr. Stern asked that on page 1 in the last paragraph, the clarification regarding using monument section when referring to newly designated graves and the requirement for flush markers only was not made in the minutes. He said that it is important to clarify that monuments are allowed in sections G and E. In the resolution passed by the Historic District Commission and also by the City Commission, sections G and E were left as they were and were not included in the prohibition on new monuments. Therefore, the old rules still apply and monuments are allowed in sections G and E, and he feels the clarification should be in the minutes. He would like the sentence to read "Monuments will continue to be allowed in sections G and E." The tape from the meeting will be reviewed.

Mr. Stern asked that on page 2 under Unfinished Business, the third paragraph, add the word "of" to the sentence "Provide the public with limited amount of information such as name..." Also he asked to change the word "the" to "a" in the last sentence of the third paragraph under Unfinished Business to read "...visitors could locate ~~the~~ a grave easily."

Mr. Stern asked that the third sentence on page 3 read "Mr. Stern said it is important to comply with Michigan law to have the information relative to veterans, and the cemetery should keep a list of disinterments." The tape of the meeting will be reviewed.

On page 4, in the fourth paragraph, he asked that the sentence read "She thinks instead of saying a 12 months or 24 months..."

On page 6 in the fourth paragraph, Mr. Stern asked that the word "clarified" be changed to "asked".

On page 7 in the third paragraph, he asked that the word "the" be added to read "Mr. Stern said the City Commission..."

He added that sometime during this meeting, he will ask for clarification of the sentence "The City also has to look toward the lawn payment that the city will start paying..." He thinks that sentence should be clarified, but it is under old business, not under minutes.

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

To approve the minutes of the July 8, 2016 meeting, as amended.

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

#### **IV. UNFINISHED BUSINESS**

##### **A. Digitization of Cemetery Records**

Ms. Pierce noted that her office has been conducting research of the city's current software cemetery program through BS&A which was no longer updated when the contractor took over the cemetery management. BS&A can make our information available to the public using the city's website at no cost. The Clerk's Office would need to update our records which would take approximately two months to enter the information. She also surveyed communities in Oakland County as to cemetery software they utilize. BS&A is used by ten communities and of those, two have on-line access and charge the public to look up the information. She provided copies of background information available on the BS&A website, and a visual demonstration of the records that would be available to a user.

Pontem software is used by three Oakland County communities, and none make the records public. The survey covered cities, townships and villages, but not private cemeteries. She provided a visual demonstration of what the software would look like to a user.

Ms. Pierce explained that burial information would be manually added, and would be available on the city's website through a link with user instructions.

Ms. Suter asked if information could be added in on either of the two systems. Ms. Pierce confirmed that this software is BS&A software that the city uses in many applications, such as business licenses, pet licenses, taxes and assessing, accounts payable, etc. Ms. Pierce said she did not believe the fields could be changed. It is a standardized program. Ms. Schreiner asked to clarify if Ms. Suter was interested in filling in the fields that are available, or in adding new fields.

Mr. Stern asked if the owner information was available in the software. Mr. Stern said this is

completely unsatisfactory program for the reclamation project. Ms. Peterson said Mr. Stern wants to be able to notify the owners that this is available.

Ms. Pierce said during our discussions on digitization, the focus was on making burial records available to the public. Ms. Peterson asked how the public would learn that we have made the burial records available. She thinks letters should be mailed.

Ms. Schreiner said she feels the program is satisfactory for the purpose of the public to get information about what is already in existence. What is also in the records but not being shown publicly is some of the information that Mr. Stern is now specifically asking about. Ms. Pierce said the owner information is on paper in our files, but not currently shown in the public file. Ms. Pierce said it could be added and that the program is already designed for that information if we choose to add it to the program.

Ms. Schreiner said the purpose of our digitization discussion has been to provide the public access to burial records. Ms. Peterson asked how the public will know we have the records available. Ms. Pierce said the city has a Public Relations person that would handle that aspect.

Ms. Pierce stressed the BS&A program would not cost the city any additional money to take it live. There is a cost to purchase the Pontem software.

Ms. Schreiner said it is important to remember that this is for people to look at burial records, not the beginning of the city's efforts to begin the reclamation project. Ms. Schreiner said we should look at this discretely knowing there will be some overlap for other things.

Ms. Schreiner asked if we have explored with Pontem how easy the conversion of the records would be. Ms. Pierce said we have not discussed that specifically, but she believes because the records are electronic, it would not be difficult. The board would have to request the funds to purchase the software.

Ms. Suter said that she has a Pontem software representative who is willing to speak to the board about the program and cost. She was assured that Pontem can work with many systems that are already in place. The representative could be available for a meeting on September 30<sup>th</sup>.

Ms. Gehringer discussed the graphic capabilities of BS&A software which can be explored. She believes it should be discussed at the same time as digitization. Ms. Pierce said the graphic information system (GIS) is a mapping program.

Ms. Schreiner said she has used BS&A when reviewing property tax records, and some communities have the GIS system available with those records. She thinks that more people are used to BS&A than they realize. Ms. Pierce said the cemetery information would be accessible by smartphones.

Ms. Pierce said BS&A is more of an immediate solution. Ms. Schreiner said we could implement it and transition later if we chose to do so.

Mr. Stern said it is certainly a good point and good information. He said that it does not answer the question we gave to staff. The question the board asked was for a comparative system on digitization which allows statistical inference, which allows contact to owners of property. It is a nice feature for the website, and he thinks it is still an open item for staff to complete for comparison of different systems. He thinks we should simply accept this information and keep the

item of digitization open for completion by staff.

Ms. Suter has contacted OMA Comp that did Clover Hill Cemetery which uses the Pontem Software. The board has a lot of questions and thinks we need to have some interface with a live person that knows the system and get a proposal from the companies. She knows there will be a cost with the Pontem system which may or may not be a better system than BS&A, and the board members need to keep their minds open because the board has to refer this back to the City Commission with a recommendation. She said she is not comfortable doing that with not having information coming in and having a discussion.

Mr. Stern said Pontem gave the Advisory Committee a quote at one time but it was informal. He agreed that we should have a representative here to answer our questions.

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

To invite a Pontem representative to the next scheduled meeting of the board.

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

## **V.        NEW BUSINESS**

### **A.        Communication from Gary Warr regarding an exception to the monument regulation**

Dr. Gary Warr, 1627 Kirkway Rd, Bloomfield Township, explained that he is considering purchasing 25 plots in Greenwood Cemetery for his family. He took a historical tour in the cemetery and became more interested in the cemetery and impressed at everything there. All of his family members are in agreement. He would like to put a family marker at the center of the 25 plots and would seek the city's approval as to what is actually put there. He wants to keep the aesthetics as they are. He thinks it would look better than just 25 flat markers.

Ms. Gehringer asked which section he is considering. Ms. Pierce confirmed the 25 plots are in Section B. Ms. Gehringer explained that according to cemetery regulations, any new gravesites require flush markers, and monuments are not permitted.

Discussion followed about the location of the graves in question. Ms. Schreiner referred to a map she has with the newly designated graves. Ms. Schreiner explained that A1 and D2 are references to the rows.

Ms. Gehringer noted that we are confined according to the cemetery regulations. Dr. Warr asked who makes the regulations. Ms. Gehringer said the City Commission makes the regulations.

Ms. Schreiner said she understands he is asking for an exception. She said the board does not have the power to grant an exception. She continued that granting an exception creates a slippery slope. 25 plots is a large number. If the City Commission entertained the idea, they may consider earlier purchasers who were not given the opportunity to install a monument on their gravesites. She said part of the issue is that the 25 plots are not completely adjacent. They are close to each other, but not contiguous.

Ms. Buchanan asked if the monument is approved, would Dr. Warr buy the plots. He confirmed he would. He said it will make a difference if the monument is not approved. He may look into other options. Dr. Warr has not signed a contract for the graves. Ms. Buchanan said that means the

contractor kept all those graves off the market for several months.

Ms. Schreiner said Ms. Arcome is very sensitive to timing in order to allow the family time to make a decision. Ms. Arcome does inform prospective purchasers that certain graves are earmarked but may be potentially available.

Dr. Warr said he was told by Ms. Arcome that if someone expressed interest in any of the 25 plots he was contemplating, Ms. Arcome would contact him to ask for a decision. He did not believe any sales have been turned away. Ms. Buchanan was under the impression the graves were reserved and does not know if they were even shown since they were reserved. Ms. Schreiner said she has personal knowledge of the process. She said Ms. Arcome advised her that any people considering graves would be contacted by Ms. Arcome if Ms. Schreiner was interested in purchasing those graves. Ms. Peterson asked if they were still being shown as available. Ms. Schreiner confirmed they were.

Ms. Gehringer asked for a decision on Dr. Warr's request for an exception to the rules and regulations.

Ms. Schreiner said she appreciated Dr. Warr's concerns. Before the board could make a recommendation, he would need to provide more details about the monument. She suggested that he tell us how restricted he would agree to be. She continued that the board cannot approve it based on the current rules and regulations.

Ms. Pierce said if the board approved Dr. Warr's request, his request would still have to be submitted to the City Commission for final approval.

Ms. Gehringer said she does not see how the board can approve it because it is not consistent with cemetery rules and regulations. Also, if one exception is made, others will follow. She added that the City Commission would ultimately make the decision.

Mr. Stern thanked Dr. Warr for his interest in the cemetery. He would like to see if we can find a compromise that might work. Mr. Stern suggested that the board go back to the Historic District Commission and the City Commission and take out the road between K and L and sell Dr. Warr the 25 lots in that roadway. He said the road needs work, is deteriorating and an eyesore, and is not useful for the cemetery. He would like to accommodate Dr. Warr and improve the look of the cemetery at the same time.

Ms. Gehringer said Greenwood is a state historic cemetery, and according to the state rules and regulations, the circulation patterns of roads and pathways in the cemetery are to remain as originally laid out. Mr. Stern said he thinks it should be appealed.

Ms. Buchanan said she has had two individuals on tours recently who expressed interest in a large monument. She explained to them that the rules are explicit about flush markers and they acknowledged that fact. She said we have to be ethical. She said it must apply to everyone.

Ms. Schreiner said she does not think the board has enough information to approve this request at this time. She is not willing to say that it would be a forever denial, but she does think that had others wanted to, they could have made the request as well.

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

To deny the current request of Dr. Warr for an exception to the current rules and regulations.

Ms. Buchanan asked if it could be revisited. Ms. Schreiner said yes.

Ms. Pierce asked for clarification as to what information would have to come back to the board if Dr. Warr wanted to resubmit, such as look, size, and location details of the monument. Ms. Schreiner said we would need more information in terms of those items. Ms. Gehringer noted there are limitations on height and orientation.

Ms. Gehringer reminded the board that part of our stipulation in approving the newly designated graves was that they had flat markers and that there were to be no monuments.

VOTE:           Yeas:    6  
                  Nays:    None  
                  Absent: 1 (Desmond)

## **B.      Creation of a GCAB Action List**

Ms. Gehringer commented that some of the items that are not completed at the meetings are left off Unfinished Business, such as the item that Mr. Stern would like to discuss. The staff was to bring before the City Commission a request to adopt P.A. 13 which would allow investment of Perpetual Care funds in funds other than those prescribed under P.A. 46. He requested a status report of whether or not staff presented it to the commission and what the results were.

Ms. Gehringer questioned the status of the Donation Policy. Ms. Pierce explained that the Donor Policy will be submitted this afternoon to the City Manager along with the Board's funding requests for GPR and the Master Plan RFP. Relative to the investment policy, that was presented to the Commission at the July 25<sup>th</sup> meeting by the Finance Director Gerber. Mr. Stern asked for the outcome. Ms. Pierce said Mr. Gerber is working on the policy at this time. Ms. Pierce said she will let the Board know the current status.

Mr. Stern asked for an update on the City Commission's action on installment sales approval. Ms. Pierce noted that the Commission had asked for an action list from this board, and intends to include that topic on the list. He asked if Ms. Pierce had questioned the contractor that it may not make installment sales. Ms. Schreiner said that the contractor is not prohibited from making installment sales by the contract, unlike the monument issue, which is prohibited.

Ms. Gehringer said the new commissioners are not fully aware of the history of this, and some of the commissioners think that contract needs to be revisited and things such as payment plans would be specifically included or excluded. She continued saying that the commissioners did not have a problem with a payment plan, but that the contract needed to be reviewed and the board make a recommendation. She feels that part of the action list to be developed is the review of the contract. She suggested that the board divide the contract into sections for review. The current contract is in effect for seven years and could be amended.

Ms. Pierce explained the process that will be followed is to develop a list to be approved by the board and present it to the Commission for review. Ms. Pierce said the goal list will become the action list.

Ms. Buchanan stated she is very much against a columbarium. She said we have no money to build one, and the public feedback she has received is negative as far as buildings being erected in the cemetery. She contacted several local municipal cemeteries which are old, and none have a columbarium. She would like the columbarium discussion placed low on the action list, or removed.



Mr. Stern attended an architect's program in which architectural features which enhance historical cemeteries.

A discussion began of the action list and suggestions.

1. Ground Penetrating Radar
2. Digitizing records
3. Master plan (cemetery map/sign)
4. Friends of Greenwood Cemetery
5. Private sale of pre-2014 graves back to the city
6. a. Contact owners whose records reflect no burials in the last 50 years to determine if they wish to sell graves back to the city
- b. Reclamation
7. Review cemetery management contract
8. Develop donor program (in process)
9. Review rules and regulations
10. Columbarium

**MOTION:** Motion by Schreiner, seconded by Suter:  
To adopt the action plan as recited.

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

**MOTION:** Motion by Suter, seconded by Stern:  
To hold an additional meeting on Friday, September 30, 2016 at 8:30 A.M.

