

Revision 2
**GREENWOOD CEMETERY ADVISORY BOARD
MEETING AGENDA
FRIDAY, JUNE 7, 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 April 17, 2019

IV. NEW BUSINESS

- A. Reconsideration of above ground monument rule in F North
- B. Consideration to release additional grave sites for sale
- C. Consideration to ~~cancel August 2nd meeting due to August 6th election.~~ Reschedule August 2, 2019 regular meeting to August 16, 2019.

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. Finalization of Master Plan/Historical Collaboration Priority List
- B. Ground Penetrating Radar

VI. FINANCIAL REPORT

- A. 1Q Financial Report for Greenwood Cemetery
- B. 1Q Perpetual Care Fund Reports

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

VIII. BOARD COMMENTS

IX. ADJOURN

NEXT MEETING: ~~TBD~~ August 16, 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, APRIL 17, 2019 AT 8:30 AM
MUNICIPAL BUILDING, ROOM 205, 151 MARTIN**

I. CALL TO ORDER

Chairperson Gehringer called the meeting to order at 8:30 a.m.

II. ROLL CALL

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

Absent: Kevin Desmond

Administration: City Clerk Mynsberge

III. APPROVAL OF MINUTES

A. Approval of meeting minutes of March 1, 2019

MOTION: Motion by Mr. Stern, seconded by Ms. Buchanan:

To approve the minutes of March 1, 2019 as amended:

- Page 3, 2nd sentence, add "of" between "The first round" and "responses".

VOTE: Yeas, 6
Nays, 0

IV. NEW BUSINESS

A. Discussion with Lauren Wood, Department of Public Services Director
1. Tree planting

The City is in the process of finding three sugar maples to plant in the cemetery. Two will be planted in Section A by the east gate and the third will be planted south of the Martha Baldwin marker.

DPS Director Wood said:

- She would be working with City Clerk Mynsberge and Cheri Arcome of Elmwood, to come up with a long term plan for the placement and species of future trees.
- Trees are planted around the City in the spring and in the fall, and future tree plans for the Cemetery can be included in that schedule.
- The planted trees will be diverse in order to guard against pests or diseases that tend to target only one species.

- Sugar Maples grow to 40 to 45 feet. The planned trees will be 3 to 4 inches in diameter at planting. Trees with larger diameters at planting are less likely to fare well in a new location.
- J.H. Hart and Birmingham Lawn work with the City on cemetery landscape maintenance.
- **It is currently uncommon for people to buy a tree for a grave. DPS' donation program** allows for the donation of trees in a park setting. In the past, some people have planted trees in the cemetery without the City's knowledge.
- After a plan is in place for tree placement in the cemetery, the possibility of donating a tree to be planted in the cemetery could be added to the DPS donation literature. Street tree donations cost approximately \$700 - \$800, all inclusive.
- She will check whether the tree inventory of the cemetery includes any flowering trees.
- **DPS' Park Fund currently covers all trees planted within Birmingham by the City.** She said **that the cemetery's Perpetual Care Fund may be able to contribute to some of those costs** in the future for trees planted by the City within the cemetery, but that can be clarified going forward.

Ms. Buchanan shared historical photos of Greenwood Cemetery. She noted the treescape in the photos.

Ms. Suter said the trees will help shield people from the sun during cemetery tours.

Chairwoman Gehringer suggested that smaller flowering trees could be planted in spaces too narrow for larger trees.

The Board thanked DPS Director Wood.

- B. Presentation, Testing Engineers & Consultants, Inc.
 - 1. GPR: Process, findings, and deliverable results

The contractor was not able to attend the meeting. City Clerk Mynsberge indicated that she would try to reschedule the presentation.

- C. Discussion of cemetery website
City Clerk Mynsberge presented the item.

Ms. Suter said that **as much information as possible should be provided on the City's** website instead of on the Elmwood website so that the City retains the ability to better organize cemetery information.

Ms. Buchanan said she would look into who wrote the obituaries on the website and that she would then work with that person to fill in more information.

Chairwoman Gehringer recommended asking Elmwood to update the Markers and Memorials page information with correct information about where above ground monuments are not permitted. She also noted that more than 50% of cemeteries do not repair or clean historic markers.

