

**GREENWOOD CEMETERY ADVISORY BOARD
MEETING AGENDA
FRIDAY, MARCH 3, 2017 AT 8:30 AM
MUNICIPAL BUILDING, ROOM 205, 151 MARTIN**

I. CALL TO ORDER

Darlene Gehringer, Chairperson

II. ROLL CALL

Cheryl Arft, Acting City Clerk

III. APPROVAL OF MINUTES

A. Approval of minutes of February 3, 2017

IV. NEW BUSINESS

A. Pontem presentation/webinar by Sherry Hood

V. UNFINISHED BUSINESS

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

- A. National Historic Designation of Cemetery
- B. Digitization of Cemetery Records
- C. Request for RFP for GPR Services in the Cemetery
- D. Request for RFP for Master Plan of the Cemetery
- E. Amendment to the Cemetery Contract with Elmwood

VI. CONTRACTOR REPORT

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

VIII. BOARD COMMENTS

- A. Cemetery maintenance
- B. Discussion of January 28, 2017 City Commission Long Range Planning meeting

IX. ADJOURN

NEXT MEETING: May 5, 2017 (Reminder: No April 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, FEBRUARY 3, 2017 AT 8:30 AM
MUNICIPAL BUILDING, ROOM 205, 151 MARTIN**

I. CALL TO ORDER

Chairperson Darlene Gehringer called the meeting to order at 8:30 AM.

II. ROLL CALL

ROLL CALL: Present: Darlene Gehringer
Linda Buchanan
Kevin Desmond
Linda Peterson
Laura Schreiner
George Stern
Margaret Suter
Absent: None

Administration: Cheryl Arft, Acting City Clerk

III. APPROVAL OF MINUTES

A. APPROVAL OF MINUTES OF DECEMBER 9, 2016

Ms. Buchanan noted in the roll call, Ms. Peterson should be changed to Ms. Buchanan.

Ms. Suter asked to make a correction on page 2 in the eighth paragraph, by replacing the words "doing this", and also the word "anything" to more descriptive references. The Clerk will review the audio file to make the suggested changes.

Mr. Stern asked that on page 3 in the sixth paragraph, the word "as" be added to the last sentence to read better. He also suggested a change on page 7, in the fourth paragraph, the amount of \$1,500.00 be changed to \$1,500.

Mr. Stern also asked to note that he had provided copies of his comments made during the meeting to the Board members as requested.

MOTION: Motion by Suter, seconded by Schreiner:
To approve the minutes of December 9, 2016, as amended.

VOTE: Yeas, 7
Nays, None
Absent, None

B. APPROVAL OF MINUTES OF JANUARY 3, 2017

Ms. Suter suggested adding the words "for maintenance" at the end of her comment on page 2, in paragraph 7 for clarity. The Clerk will review the audio file to confirm the suggested addition.

MOTION: Motion by Buchanan, seconded by Peterson:
To approve the minutes of January 6, 2017, as amended.

VOTE: Yeas, 7

Nays, None
Absent, None

IV. NEW BUSINESS

A. REPORT ON SECTION G, LOT AA, GRAVES 1-5; DPS TREE INVENTORY

Acting Clerk Arft explained that at the last meeting, there was a concern over a tree that had been removed in order to make space for a grave in Section G, Lot AA, and whether or not it was a newly created grave or an existing grave. The Acting Clerk was asked to investigate the history. She found that it was an existing grave that had never been used, but had had a tree on it. A note made in the record for this grave at the Clerk's office in 1970 indicates that it could be a space appropriate for the burial of cremains. A discussion with the Contractor indicated the tree had been removed by the time the Contractor took over management of the cemetery. At some point prior to that time, the tree was removed by DPS; however DPS records were not available as to when the tree might have been removed.

Acting Clerk Arft noted that DPS has undertaken a tree inventory of the City-owned trees throughout the City, and DPS offered to include Greenwood Cemetery in the inventory. She spoke with the City Manager, who agreed DPS should proceed with an inventory in the cemetery.