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

## **VI. CONTRACTOR REPORT**

A. Second Quarter Report

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

## **VIII. BOARD COMMENTS**

Ms. Suter asked if it is possible to keep under Unfinished Business everything that we have to do. Ms. Pierce agreed to include those items on the agenda.

Ms. Gehringer noted that additional meetings could be held on October 14<sup>th</sup> and November 14<sup>th</sup>. Ms. Pierce will send out emails to the members regarding the proposed dates.

Mr. Stern expressed concern about not receiving a copy of the comments made by Ms. Gehringer and him that were provided to the City Commission. He was not notified that the comments were going to be discussed by the commission. He stated his opinion that the City Attorney now agrees with him and Ms. Gehringer on reclamation.

Ms. Gehringer requested a better quarterly report from contractor. Ms. Pierce will now include the same information contained in the annual report into the quarterly report.

Ms. Buchanan met with DPS staff regarding trees in the cemetery. White oaks will be planted in the outer easement. The arborist believes there is room for up to six.

Ms. Buchanan has been in contact with the National Registry. Greenwood is on the list of state historic cemeteries. Ms. Schreiner would like more information on the benefits and restrictions before making a recommendation to the City Commission.

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

To add the discussion of submitting an application to the National Registry to the September 30<sup>th</sup> board agenda.

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

<b>IX.     ADJOURN</b>
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The meeting was adjourned at 10:06 A.M.

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## **MEMORANDUM**

City Clerk's Office

**DATE:** September 26, 2016

**TO:** Greenwood Cemetery Advisory Board

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

**SUBJECT:** Digitization of Cemetery Records

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At the September 2, 2016 meeting, the GCAB discussed the BS&A and Pontem Cemetery Software. The Board approved a motion to invite a representative from the Pontem Cemetery Software Company to attend the next meeting to provide a demonstration of the software.

Margaret Suter has been in contact with Jackie Katz from Pontem. Ms. Katz will provide a brief presentation of the software to the Board at the September 30<sup>th</sup> meeting.

Staff recommends that a representative from BS&A Software be invited to the next meeting to provide a brief demonstration of their software as well.

Background information on previous discussions of the GCAB have been attached for your reference.



## MEMORANDUM

City Clerk's Office

**DATE:** August 26, 2016

**TO:** Greenwood Cemetery Advisory Board

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

**SUBJECT:** Status Update on Digitization of Cemetery Records

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At the June 3, 2016 GCAB meeting, the Board discussed digitizing the cemetery records to allow for online access to the public. The Board discussed the information that should be made available to the public to include name of deceased, date of birth, date of death, military branch of service, dates of military service, location of grave, photos of historic graves and location of grave on a map. The consensus was to restrict the information to allow for searching only and not allow outsiders to "add" information to the file.

On July 8, 2016, the GCAB further discussed digitizing the cemetery records, noting that other cemeteries use BS&A or Pontem Software.

The Clerk's Office staff has contacted BS&A Software Company to determine whether it is feasible to make the cemetery information available to the public from the existing City BS&A cemetery program. BS&A confirmed that the cemetery program can be set up to be viewed/searched by the public, similar to the assessing or pet license records. The public would be able to search the records at no charge. A full description of the BS&A cemetery program has been included for your reference.

By accessing the City server, BS&A can set up the cemetery program to be accessible to the public at no cost to the City. The City Clerk's Office staff must update the cemetery program to include the burials that occurred after we discontinued its use. Approximately 100 burials would need to be added to the program. A sample of the burial information (from the City of Portage website) is attached for your reference. Empty fields in the program are noted as "Not Available".

The BS&A cemetery program also has the capability of integrating GIS mapping which can be further explored next year.

Should the Board agree with the recommendation to proceed with utilizing the BS&A cemetery program, the Clerk's Office would begin updating the program after the presidential election in November, 2016. With an anticipated completion date of February, 2017.

**SUGGESTED RESOLUTION:**

To proceed with utilizing the existing BS&A cemetery program to allow for online access of the cemetery records to the public. Further, to recommend that the GIS mapping feature be further explored in 2017.



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# Cemetery Management

User-friendly and comprehensive, our Cemetery Management .NET application provides users with detailed record tracking of all cemeteries and associated plots within a municipality. Wizards and a variety of other utilities allow for easy linking of owners, plots, and deeds. Integration with our Financial Management Cash Receipting and GL/Budgeting applications allows for accurate accounting of all monies exchanged. GIS mapping integration allows for detailed mapping of all cemetery properties and gives a powerful view of unlimited map layers, expediting the search for a specific plot or group of plots.

## Cash Receipting and GL/Budgeting Integration

Cemetery Management .NET allows for full-feature access to Cash Receipting and GL/Budgeting. Plot fees can be charged and invoiced through CM .NET and receipted into Cash Receipting. Real-time receipting allows for instant record of payment into CM.NET. Journal entries are created for streamlined accounting via our GL/Budgeting application.

## GIS Integration

GIS Integration allows for a direct link between your data and GIS maps, giving you a very powerful tool to view data, plot and print various

**#14** | Why use  
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*We had previously used BS&A for the property based programs and were so impressed with the user-friendly programs, but more than anything, we LOVED the customer service. The employees are not only helpful, knowledgeable and professional, they are so personable! You can really feel comfortable asking them anything and they don't make you feel stupid or inferior. They explain things so you can understand them. They are so smart!! They are friendly.....I have NEVER had a bad experience with any support staff and we have had the pro...*

datasets, and quickly view cemetery plots.

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## Quick Plot Entry/Mass Add Plots Feature

Setting up (or adding to) a cemetery is a simple task with the Mass Add Plots feature. An easy-to-use form allows you to add multiple lots and plots in seconds. You can also link owner(s) and/or a deed to the range of lots and plots added.

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## Owners

Multiple owners can be linked to a single plot. A single owner may be linked to multiple plots, allowing for a single data entry point. Owners are listed in their own table view, letting you quickly and easily view, sort, edit, block, mark, search, and print.

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## Occupants

Multiple occupants can be linked to a single plot, allowing for a single data entry point. Occupants are listed in their own table view, letting you quickly and easily view, sort, edit, block, mark, search, and print.

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## Burial Rights Certificates/Deeds

Deeds can be linked to multiple plots, allowing for a single data entry point. Deeds are listed in their own table view, letting you quickly and easily view, sort, edit, block, mark, search, and print.

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## Plot Flag

A Plot Flag is a specialized comment designed to grab your attention by scrolling across a plot record. Each plot may have a unique flag.

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## Comments

*Continue Reading »*

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Cheri Neu, Finance  
Director/Treasurer  
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Unlimited comments – with no size restrictions – can be added to each plot, owner, occupant, and deed.

## Attachments

Image and/or document files can be attached to each plot, owner, occupant, deed, and cemetery.

## Custom Plot Fees

Unlimited user-defined fees can be added to each plot. Invoices can be generated using these fees and items paid either via BS&A Cash Receipting or directly from the Plot screen in CM .NET. Integrated GL function allows for proper GL number setup on the Plot screen for error-free journalizing and posting to BS&A GL/Budgeting.

## Customizable Invoices and Burial Rights Certificates/Deeds

Using the built-in Report Designer, you can create custom invoices and burial rights certificates to suit your needs.

## Custom Segment Structure

The Segment Setup area was designed to provide maximum flexibility in the structure of your cemetery segments. You may rename, omit, format, or un-format each of the plot segments.

## Table Views

Easy-to-use table views are provided for each of the following: Plots, Owners, Occupants, Deeds, Receipts, Financial History, Journal Entries, and Audit.

## Plot Transaction History

Fully detailed financial history is displayed for each plot.

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## Veterans Listing

Detailed listing of all veterans within each cemetery allows for easy location and placement of memorial tributes, as well as requests for military burial information from outside sources.

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### Interested in learning more?

Get in touch and we would be happy to schedule a detailed overview of our solutions.

**Get in  
Touch**

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## Software Support & Training

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### Employee Self Service

Employees can view prior checks, request changes to personal employment information, check leave balances, etc.

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Added in *AccessMyGov*



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## BS&A Software

14965 Abbey Lane

Bath, MI, 48808

Phone: 517-641-8900

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Fax: 517-641-8960

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Human Resources
Payroll
Timesheets
Work Order
Inventory Management
AMG - Employee Self Service
AMG - Financial Services

Former Address Unknown

**Cemetery Occupant Name:** SMITH, ALMA**Summary Information**

&gt; Date of Death: 5/7/1970 | Date of Burial: 5/11/1970 | Age: 76

**Plot Occupant Information**

<b>Name</b>	SMITH, ALMA	<b>Former Name</b>	Not Available
<b>Sex</b>	F	<b>Former Address</b>	Not Available
<b>Race/Creed</b>	Not Available		
<b>Birth Date</b>	Not Available	<b>Burial Date</b>	05/11/1970
<b>Death Date</b>	05/07/1970	<b>Burial Time</b>	12:00 AM
<b>Age</b>	76		
<b>Resident</b>	Yes	<b>Indigent</b>	Not Available
<b>Veteran</b>	No		
<b>Service Branch</b>	Not Available	<b>Era</b>	Not Available
<b>Birth Place</b>	Not Available	<b>Birth State</b>	Not Available
<b>Place of Death</b>	KALAMAZOO, MI	<b>Cause of Death</b>	Not Available
<b>Death Certificate #</b>	Not Available	<b>Church/Religion</b>	Not Available
<b>Burial Permit #</b>	378	<b>Burial Type</b>	TRADITIONAL
<b>Casket Vault Type</b>	ADULT	<b>Funeral Home</b>	Langeland
	Not Available		
	Not Available		
	Not Available		
<b>Notes</b>	Not Available		

**Plot Information**

<b>Plot Number</b>	S--3-117-B		
<b>Cemetery</b>	S	<b>MARKER?</b>	Y
<b>Section</b>	Not Available	<b>User 2</b>	Not Available
<b>Block</b>	3	<b>User 3</b>	Not Available
<b>Lot</b>	117	<b>User 4</b>	Not Available
<b>Plot</b>	B	<b>User 5</b>	Not Available
<b>Status</b>	OCCUPIED	<b>Status Date</b>	05/11/1970
<b>Number of Occupants</b>	1	<b>Maximum Number of Occupants</b>	1
		<b>Notes</b>	Not Available
<b>Site Type</b>	MIXED		

**Memorial Information**

Memorial Information Not Found.

**Burial Rights Information**

<b>Certificate</b>	378	<b>Certificate Date</b>	05/11/1970
<b>Burial Rights Type</b>	Default		
<b>Purchase Plan</b>	Not Available	<b>Purchase Amount</b>	\$75.00
<b>Notes</b>	Not Available		

**Owner(s) of this Plot****Plot Owner (1 of 1)**

<b>Name</b>	MARTIN, DONOVAN AND DOROTHY
<b>Address</b>	504 W MELODY PORTAGE, MI 49024

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# **BACKGROUND MATERIAL**

**GREENWOOD CEMETERY ADVISORY BOARD  
DRAFT MINUTES OF JULY 8, 2016**

**A. Clerk's Office Update on the Digitization of Cemetery Records**

Ms. Pierce reviewed the status update on the topic.

Mr. Stern distributed information regarding the Pontem software and described some of the features.

Ms. Buchanan conducted some research as well and provided some information. She thinks ownership records and interment records, reclamation verification, and public access to gravesite location should be included in the records. Provide the public with limited amount information such as name, dates of birth and death, and location of grave. She noted that Troy uses BS&A for cemetery records. She suggested a large map of the cemetery be displayed in the cemetery with all of the graves and sections and with the information received from the website or Clerk's Office, visitors could locate the grave easily.

Ms. Suter contacted Clover Hill Cemetery and spoke with the IT staff. She noted they use Pontem software. She used the website herself and said it was very easy. She did not visit the cemetery. She thinks it is important for people to be able to use the website from a smartphone to access the map and the information. She suggested adding the website to the map at the cemetery.

Mr. Stern said the board has been invited to visit Clover Hill and the manager has offered on many occasions a cooperative agreement on sharing of resources. He is part of Birmingham and he has been very open.

Ms. Suter spoke with the a representative of a website company that sets up the websites and provided Ms. Pierce with that information.

Mr. Stern said it is important to have the information relative to veterans, and also need lists of disinterments, etc.

Mr. Stern noted that he called a cemetery lawyer in Lansing and was advised that any record is open to the public, which includes a contractor. That would include death certificates.

Mr. Desmond clarified that typically cemeteries do not receive death certificates. A cemetery will receive a burial permit.

Ms. Schreiner said death certificates are available at the county clerk. Birth certificates are more limited to the public. A death certificate can also be obtained from the state.

Ms. Pierce said the board previously suggested the death certificate not be available on website.

Ms. Pierce said her office will compile the information and present it at the September meeting.



## MEMORANDUM

City Clerk's Office

**DATE:** July 5, 2016

**TO:** Greenwood Cemetery Advisory Board

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

**SUBJECT:** Status Update on Digitization of Cemetery Records

---

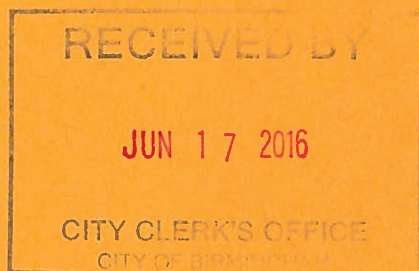
At the June 3, 2016 GCAB meeting, the Board discussed digitizing the cemetery records to allow for online access to the public. The Board discussed the information that should be made available to the public should include name of deceased, date of birth, date of death, military branch of service, dates of military service, location of grave, photos of historic graves and location of grave on a map. The consensus was to restrict the information to allow for searching only and not allow outsiders to "add" information to the file.

The Clerk's Office Staff is continuing to gather data from communities around the state. In addition, staff has contacted BS&A Software Company to determine whether it is feasible to make this information public from the most recent City database.

For your reference, a letter submitted by a Board member in regards to digitizing records has been included.