City Clerk Mynsberge said she would like to have BS&A in for a Summer 2019 meeting to explain what the system offers in terms of digitally keeping and organizing cemetery records.

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

Mr. Stern asked that the Ending Fund Balance be listed as \$700,667.51 and not \$700.667.51 on page 9.

MOTION: Moved by Ms. Buchanan, seconded by Mr. Stern:

To approve the 2018 GCAB Annual Report and to submit it to the City Commission in accordance with Chapter 34, Section 34-30 of the Birmingham Code of Ordinances.

Mr. Stern said the Board would need to discuss their recommendation to the Commission given that the cemetery has likely reached the threshold of 200 of the new plots in Sections B and C being sold.

City Clerk Mynsberge asked if it would help if she determined how much money will be needed in the Perpetual Care Fund to provide for ongoing maintenance once the cemetery is sold out.

Mr. Stern said that would be an excellent metric for making the recommendation, and that promoting sales with an **eye towards the cemetery's financial goals would also be worthwhile**. He suggested that City Clerk Mynsberge would likely also encounter additional plots available during her assessment.

Ms. Suter said she wanted to preserve some plots for generations to come and was not in favor of doing a marketing push now.

Ms. Schreiner said it was a balancing act between selling further plots and maintaining some available plots for the future.

Chairwoman Gehringer noted that the City Commission had previously voted against expanding the cemetery.

Ms. Buchanan noted that public cemeteries usually do not market plots, while private ones do.

VOTE: Yeas, 6
 Nays, 0

City Clerk Mynsberge stated that the Annual Report would be on the April 22, 2018 Commission agenda.

B. Prioritization of Remaining Master Plan/Collaborative Preservation Projects

City Clerk Mynsberge will resend the priority list and compile it for the June 2019 meeting.

VI. FINANCIAL REPORT

A. 4Q 2018 Financial Report for Greenwood Cemetery

Mr. Stern asked that the City begin with Section H in the process of digitizing the records in order to determine whether there are any plots left.

Chairwoman Gehringer asked that the past due accounts be annotated as past due on the third page of the report.

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

None.

VIII. BOARD COMMENTS

City Clerk Mynsberge summarized the issue raised with the City Commission by Birmingham resident Michael Schneider regarding flush markers and monuments in Section F. The City Commission would like the Board to review the rules and regulations for Section F North to determine whether monuments should be allowed.

Ms. Suter noted that these issues were discussed in public meetings. She suggested the City publicize future cemetery-**relevant public meetings both at the cemetery and on the City's** cemetery website in order to ensure that concerned parties are better informed. She also added that plot owners may permit non-plot owners to be buried in their plots, meaning that not everyone buried in the cemetery necessarily owns the plot they are buried in.

Mr. Stern said Section F North is 36 lots with 240 plots by his counting. He believes that 169 of those plots are occupied, 75 of those plots are unoccupied, two of the unoccupied plots cannot be used because of trees, and that the City retains ownership of five unsold lots at this time. He provided his perspective on the history of flat markers in cemeteries and their specific use in Birmingham, which he presented as a maintenance consideration.

Ms. Suter stated that Section F North was sold as requiring flat markers, and that it should have been left the way it was. She recommended leaving Mr. Robertson's **single monument in Section F North** as an exception, and otherwise returning to flat markers in the section.

Chairwoman Gehringer noted that:

- **Mr. Robertson's original hearing with the Board described the monument as being much different than it turned out.**
- The entire Board voted against allowing monuments in Section F North, but because they were unable to supply the Commission with an external reason for maintaining only flush markers, the Commission voted to allow monuments in the section.

Ms. Schreiner noted that Mr. Stern had the letter describing the intended monument's appearance. She said that if the installed monument varies significantly from the proposed monument, the City could consider requiring that the monument be reverted to what was described. She stated that while this is not the current discussion the City should enforce what was agreed upon per the letter.

City Clerk Mynsberge said she would look into the difference between the monument-as-proposed and the monument-as-installed. She said there may have been revisions submitted to the City

beyond the ones provided to the Board at the time, and that she would bring all relevant information to the June 2019 meeting.

Ms. Schreiner said that, in the past, there had been speculation that the ground in the northernmost part of Section F North would have difficulty supporting the weight of heavier markers. She also noted that there was a possibility that the City was in breach of contract if the plots in Section F North were explicitly sold as being within a flush marker section, but that she was not sure if those restrictive easements apply in cemeteries.

