

**GREENWOOD CEMETERY ADVISORY BOARD
MEETING AGENDA
FRIDAY, NOVEMBER 17, 2017 AT 8:30 AM
MUNICIPAL BUILDING, ROOM 205, 151 MARTIN**

I. CALL TO ORDER

Darlene Gehringer, Chairperson

II. ROLL CALL

Cheryl Arft, Deputy City Clerk

III. APPROVAL OF MINUTES

A. Approval of meeting minutes of October 6, 2017

IV. NEW BUSINESS

V. UNFINISHED BUSINESS

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

- A. Payment Plan Policy for Cemetery Plots
- B. Discussion on Revisions to RFP for Greenwood Cemetery Master Plan

VI. CONTRACTOR REPORT

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

VIII. BOARD COMMENTS

IX. ADJOURN

NEXT MEETING: December 8, 2017

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, OCTOBER 6, 2017 AT 8:30 AM
MUNICIPAL BUILDING, ROOM 205, 151 MARTIN**

I. CALL TO ORDER

Linda Buchanan, Vice Chairperson called the meeting to order at 8:30 AM.

II. ROLL CALL

PRESENT: Linda Buchanan, Vice Chairperson
Linda Peterson
Laura Schreiner
George Stern
Margaret Suter

ABSENT: Kevin Desmond
Darlene Gehringer, Chairperson

Administration: City Clerk Mynsberge, Transcriptionist Eichenhorn

III. APPROVAL OF MINUTES

A. APPROVAL OF MINUTES OF AUGUST 4, 2017

Regarding a comment halfway down page four of the minutes, Ms. Suter clarified for Mr. Stern that "it" referred to the adjacent land in question.

MOTION: Motion by Laura Schreiner, seconded by Margaret Suter:
To approve the minutes of August 4, 2017, as amended.

VOTE: Yeas, 5
Nays, 0
Absent, 2 (Desmond, Gehringer)

IV. NEW BUSINESS

V. UNFINISHED BUSINESS

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

A. UPDATE ON REQUEST FOR PROPOSALS (RFP) - MASTER PLAN FOR CEMETERY

Clerk Mynsberge presented the Board with a list of companies that have requested the RFP through Michigan Inter-governmental Trade Network (MITN). Clerk Mynsberge continued that:

- Bids are due in two weeks.
- The Clerks Office will prepare a spreadsheet with the qualifications and how the bidders responded to the requirements of the RFP for the Greenwood Cemetery Advisory Board.
- The Greenwood Cemetery Advisory Board will then discuss the bidders over the course of a couple of meetings, and call a vote in order to recommend to the Commission the bidder they would like to hire.

Clerk Mynsberge confirmed for Mr. Stern that only one bidder will be recommended to the Commission, and that clarification can be sought from the bidders should it be necessary.

Clerk Mynsberge clarified for Ms. Schreiner that all of the proposals will be provided to the Greenwood Cemetery Advisory Board in addition to the spreadsheet the Clerks Office prepares.

Clerk Mynsberge added that if the recommended bidder is not the lowest, the Greenwood Cemetery Advisory Board will need to provide justification for their recommendation.

Clerk Mynsberge explained to Mr. Stern that if a bidder excludes a significant part of the bid, she imagines that the Greenwood Cemetery Advisory Board would choose to disqualify said bidder due to their not following the instructions set forth in the RFP.

Clerk Mynsberge clarified for Ms. Buchanan that the requirements set forth for the project can be found in the Scope of Work in the RFP and stated she would resend the RFP to the Advisory Board.

The Advisory Board was in general agreement to discuss the bids at the November 17th meeting.

B. STATUS REPORT ON REPAIR OF EAST GATE

Clerk Mynsberge explained the Department of Public Services has reported the repair of the gate will require welding and masonry. Obtaining estimates for the repair work is expected to take some time.

Clerk Mynsberge confirmed for Mr. Stern that there is a question as to whether this repair will be in this year's budget or the following year's, but also stated that this cannot be ascertained until the estimate has been received.