Staff will continue to gather information and will return to the GCAB with a full report for discussion at the September 2<sup>nd</sup> GCAB meeting.

To: Laura Pierce, City Clerk  
From: Linda Buchanan, GCAB  
Re: Digitized Records  
(July 8th meeting)





Laura - These are my "suggestions" for the  
Suggested Resolution.

Thank you  
Linda Buchanan

SUGGESTED RESOLUTION:

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

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

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

- 1) verification of ownership  
and interment
- 2) reclamation verification  
purposes
- 3) public access to grave site  
location

In regards to reason #3 I inquired  
at several cemeteries re: the information  
given to the public

Handout #1 Great Lakes National Cemetery  
Name and site location - Their IT  
system is handled nationally from  
St. Louis

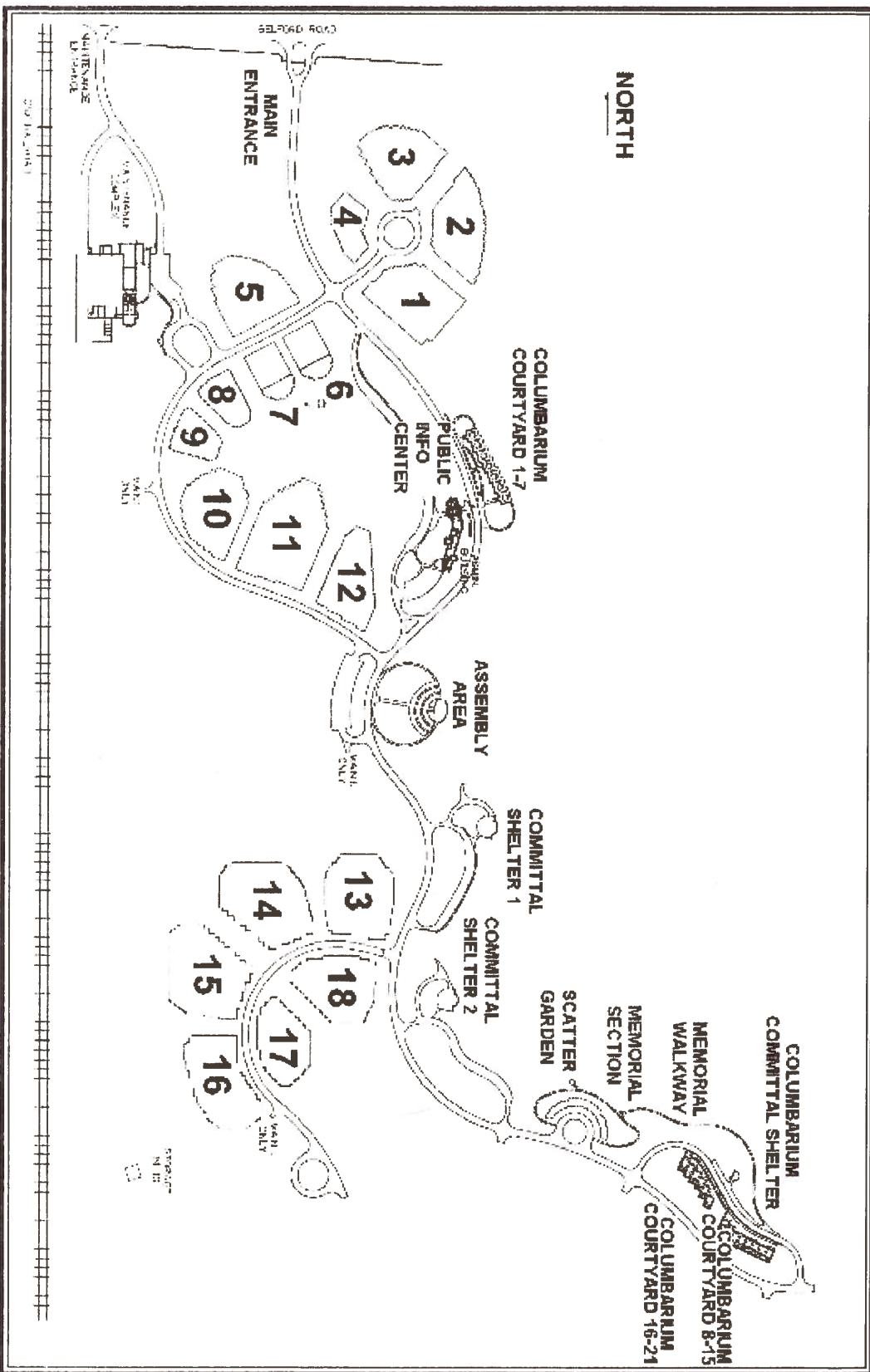
Hand out #2 - City of Troy City Clerk's  
office

IT system is "B5+A Equalizer". Contact  
person Cheryl Stewart.

Crooks Road Cemetery - public given  
cemetery map and city clerk's office  
(using special function key) can give the  
name / year of birth + death / and grave  
site location.

**GREAT LAKES NATIONAL CEMETERY**  
4200 BELFORD ROAD HOLLY, MI 48442

(248)328-0386



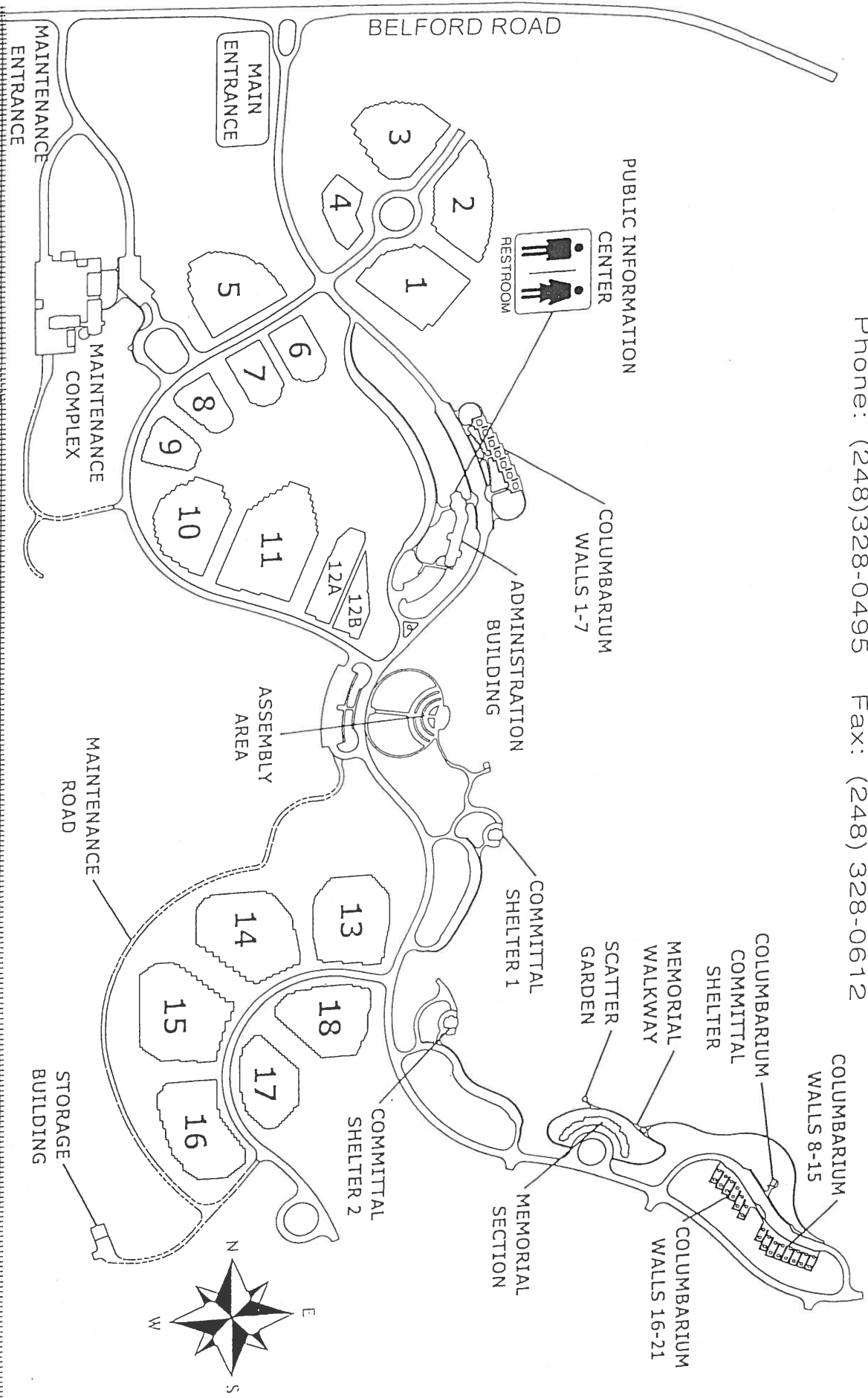
SMILLIE, DONALD G.

Section 13 Site 705

# GREAT LAKES NATIONAL CEMETERY

4200 Belford Road, Holly, MI 48442

Phone: (248) 328-0495 Fax: (248) 328-0612



NAME: \_\_\_\_\_ SECTION: \_\_\_\_\_ GRAVE: \_\_\_\_\_

COLUMBARIUM WALL: \_\_\_\_\_ ROW: \_\_\_\_\_ NICHE: \_\_\_\_\_

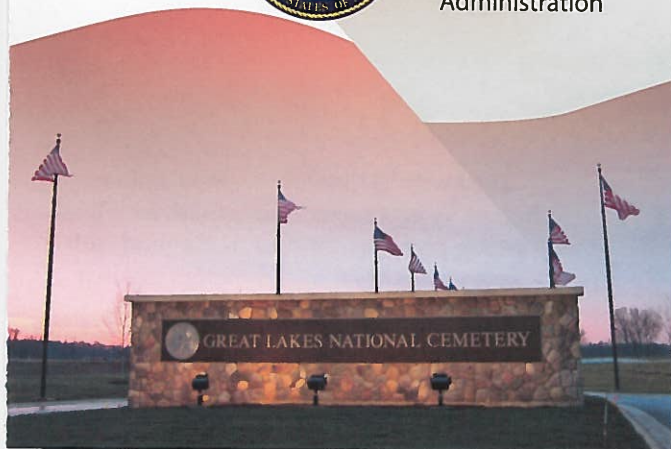
# GREAT LAKES NATIONAL CEMETERY

**VA**



**U.S. Department  
of Veterans Affairs**

National Cemetery  
Administration





## Message from the Great Lakes National Cemetery Staff

Welcome to the Great Lakes National Cemetery. We hope you find peace here and visit us again.

Families often contact us during a difficult time – after the loss of a loved one.

We're here to make the burial process as comfortable as possible. We encourage veterans and their families to talk with us in advance for information or about any questions or concerns.

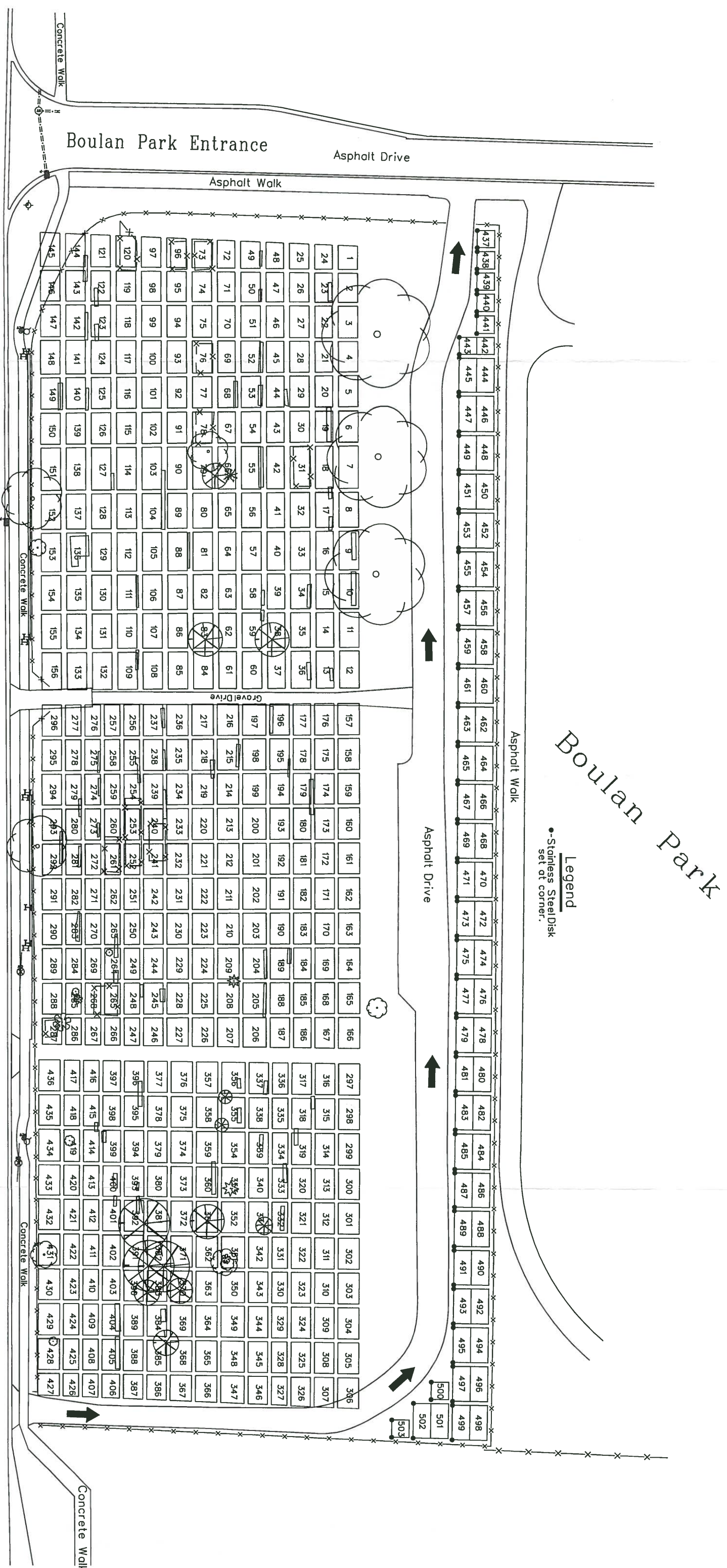
When the time comes, we will ensure the committal service and any other requests are handled respectfully. We pledge to honor the dignity and memory of each person and to provide excellent service to family and friends during this difficult time.