Ms. Buchanan noted that excavated dirt from another site in Birmingham had been added to the cemetery where Ms. Schreiner was describing, and that may have been the reason for only allowing flush markers in that area.

Ms. Schreiner clarified that even without the possible historical reason for installing flush markers, **there may be some contract issues with the monument's installation. She also said her understanding was that no graves were located in the excavated dirt, but that the most northerly graves in this section are adjacent to less stable ground.**

Mr. Stern suggested that, since this was a private sale, Mr. Robertson may not have known to even consider whether he would be able to install his desired marker or not in the location of purchase. Mr. Stern said it may have been that Mr. Robertson did not know that restrictions on markers in cemeteries existed, as opposed to a case where Mr. Robertson knew different cemeteries have different marker requirements and neglected to do due diligence.

Ms. Buchanan recalled that Mr. Robertson said he did not read the details of the plot's location and requirements until his wife passed.

Ms. Schreiner said speculating about Mr. Robertson's knowledge regarding his plot would not influence the current situation. She said the focus of the Board should be whether the exception granted to Mr. Robertson by the City matches what was ultimately installed. She said the Board should wait for the outcome of City Clerk Mynsberge's research on the matter in order to determine next steps.

IX. ADJOURN

The meeting was adjourned at 9:57 a.m.

NEXT MEETING: JUNE 7, 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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DRAFT



MEMORANDUM

City Clerk's Office

DATE: May 31, 2019
TO: Greenwood Cemetery Advisory Board
FROM: J. Cherilynn Mynsberge, City Clerk
SUBJECT: Reconsideration of Above Ground Monument Rule in F North

On April 8, 2019 Michael Schneider, son of cemetery plot owners in F North, spoke with the City Commission in opposition to the rule change allowing above ground monuments in F North.

The City Commissioners suggested that the GCAB consider the issue and send a recommendation to the Commission.

Attached are the applicable City Commission minutes, Mr. Schneider's letter, information from Elmwood about monuments in F North, including the information that a new monument was erected in 2018. Also attached are the minutes of the March 27, 2017 City Commission meeting and the full report presented at that meeting when the decision was made to allow monuments in F North.

The Robertson monument that is in the cemetery is not what was depicted to the City Commission. I took a picture earlier in the spring, and I hope to find it and send it to you next week.

The GCAB is going to be discussing the F North monument rule on June 7th.

Also on the June 7th GCAB agenda is making a recommendation on whether or not to release more lots for sale. For both of these agenda items I think it would be extremely helpful if you were in attendance. There was a comment or two at the last GCAB meeting about holding back spaces for future generations. Since that would have an impact on Elmwood, I'd like you to be there to have input.

[Quoted text hidden]



FN Lot 2 Graves 2 3 4 5.pdf
472K

Cheri Arcome <cheri@lfsloane.com>

Fri, Apr 26, 2019 at 1:17 PM

To: Cherilyn Mynsberge <cmynsberge@bhamgov.org>

He wants to know when the Callaghan monument was put in. I looked through the work orders you sent from 4Q 2017 - 4Q 2018 and I didn't see anything about putting up a monument for Callaghan. When was it done? And would you please send me a copy of the work order?

We do not install monuments. We install foundations for monuments. There isn't a work order because there was an existing foundation from years ago. Why, I have know idea. The monument was installed in the spring of 2018 before Easter.

Also, I'm confused about the Hulbert monument. The maps you emailed me on Feb 20 don't delineate between F and F North, but my records (see attached) show the Hulbert monument in F North Lot 2 Grave 5. **The maps that we were given never delineated between F and F-North. You have to study the maps and the lot diagrams.**

Because of Mr. Schneider's letter to the City Commission and his showing up twice to ask for the rule to be changed, the Commission has asked the GCAB to review the rules again and make a recommendation. They also directed me to gather more information than we had when the Commission agreed to let the Robertson monument go up in 2017. So, I really need to have a definitive answer on the Hulbert monument and be able to back it up with documentation. **Based on your records the Hurlbert's own space in F-North and someone named Huey game them permission for a monument on grave 5 in 1986. There probably weren't any complaints about the exception because this lot is right on the border of F and F-North and no one could tell.**

