

**GREENWOOD CEMETERY ADVISORY BOARD
MEETING AGENDA
FRIDAY, MARCH 1, 2019 AT 8:30 AM
MUNICIPAL BUILDING, ROOM 205, 151 MARTIN**

I. CALL TO ORDER

Darlene Gehringer, Chairperson

II. ROLL CALL

J. Cherilynn Mynsberge, City Clerk

III. APPROVAL OF MINUTES

A. Approval of meeting minutes of February 1, 2019

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. 2018 Annual Report
- B. Finalization of Master Plan/Historical Collaboration Priority List
- C. Spring Tree Planting
- D. Recommendation to City Commission to provide funds in the Fiscal Year 2019-2020 budget for Ground Penetrating Radar (GPR) of Greenwood Cemetery in its entirety.
- E. 3Q Financial Report for Greenwood Cemetery

VI. FINANCIAL REPORT

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

VIII. BOARD COMMENTS

IX. ADJOURN

NEXT MEETING: APRIL 5, 2019

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 1, 2019 AT 8:30 AM
MUNICIPAL BUILDING, ROOM 205, 151 MARTIN**

I. CALL TO ORDER

Chairperson Gehringer called the meeting to order at 8:32 a.m.

II. ROLL CALL

Present: Linda Buchanan, Vice Chairperson
Kevin Desmond
Darlene Gehringer, Chairperson
Linda Peterson
Laura Schreiner
George Stern
Margaret Suter
Absent: none

Administration: City Clerk Mynsberge, Finance Director Gerber

Others: Matt Johnson, Ground Penetrating Radar Systems, Inc.

III. APPROVAL OF MINUTES

A. Approval of meeting minutes of December 7, 2018

MOTION: Motion by Ms. Buchanan, seconded by Ms. Suter:

To approve the minutes of December 7, 2018 as amended and corrected:

- Page 2, 6th paragraph, 2nd bullet – change “the request for a cure period” to “who requested a cure period”.
- Page 2, 8th paragraph, last bullet – correct “adverse” to “averse”.
- Page 3, 2nd full paragraph, add “and thanked her” at end of 1st sentence, and change “I” in second sentence to “she”.
- Page 4, City Clerk Mynsberge’s statements, third bullet, correct “GPR performed on all of Sections K, L, B, C, and the western portion of Section A” to “GPR performed on Sections B and C”, and add to end of sentence “and having rod-probed Sections K, L and the western portion of Section A”.
- Page 4, paragraph 6, add “Mr. Stern, having done extensive research, discovered discrepancies”.
- Page 5, paragraph 5, last bullet, correct “GPS” to “GPR”.
- Page 5, paragraph 7, add “and field study” after “GPR” in 2nd sentence.
- Page 6, under Financial Report, 3rd bullet, correct “Assets” to “Revenues”.

VOTE: Yeas, 7
Nays, 0
Absent, 0

IV. NEW BUSINESS

A. Presentation. Mark Gerber, Finance Director

1. Reading Expenditure and Revenue Reports

Mr. Gerber noted:

- Charges for Services is the revenue generated by the sale of cemetery plots.
- Investment Income is the revenue generated from the funds in the Perpetual Care Fund (Fund). The City's 75% portion of each plot sold is invested, and the dividends and interest generated from those investments is what may be spent for the care of the cemetery.
- Currently the Fund has no expenditures.

Regarding the Balance Sheet, Mr. Gerber explained:

- The Balance Sheet shows that as of June 30, 2018 the Fund's accumulated market gain since inception is \$27,732.73.
- Manual Accounts Receivable, in the Balance Sheet, refers to the August deposit from Elmwood for sales in April, May, and June. Since the Balance Sheet is for the period ending June 30, 2018, and the deposit was not made until August, the amount was added to the report after the fact and accounted for separately to show it had been earned but not been received at the end of June.
- Retained Earnings is the amount of fund balance at the beginning of the year.

2. Perpetual Care Fund Investment Policy

Mr. Gerber noted:

- The Fund is invested 55% in bond mutual funds, and 45% in equity mutual funds.
- The Fund was started after Elmwood was contracted to manage Greenwood.
- Mr. Gerber was not aware if Elmwood was holding payments in an interest bearing account.
- Sec. 34-29 of the Birmingham Code of Ordinances gives the Treasurer the responsibility for investing the money in the Fund. He reaches out to the City's investment advisor for retirement funds for advice.
- The investment goal is to balance the multiple needs of income growth and preservation of assets. The higher percentage invested in bonds is for preservation of assets, and the investment in equities is to promote growth.
- Investment income is realized quarterly.
- Sec. 34-29 of the Code of Ordinances stipulates capital appreciation goes to capital, not income.
- Capital in the Fund cannot be used for capital projects or borrowed against. Only interest and dividends may be spent.
- There is not another account, other than the Fund, for Greenwood Cemetery. Prior to the Fund being established sales and other revenue from the cemetery was deposited in the City's General Fund, and expenditures were taken from the City's Maintenance fund.
- In response to Mr. Stern's question referring to PA13 allowing a percentage of funds to be used for general maintenance, Mr. Gerber stated Sec. 34-29 of the Code of Ordinances is very specific about the use of the Fund.