C. PAYMENT PLAN POLICY FOR CEMETERY PLOTS

Clerk Mynsberge presented the information provided her by Elmwood, regarding payment plans for cemetery plots, noting:

- There is no written policy for payment plans.
- All payments are collected over the period of the purchase agreement, and the City does not receive its portion until the plot is completely paid. During the payment period Elmwood assumes the costs for invoicing, collections, and other relevant duties.
- She has seen purchase agreements for 36 months, but was advised by Elmwood that they provide two-year, no interest financing, with ten percent down.
- If an individual on a payment plan passes away, said individual will not be interred until the plot has been fully paid.
- If multiple plots are purchased in a group, full payment must be received for the first plot at the time the first plot is needed, and monthly payments may continue on the other plots within the group.
- There are very few places where two plots are available together, let alone multiple plots available together.
- 50% refunds on the grave price are available for plots purchased in 2015 or subsequently, as long as the plot is unoccupied.

Ms. Suter expressed discomfort that there is no written policy, and Ms. Buchanan agreed. Clerk Mynsberge clarified that Elmwood enters into a legal agreement with each purchaser of a cemetery plot.

Ms. Schreiner stated that:

- The Greenwood Cemetery Advisory Board desires to see the outer parameters written down, and;

- That the individual contracts would set forth price, term, time and parties, but it would be beneficial to have the outside possible terms of those contracts defined.

Ms. Schreiner than inquired as to how payment is allocated if plots are purchased in a group, paid for over some period of time, and then one plot needs to be paid in full. In that case, are the previous payments all re-allocated to paying off the balance of the first plot? Or does each plot maintain its partial balance, with the difference for the first plot requiring immediate payment?

Ms. Buchanan cited Ms. Schreiner's question as evidence that the Advisory Board requires a set of guidelines.

Mr. Stern agreed as well, and stated that the cemetery, acting as advisors for the City, needs to have rules and regulations set forth by the City.

Clerk Mynsberge affirmed for Mr. Stern that it would be appropriate to ask staff for input regarding policy on how City money should be handled in these cases.

Ms. Schreiner asked if the payments become City money when the contract is initiated, or when the money is transferred to the City. Ms. Schreiner continued that it would be wise for the Advisory Board to discuss this matter.

Clerk Mynsberge told Mr. Stern she would find out whether there is an audit procedure for City contractors, and told Ms. Suter that third quarter sales numbers were not yet available.

Mr. Stern asked when City revenue technically becomes City revenue, if a contractor has possession of the revenue first for a period of time. Ms. Schreiner stated that these sorts of transactions likely occur frequently within the City.

Clerk Mynsberge offered to seek input from the appropriate staff regarding the questions raised in this meeting, to present her findings in November, and to prepare a rough draft of the guidelines the Advisory Board is seeking.

VI. CONTRACTOR REPORT

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

VIII. BOARD COMMENTS

Mr. Stern confirmed for Ms. Peterson that he, Ms. Peterson, and Ms. Schreiner come up for re-appointment in July 2018.

Mr. Stern drew the Advisory Board's attention to the report from Clerk Mynsberge on the cemetery, where it reads "...the contractor noted that there are very few, if any, places in the cemetery where multiple plots exist side-by-side." Mr. Stern clarified that this actually refers to plots that both exist and are currently available for sale. He continued that:

- There has been previous discussion of reclaiming plots.
- This topic may be revisited during the Master Plan if it seems that the citizens desire that.
- The Advisory Board should particularly note whether the Master Plan bidders will be looking at current cemetery data, how many plots are available, and other relevant information so that the Advisory Board will have enough information to make a policy recommendation to the Commission if need be.

IX. ADJOURN

The meeting was adjourned at 8:59 a.m.



MEMORANDUM

City Clerk's Office

DATE: October 4, 2017
TO: Greenwood Cemetery Advisory Board
FROM: J. Cherilynn Mynsberge, City Clerk
SUBJECT: Payment Plan Policy for Cemetery Plots

The Board, at its October 6, 2017 meeting, discussed the need for a written policy defining the parameters of a payment plan for cemetery plots.

Attached is a draft policy statement on purchase agreements.

Once the Board reviews, evaluates and makes any desired revisions, the proposed policy should be forwarded to the City Commission with the Board's recommendation for adoption.

The policy would appropriately become part of the *Greenwood Cemetery Operational Procedures, Conditions and Regulations* document once adopted by the Commission.

If the Board is ready to approve the policy and forward it to the City Commission I would recommend the following motion:

Moved by , seconded by , to recommend to the City Commission approval of the revision to the *Greenwood Cemetery Operational Procedures, Conditions and Regulations* document to add the Payment Plan Policy for Cemetery Plots as paragraph IX with the renumbering of subsequent sections of the document.