The GCAB is going to be discussing the F North monument rule on June 7th. **At the time we advised that the flush monument rule for F-North should not be changed and we gave several reasons, this being one of them. The GCAB and the Commission chose to make the change. Putting the genie back in the bottle could be problematic for your office. Citizens made purchases in F-North because of the rule change. I know of 2 families that have monuments in production currently.**

Also on the June 7th GCAB agenda is making a recommendation on whether or not to release more lots for sale. For both of these agenda items I think it would be extremely helpful if you were in attendance. There was a comment or two at the last GCAB meeting about holding back spaces for future generations. Since that would have an impact on Elmwood, I'd like you to be there to have input. **Thank you for letting us know about the question regarding the release of graves.**

[Quoted text hidden]

March 15, 2019

Michael Schneider
251 Strathmore Rd
Bloomfield Hills, MI 48304

City Commission, c/o City Clerk
City of Birmingham
151 Martin St
Birmingham, MI 48009

City Commissioners:

My parents bought their cemetery plots in Greenwood Cemetery in the 1970s. I remember being told that their plots were in a section where all the monuments would be flush with the ground. As I got older, I came to appreciate that. Flush markers have an unassuming dignity to them. They don't demand attention, and they don't seem to be competing to be grander than any of the others. A section with only flush markers has an openness and peacefulness to it, a place where people going to visit their loved ones' graves can focus on them without the distraction of nearby large monuments demanding attention and towering over the area around them.

Recently I visited my parents' graves and was shocked to find a large above ground monument marking the graves adjacent to them. The presence of this large monument changed my experience there. When I stand there at my parents' graves, I see a large monument right by them. It's an unwelcome distraction, and an intrusion that for me has destroyed the openness and tranquility that was there before.

I have since been informed that the city recently rescinded the long-standing rule prohibiting above ground monuments in that section of the cemetery, and this was done at the request of one individual. I can't believe that the city was willing to do this. When the city decided that the north section of the cemetery would be reserved for flush markers, that wasn't just a restriction on the people purchasing grave sites there, it was also a promise to them that their graves would be in a section free of above ground monuments. Their loved ones would be able to visit their graves in an open and peaceful area without the distraction of large monuments nearby.

The City of Birmingham has broken a promise that it made five decades ago, and one that had been upheld until now. Changing the rules to favor some at the expense of others may work sometimes when running a city, but it is no way to run a cemetery. When people bury their loved ones in a cemetery, they should be able to rely on the promises that were made. The city made this recent rule change without notifying the families with grave sites in that section of the cemetery, and without regard for their wishes.

The City of Birmingham should not have abandoned the commitment that it made decades ago when it reserved the north section of Greenwood Cemetery to be free of above ground monuments. This

change in the character of the north section of the cemetery without regard for people who have family members buried there was inconsiderate and a mistake. Cheri Arcome, who is the contact person for matters regarding the cemetery, informed me that two other families who have loved ones buried in the north section of the cemetery have also complained to her about this change in policy allowing above ground monuments. I expect that other families will be unhappy as well, and may speak up, as they become aware of this change.

I request that you restore the serenity and openness of the north section of the cemetery by reinstating the rule that requires those plots to have only flush markers, and that you require the two above ground monuments that have since been erected there, be replaced with flush markers. You owe it to the families who have trusted the city to keep its promise.

Sincerely,

A handwritten signature in black ink, reading "MSchneider". The letters are cursive and fluid, with the "M" and "S" being particularly prominent.

Michael Schneider



March 21, 2019

Michael Schneider
251 Strathmore Road
Bloomfield Hills MI 48304

RE: Greenwood Cemetery, Section F North

Dear Mr. Schneider:

I am in receipt of your March 15, 2019 letter to the City Commission expressing concerns about the change in Greenwood Cemetery's rules which now allow upright monuments in Section F North where your parents purchased graves. As the staff liaison to the Greenwood Cemetery Advisory Board (GCAB) I am pleased to provide you with a response. Your letter and my response will be shared with the City Commission.

Your parents purchased their graves in Section F North in 1976, and at that time the *Greenwood Cemetery Operational Procedures, Conditions and Regulations*, adopted by the City Commission on October 18, 1971, allowed only flush memorials in that section.