### *Our Mission*

The National Cemetery Administration honors Veterans and their families with final resting places in national shrines and with lasting tributes that commemorate their service and sacrifice to our nation.



Handout #2



# Crooks Road

CITY OF TROY			
OAKLAND COUNTY, MICHIGAN			
CITY OF TROY			
CROOKS ROAD CEMETERY			
SCALE	DRAWN BY	CHECKED	FILE
DATE	REV.	DATE	VIEW
STEVEN J. VADETTE	10F1		

**GREENWOOD CEMETERY ADVISORY BOARD  
MINUTES JUNE 3, 2016**

**A. Digitization of Cemetery Records**

Ms. Pierce reviewed the background information provided for the board of what the city currently has and is currently using to track cemetery records. She explained that the hard copies of the records in the Clerk's Office, and each transaction, deed, burial, and foundation order has been scanned into the city's imaging system. The contractor also has a copy of the imaged files. She asked that the board discuss what the goals are for the digitized files, such as online access to the public for ancestry purposes, what types of mailing the board might want to do, and what information would the board like available to public. That might include deeds, contact information, name and date of death, and date of burial. Once those decisions are made, staff can move forward and research the best possible program for our needs and to accomplish the goals.

Ms. Gehringer would like to add military records and/or awards to the list of information digitized and available to the public.

Ms. Pierce commented that at the April meeting, there was a motion on the table to ask IT for a review of systems to track the cemetery. The board will need to pick up that motion in order to discuss it.

The motion read: To ask for an IT review of systems to track the cemetery.

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

To pick up the motion made by Mr. Stern on April 1, 2016 regarding the review of IT systems.

VOTE:           Yeas:    7  
                  Nays:    0  
                  Absent: None

Mr. Stern reviewed what research he and Ms. Gehringer conducted previously, where they found Pontem Cemetery Software Suite. He said the cost was about \$1500 initially, and is used by several hundred cemeteries around the country, including many in Michigan. He said a webinar is available for the IT staff to assist in evaluation of the software. He suggested that would be easy to install and use by volunteers. He said he could locate people with IT background to assist with input at no cost and no time to the city. There may be other software systems also to review.

Ms. Gehringer added that during her conversation with the Pontem representative, they offered to scan all the city records and they would be digitized and that was included in the cost. There may be an annual cost of approximately \$40.

Ms. Schreiner suggested the board should determine and establish its goals before choosing a particular software.

Ms. Gehringer said that the program that Elmwood uses is antiquated, according to a company she spoke with.

Ms. Pierce asked to focus on the purpose for digitizing records, and the city's staff will research the software available once the purpose has been established.

Ms. Arcome said all of the city records are already scanned, and those scanned records may be used so that work would not have to be repeated. Both the city and the contractor have those scanned records.

Ms. Schreiner thinks that there are a couple tiers of how we want things, because what we make available to the public may be different from what the city wants in its records. In general, birth date, date of death, name and military records. She is concerned about privacy and prefers not to have contact or even address information on a website. The board members agree, and also not include cause of death. Death certificates are available publicly at other locations. Publishing the contact information also becomes burdensome to the city to keep updated.

Ms. Peterson asked if we should include the parents' names, or city where they were buried. Ms. Buchanan suggested the grave location could be included.

Mr. Desmond asked how it would be accessible by the public. The board agreed it should be on the city website.

Ms. Schreiner asked if we wanted to allow the public access to add their photos and comments. The board agreed the public should not have any input on the records, and would be done by city.

Mr. Desmond suggested from the discussion and agreement to provide very basic information, that cemetery management software may not be needed. He said it could be a very simple database through the city's website to access the information.

Mr. Stern said that we should certainly have a software system that the city owns, in the event we lose the contractor. Mr. Desmond stated the city already has the records electronically scanned. He does not think cemetery management software is required for what the board has determined so far what the purpose is for the information. It seems as though the software systems being discussed and what the board has in mind for the public use are two different things.

Ms. Suter said we need the ability to make adjustments as people are buried. Mr. Stern said the software being discussed interfaces to a GIS system and has a separate area for veteran status. As an example, a list or map could print out a list of veterans which would easily assist groups who place flags.

Ms. Gehringer suggested that board members contact different cemeteries to ask what programs they use for the public before the next meeting. Ms. Pierce asked that the links to the websites be sent to her and she will make it available to each board member.



Ms. Buchanan explained that the management software could be used by the city or contractor for day to day purposes, and the public access website would use only the information contained in the management software which is restricted for privacy reasons.

Discussion continued as to funeral home information on a public site and the necessity for it.

VOTE:        Yeas:    7  
              Nays:    None  
              Absent: None



# MEMORANDUM

City Clerk's Office

**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 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>
---	---	--

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**

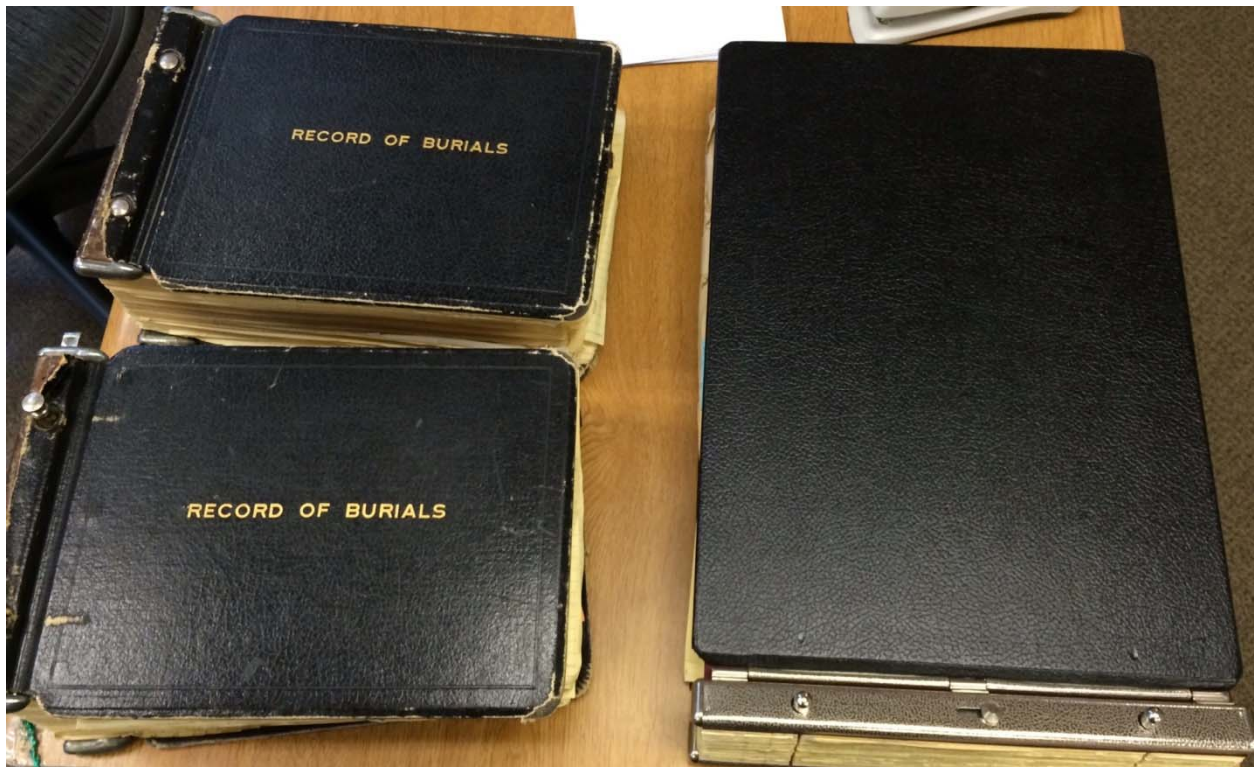
[0] Comments... [Memorial Information...](#)

[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





## MEMORANDUM

City Clerk's Office

**DATE:** September 26, 2016

**TO:** Greenwood Cemetery Advisory Board

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

**SUBJECT:** Communication from Paul Robertson, Jr.  
Requesting an exception to the monument regulation

The attached letter was received from Paul Robertson, Jr., 779 South Bates, Birmingham, Michigan. Mr. Robertson is requesting an exemption to the flush marker regulation in Section F-North in order to install a raised monument on his graves.

Section VI of the Cemetery Regulations states:

***FLUSH MEMORIAL SECTION - F-NORTH ONLY***

- a. No structures shall be placed or constructed by anyone other than employees of the City or its designated contractor in the area of Greenwood Cemetery designated as the "Flush Memorial Section".*
- b. Bronze or granite markers only, set flush with the turf, will be permitted in this section. No structures which would extend above the ground level shall be permitted.*
- c. A form with the size, material and design must be submitted to the City or its designated contractor for approval and all installation fees must be paid in full prior to delivery of the memorial. Installation will not occur between November 1<sup>st</sup> and March 31<sup>st</sup> unless weather permits.*

The request is being submitted to the GCAB for discussion as to whether an exception should be made to amend the Cemetery Regulations. Once the GCAB has made its recommendation, it will be presented to the City Commission.

**SUGGESTED RESOLUTION:**

To recommend that the request, submitted by Mr. Robertson, for an exemption to the flush marker regulation in Section F-North be **denied**.

- OR -

To recommend that the request, submitted by Mr. Robertson, for an exemption to the flush marker regulation in Section F-North be **approved**.

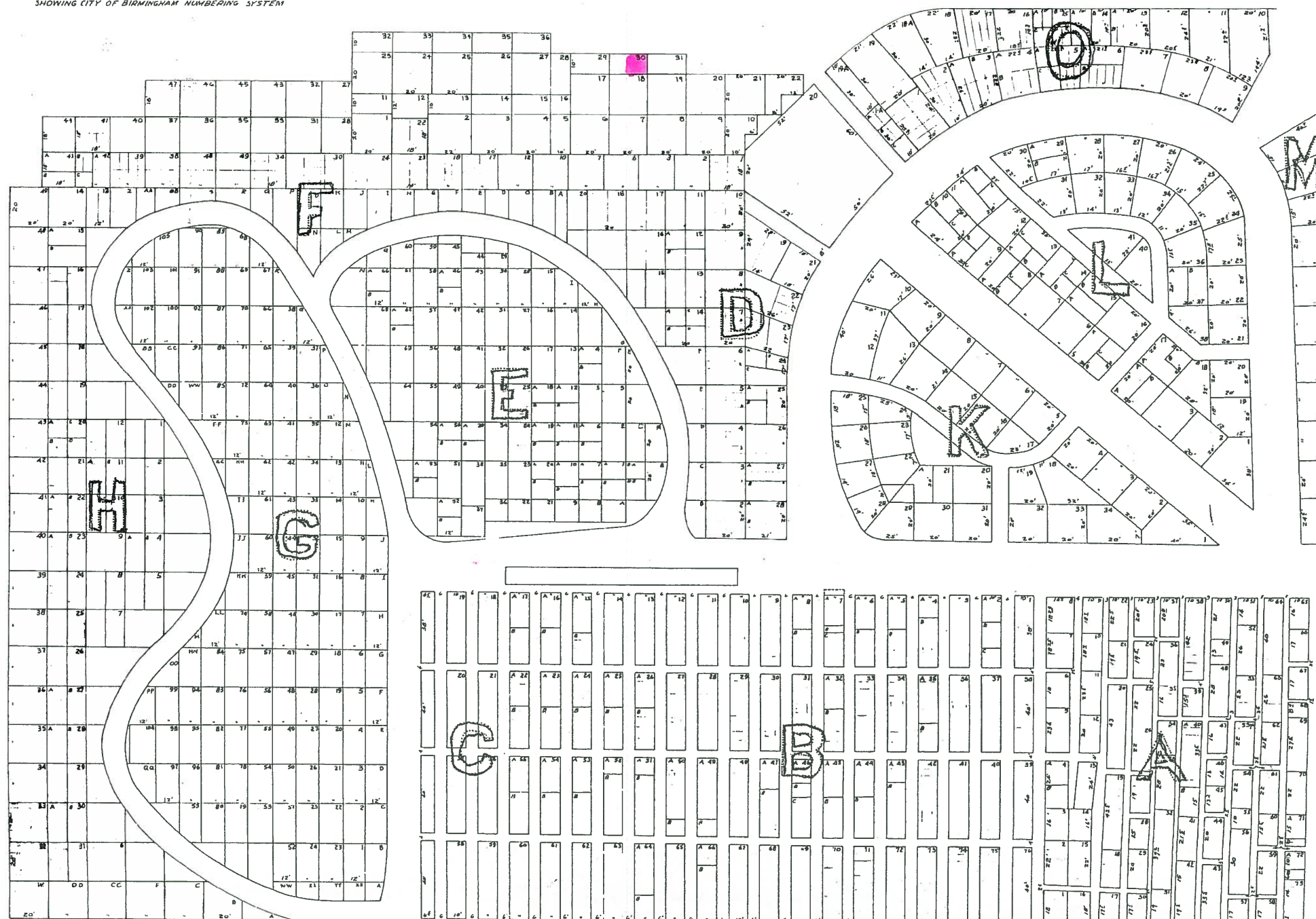
**Greenwood Cemetery  
View of Section F-North**