Ms. Gehringer commented that the Fund's return on investment is very good at about 5%.

B. Presentation. Matt Johnson, Ground Penetrating Radar Systems

Matt Johnson of Ground Penetrating Radar Systems (GPRS) thanked the GCAB for allowing him to present and stated his presentation would cover three topics: background on GPRS, how ground penetrating radar (GPR) works, and data images plus a deliverable.

Mr. Johnson told the GCAB:

- GPRS started as a company in Toledo, OH in 2001. The company now has 289 employees, works on the national level, primarily works in the construction industry. GPRS began using GPR in cemeteries in 2007, does so infrequently, and primarily helps cemeteries locate phenomena such as unmarked graves and missing headstones. They can send references for their work to the GCAB, and they also have references on their website.
- A technician pushes a machine with a number of antennae over the cemetery surface. As the technician proceeds with the machine, objects buried in the ground will obstruct the radar signal, returning a signal to the machine, which will then construct an approximate data image of the obstruction.
- GPR is most useful for large obstructions. Bones are often difficult to locate using GPR. The technician will be able to provide an estimated depth of the obstructions.
- The cemetery will be divided into a grid for scanning purposes, and as the technician scans they will mark any large obstructions found directly on the cemetery grounds with spray paint at that time. Following that, the technician comes back through and documents all the findings with a GPS unit. The spray paint is water soluble, can be any color, and tends to last about three weeks on asphalt.
- GPR has an easier time identifying obstructions within sandy soil and a more difficult time within clay soil. GPRS customers in Michigan will generally obtain 3'-6' of good data.
- In order to identify an anomaly which might be an obstruction the technician would be looking for it to continue within a North-South, East-West grid scan. Interpretation of GPR information is subjective. A technician will attempt to follow an anomaly across the grid scan in order to get a clearer sense of whether it is just an anomaly in the ground, a true obstruction, or the boundary of an excavation site, and their respective possible shapes and sizes.
- Items with a 1" diameter can generally be located up to 1' beneath the ground. Items with a 2" diameter can usually be detected up to 2' beneath the ground, and so on.
- GPR can identify excavation trenches and gravesites with vaults as well. Gravesites without vaults are more difficult to locate.
- Once the scanning is concluded, GPRS's deliverable is a diagram of the collected GPS information overlaid onto a map.
- For larger sites, GPRS partners with a surveying group to make sure the GPS information is overlaid onto the map correctly. For smaller areas GPRS performs this function.
- GPRS has done sections of cemeteries in Michigan, mostly to determine whether a spot was available or to locate a potentially buried headstone.
- Locating unmarked graves from the 1800s would be challenging. The strategy would be to create data images of known graves first in order to get a sense of how an unmarked one might appear as on the machine's readings. Locating graves under a chip seal road should not be a problem.

- Previous attempts to locate graves will not interfere with GPR findings. GPRS will be scanning known areas and documenting known, identifiable anomalies first, in order to get a sense of what obstructions across the cemetery should predictably look like. GPRS averages one acre a day of scanning.
- To start the project, GPRS would benefit from a map of the cemetery and would require a representative of the cemetery be present on GPRS' first day in order to show the technician around the cemetery. GPRS would also want to walk the cemetery with a cemetery representative at the end of the project to talk through the findings.
- Once the fieldwork is done, the report can take anywhere between five business days and two weeks to be submitted back to the GCAB, depending on the amount of land scanned.
- Rod probing can be employed by another company following GPRS' study in order to get more information about anomalies.
- GPRS' standard pricing is \$500/hour, \$750 for a half day, \$1,500 for a whole day, an additional estimated \$1,000 - \$2,000 for a CAD drawing, and an estimated \$1,000 - \$2,000 for a GPS overlay. The CAD drawings are outsourced, and are charged per sheet. The CAD drawings could be overlaid on a Google Earth satellite image, allowing the GCAB to zoom into each area and see the GPS notations in further detail.
- GPRS marks the boundaries of excavation trenches but does not do the investigation of the trenches.

Ms. Gehringer told Mr. Johnson that the GCAB's next step would likely be to request the Commission approve the issuance of an Request for Proposals (RFP), and if that recommendation is approved the City would send GPRS a copy of the RFP along with the City's more general announcement to potential bidders.

The GCAB thanked Mr. Johnson for his presentation.

Mr. Desmond left the meeting at 9:32 a.m.

C. 2018 Annual Report

City Clerk Mynsberge said she was waiting for the 4Q calendar year financial report and the Perpetual Care Fund's 4Q numbers for the Report. If Board members wanted to make suggestions for 2018 accomplishments to include, City Clerk Mynsberge said she would include those in the Report as well.

Under 'Condition', improvements to the condition of the cemetery are listed, such as the beginning of discussions to add trees.