IX. LOT SALES - PAYMENT PLAN POLICY

Cemetery plots are purchased through the City of Birmingham's professional cemetery management contractor, Elmwood Historic Cemetery (hereinafter called "Contractor"), having its principal office at 1200 Elmwood Road, Detroit MI 48207.

A payment agreement may be entered into between purchaser and Contractor to allow for the purchase price to be paid over a period of time.

Payment agreements require a 10% down payment of the total purchase price, with the remaining balance to be spread into equal monthly payments for a period not to exceed 24 months. Such payment agreements shall be interest free.

A plot being purchased under a payment agreement may not be used for interment until the full purchase price has been paid.

If multiple plots are included in a purchase agreement, the balance due on any one or more of the plots needed for interment must be fully paid before interment can take place. Monthly payments may continue on the other plots included in the purchase agreement for the term of the agreement.

For purchase agreements initiated in 2015 and subsequently, a 50% refund of the amount paid for any of the plots included in the purchase agreement will be granted as long as the plot is unoccupied.

The Greenwood Cemetery Perpetual Care Fund will receive 75% of the sale price for each plot sold under a payment agreement at the time the full purchase price has been received by Contractor or upon the expiration date of the purchase agreement, whichever occurs first.

Plot sales completed by Contractor and revenues receipted to the Greenwood Cemetery Perpetual Care Fund are subject to inclusion in the City of Birmingham's annual audit.

**CITY OF BIRMINGHAM
GREENWOOD CEMETERY OPERATIONAL PROCEDURES,
CONDITIONS AND REGULATIONS**

I. DEFINITIONS:

The following words and phrases, for the purposes of these sections, have the meanings respectively ascribed to them, except in those instances where the context clearly indicates a different meaning.

- a. "Cemetery" shall mean Greenwood Cemetery.
- b. "Superintendent" shall mean the City Manager or his/her designee.
- c. "Marker" shall mean a stone or object denoting the location of a grave and which does not exceed eighteen (18) inches in height, sixteen (16) inches in width, and twenty-four (24) inches in length.
- d. "Monument" shall denote a memorial stone or object of a size in excess of that of a marker.
- e. "Permanent outside container" shall be a container which encloses a casket. The following are considered permanent outside containers: concrete boxes, concrete, copper or steel burial vaults.
- f. "Department" shall mean the Department of Public Services.
- g. "Memorial" shall mean monuments or markers.

II. CONDUCT OF PERSONS

Every person entering the cemetery shall be responsible for any damage caused by such person while within the cemetery. No person under eighteen years of age shall enter the cemetery grounds unless accompanied by an adult responsible for his/her conduct, or unless permission has been granted by the Superintendent.

No person shall:

- a. Enter the cemetery except through an established gate, and only during the hours from 8:00 A.M. to sundown.
- b. Deposit or leave rubbish and debris on any part of the cemetery grounds.
- c. Pick, mutilate, remove, or destroy any living plants or parts thereof, whether wild or domestic, on the cemetery grounds, except in the work of maintenance by City employees or its designated contractor.

- d. Break, injure, remove, or deface any monument or marker on the cemetery grounds.
- e. Bring any dog or animal into the cemetery grounds, unless in compliance with applicable leash law.
- f. Bring or discharge any firearm on the cemetery grounds, except in the conduct of military funerals.
- g. Carry intoxicants into the cemetery grounds, or consume such while in the cemetery.
- h. Advertise on cemetery grounds unless permitted by the City.
- i. Conduct her/himself in any other than a quiet and respectful manner while on the cemetery grounds.

III. TRAFFIC REGULATIONS

All traffic laws of the City of Birmingham that are applicable to the operation of vehicles in cemeteries shall be strictly observed. Every person driving a vehicle into the cemetery shall be responsible for any damage caused by such vehicle.

No person shall:

- a. Drive a vehicle within the cemetery at a speed in excess of ten (10) miles per hour.
- b. Drive or park a vehicle on other than established driveways except for the purpose of maintenance or construction.
- c. Turn a vehicle around within the cemetery except by following established driveways.
- d. Use a cemetery driveway as a public thoroughfare.

IV. MAINTENANCE AND PERPETUAL CARE

The City and/or its designated Contractor shall be responsible for the maintenance and repair of the driveways, buildings, water system, drainage and fences. The City and/or its designated Contractor shall also cut and maintain the grass areas, remove the leaves, trim and remove trees and shrubs, apply fertilizer as necessary, and in general maintain the cemetery as a place of natural beauty devoted to the burial of the dead.