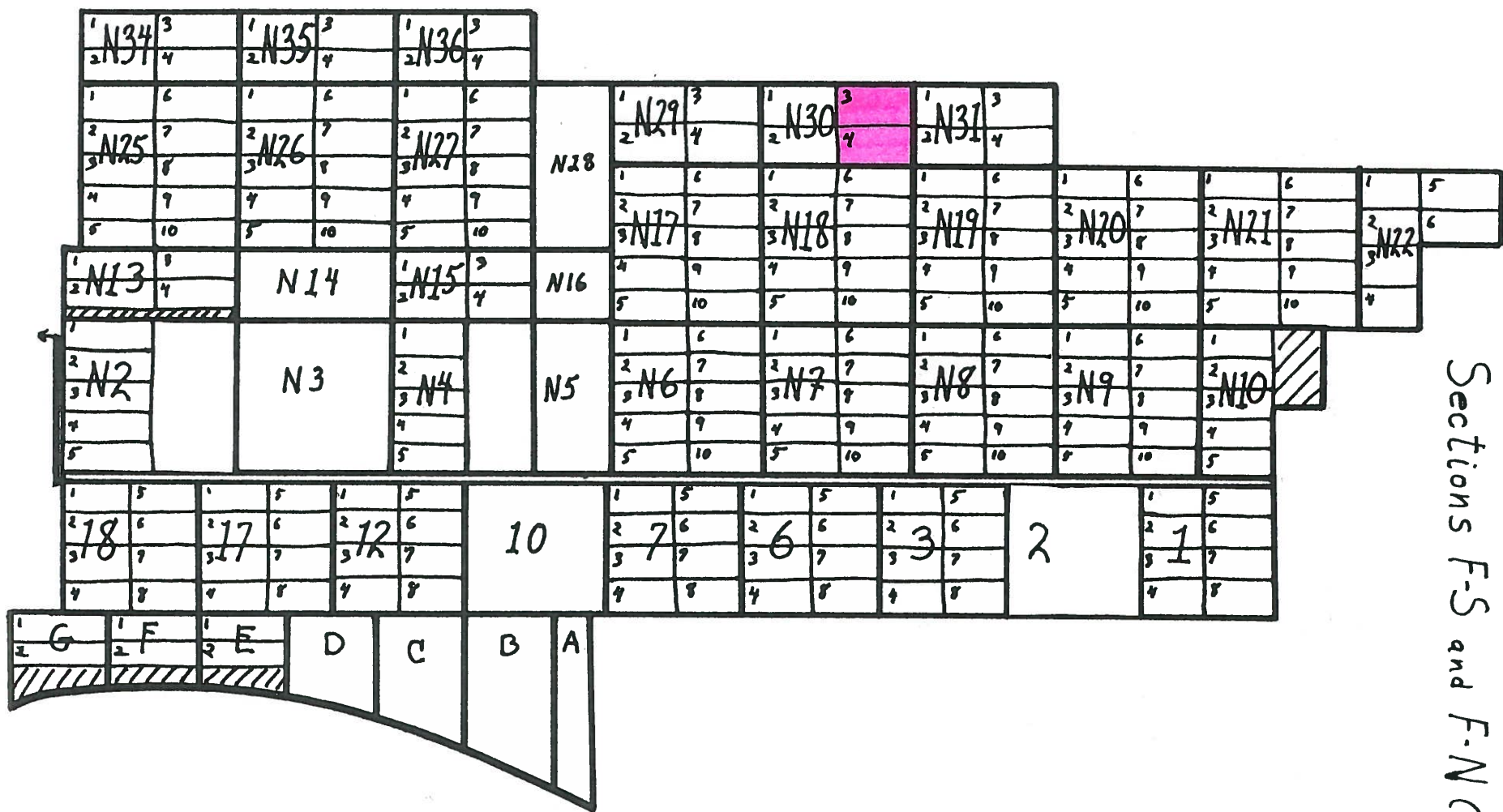
SHOWING CITY OF BIRMINGHAM NUMBERING SYSTEM

SHOWING CITY OF BIRMINGHAM NUMBERING SYSTEM



Oak St.





Sections F-S and F-N (east)

City Clerk and Greenwood Cemetery Advisory Board  
City of Birmingham, Michigan

September 7, 2016

Dear Board,

I am writing this letter as an appeal to the "flat stone" only requirement of the two plots I bought about 5 years ago from a private party. I carefully researched where the plots were but had no idea that this was a "flat stone" only area when I bought them. As you can see by walking around the cemetery there are monuments everywhere and "raised stone" headstones everywhere. No one would ever have an idea that you could not put a monument in Greenwood Cemetery.

I understand that long term maintenance costs are driving your decision to have a "flat stone only" area in the cemetery. I would like to propose an alternative that I think could solve both problems for you and yet still allow me to erect a monument to my late wife Jan. For any of you who may have known her, she was a lot of things in life, mostly all good, but one thing she was not. She was not a "flat stone" only lady!!!

I have included a headstone design that I am going to use for my parents graves in the Franklin Cemetery. This includes a base that we would propose to be installed flush to the ground so a mower can go right over it with no trimming needed. Then the monument will sit on top of the "flat stone" base but the maintenance will be same as if it was just a plain flat stone. I think this accomplishes your desire for simpler maintenance and yet allows me to install a monument to "the love of my life" and give her the recognition that she deserves. After looking at the plan view I think the base needs to be slightly larger so it will be easier for the mower to go over the base. I would propose the base to be 72" x 24" instead of 72" by 16".

As an extra incentive to make this happen I would also be amenable to putting extra money in the perpetual fund for future maintenance to give you an additional incentive to granting this request. I hope you will give this request special consideration and I would request a meeting to further discuss this possibility with you. I think this proposal would be a win-win for both of us going forward. I look forward to meeting with you and coming to an amicable solution for us both.

Sincerely yours,

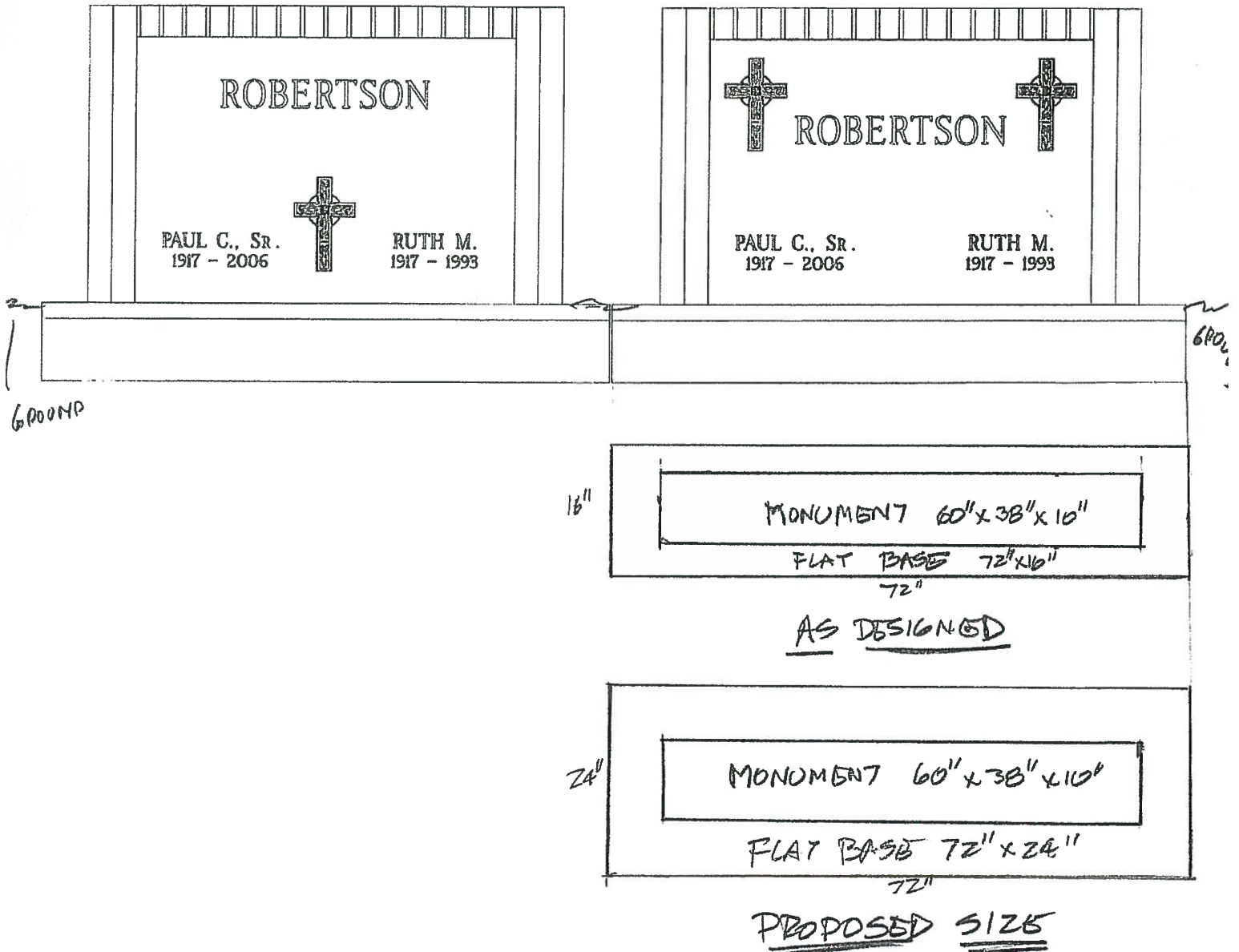
Paul C Robertson Jr.

779 S Bates St.

Birmingham, MI 48009

248.561.3127 cell

*Sec FN, Lot 30, Graves 3+4*





## MEMORANDUM

City Clerk's Office

**DATE:** September 26, 2016  
**TO:** Greenwood Cemetery Advisory Board  
**FROM:** Laura M. Pierce, City Clerk  
**SUBJECT:** National Historic Registry Information

---

At the September 2, 2016 meeting, Linda Buchanan requested the GCAB consider submitting an application to place the cemetery on the National Historic Registry. The GCAB requested this item be added to the September 30<sup>th</sup> agenda.

Information distributed by Ms. Buchanan is attached. Additional information from the State Historic Preservation Office has been attached as well.

### SUGGESTED RESOLUTION:

To recommend the City Commission submit an application to place Greenwood Cemetery on the National Historic Registry.

- OR -

To add this item to the GCAB Action List as Item #\_\_\_\_.

- OR -

To take no action.

Wednesday, August 31





**CMU Public Radio News**  
•Enlighten •Engage •Entertain






Home  
TV  
Radio  
News  
Support  
WCMU Events  
NPR News  
Underwriting  
Social Media

Enter ZIP code for Ideal Weather


 Enter City/ZIP: 

 Canadian Weather

*Brought to you by NOAA and Environment Canada*

## A Michigan historic district makes the National Register of Historic Places

Download File



The Clare Downtown Historic District was approved for a listing on the National Register of Historic Places.

The move may spell good news for the city's tourism business.

Bob Christensen is the National Register Coordinator at the State Historic Preservation Office.

"Tourism is kind of one of the purposes of the National Register. Because they're a lot of people who like to visit historic towns and historic downtowns around the

country and by kind of being on the list as a historic place. It does seem to bring a certain amount of new people tourism or tourists through town to check it out. So it can be worthwhile for the downtown merchants and restaurant and that sort of thing."

Christensen said the Clare district should receive final approval for the national listing in about two months.

In all, at the January meeting the State Historic Preservation Review Board approved the nomination of seven Michigan historic sites for listing.

The other sites include Sacred Heart Church in Moran Township, Bay City Masonic Temple, Eric and Margaret Ann Davis Brown House in Kalamazoo as well as Pontchartrain Club/Town House Apartments, WJBK-TV Studios Building, New Center Commercial Historic District and Professional Plaza Tower.

This entry was posted in Arts and Culture, Tourism on February 11, 2016

[<https://wcmu.org/news/?p=21710>] by Isis Simpson-Mersha.



Events From Our Sponsors

### Capitol Steps

The Whiting Auditorium, Flint  
Sunday, Oct. 2, 2016 5 p.m.

**MSO with Edgar Meyer, bass**  
Midland Center for the Arts  
Saturday, Oct. 1, 2016 8 p.m.

# HISTORIC DESIGNATIONS – HIERARCHY OF GOVERNANCE

## *Federal Level*

The U.S. Department of the Interior is the federal arm of government responsible for setting standards and overseeing the natural resources and history of our country. One major artery to this department is the National Park Service (NPS (<http://www.nps.gov/index.htm>)) which more directly serves the endeavors of historic preservation. Since its establishment in 1916, NPS has initiated law and agency to give resources to state and local governments for historic resources.

## *State Level*


The Michigan State Historic Preservation Office (SHPO (<http://www.michigan.gov/mshda/0,1607,7-141-54317---,00.html>)) surveys, evaluates and nominates candidacy for the National Register of Historic Places, in addition to spearheading many other preservation-related activities and programs. The SHPO administers tax incentives, grants, cultural resource planning and management assistance, and the Michigan Main Street program, to name just a few.

## **Types of Historic Designations**

### *National Register of Historic Places*

The National Register of Historic Places (NRHP (<http://www.nps.gov/nr/>)) is a list of historically significant buildings, sites, objects, districts and structures that are historically designated by the federal government. Places on the NRHP are designated because they hold historic significance, integrity and meet one of the following criteria: Associated with events that have made a significant contribution to the broad patterns of our history; or are associated with the lives of significant persons in or past; or embody the distinctive characteristics of a type, period, or method of construction, or that represent the work of a master, or that possess high artistic values, or that represent a significant and distinguishable entity whose components may lack individual distinction; or have yielded or may be likely to yield, information important in history or prehistory. This register is a product of the National Historic Preservation Act of 1966, which was established in order to evaluate potential negative impacts to historic properties. Being listed on the NRHP provides opportunities to receive preservation incentives including tax credits, grants, and easements as well as formal recognition, research and study. There is essentially no legal protection at any level for any listings under the aforementioned categories. However, all listings are entitled to a review process through Section 106 (<http://www.achp.gov/106summary.html>), should any potential negative effects or demolition be proposed as a result of any government-funded projects.