City Clerk Mynsberge recommended reporting the GCAB spent a considerable amount of time spent on the Payment Plan policy, and reformatted the GCAB's approach to a Master Plan.

Ms. Buchanan said repair and cape seal of the cemetery roads occurred in 2018. City Clerk Mynsberge said she would note this was accidentally reported in the 2017 report, but is accurately being included in the 2018 report.

Under Cumulative Sales Totals for 2018 Ms. Mynsberge added a row to account for money deposited by Elmwood for plots on payment plans. In Sections B & C, Elmwood reports those

plots as sold when the payment plan is first started in order to accurately report the number of plots sold in those sections. The reason is because the GCAB has been charged with making a recommendation to the City Commission after 200 of the plots have been sold as to whether or not the remaining spaces should be released for sale. Once Elmwood receives final payment for payment plans in Sections B and C, the City receives the money for the relevant, previously-counted, plots. The Board suggested using a footnote to explain the subtraction of plots from the inventory before payment was received.

Ms. Schreiner left the meeting at 9:46 a.m.

Ms. Suter requested the agenda be delivered to GCAB members more than 2 days prior to the GCAB's meetings.

Chairperson Gehringer suggested discussing and finalizing the Annual Report at the March GCAB meeting, with submission to the Commission to occur later in March.

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 Adopted by City Commission
City Clerk Mynsberge reviewed her report.

Chairperson Gehringer stated she was taken by surprise that a staff-composed Plan was supplied to the Commission in addition to the GCAB's recommended Plan. She said it would have been nice for someone on staff to inform the GCAB members that an alternative Plan was being offered. Ms. Suter said all recommendations presented to the Commission regarding GCAB matters should be reviewed by the GCAB as well. If the GCAB is creating a recommendation for the Commission, it is useful to know if other recommendations are being proffered. Chairperson Gehringer agreed with Ms. Suter, and stated an email would have been sufficient notification.

City Clerk Mynsberge said that staff bringing more than one recommendation to the Commission is not unusual.

Ms. Gehringer wants the GCAB notified of the resolution of when/how payment plan money will be remitted to the Perpetual Care Fund.

B. Master Plan Process/Historical Collaboration
City Clerk Mynsberge reviewed the item and asked GCAB members to submit a prioritized master plan list to her within two weeks. She said she would compile it and bring it to the GCAB in March.

Mr. Stern left the meeting at 10:00 a.m.

Ms. Buchanan explained she was working on the historic walking tour of Greenwood and the brochure.

C. Spring Tree Planting

Chairperson Gehringer recommended allowing Ms. Suter and Ms. Buchanan to continue their work on this project.

Ms. Peterson left the meeting at 10:06 a.m. The Board no longer had quorum.

Ms. Suter, Ms. Buchanan, and Ms. Gehringer suggested the following locations for trees to be planted in the cemetery:

1) Near Martha Baldwin's grave in Section B, between rows 4 and 5, but closer to 4. Ms. Suter commented that during the historical tours the tour group is standing in the blazing sun in that location.

2) At the east entrance, as a replacement to a tree lost a number of years ago. Welcoming shade tree wanted.

3) Where Sections G & E meet.

4) Along the curve between Sections H & G

Section F is not as much of a priority.

Further discussion deferred to March as unfinished business.

VI. FINANCIAL REPORT

A. 3Q Financial Report for Greenwood Cemetery Deferred to March as unfinished business.
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VII. OPEN TO THE PUBLIC FOR MATTERS NOT ON THE AGENDA
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None.

IX. ADJOURN

Due to lack of quorum, the meeting was adjourned at 10:06 a.m.
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NEXT MEETING: MARCH 1, 2019

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.*
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MEMORANDUM

City Clerk's Office

DATE: March 1, 2019
TO: Greenwood Cemetery Advisory Board
FROM: J. Cherilynn Mynsberge, City Clerk
SUBJECT: 2018 Annual Report

The changes discussed at the February 1, 2018 GCAB meeting have been incorporated into the report.

As of the writing of this memo the 4Q sales report from Elmwood has not been received, so the Annual Report is still incomplete.

GREENWOOD CEMETERY ADVISORY BOARD

2018 ANNUAL REPORT

CITY OF BIRMINGHAM
151 MARTIN ST.
BIRMINGHAM MI 48009

GREENWOOD CEMETERY ADVISORY BOARD

2018 ANNUAL REPORT

THE BOARD

Darlene Gehringer, Chairperson

Linda Buchanan, Vice Chairperson

Kevin Desmond

Linda Peterson

Laura Schreiner

George Stern

Margaret Suter

INTRODUCTION

The City Commission established the Greenwood Cemetery Advisory Board (GCAB) on October 13, 2014 by adoption of Ordinance No. 2146. Now codified as Chapter 34, Section 34-30 of the Birmingham Code of Ordinances, the ordinance reads, in part:

- (g) *Powers and duties.* In general, it shall be the duty of the Greenwood Cemetery Advisory Board to provide 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; and
 - (4) *Day to day administration.* The day to day administration of the cemetery shall be under the direction and control of the city, through the city manager or his/her designee.
- (h) *Reports.* The Greenwood Cemetery Advisory Board shall make and submit to the city commission annually a report of the general activities, operation, and condition of the Greenwood Cemetery for the preceding 12 months. The Greenwood Cemetery advisory board shall, from time to

time, as occasion requires, either in the annual report, or at any time deemed necessary by the Greenwood Cemetery advisory board, advise the city commission in writing on all matters necessary and proper for and pertaining to the proper operation of Greenwood Cemetery and any of its activities or properties.