On October 21, 2013 the City Commission adopted Resolution #10-297-13 establishing the Greenwood Cemetery Advisory Committee to balance the interest of those interred in Greenwood Cemetery and their surviving family members, those who wish to be interred in Greenwood Cemetery, those who will pay for the regular care and maintenance of the cemetery in perpetuity, and those who wish to preserve Greenwood as an historic site. The Committee released its final report in 2014, and among its recommendations was the establishment of a Greenwood Cemetery Board to make recommendations to the City Commission regarding the Cemetery.

The City Commission, on October 13, 2014, amended the Birmingham Code of Ordinances by adding Sec. 34-30 establishing the GCAB and giving them the duty to provide recommendations to the City Commission on, among other things, modifications of the *Operational Procedures, Conditions and Regulations* governing Greenwood Cemetery.

An owner of two graves in Section F North approached the GCAB in December of 2016 requesting an exemption to the flat marker only regulation. Upon review by the GCAB, the owner then took his request to the City Commission. The City Commission asked staff to

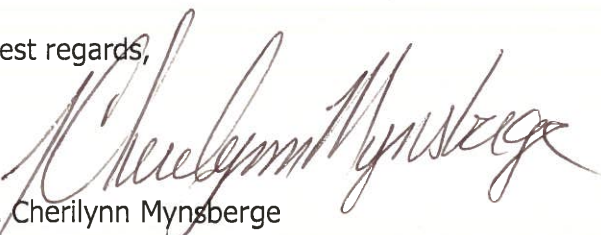
research the issues and to contact all owners of graves in Section F North for input. Among the findings presented by staff:

- There has been, since May 1986, a raised headstone so close to the boundary of Section F North it appears to be in the section.
- In September 1990 the Stenger family requested an exemption from the flat marker regulation, and the City Commission took no action on the request.
- In other sections of the cemetery, excluding the historic areas of A, B and C, the *Operational Procedures, Conditions and Regulations* allow monuments only on two adjoining side by side graves with one owner.
- On the new graves plotted after January 1, 2015 in Sections B, C, D, K, L and O, only flush markers are permitted.
- There are 71 owners of record in Section F North. The City sent letters to the 34 owners still alive at their last address of record. Eight responses were received, with six owners in favor of upright monuments and two owners opposed.
- Next of kin information is not collected when a grave is purchased.

On March 27, 2017 the City Commission, by a vote of 6-0, with one Commissioner absent, directed the GCAB to revise the *Operational Procedures, Conditions and Regulations* to allow upright monuments in Section F North.

The City Commission, the GCAB, and City administration are committed to maintaining the Greenwood Cemetery in a manner which best addresses the concerns of all invested parties. Thank you for sharing your concerns, and I hope you find this information helpful. If I may be of further assistance, please do not hesitate to contact me at 248-530-1802 or cmynsberge@bhamgov.org.

Best regards,



J. Cherilynn Mynsberge
City Clerk

Greenwood Cemetery Section F North

2 messages

Michael Schneider <mschneider126@hotmail.com>

Mon, Apr 1, 2019 at 7:18 PM

To: "cmynsberge@bhamgov.org" <cmynsberge@bhamgov.org>

Cherilynn Mynsberge,

Thank you for taking the time to write me an informative letter about the rule change regarding above ground monuments in Greenwood Cemetery.

Your letter points out it is the intent of both the City Commissioners and the Greenwood Cemetery Advisory Committee to include the interests of surviving family members in decisions affecting the cemetery. From what I gather from your letter and other sources, the decision to change the rule regarding above ground monuments was made without consideration of the wishes of the family members of those already buried in that section of the cemetery.

Although it remains unproven, I believe it is very likely that the majority of those surviving family members, who have placed flush markers on the graves of their loved ones, will be very unhappy to see above ground monuments in this area of the cemetery, and would have opposed them. When you combine that consideration with the reality that the flat marker regulation was an existing agreement between the city and all of the purchasers of grave sites in that section of the cemetery, changing this rule was unwarranted.

My letters to the City Manager and the Commissioners requested that the recent rule change allowing above ground monuments in the north section of the cemetery be reversed. I also made the same request verbally at the recent Commissioner's meeting. Your informative letter did not address my request. Will my request to change that rule receive further consideration, or has my request been dismissed? Is there some course of action that I need to take to merit serious consideration of my request by the City Commission? I will appreciate your advice on this.