Submitted by L. Buchanan on 9/27/16

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My Folders [Edit]	The GCAB needs to know in applying for the National Register:				
Archive	<ul style="list-style-type: none"><li>- No cost</li><li>- Rules and regulations same as Michigan Historic Register</li><li>- Recognition of our historic "jewel"---Greenwood Cemetery</li></ul>				
I will explain what I have investigated so far and what the process will be at the meeting on Sept. 30th.					
Motion:					
GCAB asks the City Commission to approve the application process of Greenwood Cemetery to be selected for the National Register of Historic Places.					
Submitted by L. Buchanan					
Attachments					

Compose

RECEIVED BY

SEP 27 2016

CITY CLERK'S OFFICE  
CITY OF BIRMINGHAM



**National Register of Historic Places - Official Site**<https://www.nps.gov/nr> ▼

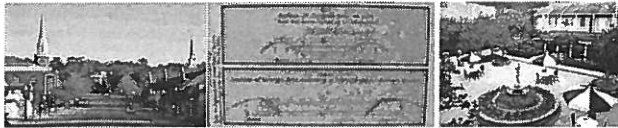
The National Register of Historic Places lists many properties significant for education. We are pleased to promote the awareness of and appreciation for education ...

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The National Register of Historic Places is the United States federal government's official list of districts, sites, buildings, structures, and objects deemed worthy ...

History · Property owner incentives · Nomination process · Types of properties

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NPS Form 100-000 United States Department of the Interior National Park Service  
OM 9 No. 102-018 NATIONAL REGISTEROF HISTORIC PLACES REGISTRATION  
FORM

**About the National Register and State Register of Historic ...**[www.wisconsinhistory.org/Content.aspx?dsNav=N:4294963828...](http://www.wisconsinhistory.org/Content.aspx?dsNav=N:4294963828...) ▼

National Register of Historic Places Questionnaire. Learn how to request a preliminary evaluation of eligibility for the National Register. Have Questions?

**National Register of Historic Places and Landmarks - NPS.gov**[focus.nps.gov/nrhp](http://focus.nps.gov/nrhp) ▼

National Park Service U.S. Department of the Interior. Search; Advanced Search;  
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**[PDF] National Registerof Historic Places received**<https://www.ncptt.nps.gov/r66/wp-content/uploads/2012/09/Williams...>

National ParkService Formpsuseonly National Registerof Historic Places received ...  
The Williams Historic Business District lies in the center of the City of Williams

**Federal Register | National Register of Historic Places**<https://www.federalregister.gov/national-register-of-historic-places> ▼

The National Register of Historic Places is the official list of the Nation's historic places worthy of preservation. Authorized by the National Historic Preservation ...

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The National Register is America's official list of cultural resources worthy of preservation. Learn more about historic preservation, preservation education ...

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## NATIONAL REGISTER BULLETIN

### HOW TO APPLY THE NATIONAL REGISTER CRITERIA FOR EVALUATION

[Previous](#)
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[Next](#)

U.S. Department of the Interior, National Park Service

## VII. HOW TO APPLY THE CRITERIA CONSIDERATIONS

### INTRODUCTION

Certain kinds of properties are not usually considered for listing in the National Register: religious properties, moved properties, birthplaces or graves, cemeteries, reconstructed properties, commemorative properties, and properties achieving significance within the past fifty years. These properties can be eligible for listing, however, if they meet special requirements, called Criteria Considerations, in addition to meeting the regular requirements (that is, being eligible under one or more of the four Criteria and possessing integrity). Part VII provides guidelines for determining which properties must meet these special requirements and for applying each Criteria Consideration.

The Criteria Considerations need to be applied only to *individual* properties. Components of eligible districts do not have to meet the special requirements unless they make up the majority of the district or are the focal point of the district. These are the general steps to follow when applying the Criteria Considerations to your property:

- Before looking at the Criteria Considerations, make sure your property meets one or more of the four Criteria for Evaluation and possesses integrity.
- If it does, check the Criteria Considerations (below) to see if the property is of a type that is usually excluded from the National Register. The sections that follow also list specific examples of properties of each type. If your property clearly does not fit one of these types, then it does not need to meet any special requirements.
- If your property *does* fit one of these types, then it must meet the special requirements stipulated for that type in the Criteria Considerations.

1. [Criteria Considerations](#)
2. [Criteria Consideration A: Religious Properties](#)
3. [Criteria Consideration B: Moved Properties](#)
4. [Criteria Consideration C: Birthplaces or Graves](#)
5. [Criteria Consideration D: Cemeteries](#)

A birthplace or grave can also be eligible if it is significant for reasons other than association with the productive life of the person in question. It can be eligible for significance under Criterion A for association with important events, under Criterion B for association with the productive lives of *other* important persons, or under Criterion C for architectural significance. A birthplace or grave can also be eligible in rare cases if, after the passage of time, it is significant for its commemorative value. (See Criteria Consideration F for a discussion of commemorative properties.) A birthplace or grave can also be eligible under Criterion D if it contains important information on research, *e.g.*, demography, pathology, mortuary practices, or socioeconomic status differentiation.

## CRITERIA CONSIDERATION D: CEMETERIES

**A cemetery is eligible if it derives its primary significance from graves of persons of transcendent importance, from age, from distinctive design features, or from association with historic events.**

### *Understanding Criteria Consideration D: Cemeteries*

A cemetery is a collection of graves that is marked by stones or other artifacts or that is unmarked but recognizable by features such as fencing or depressions, or through maps, or by means of testing. Cemeteries serve as a primary means of an individual's recognition of family history and as expressions of collective religious and/or ethnic identity. Because cemeteries may embody values beyond personal or family-specific emotions, the National Register criteria allow for listing of cemeteries under certain conditions.

### *Examples of Properties that MUST Meet Criteria Consideration D: Cemeteries*

- *A cemetery that is nominated individually for Criterion A, B, or C.*

### *Examples of Properties that DO NOT Need to Meet Criteria Consideration D: Cemeteries*

- *A cemetery that is nominated along with its associated church, but the church is the main resource nominated.*
- *A cemetery that is nominated under Criterion D for information potential.*
- *A cemetery that is nominated as part of a district but is not the focal point of the district.*

### *Applying Criteria Consideration D: Cemeteries*

#### **Persons of Transcendent Importance**

A cemetery containing the graves of persons of transcendent importance may be eligible. To be of transcendent importance the persons must have been of great eminence in their fields of endeavor or had a great impact upon the history of their community, State, or nation. (A single grave that is the burial place of an important person and is located in a larger cemetery

that does not qualify under this Criteria Consideration should be treated under Criteria Consideration C: Birthplaces and Graves.)

***Eligible***

- A historic cemetery containing the graves of a number of persons who were exceptionally significant in determining the course of a State's political or economic history during a particular period is eligible.

***Not Eligible***

- A cemetery containing graves of State legislators is not eligible if they simply performed the daily business of State government and did not have an outstanding impact upon the nature and direction of the State's history.

**Eligibility on the Basis of Age**

Cemeteries can be eligible if they have achieved historic significance for their relative great age in a particular geographic or cultural context.

***Eligible***

- A cemetery dating from a community's original 1830s settlement can attain significance from its association with that very early period.

**Eligibility for Design**

Cemeteries can qualify on the basis of distinctive design values. These values refer to the same design values addressed in Criterion C and can include aesthetic or technological achievement in the fields of city planning, architecture, landscape architecture, engineering, mortuary art, and sculpture. As for all other nominated properties, a cemetery must clearly express its design values and be able to convey its historic appearance.

***Eligible***

- A Victorian cemetery is eligible if it clearly expresses the aesthetic principles related to funerary design for that period, through such features as the overall plan, landscaping, statuary, sculpture, fencing, buildings, and grave markers.

***Not Eligible***

- A cemetery cannot be eligible for design values if it no longer conveys its historic appearance because of the introduction of new grave markers.

**Eligibility for Association with Events**

Cemeteries may be associated with historic events including specific important events or general events that illustrate broad patterns.

***Eligible***

# INFORMATION FROM THE STATE HISTORIC PRESERVATION WEBSITE

## **LISTING PROPERTY IN THE NATIONAL REGISTER OF HISTORIC PLACES IN MICHIGAN: THE PROCESS & REQUIREMENTS**

**State Historic Preservation Office  
Michigan State Housing Development Authority  
Department of Energy, Labor & Economic Growth  
Revised March 2011**

Thank you for contacting the State Historic Preservation Office (SHPO) concerning listing property in the National Register of Historic Places. The process of listing property in the national register includes the following steps:

- A preliminary evaluation of the property's eligibility for the national register by SHPO staff.
- Preparation of national register nomination materials by the applicant.
- Approval of the nomination materials by SHPO staff.
- Presentation of the property to the State Historic Preservation Review Board for its approval.
- Submission of the nomination materials to the national register by the SHPO.
- Listing of the property in the National Register of Historic Places.

### **PRELIMINARY EVALUATION OF THE PROPERTY'S ELIGIBILITY FOR THE NATIONAL REGISTER BY SHPO STAFF**

Unless we already have sufficient historical information on the property in hand because of previous applications for the Michigan State Register of Historic Sites or other historic designations, we will request you to complete a National Register of Historic Places Preliminary Questionnaire for the property. The Preliminary Questionnaire is available at the SHPO's national register website, [www.michigan.gov/nrhp](http://www.michigan.gov/nrhp). Go to the third paragraph, "Is My Property Eligible for Listing in the National Register?" Click on the reference to the "National Register of Historic Places Preliminary Questionnaire." A paper copy of the questionnaire will be mailed to you upon request.

Plans for submitting the completed questionnaire to us in electronic format are under way, but for now: Complete the questionnaire and mail it to us along with clear photographs of the property (basic 4 x 6 color prints from your local store will serve for this initial review), a sketch map showing its location, a sketch site plan (if the property contains a number of historic buildings or other features), and supporting historical documentation. We will usually be able to review the questionnaire within a few weeks or less, and will contact you with the results of our evaluation. In some cases we may need to request additional information before completing an evaluation.

If we evaluate the property as appearing to meet the criteria for listing in the national register, we will encourage you to proceed with preparing the forms and accompanying documentation needed to obtain listing for the property.

### **PREPARATION OF NATIONAL REGISTER NOMINATION MATERIALS**

Listing a property in the national register requires the preparation of an application, or nomination, that includes a National Register of Historic Places Registration Form (NPS Form 10-900), photographs, mapping, and other documentation.

Go to the national register's official website, [www.nps.gov/history/nr](http://www.nps.gov/history/nr), for the following basic tools (there is another "National Register" website, [www.nationalregisterofhistoricplaces.com](http://www.nationalregisterofhistoricplaces.com), out there, but it is not the "official" site and contains some erroneous information):

- The national register Registration Form in a Word template;
- The instruction manual for preparing nomination materials, *Guidelines for Completing National Register of Historic Places Forms, Part A: How to Complete the National Register Registration Form*; and
- The register's photographic requirements. See, under Publications, Technical Assistance for Preparing Nominations, the "National Register Photo Policy Factsheet," and also *How to Improve the Quality of Photographs for National Register Nominations*.

See also the following additional instructional materials at the SHPO's national register website, [www.michigan.gov/nrhp](http://www.michigan.gov/nrhp) (these are available by mail as well):

- "Supplemental Instructions for National Register Nominations" and
- "Mapping Requirements for National Register Nominations."

The SHPO will also often be able to provide a paper copy of a sample completed nomination form for a property something like yours as a guide to the appropriate level of information needed and the format.

In addition, the SHPO maintains a list of people who do national register nomination work for hire at your request. Contracting this work out can often expedite the process of listing property in the national register. The list can be found at the main SHPO website, [www.michigan.gov/shpo](http://www.michigan.gov/shpo), under Incentives, Tax Incentives, Historic Preservation Consultants, Historians/Architectural Historians.

### **Who Prepares the National Register Nomination Materials?**

Not the SHPO. Because of the work load the SHPO staff prepares few nominations in-house. It will be the applicant's responsibility to provide the SHPO with a nomination form and the accompanying documentation that meet all national register and SHPO standards and requirements. The SHPO will not proceed with the process of nominating a property to the national register until the application is complete and in final form. See the list of required items to complete the national register nomination under **Before We Place Your Property on the Agenda for a State Historic Preservation Review Board Meeting** on the next page.

### **Submitting a First Draft of the Nomination**

At this initial stage, please provide a completed 10-900 Registration Form and the following (if not previously submitted):

- A set of color images on a CD-R or color print photographs that depict the property's current condition. We cannot review the description statement without adequate photographs. Provide views that together illustrate all primary facades, the grounds and environment, and important details and interior spaces. Standard color photographs – rather than the black and white prints needed for the final product – are acceptable for our use in reviewing the description at this stage.
- Copies of source materials used in documenting the property's history and preparing the significance statement. We will need to be able to verify the information presented in the significance statement before proceeding to nominate the property.
- A map showing the property's precise location.
- A site plan or map of the property, if it contains multiple buildings and features (such as a farm or farmstead, industrial or institutional complex, park, cemetery, or estate, for example).

We will review your nomination materials as soon as time permits and get back to you with our comments. Nomination materials are normally reviewed within four-six weeks of receipt, but applicants should be aware that other duties sometimes prevent this timely a response to submitted nomination materials. Following receipt of comments on the first draft, prepare the final nomination materials.

### **Site Visit**

Unless SHPO staff is familiar with the property, a site visit to inspect the property will generally be required before the nomination materials are accepted as final.