By ordinance the GCAB is required to meet at least once each calendar quarter. In 2018 the GCAB met a total of 9 times, with at least one meeting being held in each quarter.

This annual report covers the calendar year 2018 and is separated into the three statutory sections:

1. General Activities
2. Operation
3. Condition.

1. GENERAL ACTIVITIES

RULES AND REGULATIONS

A. PAYMENT PLANS

In 2018 the Board continued to work diligently to craft a policy governing payment plans for the purchase of plots in Greenwood Cemetery which addressed:

1. Reduction of maximum period for payment plan agreements to 24-months.
2. Increase of down payment from 10% to 20%.
3. Remittance of monies paid on payment plans to the Perpetual Care Fund (Fund) sooner than when the contract paid in full
4. Installment plans will be interest free.
5. A plot must be paid in full before interment takes place.
6. Some version of forfeiture to the Fund by the purchaser for failure to pay off the contract on a timely basis.

The Board presented the policy to the City Commission on September 17, 2018. The Commission referred the policy back to the GCAB to address several concerns.

The City Attorney reviewed the September 17th policy and made revisions compatible with the City Commission's comments while maintaining the meaning and substance of the CCAB's version. The GCAB approved the attorney's draft policy with minor adjustments on October 5, 2018.

Administrative staff encouraged comments from the contractor and conducted a thorough review of both the policy as approved by the Board and the perspective of the cemetery's management contractor as cemetery and funeral professionals who will be charged with implementing the policy. Staff concluded issues of consistency and customer service merited further study.

On December 7, 2018 the Board considered the suggestions of city staff and the contractor, who was in attendance at the meeting. Throughout most of the discussion the Board members were largely supportive of the suggested changes. Some frustration was expressed about the difficulty of converting the City Commission's comments into clearly articulated policy language. Similarly, discouragement was expressed at the failure to produce a clear policy acceptable to the City Commission after spending an extreme amount of time and effort on the project. Noting that so few customers are taking advantage of the payment plan option, the Board determined phasing out the option would be appropriate.

The Commission met on December 10th and voiced support for Greenwood Cemetery to continue offering payment plans. The Commission discussed the policy recommendations from city staff and directed staff to address further concerns of the Commission and return a revised recommendation to the Commission for consideration

At the next Commission meeting, on January 14, 2019, the Commission approved the policy as revised by city staff with the exception of paragraph 6, which addressed the timing of payments from the contractor to the Fund for plots on payment plans.

The Board firmly believes those payments should be made quarterly as opposed to at the time of final payment. Understanding that city staff was charged with negotiating a method agreeable to the City, the Board has requested an update when that arrangement is finalized.

MASTER PLAN

After two attempts with failed attempts to gain acceptable responses to a Request for Proposals for a formal master plan consultant, the Board determined the term "master plan" conveys a project much broader in scope than what is intended. The Board proposes to concentrate first on the need to establish a baseline of the cemetery property in terms of plots that are sold, plots that are occupied, and plots which are available for sale.

Pulling from the Board's 2015 action list, which contained many of the recommendations made by the original study committee, a process matrix was created to flesh out projects, possible cost, and possible collaboration opportunities.

The collaboration aspect was discussed by the staff liaisons for several city boards which have overlapping projects and/or the desire to take on historical research. A collaboration matrix was presented to the City Commission at the January 26, 2019 Long Range Planning Meeting and was well received.

From that matrix the Board has created a master plan process which prioritizes the components and will use it as a work plan in 2019.

2. OPERATION

FINANCIAL REPORT

A. CEMETERY

Cumulative Sales Totals for 2018

Graves Sold	First Quarter	Second Quarter	Third Quarter	Fourth Quarter	TOTAL SOLD	75% of sale paid to the City	25% of sale paid to the Contractor
Resident	5				5	\$11,250	\$3,750
Non-Resident	4	6	4		14	\$31,500	\$10,500
Payment Plans Completed			4		*	\$9,000	\$3,000
TOTAL	9	6	4		19	\$51,750	\$17,250