The City and/or its designated Contractor shall not be responsible for any special care of any particular section, lot or burial space or for the maintenance or repair of any monument, marker or planting placed by the owner. Further, the City and/or its

designated Contractor shall not contract or agree to give special care to any section, lot or burial space except as above provided. The City shall maintain the integrity of damaged historical markers, prior to January 1, 1875, through the perpetual care fund.

V. OPERATIONAL REGULATIONS

The following operational regulations shall apply to all areas within the cemetery:

- a. Corners of all lots will be marked by the City, or its designated contractor, with permanent markers set flush with the ground surface, and these shall not be disturbed.
- b. The erection of any fence, railing, wall, coping, curbing, trellis, or embankment, or the planting of any hedge, on any lot or grave is prohibited. No cutting of paths shall be permitted.
- c. The City, or its designated contractor, shall have the right to remove from any lot any objects, including trees and shrubs and flower pots that are not in keeping with the appearance of the cemetery.
- d. Ironwork, seats, vases, and planters shall be allowed on lots, providing that the same shall be kept in good repair and well painted. If not kept in good repair and painted, the Superintendent shall have power and authority to remove same from cemetery, and shall not be liable for any such removal.
- e. Planters of iron or granite for the planting of flowers will be removed from lots and put in storage if not filled by July 1st. Planters so removed will be sold for cartage and storage charges, or destroyed, if not claimed within a period of one year.
- f. No person shall plant, cut down, remove, or trim any tree, shrub, or plant within the cemetery except by permission of the Superintendent, or a person authorized by him/her to act in his/her stead in matters pertaining to the cemetery.
- g. The planting of flowers on any lot, or otherwise disturbing the sod, shall release the City or its designated contractor from all obligation to resod without extra charge therefore. The planting of spirea, rose bushes, peonies, or shrubs that grow over three feet in height, will not be permitted.
- h. As soon as flowers, floral pieces, potted plants, flags, emblems, etc., used at funerals or placed on grave at other times, become unsightly or faded, they will be removed, and no responsibility for their protection will be assumed, except for special groups upon notification to the City or its designated contractor.
- i. The Superintendent reserves the right to remove from beds, graves, vases, planters, or other containers, all flowers, potted plants, or other decorations, that are set out and then not kept properly watered, trimmed and free from weeds, and to do so as soon as they become objectionable.

VI. MONUMENTS, GRAVE MARKERS AND FOUNDATIONS

MONUMENTS

Monuments will be permitted only on two adjoining side by side graves under one ownership. No more than one monument shall be erected on any lot.

The erection of all monuments shall be subject to the following conditions:

- a. Each monument shall be supported on a concrete foundation not smaller than the base of the monument it supports. Such foundation shall be constructed only by the City or its designated contractor after payment therefore has been made. Foundations will be installed April to November, weather dependent, as determined by the Superintendent. Requests received after November 1st will be held until conditions allow for installation.
- b. Designs for monuments must be submitted to the Superintendent or to a person designated by him/her to act in his/her stead, when application is made for construction of foundations. 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.
- c. No monument of artificial stone, sandstone, limestone, or soapstone will be permitted.
- d. All contractors and workers engaged in setting monuments shall be under the supervision of the Superintendent or a person designated by him/her, and they will be held responsible for any damage resulting from their negligence or carelessness. No work of setting monuments shall be started that cannot be completed by the end of the day following the start of such work.
- e. No monuments shall be allowed in the flush sections.

MARKERS

- a. Markers shall not exceed 1 ½ feet in height and shall have a minimum horizontal dimension at the base of not less than half of the height. All markers shall be in one piece, and shall be dressed on the bottom at right angles to the vertical axis. These measurements do not apply to government issue markers.
- b. Individual markers can be sod set without a concrete foundation.
- 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 1st and March 31st unless weather permits.

FLUSH MEMORIAL SECTION – AREAS PLOTTED AFTER JANUARY 1, 2015

- a. On grave spaces in Sections B, C, D, K, L, and O, all memorials on new lots plotted after January 1, 2015, must be installed at lawn level. Memorials can be individual markers measuring 24" x 12" x 4" or 16" x 24" x 4" or companion memorials over two (2) graves measuring 48" x 12" x 4".
- b. The memorials must be made of acceptable bronze or granite material and set at lawn level.
- 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 1st and March 31st unless weather permits.