Best regards,

Michael Schneider

Tue, Apr 2, 2019 at 11:18 AM

Cherilynn Mynsberge <cmynsberge@bhamgov.org>
To: Michael Schneider <mschneider126@hotmail.com>
Cc: Joe Valentine <jvalentine@bhamgov.org>

Mr. Schneider:

Your request to the Commission has been placed on the agenda for the April 8, 2019 City Commission meeting under "Communications".

Respectfully,
J. Cherilynn Mynsberge
City Clerk
City of Birmingham
248-530-1802

[Quoted text hidden]

Excerpt

BIRMINGHAM CITY COMMISSION MINUTES APRIL 08, 2019 MUNICIPAL BUILDING, 151 MARTIN 7:30 P.M.

II. ROLL CALL

ROLL CALL:	Present:	Mayor Bordman Mayor Pro Tem Boutros Commissioner DeWeese Commissioner Harris Commissioner Hoff Commissioner Nickita Commissioner Sherman
	Absent:	none

VIII. COMMUNICATIONS

Letter from Michael Schneider regarding Greenwood Cemetery monuments in Section F North.

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

04-092-19 Michael Schneider

Michael Schneider addressed the Commission regarding the matter of above-ground monuments in Section F North of Greenwood Cemetery. Mr. Schneider previously addressed the Commission at their March 25, 2019 meeting in regards to the same matter.

Mr. Schneider spoke in response to a letter sent by City Clerk Mynsberge that detailed a survey conducted among people who owned plots in Section F North of the Cemetery. The letter explained that with eight owners responding, six were in favor of the change to allow above-ground monuments, and two were not.

Mr. Schneider suggested that the families of people buried in Section F North of the Cemetery would likely have preferred flush markers to above-ground markers since they chose plots in that section. He also suggested that since the City only has contact information for plot owners, and not the wider group of likely concerned family members, the City cannot have access to an **accurate perspective of concerned parties' preferences in regards to flush versus above-ground markers.**

Mr. Schneider reiterated his feeling that the sale of plots in Section F North of the Cemetery included an implicit promise from the City that the section would remain free of above-ground monuments since only flush markers were allowed at the time of sale.

City Manager Valentine told Mayor Bordman that the Greenwood Cemetery Advisory Board (GCAB) could be asked to review the policy and make a recommendation to the Commission.

Commissioner DeWeese said he saw no harm in asking the GCAB to study the issue.

Commissioner Hoff concurred but noted **the City's options are limited**.

Commissioner Harris concurred, and asked if there would be a way to survey a broader group of people who may be concerned with the policy.

Mayor Bordman said she was also supportive of sending the issue to the GCAB for study.

Mr. Schneider asked if it would be within the range of possible options to put a hold on above-ground monuments until a decision is made.

City Manager Valentine said the GCAB and Commission would need sufficient information before enacting a policy change.

Commissioner DeWeese said that Mr. Schneider could ask the GCAB to consider a temporary hold on above-ground monuments while the Board deliberates on the matter.

Mayor Bordman thanked Mr. Schneider. Mr. Schneider thanked the Commission.

Excerpt
BIRMINGHAM CITY COMMISSION MINUTES
MARCH 27, 2017
MUNICIPAL BUILDING, 151 MARTIN
7:30 P.M.

II. ROLL CALL

ROLL CALL: Present, Mayor Nickita
Commissioner Bordman
Commissioner Boutros
Commissioner DeWeese
Commissioner Hoff
Commissioner Sherman
Absent, Mayor Pro Tem Harris

**03-82-17 REVISION OF GREENWOOD CEMETERY RULES AND
REGULATIONS-SECTION F NORTH MONUMENTS**

Acting City Clerk Arft explained in December of 2016, Mr. Paul Robertson asked the City Commission for an exemption to the flat marker only regulations in Section F North. He had purchased graves with his wife in a private transaction with a previous owner several years earlier and after his wife passed, Mr. Robertson discovered the grave they purchased allowed only flush markers. The restriction has been in the cemetery Rules and Regulations since 1971. He came to the Greenwood Cemetery Advisory Board and asked for an exemption to the rule. The GCAB denied it, and he came to the City Commission to ask for that exemption. The City Commission tabled that request in December to allow time for staff to research and answer the questions the Commission had. A physical visit at the cemetery revealed that there is an upright monument just inside the boundary of Section F North. Records indicate it has been there since May 1986. The photos in the report show how closely the monument is to Section F. It does not appear from our records that there was any Commission approval of that request.