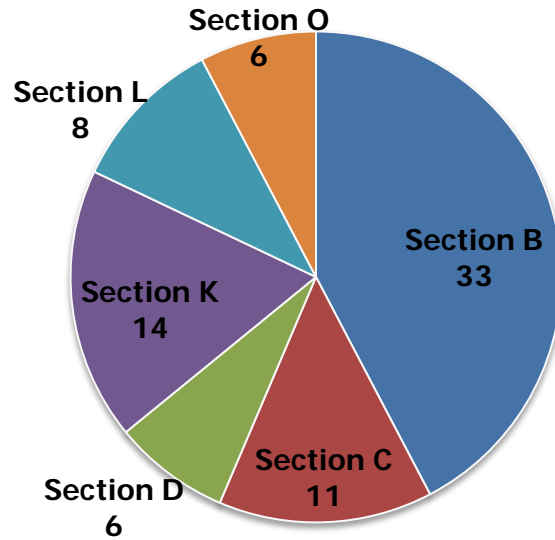
** Plots in Sections B & C sold under a payment plan are included in the number of sales made for the quarter in which the payment plan was instituted. This allows an accurate count toward the threshold of 240 plots released for sale by the City Commission in August 2015. The remittance to the Perpetual Care Fund of payment for the plots is recorded in total in the quarter in which the final payment is made.*

Sales Totals for Newly Identified Grave Spaces

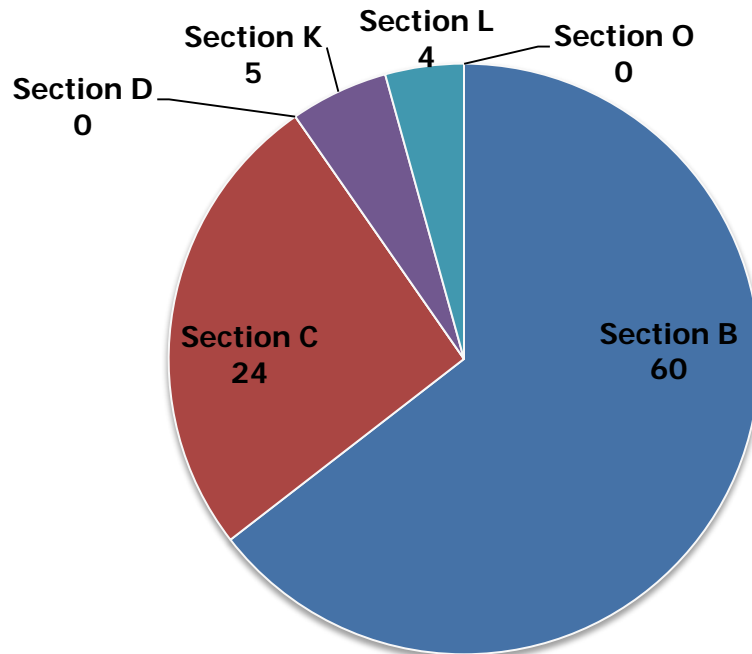
In 2015 the Contractor identified 530 potential grave spaces in Sections B, C, D, K, L, and O. In August, 2015 the City Commission released the plots for sale, limiting the sale of newly identified graves in Sections B and C to 240, and directing the GCAB to provide a recommendation after 200 were sold as to whether or not additional grave spaces should be released for sale. As of the end of 2018, **187** of the grave spaces have been sold in Sections B and C.

Section	2015 Total	2016 Total	2017 Total	1 Qtr 2018	2 Qtr 2018	3 Qtr 2018	4 Qtr 2018	TOTAL Sold 2015 through 2018	Number of Graves Remaining
B	33	60	36	1	6	2		138	270
C	11	24	5	7	0	2		49	23
Total sold in Sections B & C:								187	
D	6	0	0	0	0	0		6	6
K	14	5	0	0	0	0		19	0
L	8	4	0	0	0	0		12	4
O	6	0	0	0	0	0		6	4
TOTAL	78	93	41	8	6	4		230	307

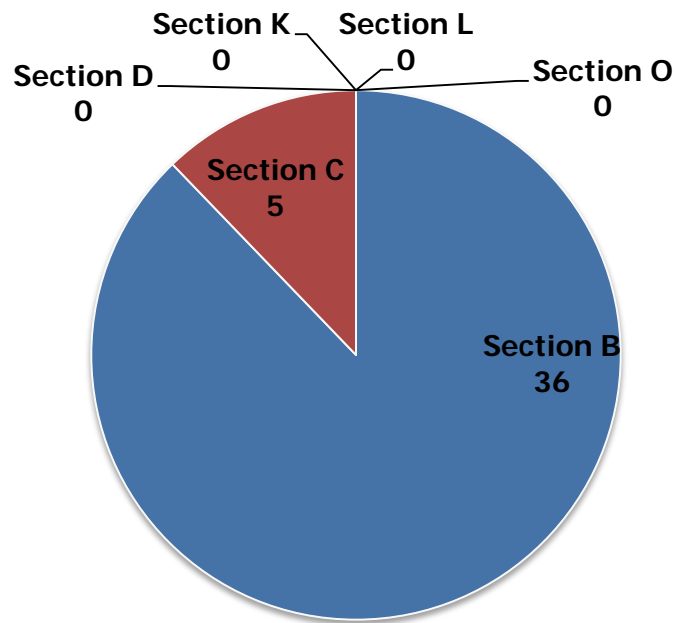
2015 SALES OF NEWLY IDENTIFIED GRAVE SPACES - 78