Mr. Stern asked if the Clerk would check whether the Contractor was paid a full 25% commission on that grave. Mr. Stern said this seems to have been an existing grave in the cemetery. Mr. Stern said the Contractor is to receive the commission on newly designated graves. The Clerk will contact the Contractor.

No action was necessary from the Board.

B. REPORT ON ROBERTSON GRAVE LOCATION IN SECTION F NORTH

Acting Clerk Arft explained that she was asked at the last Board meeting to provide a location map of Mr. Paul Robertson's grave location. The location map was included in the packet of information with today's agenda.

Ms. Schreiner asked the Acting Clerk to check for burials surrounding Mr. Robertson's graves with flat markers. The Acting Clerk will research the records and report back to the Board. Mr. Stern confirmed with the Acting Clerk that the records reflect there are no more graves available for sale in F North. The Acting Clerk said she believes that is accurate.

Following discussion, no action was necessary from Board.

C. APRIL 7, 2017 GCAB MEETING

Acting Clerk Arft noted that she will not be available for the April 7, 2017 Board meeting, and it is unknown at this time if the City will have hired a permanent Clerk. It was suggested that the Board discuss either re-scheduling the April meeting to later in the month, or cancelling the meeting. It was noted that April 14, 2017, the City offices will be closed for the Good Friday observance.

MOTION: Motion by Buchanan, seconded by Suter:
To cancel the April 7, 2017 GCAB meeting.

VOTE: Yeas, 7
Nays, None
Absent, None

B. DISCUSSION OF CEMETERY MANAGEMENT AGREEMENT

Mr. Stern said the Board has is a make or buy decision. We have to know what the alternatives are between make or buy.

Following discussion, the Board took no action.

Mr. Desmond left at 9:25 AM.

C. DISCUSSION OF MCL 456.537 – PUBLIC CEMETERIES (PUBLIC ACT 46 OF 1931) AND CEMETERY REGULATION ACT (PUBLIC ACT 251 OF 1968)

Ms. Gehringer said this has been discussed many times, and would like to keep our comments new and relevant.

Mr. Stern asked if the City Manager has plans to advance this to the City Commission for action. Acting Clerk Arft said she is unaware of any plans to do so. She added that the City is governed by the Public Cemeteries Act (P.A. 46 of 1931). Ms. Suter confirmed with Ms. Arft that the City is governed by the state law as a public cemetery. Public Act 46 applies to public cemeteries. Mr. Stern said we used the Cemetery Regulation Act in order to set up the Perpetual Care trust fund.

Following discussion, no action was taken by the Board.

V. UNFINISHED BUSINESS

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

A. NATIONAL HISTORIC DESIGNATION OF CEMETERY - UPDATE

Ms. Buchanan said she spoke with Mr. Christianson this week and he was apologetic about not visiting the cemetery during the fall. He indicated that he would like to have the entire cemetery included in the historic designation, but occasionally, just certain sections are included that are indicated to be old. The application for the designation must be generated by the City. He suggested a grant writer might be helpful to prepare the application. He suggested that the application submitted to the state might be helpful to use as a guide, since the applications are similar.

B. DIGITIZATION OF CEMETERY RECORDS-UPDATE

This was discussed earlier in the meeting.

C. REQUEST FOR RFP FOR GPR SERVICES IN THE CEMETERY-UPDATE

D. RFP FOR MASTER PLAN OF THE CEMETERY-UPDATE

Ms. Gehringer recalled that the Board requested a review of the RFPs prior to the RFP's is issued, and an opportunity to review the responses.

E. AMENDMENT TO THE CEMETERY CONTRACT WITH ELMWOOD

Ms. Gehringer suggested this will be a long-term topic.

VI. CONTRACTOR REPORT

A. FIRST QUARTER 2016 REPORT

B. SECOND QUARTER 2016 REPORT

C. THIRD QUARTER 2016 REPORT

D. FOURTH QUARTER 2016 REPORT

Ms. Arft noted that all of the 2016 quarterly reports have been re-formatted and are being provided to the Board today.