### **APPROVAL OF THE NOMINATION MATERIALS BY SHPO STAFF**

Following SHPO staff approval and before being submitted to the Keeper of the National Register of Historic Places, national register nomination materials are reviewed by the State Historic Preservation Review Board at review board meetings held three times per year. Nominations will not be scheduled for consideration by the review board until all materials are complete and in final form. Complete and in final form means that the final version of the nomination that incorporates all requested revisions and all other required items has been received and accepted by us.

### **Before We Place Your Property on the Agenda for a State Historic Preservation Review Board Meeting**

We will require the following, complete and in final form:

#### **For all nominations:**

- Paper copy of the complete national register nomination form, approved by the national register coordinator.
- A CD or email containing the entire nomination form in Word.
- **Two** originals of any site plans or maps. These must meet the SHPO's mapping standards.
- **Two** original sets of the prints of the nomination photographs, both sets labeled as per national register requirements stated in the "Photo Policy Factsheet."
- **One CD-R containing color images in tif** to be submitted to the National Park Service as part of the national register nomination package. Images must be formatted and labeled and the CD-R labeled in accordance with the national register's requirements. **A second CD-R with the same images in jpeg** for the review board presentation.
- One USGS map with the nominated property plotted **in pencil** and the UTM references calculated. The SHPO will calculate the UTMs upon request.
- A copy of the source material used in preparing the nomination.
- Mailing list of owners for all properties included in the nomination, whether they contain buildings or not. The list must provide for each property both the property address and the owner's mailing address. For churches, institutional properties, and properties owned by governmental bodies, a name and title for the appropriate person to be notified must be provided. For districts containing twenty or more properties, provide an Excel Spreadsheet list of owners, properties owned, and mailing addresses (contact the national register coordinator for specifics).

**For nominations prepared by consultants retained by the applicants:**

- A final electronic version of the nomination form, and a CD-R containing any maps (other than the USGS map) or site plans, and color printouts of the nomination photographs.
- Provide a visual presentation of the site for inclusion in the PowerPoint presentation of sites to the review board. Prepare the presentation in accordance with the following instructions (contact Todd Walsh at [walsht@michigan.gov](mailto:walsht@michigan.gov) if you have questions).

**1. Prepare your photographs**

While the National Park Service requires images to be submitted in TIFF format, JPEGs work best for PowerPoint presentations (lower file size). When converting your images for submission to the NPS, be sure to save one set in JPEG format.

**2. Prepare your presentation**

a. You can use any presentation software to prepare your presentation as long as you can save the file in either PPT or PPS format. Microsoft's PowerPoint is, of course, the most popular, but Google Docs and Open Office also have presentation software, and they are both free.

b. If you are presenting a historic district, be sure to include a map of the district as your first slide.

c. The images should be inserted into blank slides – *please do not use any type of template or background other than plain white.*

d. Be sure your images are placed and sized how you would like them on the slides.

e. Be sure to place the slides in the order in which you intend to present them.

**3. Save your presentation**

Save your presentation in either PPT (Presentation) or PPS (PowerPoint Show) format.

**4. Submit your presentation**

a. You may submit your presentation to the SHPO by including it on a CD, USB/flash drive, or by such file transfer web sites as SkyDrive, You Send It, or SlideShare. In the case of submission via website, please email the link to either Robert Christensen at [christensenr@michigan.gov](mailto:christensenr@michigan.gov), or Todd Walsh at [walsht@michigan.gov](mailto:walsht@michigan.gov).

b. Please note that some web services may have a feature that requires you to select whether or not to make your presentation downloadable. If you use such a service, please be sure to select downloadable.

**PRESENTATION TO THE STATE HISTORIC PRESERVATION REVIEW BOARD**

The process of nominating property to the national register includes presentation of the property to the State Historic Preservation Review Board, held three times per year, usually in mid-January, early May, and mid-September. The property is presented to the board through a five-minute presentation using electronic images in a PowerPoint presentation. A SHPO staff member will make the presentation or, if a consultant was retained to prepare the nomination materials, that person will be required to present the nomination. Property owners and other affected parties are notified and given an opportunity to attend the meeting and make brief comments to the board.

Thirty to seventy-five days prior to the review board meeting date, the SHPO provides written notification to the property owner, chief elected official of the local governmental unit in which the property is located, and other interested parties of the nomination and the date, time, and place of the review board meeting. The federal regulations governing the national register program allow the SHPO to publish a notice in a local newspaper that serves the area in lieu of sending individual letters to owners in the case



of districts with more than fifty property owners. The SHPO will generally opt to send the individual letters even for more-than-fifty-property districts because of the excessive cost of publishing notices.

## **SUBMISSION OF THE NOMINATION MATERIALS TO AND LISTING IN THE NATIONAL REGISTER OF HISTORIC PLACES**

Once the nomination materials have been approved by the review board and State Historic Preservation Officer, they are forwarded to the National Register of Historic Places, National Park Service, U. S. Department of the Interior. Listing in the national register normally takes place about forty-five days following their receipt of the nomination materials. We are informed of new national register listings weekly by email, and will notify the applicant by letter as soon thereafter as possible.

### **DEADLINES**

#### **Deadline for Submission of Draft Nomination Materials (except for Certified Local Governments – see below)**

The first version of the nomination materials should be submitted to us at least **ten weeks** prior to the meeting of the State Historic Preservation Review Board at which you hope to see the property presented to the board. This will generally provide adequate time for us to review your nomination materials and return them to you and for you to make any needed revisions and submit the final version to us before the deadline for the next review board meeting.

#### **Deadline for Submission of Final Nomination Materials (except for Certified Local Governments – see below)**

Because intent-to-nominate letters must be mailed to property owners and public officials at least thirty days prior to a scheduled review board meeting under the federal regulations governing the national register program (36 CFR 800), the revised nominations should be submitted **six to eight weeks** prior to the review board meeting at which they will be considered to be assured that the SHPO will have adequate time to review the final materials before the deadline.

#### **Deadlines for Nominations of Properties in Communities That Are Certified Local Governments (CLGs)**

The following Michigan communities are Certified Local Governments: Allegan, Ann Arbor, Battle Creek, Bay City, Canton Township, Detroit, East Lansing, Farmington Hills, Grand Rapids, Holland, Jackson, Kalamazoo, Lansing, Mason, Menominee, Monroe, Rochester Hills, Saline, Washtenaw County, and Ypsilanti. Initial drafts of nominations for properties in these communities should be submitted **at least fourteen-sixteen weeks** prior to the meeting at which they will be considered. The final nomination materials must be submitted **at least twelve weeks** prior to the review board meeting at which they will be considered so that they can be reviewed and accepted as complete and in final form at least ten weeks prior to the meeting. This length of time is needed in order to fulfill the notification requirements for CLG communities.

Following acceptance of the final version, we will notify the applicant of the date of the review board meeting at which the nomination will be considered. Review board meetings are normally held in mid-January, early May, and mid-September.



**For Further Information:**

Contact Robert O. Christensen, National Register Coordinator

Phone 517/335-2719

E-mail [christensenr@michigan.gov](mailto:christensenr@michigan.gov)

# National Register of Historic Places

## Preliminary Questionnaire revised 6/2014



Thank you for your interest in nominating a property to the National Register of Historic Places. The National Register of Historic Places is our nation's official list of cultural resources worthy of preservation and protection. The National Register is part of a federal program to coordinate and support public and private efforts to identify, evaluate, and protect our historic and archaeological resources. Properties listed in the National Register include buildings, archaeological sites, structures, objects, and districts — groups of resources — that are significant in American history, architecture, archaeology, engineering, and culture. It is important to note that listing in the National Register is an honorific distinction that does not place any special requirements or restrictions on the property or property owner.

Before you invest substantial time and energy in preparing a National Register nomination form for your property, we encourage you to complete and submit the attached *National Register of Historic Places Preliminary Questionnaire*. This questionnaire solicits basic information about the history of the property and its current physical condition. We also require that you submit clear, recent photographs of its interior and exterior. The staff of the Michigan State Historic Preservation Office (MISHPO) will evaluate the subject property on the basis of this information and will offer a preliminary opinion as to its eligibility.

To learn more about the National Register nomination process, contact us or visit our website at [www.michigan.gov/shpo](http://www.michigan.gov/shpo). Be advised that completion of the National Register nomination form requires in-depth archival and field research, and presupposes knowledge of the National Register eligibility requirements. This work may require the assistance of a professional history or archaeological consultant.

Please note that materials submitted to the MISHPO (including photographs and photocopies of information) become the property of the MISHPO and will not be returned to the applicant.

Questions about the National Register of Historic Places Preliminary Questionnaire and other programs administered by the SHPO should be directed to (517) 373-1630 or [preservation@michigan.gov](mailto:preservation@michigan.gov).

Please return the completed Preliminary Questionnaire to the following address:

National Register Coordinator  
Michigan State Historic Preservation Office  
702 West Kalamazoo Street  
PO Box 30740  
Lansing, MI 48909-8240

## PRELIMINARY QUESTIONNAIRE CHECKLIST

Please use this checklist as a guide to submitting a complete preliminary questionnaire. A complete questionnaire will aid the MISHPO staff in processing and evaluating your application.

- ☐ Completed preliminary questionnaire
- ☐ Supporting documentation and citations
- ☐ Photographs *Please provide current color photographs that clearly show the following:*
  - ☐ Each visible facade of the property's exterior (frontal and oblique views)
  - ☐ Primary spaces in the property's interior (if interior is accessible)
  - ☐ Details of historic architectural elements, both interior and exterior
  - ☐ The subject property in the context of its immediate neighborhood

Label all photographs, including the name of the property, its location, including city and county, the date the photograph was taken, and a description of the photograph. The description should include what is depicted in each view (for example, "front facade," "living room," or "stamped metal ceiling detail"). Directional information is also helpful ("view facing west"). For example:

*Howerzeraninggerellyrus House  
Pine Stump Junction, Luce County  
June 18, 2014  
View facing west showing north/front facade  
Photographer: Wm. Gutekunst*

*Photographs may be submitted as prints or as digital photos on a CD, DVD, or USB device. When submitting digital photographs you must also submit a digital or printed document that identifies each photograph as noted above.*

*Please note that any photographs submitted become the property of the Michigan State Historic Preservation Office, and may be used in print or web publications. They will not be returned to the applicant, and credit attributed to the Michigan State Historic Preservation Office.*

- ☐ Maps *for complexes and districts only*
  - ☐ a rough sketch map with historic features clearly marked. (A hand-drawn map or annotated printed map will suffice.)

Historic features might include the following: driveways, paths, fences, old growth trees, orchards, outbuildings like barns or saunas, gardens, walls, entry gates, etc. Also identify new, nonhistoric features that have been added to the site, including dates of construction if known.
  - ☐ Major streets identified
  - ☐ North arrow

## APPLICANT CONTACT INFORMATION

Please answer the questions in this form accurately and to the best of your ability. Return the form to the address on the first page, along with recent photographs of the property and any other photocopied information that helps explain its history.

Name	<input type="text"/>		
Organization	<input type="text"/>		
Address	<input type="text"/>		
Address	<input type="text"/>		
City	<input type="text"/>		
State	<input type="text"/>	Zip Code	<input type="text"/>
Telephone	<input type="text"/>	Fax	<input type="text"/>
E-Mail	<input type="text"/>		

### Property Owner Information *(if different than above)*

Name	<input type="text"/>		
Organization	<input type="text"/>		
Address	<input type="text"/>		
Address	<input type="text"/>		
City	<input type="text"/>		
State	<input type="text"/>	Zip Code	<input type="text"/>
Telephone	<input type="text"/>	Fax	<input type="text"/>
E-Mail	<input type="text"/>		

## PROPERTY NAME AND ADDRESS

Historic Name

Current Name

Address

Address

Local Unit of Government   
(in which property is located)

County

Zip Code

## PROPERTY INFORMATION

*Please complete as much information as is presently known. Please submit source material with this form.*

Type ☐ Building ☐ Structure ☐ Object ☐ Landscape

☐ District ☐ Artwork ☐ Other

Date Constructed

Original Owner

Architect/Designer

Builder/Contractor

Location ☐ Original ☐ Moved Date of Move

Historic Use(s)

Current Use(s)

Exterior Materials

Addition/Alteration ☐ Yes ☐ No Date(s)

Brief explanation of changes

## PROPERTY/SITE DESCRIPTION

Site Type ☐ Single Building ☐ Complex of Buildings (eg. a farm or small campus)  
☐ Residential District ☐ Commercial District

*For complexes and districts, please complete the following:*

Number of buildings and structures

Number of acres

Other features of  
property

*In the space below, please make a brief sketch of layout of the complex or district, showing major roads, landmarks, and buildings (note: all buildings need not be indicated). Be sure to include a north arrow.*

☐ Continuation sheet attached

# HISTORICAL SIGNIFICANCE

Why is this property important? Is it:

- ☐ Associated with a significant historic event(s)
- ☐ Associated with a significant historic person(s)
- ☐ An important work of architecture, design, or engineering
- ☐ An archaeological site or structural remnant

What are the most significant dates in the property's history?

Date	<input type="text"/>	Event	<input type="text"/>
Date	<input type="text"/>	Event	<input type="text"/>
Date	<input type="text"/>	Event	<input type="text"/>
Date	<input type="text"/>	Event	<input type="text"/>

Which of the broad historical themes below best illustrate the history of the property?