VII. FUNERALS, INTERMENTS AND DISINTERMENTS

INTERMENTS

No lot or burial space shall be used for any purpose other than the interment of human remains and the erection of appropriate memorials to the dead.

No interment shall be made in Greenwood Cemetery until a proper burial permit has been issued, and until all other legally required permits have been issued by, and filed with, the proper authorities.

City personnel, or its designated contractor, will provide opening and closing of grave, initial and periodic maintenance only, and will not be responsible for handling and lowering vaults or caskets. Tents, lowering devices and other materials shall be furnished by the funeral director or vault company.

No grave shall be dug closer than six (6) inches from the line of any lot.

In all full burial interments, the casket shall be enclosed in a permanent outside container. Such outside container shall be installed by the funeral director, vault company, or the City's designated contractor.

In all interments of cremated remains, the container shall be installed by the City, its designated contractor, funeral director or vault company. The size of the container must be submitted with the request for burial.

All funerals within the cemetery shall be under the supervision of the City or its designated contractor. No burials are to be made on Sunday or legal holidays, except by permission of the Superintendent. Overtime charges will apply.

The City must be notified through the City Clerk or its designated contractor, of the time and exact location of proposed interments in time to allow not less than ten (10) hours

of daylight to prepare the grave. If notification occurs less than 10 hours of daylight prior to burial, overtime charges will apply.

Interments that involve preparation or follow-up work during other than regular working hours will be done at an additional charge for the overtime portion of the time required. The maximum charge shall not exceed the normal charges plus the weekend/holiday fee. This fee is in addition to the normal interment or disinterment fee charged during regular working hours.

Interments of the remains of any persons other than the owner or an immediate member of his/her family will be permitted only after the written consent of the owner or the owner's authorized agent has been filed with the City Clerk or the City's designated contractor. In case of a minor being the owner, the guardian may give consent upon proof of this authority to act.

Only one (1) interment in any one grave space shall be permitted, except in the case of a parent and infant child, two (2) children dying at about the same time, or in such other unusual cases as it shall seem to the Superintendent to be proper under the circumstances. Such interments shall adhere to Section VIII Burial Rights Policy.

Up to two cremated remains may be placed in the same space if the owner of the grave space or his/her heirs purchase the right to such inurnments. Should the owner permit the burial of such cremated remains, only one additional memorial shall be permitted on the grave space and such memorial shall not be larger than 24 x 12 x 4 inches and installed at lawn level. Up to three (3) cremated remains (only) may be placed on a single grave space.

DISINTERMENTS

Disinterment of a burial shall be facilitated by a Michigan licensed funeral director. Said funeral director shall obtain a permit for such removal from the local health officer of Oakland County. Said funeral director shall complete the removal form as required by the City or its designated contractor. Disinterment shall not commence until after issuance of the Oakland County permit is presented to the City or its designated contractor, approval for removal is granted by the City or its designated contractor, and all applicable fees are paid. Such disinterments shall only be scheduled between June 15th and October 15th each year unless approved by the City. The grave space where the disinterment occurred shall immediately be returned to a safe condition.

VIII. BURIAL RIGHTS POLICY

Lots purchased from the City after October 1, 2014:

Full grave

One casketed remains and two cremated remains

- or -

Up to three cremated remains

Cremation grave

3 x 2 feet one cremated remains

3 x 4 feet two cremated remains

Lots purchased prior to October 1, 2014:

Full grave

One burial right per grave (To add a burial right for cremated remains, must purchase each additional right of burial in the grave. Up to two cremated remains.)

- or -

One cremated remains (To add a burial right for cremated remains, must purchase each additional right of burial in the grave. Up to two cremated remains.)

IX. LOT RESALE POLICY

All graves sold by the City after October 1, 2014 can only be returned to the City. Such graves cannot be transferred from the original purchaser to an unrelated third party. Graves can only be transferred to family according to the Rules of Consanguinity with supporting genealogical documentation.

All graves returned to the City shall receive 50% of the original purchase price from the Greenwood Cemetery Perpetual Care Fund. Upon return of the graves, the City may resell the graves.

(For the purpose this policy, immediate family shall mean the immediate family of the purchaser(s) – spouse, children, grandchildren, parents, siblings, nieces/nephews, grandparents, aunts/uncles, step-children.)

X. SCHEDULE OF FEES AND CHARGES

Fees and other charges are as set forth in the Schedule of Fees, Charges, Bonds and Insurance.