Another question was whether there were other requests of this kind. Records indicate one written request from the Stenger family in September 1990 along with the Hulbert request discussed above which was in 1986. For the Stenger request the City chose not to take any action and those records are in the report.

The Commission also asked what the regulations are for raised headstones in sections other than F North, excluding the historic areas of A, B and C. The Rules and Regulations allow monuments only on two adjoining side by side graves that are under one ownership. Markers not exceeding 1½ feet in height are also permitted. On the new graves plotted after January 1, 2015, in Sections B, C, D, K, L and O, only flush or lawn level markers are permitted.

The first burial record in Section F North was February 21, 1969. The **Clerk's office** conducted a survey of Section F North owners to determine their interest in erecting an upright monument on their grave. Letters were sent to 34 owners at their last address of record. Eight responses have been received, with six in favor of upright monuments and two not. Ms. Arft added that Section F North consists of 36 lots, 253 spaces and 71 owners of record.

Commissioner Hoff asked if we have 71 owners of record, why were letters only sent to 34 owners. Ms. Arft responded that many people have passed. So we only contacted people that we could determine were still alive.

Commissioner Hoff wanted to know if we had any next of kin information. Ms. Arft said that information is not collected. Commissioner Hoff commented that the letter of 1990 from the City Clerk to Tom Marcus states that an employee of the Department of Public Services said that to his knowledge there are no upright markers in F North. Yet we have a letter in 1986 where the employee indicated he has no objection to putting in an upright marker and allowed the Hulbert family on upright marker in Section F North.

Commissioner Bordman visited the cemetery today and said the Hulbert monument is in a position where it looks like it is actually part of a different section. It is so close to the other markers that are there that you would not know it was part of F North. F North is actually down a bit of a slope and the Hulbert marker is at the top of the slope right next to the other section. There is

a slope with no graves because of the slope, and then there is a very large area that has all flush markers. It goes all along the back right up to the point where the ground drops off into the river. For this reason, she expressed concern about agreeing to have a monument that will stand out among all of these flush markers. She understands Mr. Robertson wants to have an upright marker, but she likes to see continuity in the cemetery, and is concerned that having a marker in the middle of all the flush areas will destroy the continuity.

Commissioner Sherman said he also went to the cemetery today and agrees with Commissioner Bordman. He wondered why or how they have these rules for flush markers in that particular area so he went out there. He noticed that there are sculptures out there on a number of the graves such as angles, cherubs and flower pots. He does not understand the purpose of the restriction when the sculptures are permitted there. Apparently, at that time of suggested flush markers there for easier lawn maintenance. He feels that no longer applies once this work is done by a contractor now. He was concerned originally with setting a precedent, but having been out there he saw the sculptures placed on or next to marker. He suggested we can restrict the height but does not understand restriction for only flush markers now.

Commissioner Boutros commented that he does not believe having a raised stone will affect how he grass is cut. He added that the location of Section F North has no impact on the cemetery.

Commissioner DeWeese said he is absolutely firm that we should have flat markers for any new graves in the historic sections, and that there is a reason for that. He does not see any engineering or practical reason why we restrict this to flat markers in Section F North. In fact, since it slopes down, even if there is a higher marker, it will not stand out that much. If there is a problem with the ground being more unsettled, then the City will require a better foundation on the graves if they are putting up a marker. He stated his support of this.

Commissioner Hoff explained that one of the concerns the last time was that people like the Stenger family have requested monuments and were denied. Now that this letter has been sent out and people have responded and the majority of people who did respond said they would prefer an upright marker. It does not sound like anyone is upset about it. Secondly, she wanted to ask about the designs for monuments and the rules state they must be submitted to the superintendent or to a person designated by him to act in his stead when application is made for construction of foundations. We have specific requirements.

City Manager Valentine said as a practical matter, the Commission can tell me how you would like me to handle it, but all these matters that have that language with regard to the superintendent need to go to his attention as the City Manager. His position would be that in terms of continuity of managing this, we would have our contractor facilitate the installation of these stones, like they are managing all other operations of the cemetery. The direction and **requests would come from the City Manager's office.**

Mr. Paul Robertson agreed that they have come to the same conclusion that he came to, that **Section F North was for some reason in the 60's and 70's granted second class citizenship and he** hopes in the vote to give the section first class citizenship.