She added that she clarified with the Contractor that there are no more graves remaining in Section G.

VII. OPEN TO THE PUBLIC FOR MATTERS NOT ON THE AGENDA
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VIII. BOARD COMMENTS

Ms. Suter requested to get a copy of the cemetery map showing the location of the sold/pending graves.

Mr. Stern commented on the fact that the City Commission did not discuss the Greenwood Cemetery during the Long Range Planning meeting.

IX. ADJOURN

The meeting was adjourned at 10:00 AM.

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The old adage that you need to crack a few eggs to make an omelette is working out well in Birmingham.

While a number of communities across Michigan are financially strapped, Birmingham is so flush with cash that it might need to spend some. By 2020, the city's unassigned fund balance is projected to exceed \$16 million or nearly 50 percent of its projected \$34 million general operating budget.

Birmingham's fund balance policy states the city's unassigned fund balance should be maintained between 17 percent and 40 percent of the operating budget. Consequently, auditors are recommending that city officials spend some of the money to bring the fund balance back within the targeted range.

During a long-range planning session held Jan. 28, Timothy St. Andrew with [Plante Moran](#) said the city might want to consider investing some of the money in a one-time expenditure, such as funding pension or health care obligations.

"I don't think that's a bad thing by any stretch," St. Andrew said about the fund balance. "It's more of opportunity to invest in something."

The Birmingham City Commission holds the long-range planning session each January to allow city department heads to go over their goals for the next several years. It essentially covers everything, from sewers and roads to housing permits and recycling bins.

Over the next several years, Birmingham plans [to spend upward of \\$10 million on infrastructure upgrades](#) in the Central Business District. The project, which involves road, sewer and streetscape improvements, kicks off in the spring with the reconstruction of South Old Woodward, from Oakland to Brown Street.

"It's shaping up to be the most complex project I've ever been involved in," City Engineer Paul O'Meara said about reconstructing Old Woodward in the heart of the downtown.

In addition to that project, O'Meara outlined several major and local road improvements in the works. Plus, his department is spearheading a massive endeavor to reline backyard sewer lines in three major subdivisions on the city's west side to extend their service life for years to come.

Planning Director Jana Ecker said bid requests will be going out soon to hire a consult for the updating of the city's five-year master plan. She also outlined efforts to upgrade the city's alleys and passages to make them more pedestrian-friendly.

Odds and ends

Officials from [SOCRRRA](#) unveiled a new 65-gallon recycling bin that's being rolled out to every homeowner in 2017 as part of their planned conversion to a single-stream recycling program, which will allow residents to put all recyclable materials in the larger bin without the need to segregate and sort papers and plastics.

Doug Koschik, director of the [Baldwin Public Library](#), talked about upgrades to the library that have already started with renovations to the Birkerts section, plus plans to continue with improvements to the youth room and lobby in future years. The entire project is budgeted at around \$6 million.

Cris Braun, director of [Next](#), said operating hours at the senior activity center have increased over the past year and that membership now exceeds 1,500 people. Braun noted the senior population in the Birmingham area is the sole demographic that's expected to increase over the next decade.

Looking ahead, she wants to coordinate efforts with neighboring municipalities to explore the possibility of either renovating the existing center on Midvale Street or possibly finding a new location. Either way, she said Next is happy with the current location and that any decision on moving is years away.

Fire Chief John Connaughton said plans are moving forward with the replacement of the Chesterfield Fire Station and that, ideally, the project should be completed by fall 2017. Birmingham Police Cmdr. Scott Grewe said the city's dispatch system is in the process of being upgraded.

Building official Bruce Johnson said redevelopment continues through the neighborhoods, based on the number of demolition and building permits being pulled for residential construction. Geoffrey Hockman, chair of the [Birmingham Shopping District](#), said office and retail spaces in the downtown are at near full occupancy.

Looking ahead, Hockman said the BSD board has an expanded communication plan to assist businesses during downtown construction over the next few years.

GREENWOOD CEMETERY

SHOWING CITY OF BIRMINGHAM NUMBERING SYSTEM