2016 SALES OF NEWLY IDENTIFIED GRAVE SPACES - 93



2017 SALES OF NEWLY IDENTIFIED GRAVE SPACES - 41



INSERT CHART FOR 2018

Plots Under Contract (Payment Plan) in Sections B, C, K, L & O
 Current through March 31, 2018

Section	Lot	Grave Nos.	Date of Agreement	Term of Agreement	NUMBER OF PLOTS
B	1-A	24	06/21/2018	24 months	1
B	4-A	19, 20	10/23/2017	24 months	2
B	5-C	19, 20	10/23/2017	24 months	2
B	10-A	3, 4	11/16/2015	36 months	2
B	11-A	23	06/26/2018	24 months	1
B	12-A	9, 10	07/15/216	24 months	2
B	6-C	23, 24	06/13/2018	24 months	2
C	16-C	5	06/13/2018	24 months	1
C	16-C	6	06/13/2018	24 months	1
C	17-C	23, 24	10/26/2016	60 months	2
C	18-A	9, 10	11/04/2016	36 months	2
C	19-A	5, 6	09/21/2017	24 months	2
L	16-A	9, 10	12/03/2015	60 months	2
O	20-A	7, 8	08/26/2015	60 months	2
O	20-B	5,6,7,8	04/22/2016	60 months	4
TOTAL:					28

B. PERPETUAL CARE FUND

**REPLACE WITH 2018
 REPORT**

DESCRIPTION	BUDGET 2017-2018	PROJECTED 2017-2018
<u>REVENUES</u>		
CHARGES FOR SERVICES	200,000	80,000
INTEREST AND RENT	11,600	10,290
TRANSFERS IN	20,000	20,000
REVENUES	231,600	110,290
<u>EXPENDITURES</u>		
OTHER CHARGES	20,000	20,000
EXPENDITURES	20,000	20,000
REVENUES OVER (UNDER) EXPENDITURES	211,600	90,290
BEGINNING FUND BALANCE	514,443	514,443
ENDING FUND BALANCE	726,043	604,733

KEY

Charges for Services. Represents proceeds from grave sales.

Interest and Rent. Represents income from investments.

Transfers In. Represents money transferred from the general fund for the master plan.

Other Charges. Represents money spent on the master plan.

Fund Balance. Represents the accumulation of assets. Some of it is unspendable (principal and capital gains) and some is spendable (earnings on investments).

C. CHANGE OF FISCAL YEAR

Quarterly financial reports on the Perpetual Care Fund (Fund), both the revenue/expense reports and the balance sheets, from the City's Finance Director have become important to the Board for tracking the growth of the Fund and understanding the fiscal resources available for the future of the cemetery.

In previous years the Board saw only the sales reports for cemetery plots and were using the calendar year to report those sales to the Commission in the Annual Report. In order to align the sales reports with the quarterly financial reports for the Fund, the Board recommends their annual report to the City Commission be submitted for the City's fiscal year of July-December, rather than January-June.

To facilitate the change the Board proposes to submit a 6-month report at the end of Fiscal Year 2018-2019 to cover January – June of 2019. Thereafter a full year's annual report would be submitted to the City Commission following the end of each fiscal year.

3. CONDITION

TREE PLANTING

In the fall several members of the Board began assessing the tree canopy at the cemetery and reported several areas where either a tree that died should be replaced or a tree should be added to add shade in a spot lacking any canopy. Working with the Department of Public Works, the arborist, the Clerk's Office, and the contractor to assess desirable locations for new trees within the cemetery, the Board is advocating for the cemetery sites to be included in future spring/fall planting projects.

ROADS*

In 2017 the Contractor reported the roads on the east side of the property had reached a point where coning was making the roads difficult for use by vehicles and were in poor condition. The roads were included in the DPS's 2018-2019 budget for the cape seal program. In June, 2018 capeseal crews conducted the pulverizing process on the east side of the cemetery. Seal coating was applied to all Cemetery roads in September 2018, and the project is now complete.

** This work was incorrectly included in the 2017 annual report when, in fact, the work was done in 2018.*



MEMORANDUM

City Clerk's Office

DATE: March 1, 2019
TO: Greenwood Cemetery Advisory Board
FROM: J. Cherilynn Mynsberge, City Clerk
SUBJECT: Master Plan/Collaborative Preservation Projects

Attached is the compiled project priority list. Six Board members responded.

I have listed every rating each item got. Not everyone submitted their list, and not everyone assigned a priority to every item.

Where comments were made on the list, I've shown them in *italicized blue*.

All comments made by the same person are grouped together.

Some items are ranked at, or close to, the same priority. Others are fairly disparate. Most respondents seemed to feel the alternate sources of revenue items - Donor programs, Friends of the Cemetery, Benches, Selling bricks - could be considered one item.

The goal is to prioritize the list based on input from all Board members, with the resulting list serving as the Board's work plan for the next few years.