- |  |   |  |
|--|---|--|
| <input type="checkbox"/> Agriculture                 | <input type="checkbox"/> Engineering              | <input type="checkbox"/> Maritime History    |
| <input type="checkbox"/> Architecture                | <input type="checkbox"/> Entertainment/Recreation | <input type="checkbox"/> Military            |
| <input type="checkbox"/> Archaeology                 | <input type="checkbox"/> Ethnic Heritage          | <input type="checkbox"/> Performing Arts     |
| <input type="checkbox"/> Art                         | <input type="checkbox"/> Exploration/Settlement   | <input type="checkbox"/> Philosophy          |
| <input type="checkbox"/> Commerce                    | <input type="checkbox"/> Health/Medicine          | <input type="checkbox"/> Politics/Government |
| <input type="checkbox"/> Communications              | <input type="checkbox"/> Industry                 | <input type="checkbox"/> Religion            |
| <input type="checkbox"/> Community Planning/Develop. | <input type="checkbox"/> Invention                | <input type="checkbox"/> Science             |
| <input type="checkbox"/> Conservation                | <input type="checkbox"/> Landscape Architecture   | <input type="checkbox"/> Social History      |
| <input type="checkbox"/> Economics                   | <input type="checkbox"/> Law                      | <input type="checkbox"/> Transportation      |
| <input type="checkbox"/> Education                   | <input type="checkbox"/> Literature               | <input type="checkbox"/> Other               |

# HISTORICAL SIGNIFICANCE

In the space below, please provide information on the history of the property, including:

- Who built it?
- Who was that person?
- When was it constructed?
- For what purpose was it originally built?
- How has it been used over the years?
- A Brief explanation of why you think this property is important.
- Please include any other facts you deem important to understanding the property's history and historical significance.

☐

 Continuation sheet attached



**CONTINUATION SHEET**

*Continuing Section:* \_\_\_\_\_



## MEMORANDUM

City Clerk's Office

**DATE:** September 26, 2016

**TO:** Greenwood Cemetery Advisory Board

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

**SUBJECT:** Confirmation of a GCAB Action List

---

At the September 2, 2016 meeting, the GCAB discussed and adopted the Action List as recited at the meeting.

The Clerk's Office has assembled the list and it is being presented for final review and adoption. Once the Action List has been adopted by the GCAB, it will be sent to the City Commission to determine the priority of each item. Each item from the Action List will then be presented to the GCAB, in order of priority, for action by the Board at the upcoming GCAB meetings.

### SUGGESTED RESOLUTION:

To adopt the Greenwood Cemetery Advisory Board "Action List" as stated below and to recommend the GCAB Action List be submitted to the City Commission for review.

### GREENWOOD CEMETERY ADVISORY BOARD ACTION LIST

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 digitize the burial records
3	To recommend an RFP for a Master Plan for Greenwood Cemetery
4	To research and set up at Friends of Greenwood Cemetery 501(c)(3)
5	To review the Cemetery regulations regarding <ul style="list-style-type: none"><li>• Potential sale of a grave back to the City that was purchased prior to October, 2014</li></ul>

6A	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
6B	To commence reclamation and review records every ten years
7	To recommend that the City of Birmingham review the Greenwood Cemetery Management Agreement
8	To develop a donor program for improvements specific to and appropriate to the cemetery
9	To continue to review the Cemetery regulations
10	To investigate the feasibility of installing columbaria for the inurnment of cremated remains

As adopted by the GCAB on September \_\_\_\_, 2016



## MEMORANDUM

City Clerk's Office

**DATE:** August 29, 2016

**TO:** Greenwood Cemetery Advisory Board

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

**SUBJECT:** Creation of a GCAB Action List

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The 2016 Annual Report and the Status Update on Cemetery Management Services Agreement with Historic Elmwood Cemetery were presented to the City Commission on July 11, 2016. The Commission discussed both reports and recommended the GCAB create an action list for the City Commission to review. The minutes are attached for your reference.

Several comments were made during the discussion on July 11, 2016 that required clarification. A supplemental report was submitted to the City Commission on July 25<sup>th</sup>. The supplemental report and minutes are attached for your reference.

### ACTION LIST

The current 2016 goals are listed below with an update on the status of each goal. The Board should discuss each goal and create an action list in priority order. The Board could include additional "action" items as well.

At the July 11<sup>th</sup> Commission meeting, it was also suggested that the Board consider the feasibility of setting up a "Friends of Greenwood Cemetery" 501(c)(3) for fundraising purposes and to discuss the potential situation of a grave owner who purchased their grave from a private sale prior to October, 2014 and now wants to sell it back to the City. These items could be added to the Action List. The Board should also consider adding to the Action List to include the payment plan in the Rules and Regulations.

### OBJECTIVE

The purpose of the discussion today is to establish the GCAB Action List, not discuss the details of each item. Once the Action List has been established, it will be sent to the City Commission to determine the priority of each item. Each item from the Action List will then be presented to the GCAB, in order of priority, for action by the Board at the upcoming GCAB meetings.

Order of Priority	<b>Greenwood Cemetery Advisory Board 2016 GOALS</b> As approved by the GCAB on February 5, 2016	<b>STATUS</b>
1	To recommend an RFP for GPR services be issued for the entire cemetery to develop a map of all known burial sites	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.  UPDATE: A request for funding will be submitted to the City Manager for Fiscal Year 17-18.
2	To investigate the feasibility of installing columbaria for the inurnment of cremated remains	See Goal #5 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.  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.
3	To develop a donor program for improvements specific to and appropriate to the cemetery	4/1/16 MOTION: To recommend that the City Manager and City Attorney review the Greenwood Cemetery Donor Recognition Program as amended.  UPDATE: A request will be submitted to the City Manager to review the Donor Recognition Program and for authorization for the City Attorney to do the same.
4	To digitize the burial records	In progress
5	To recommend an RFP for a Master Plan for Greenwood Cemetery	See Goal #3 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.  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	

**SUGGESTED RESOLUTION:**

To adopt the Greenwood Cemetery Advisory Board "Action List" as stated below and to recommend the GCAB Action List be submitted to the City Commission for review.

<b>Order of Priority</b>	<b>GREENWOOD CEMETERY ADVISORY BOARD ACTION LIST</b> As approved by the GCAB on _____
1	
2	
3	
4	
5	
6	
7	
8	
9	
10	



## **MEMORANDUM**

City Clerk's Office

**DATE:** September 26, 2016  
**TO:** Greenwood Cemetery Advisory Board  
**FROM:** Laura M. Pierce, City Clerk  
**SUBJECT:** Potential Additional Meeting Dates

---

At the September 2, 2016 meeting, the GCAB discussed holding additional meetings on October 14<sup>th</sup> and November 18<sup>th</sup>.

After polling the GCAB members, the Clerk's Office has determined that quorum would be met on both dates should the Board decide additional meetings are necessary.

**SUGGESTED RESOLUTION:**

To hold an additional meeting on October 14<sup>th</sup> and November 18<sup>th</sup> at 8:30 AM.



## **MEMORANDUM**

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City Clerk's Office

**DATE:** September 26, 2016

**TO:** Greenwood Cemetery Advisory Board

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

**SUBJECT:** Perpetual Care Fund Policy

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At the September 12, 2016 City Commission meeting, the City Commission approved the Perpetual Care Fund Investment Policy as recommended by Finance Director Gerber. The minutes and policy are attached for your information.

This has been included for information purposes only.



**CITY COMMISSION MINUTES  
SEPTEMBER 12, 2016**

**09-281-16                      PERPETUAL CARE FUND INVESTMENT POLICY**

Finance Director Gerber explained that the Perpetual Care Fund Investment Policy mimics a lot of what is in the City's General Investment Policy. He stated that it adds the investment of mutual funds. He noted that this takes off some of the short term limitations from the General Investment Policy and opens it up for longer term investing.

**MOTION:**     Motion by Sherman, seconded by Boutros:  
To adopt the Perpetual Care Fund Investment Policy for investment of the City's perpetual care funds as proposed by the Finance Director/Treasurer.

**VOTE:**            Yeas, 7  
                      Nays, None  
                      Absent, None



## MEMORANDUM

Finance Department

**DATE:** August 30, 2016

**TO:** Joseph A. Valentine, City Manager

**FROM:** Mark Gerber, Finance Director/Treasurer

**SUBJECT:** Perpetual Care Fund Investment Policy

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Recent state legislation (Public Act 13 of 2016) has been enacted which would allow cities to invest cemetery perpetual care funds in mutual funds. This is in addition to investments currently allowed under Public Act 20 of 1943, as amended. The City Manager stated that the Finance Director/Treasurer would report back with a recommended policy which would allow the City to invest perpetual care funds in mutual funds.

The enclosed proposed Perpetual Care Fund Investment Policy is modelled after the City's current General Investment Policy. The policy outlines the which funds are covered under the policy, the City's investment objectives, who is responsible for investing the perpetual care funds, what investments are permitted, what limitations are placed on the permitted investments, and performance reporting to the City Commission. This is all consistent with the City's existing investment policy. Staff recommends adoption of the policy to further diversify the perpetual care funds in order to achieve better returns for the perpetual care fund in a manner that is systematic and responsible.

**Suggested Resolution:** To adopt the Perpetual Care Fund Investment Policy for investment of the City's perpetual care funds as proposed by the Finance Director/Treasurer.

**CITY OF BIRMINGHAM**

**PERPETUAL CARE FUNDS**

**INVESTMENT POLICY**

**Purpose:** The purpose of the City of Birmingham's perpetual care investment program is to invest perpetual care funds in manner which will provide for growth of the funds as well as income for the purpose of maintaining the Greenwood Cemetery. The investment program must also invest these funds within the parameters as outlined in this investment policy while conforming to all state statutes and local ordinances governing the investment of these funds.

**Scope:** This investment policy applies only to investment activities related to perpetual care funds. The fund covered by this policy is the Greenwood Cemetery Perpetual Care Fund and is accounted for in the City's annual financial report.

**Prudence:** The standard of prudence to be applied by the investment officer shall be the prudent-person rule that states: "Investments shall be made with judgement and care – under circumstances then prevailing – which persons of prudence, discretion and intelligence exercise in the management of their own affairs, not for speculation, but for investment, considering the probable safety of their capital as well as the probable income to be derived." The prudent-person rule shall be applied in the context of managing the overall portfolio.

Investment officers acting in accordance with written procedures and exercising due diligence shall be relieved of personal responsibility for an individual security's credit risk or market price changes, provided deviations from expectations are reported to the chief executive in a timely fashion and appropriate action is taken to control adverse developments.

**Objective:** Care funds of the City will be invested in accordance with Michigan Public Act 20 of 1943, as amended and Public Act 215 of 1937, as amended, and in accordance with the following objectives, procedures, and policy.

- a) Growth:** Growth of principal is the foremost objective of the City. Each investment transaction shall first seek to ensure a steady growth of principal.
- b) Risk:** The overall portfolio composition should be designed to minimize risk and loss of principal.
- c) Return on Investment:** The investment portfolio shall be designed with the objective of attaining a market rate of return throughout budgetary and economic cycles.
- d) Maintain the Public's Trust:** All participants in the investment process shall seek to act responsibly as custodians of the public trust. Investment officials shall recognize that the investment portfolio is subject to public review and

evaluation. In addition, the overall investment program shall be designed and managed with a degree of professionalism worthy of public trust. Investment officials shall also avoid any transaction that might knowingly impair public confidence in the City's ability to govern effectively.

**Delegation of Authority:** The Treasurer is designated as investment officer of the City and is responsible for investment decisions and activities. The Treasurer shall develop and maintain written administrative procedures for the operation of the investment program, consistent with the investment policy. Such procedures shall include explicit delegation of authority to persons responsible for investment transactions. No person may engage in investment transactions except as provided under the terms of this policy and administrative procedures established by the Treasurer. The Treasurer shall also establish a system of controls to regulate the activities of subordinate officials and shall be responsible for all transactions undertaken.

The Treasurer may use outside consultants for advice and counsel in determining which types of investments are most appropriate within the investment policy approved by the City Commission.

**Ethics and Conflicts of Interest:** Officers and employees involved in the investment process shall comply with the City's Ethic Ordinance.

**Permitted Investments:** The Treasurer is limited to investments authorized by Public Act 20 of 1943, as amended, and Act 13 of 2016, and may purchase/sell investments at prevailing market rates as specified below:

- a) U.S. Treasury Bonds, Notes, Bills or Strips;
- b) U.S. Agency Bonds;
- c) Certificates of Deposit;
- d) Commercial Paper;
- e) Obligations of this State or its Political Subdivisions;
- f) Pooled Funds that Meet State Guidelines;
- g) Mutual Funds (consisting of fixed income securities, equity securities, or both as provided in Public Act 215 of 1937, as amended.

**Portfolio Limitations:** The Treasurer is further limited in investments authorized above by the following limitations:

- a) Mutual funds must have a rating of 4 or 5 by a nationally recognized mutual fund rating agency (for example, Morningstar).
- b) No more than 60% of the perpetual care funds shall be invested in equity mutual funds.
- c) No more than 40% of the perpetual care funds invested in equity mutual funds shall be of a given asset category.
- d) No more than 60% of the perpetual care funds invested in mutual funds shall be invested with one investment company.
- e) In order to minimize investment expense, mutual funds will be restricted to no-load mutual funds.
- f) Certificate of deposits are limited to the maximum of FDIC insurance.
- g) Investments in commercial paper and obligations of this state or its political subdivisions are limited to those rated A-1/P-1 by at least two Nationally Recognized Statistical Rating organizations at the time of purchase.
- h) Investments in pooled funds that meet state guidelines are limited to pooled funds with a rating of A or better by either Moody's or Standard and Poor's or be from institutions whose long-term debt rating is A or better.

**Internal Controls:** The Treasurer will use current established internal controls in place to prevent loss of public funds due to fraud, error, misrepresentation, unanticipated market changes or imprudent actions.

**Reporting:** The Treasurer shall submit an annual investment report to the City Commission which summaries perpetual funds received, invested, investment income received, and investment gains or losses.

**Investment Policy Adoption:** The City of Birmingham's Perpetual Care Fund Investment Policy shall be adopted by resolution of the Birmingham City Commission. The policy shall be reviewed periodically and any modifications made thereto must be approved by the City Commission.

This policy shall become effective the day following adoption by the Birmingham City Commission.