XI. REVISIONS

The obligations of the City as herein set forth may, from time to time, be modified by the Birmingham City Commission.

- October 18, 1971 Resolution No. 1434-71
- February 13, 1984 Resolution No. 02-97-84
- February 23, 2009 Resolution No. 02-52-09
- December 17, 2012 Resolution No. 12-356-12
- August 10, 2015 Resolution No. 08-174-15
- March 27, 2017 Resolution No. 03-82-17



MEMORANDUM

City Clerk's Office

DATE: October 4, 2017
TO: Greenwood Cemetery Advisory Board
FROM: J. Cherilynn Mynsberge, City Clerk
SUBJECT: Payment Plan Policy for Cemetery Plots

At the Board's meeting on August 4, 2017 the subject of current practice for selling cemetery plots under payment plans was discussed. As requested, I contacted the Greenwood Cemetery's management contractor and have the following information to report:

- Elmwood Historic Cemetery (hereinafter called "Contractor") does not have a written policy on payment plans to share with the Board.
- Contractor collects all payments for lots over the period of the purchase agreement, and submits the City's portion when the plot(s) are fully paid. During the period of the purchase plan the Contractor incurs expenses for invoicing, collections, accounting and other normal business expenses.
- If a person paying for a plot on a payment plan passes away before the lot is fully paid, the Contractor collects the full amount owing from the deceased's family or the deceased's estate before burial.
- All lots being purchased on a payment plan by the same person are included in one purchase agreement. The amount owing on the first plot to be used must be paid before burial in that plot. Monthly payments then continue in accordance with the purchase agreement.
- Where in a block of lots a burial would be placed depends, because traditionally, for a husband and wife, the man is buried on the left.

The Contractor noted that there are very few, if any, places in the cemetery where multiple plots exist side-by-side.

The Board raised additional questions on August 4, 2017 with the intention of developing a written policy on payment plans. Those questions included whether or not interest should be charged, what the minimum down payment should be, what the maximum length of the payment period should be, and whether or not plots on payment plans refundable. The Board also wondered if earnest money should be charged to hold a plot.

Excerpt
**GREENWOOD CEMETERY ADVISORY BOARD
MEETING MINUTES
FRIDAY, OCTOBER 6, 2017 AT 8:30 AM
MUNICIPAL BUILDING, ROOM 205, 151 MARTIN**

Linda Buchanan, Vice Chairperson called the meeting to order at 8:30 AM.

PRESENT: Linda Buchanan, Vice Chairperson
Linda Peterson
Laura Schreiner
George Stern
Margaret Suter

ABSENT: Kevin Desmond
Darlene Gehringer, Chairperson

Administration: City Clerk Mynsberge, Transcriptionist Eichenhorn

C. PAYMENT PLAN POLICY FOR CEMETERY PLOTS

Clerk Mynsberge presented the information provided her by Elmwood, regarding payment plans for cemetery plots, noting:

- There is no written policy for payment plans.
- All payments are collected over the period of the purchase agreement, and the City does not receive its portion until the plot is completely paid. During the payment period Elmwood assumes the costs for invoicing, collections, and other relevant duties.
- She has seen purchase agreements for 36 months, but was advised by Elmwood that they provide two-year, no interest financing, with ten percent down.
- If an individual on a payment plan passes away, said individual will not be interred until the plot has been fully paid.
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MEMORANDUM

City Clerk's Office

DATE: October 4, 2017

TO: Greenwood Cemetery Advisory Board

FROM: J. Cherilynn Mynsberge, City Clerk

SUBJECT: RFP for Greenwood Cemetery Master Plan

The RFP for Greenwood Cemetery Master Plan was posted on the Michigan Intergovernmental Trade Network (MITN) on August 17, 2017, with a deadline for submissions of October 12, 2017.

No proposals were received. Based on feedback from two vendors who expressed some interest in the RFP, the Board may want to consider revising the RFP to narrow the focus of the Scope of Work.

Because the size of the cemetery is relatively small with minimal unused space, the Board may want to consider seeking a consultant to focus on a review of current policies, contracts, and processes and provide an analysis based on best practices. From a planning standpoint, the Board might want to downplay the financial aspects as most planning firms do not have finance experts on staff, and direct focus to a plan for optimal use of space, preservation of historic aspects, protection and enhancement of park-like setting.

November and December are not good months to issue an RFP because of the holidays. Therefore, I suggest the Board review the RFP and come to the December meeting prepared to discuss revisions to the document and to set a new timeline.