GREENWOOD CEMETERY ADVISORY BOARD

MASTER PLAN/COLLABORATIVE PRESERVATION PROJECTS

PRIORITY	PROJECT	SOURCE	EST. COST	DATE BY WHICH TO BE COMPLETED
3 3 3 8 15	Locate Potter's Field at Greenwood	GCAB Historic District Study Comm. Birmingham Museum Friends of the Museum	tbd	
1 2 2 2 2 4	Establish baseline of plots sold and unsold	Board, Clerk, Contractor	tbd	
1 1 1 16	Ground Penetrating Radar to verify records <i>& establish available plots</i>	Contracted professional	RFP needs to be issued	
1 4 4 9 14	Digitized map	Contracted professional	tbd	
2 4 5 10 13 16	Comprehensive data processing plan	tbd	tbd	
3 4 5 6 10	Update/expand/digitize Greenwood Cemetery records	GCAB Historic District Study Comm. Birmingham Museum Friends of the Museum	tbd	
5 6 6 7 12	Match records with headstones and	Possibly HDSC	tbd	
5 9 10 10 13	Update Greenwood biographical information for existing tour program, interactive map and online access	GCAB Historic District Study Comm. Birmingham Museum Friends of the Museum	tbd	
5 8 9 11	Historic headstone inventory and condition assessment/repairs	GCAB Historic District Study Comm. Birmingham Museum Friends of the Museum	tbd	
5 5c 7 7 9	Donor programs			
5a 6 7 9 14	Friends of the Cemetery			
5b 7 9 11 7/8/9	Benches			
5d 7 9 15 7/8/9	Selling bricks			
1 3 7 10 14 7/8/9	Columbaria			
1 2 4 6 8 13	Long term financial requirements <i>& scenarios</i>			
5 7 11 11 12 17	Review Cemetery Management Agreement			

3 4 8 12 12	Maintenance and Landscaping			
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Comments/Suggestions

Need comprehensive review of cemetery data files – current and desired.

Need forecast of market for full burials and cremation urns.

Need reviews of cemetery revenue and expenses currently and with imaginative marketing after cancellation or revision of contract.

I have a referral (Troy Hist. Village) of a workman – repairs can be expensive.

Landscaping – possible tree planting by DPS in Spring 2019.

I have grouped certain projects which I feel go together under the same priority number: GPR & Digitized map; Data processing plan & Update/expand/digitize records; Match records with headstones & Update Greenwood bio info for tour program interactive map and online access & Historic headstone inventory and condition assessment/repairs.

16 – Reclamation. Source: GCAB

15 – Buy back plots with no burials associated with it (i.e. spousal burial next to or near it) within last 50 years.

I thought that the baseline of plots sold and unsold was not completely unknown.

Recommend keeping revenue for the Greenwood Cemetery, museum, etc. separate.

Cemetery Historical Tours are labor intensive to the museum.



MEMORANDUM

City Clerk's Office

DATE: March 1, 2019
TO: Greenwood Cemetery Advisory Board
FROM: J. Cherilynn Mynsberge, City Clerk
SUBJECT: Spring Tree Planting

Following the February 1, 2019 Board meeting Ms. Suter, Ms. Buchanan, and Ms. Gehringer suggested and prioritized possible locations for tree plantings in the cemetery:

- 1) Near Martha Baldwin's grave in Section B, between rows 4 and 5, but closer to 4. Ms. Suter commented that during the historical tours the tour group is standing in the blazing sun in that location.
- 2) At the east entrance, as a replacement to a tree lost a number of years ago. Welcoming shade tree wanted.
- 3) Where Sections G & E meet.
- 4) Along the curve between Sections H & G

Section F is not as much of a priority.

Ms. Arcome reported on February 7, 2019 that Elmwood had a meeting regarding tree planting at Greenwood, and after reviewing the maps recommended planting in the green spaces in Section A near the east entrance and possibly on the northwest corner of the cemetery in Section F-North.

Representatives from DPS, the Clerks Office and the arborist scheduled a tour of the cemetery on February 13. Unfortunately, due to weather and illness, the tour was unable to take place. We rescheduled for February 22. Due to an unexpected personnel shortage in the Clerk's Office, I was unable to leave the office that day.

We will watch the weather and reschedule as soon as feasible, and will plan to present a recommendation on April 5th.

AGENDA ITEM 5E

HISTORIC GREENWOOD CEMETERY 2018 THIRD QUARTER REPORT

MONTHLY BURIAL SERVICES

MONTH	CREMATION BURIAL	FULL CASKETED BURIAL	DISINTERMENT
JULY	0	1	0
AUGUST	1	1	0
SEPTEMBER	1	0	0

CEMETERY MAINTENANCE

Lawn maintenance continues weekly. Road work has been completed. The cemetery is in good repair.

CUSTOMER SERVICE, RECORD KEEPING AND LONG TERM CARE

At the end of the quarter all of the records are up to date. No lot owner requests are outstanding and no transfers are pending.

GRAVE SALES

4 plot sales in the third quarter.

JANUARY – MARCH (FIRST QUARTER)

2018	Purchased one grave	Purchased two graves	Purchased three or more graves	TOTAL SOLD	75% of sale paid to the City	25% of sale paid to the Contractor
Resident	2		1(3 graves)	5	\$11,250	\$3,750
Non-Resident			1(4 graves)	4	\$9,000	\$3,000
TOTAL	2		7	9	\$20,250	\$6,750

APRIL – JUNE (SECOND QUARTER)

2018	Purchased one grave	Purchased two graves	Purchased three or more graves	TOTAL SOLD	75% of sale paid to the City	25% of sale paid to the Contractor
Resident						
Non-Resident			1(6 graves)	6	\$13,500	\$4,500
TOTAL			6	6	\$13,500	\$4,500

JULY – SEPTEMBER (THIRD QUARTER)

2018	Purchased one grave	Purchased two graves	Purchased three or more graves	TOTAL SOLD	75% of sale paid to the City	25% of sale paid to the Contractor
Resident						
Non-Resident		2		4	\$9,000	\$3,000
2 payment plans completed for a total of 4 plots.					\$9,000	\$3,000
TOTAL				4	\$18,000	\$6,000

2018 CUMULATIVE SALES TOTALS

Graves Sold	First Quarter	Second Quarter	Third Quarter	Fourth Quarter	TOTAL SOLD	75% of sale paid to the City	25% of sale paid to the Contractor
Resident	5				5	\$11,250	\$3,750
Non-Resident	4	6	4		14	\$31,500	\$10,500
Payment Plans Completed			4		*	\$9,000	\$3,000
TOTAL	9	6	4		19	\$51,750	\$17,250

* Plots in Sections B & C sold under a payment plan are included in the number of sales made for the quarter in which the payment plan was instituted. This allows an accurate count toward the threshold of 240 plots released for sale by the City Commission in August 2015. The remittance to the Perpetual Care Fund of payment for the plots is recorded in total in the quarter in which the final payment is made.

NEWLY IDENTIFIED GRAVE SPACES**

TOTAL NUMBER OF GRAVES SOLD PER SECTION

Section	2015 Total	2016 Total	2017 Total	First Quarter 2018	Second Quarter 2018	Third Quarter 2018	Fourth Quarter 2018	TOTAL Number of Graves Sold To Date	Number of Graves Remaining
B	33	60	36	1	6	2		138*	270
C	11	24	5	7	0	2		49*	23
D	6	0	0	0	0	0		6	6
K	14	5	0	0	0	0		19	0
L	8	4	0	0	0	0		12	4
O	6	0	0	0	0	0		6	4
TOTAL	78	93	41	8	6	4		230	307

*Per City Commission request, once 200 graves are sold in Sections B & C, the GCAB must review those Sections prior to additional graves being sold. No more than 240 graves can be sold in those two sections prior to GCAB review. **Total to date: 187**

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

AREAS ALONG THE ROAD (SECTIONS E & G)

TOTAL NUMBER OF GRAVES SOLD PER SECTION

Section	2015 Total	2016 Total	2017 Total	First Quarter 2018	Second Quarter 2018	Third Quarter 2018	Fourth Quarter 2018	TOTAL Number of Graves Sold To Date	Number of Graves Remaining
E	11	0	0	0	0	0		11	0
G	14	1	3	1	0	0		19	0
TOTAL	25	1	3	1	0	0		30	0

**REMAINING SECTIONS WITH AVAILABLE LOTS
TOTAL NUMBER OF GRAVES SOLD PER SECTION**

Section	2015 Total	2016 Total	2017 Total	TOTAL Number of Graves Sold To Date	Number of Graves Remaining
F North	0	0	3	3	0
TOTAL	0	0	3	3	0

PLOTS UNDER CONTRACT (PAYMENT PLAN) IN SECTIONS B, C, K, L & O
Current through September 30, 2018

Section	Lot	Grave Nos.	Date of Agreement	Term of Agreement	NUMBER OF PLOTS
B	1-A	24	06/21/2018	24 months	1
B	4-A	19, 20	10/23/2017	24 months	2
B	5-C	19, 20	10/23/2017	24 months	2
B	10-A	3, 4	11/16/2015	36 months	2
B	11-A	23	06/26/2018	24 months	1
B	12-A	9, 10	07/15/2016	24 months	2
B	12-A	11, 12	09/15/2016	24 months	2 PD
B	6-C	23, 24	06/13/2018	24 months	2
C	16-C	5	06/13/2018	24 months	1
C	16-C	6	06/13/2018	24 months	1
C	17-C	23, 24	10/26/2016	60 months	2
C	18-A	9, 10	11/04/2016	36 months	2
C	19-A	5, 6	09/21/2017	24 months	2
K	12-A	5, 6	08/26/2015	60 months	2 PD
L	16-A	9, 10	12/03/2015	60 months	2
O	20-A	7, 8	08/26/2015	60 months	2
O	20-B	5,6,7,8	04/22/2016	60 months	4
TOTAL:					28

This concluded the 18th quarter (55 months) as the operator of Historic Greenwood Cemetery.