MOTION: Motion by Bordman, seconded by Boutros:

To direct the Greenwood Cemetery Advisory Board to revise the Greenwood Cemetery Rules and Regulations to permit upright monuments in Section F North of Greenwood Cemetery. All conditions as to the erection of monuments in Section VI, Monuments, Grave Markers, and Foundations shall continue to apply.

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

Excerpt
BIRMINGHAM CITY COMMISSION MINUTES
MARCH 27, 2017
MUNICIPAL BUILDING, 151 MARTIN
7:30 P.M.

II. ROLL CALL

ROLL CALL: Present,	Mayor Nickita Commissioner Bordman Commissioner Boutros Commissioner DeWeese Commissioner Hoff Commissioner Sherman
Absent,	Mayor Pro Tem Harris

**03-82-17 REVISION OF GREENWOOD CEMETERY RULES AND
REGULATIONS-SECTION F NORTH MONUMENTS**

Acting City Clerk Arft explained in December of 2016, Mr. Paul Robertson asked the City Commission for an exemption to the flat marker only regulations in Section F North. He had purchased graves with his wife in a private transaction with a previous owner several years earlier and after his wife passed, Mr. Robertson discovered the grave they purchased allowed only flush markers. The restriction has been in the cemetery Rules and Regulations since 1971. He came to the Greenwood Cemetery Advisory Board and asked for an exemption to the rule. The GCAB denied it, and he came to the City Commission to ask for that exemption. The City Commission tabled that request in December to allow time for staff to research and answer the questions the Commission had. A physical visit at the cemetery revealed that there is an upright monument just inside the boundary of Section F North. Records indicate it has been there since May 1986. The photos in the report show how closely the monument is to Section F. It does not appear from our records that there was any Commission approval of that request.

Another question was whether there were other requests of this kind. Records indicate one written request from the Stenger family in September 1990 along with the Hulbert request discussed above which was in 1986. For the Stenger request the City chose not to take any action and those records are in the report.

The Commission also asked what the regulations are for raised headstones in sections other than F North, excluding the historic areas of A, B and C. The Rules and Regulations allow monuments only on two adjoining side by side graves that are under one ownership. Markers not exceeding 1½ feet in height are also permitted. On the new graves plotted after January 1, 2015, in Sections B, C, D, K, L and O, only flush or lawn level markers are permitted.

The first burial record in Section F North was February 21, 1969. The **Clerk's office** conducted a survey of Section F North owners to determine their interest in erecting an upright monument on their grave. Letters were sent to 34 owners at their last address of record. Eight responses have been received, with six in favor of upright monuments and two not. Ms. Arft added that Section F North consists of 36 lots, 253 spaces and 71 owners of record.

Commissioner Hoff asked if we have 71 owners of record, why were letters only sent to 34 owners. Ms. Arft responded that many people have passed. So we only contacted people that we could determine were still alive.

Commissioner Hoff wanted to know if we had any next of kin information. Ms. Arft said that information is not collected. Commissioner Hoff commented that the letter of 1990 from the City Clerk to Tom Marcus states that an employee of the Department of Public Services said that to his knowledge there are no upright markers in F North. Yet we have a letter in 1986 where the employee indicated he has no objection to putting in an upright marker and allowed the Hulbert family on upright marker in Section F North.

Commissioner Bordman visited the cemetery today and said the Hulbert monument is in a position where it looks like it is actually part of a different section. It is so close to the other markers that are there that you would not know it was part of F North. F North is actually down a bit of a slope and the Hulbert marker is at the top of the slope right next to the other section. There is

a slope with no graves because of the slope, and then there is a very large area that has all flush markers. It goes all along the back right up to the point where the ground drops off into the river. For this reason, she expressed concern about agreeing to have a monument that will stand out among all of these flush markers. She understands Mr. Robertson wants to have an upright marker, but she likes to see continuity in the cemetery, and is concerned that having a marker in the middle of all the flush areas will destroy the continuity.

Commissioner Sherman said he also went to the cemetery today and agrees with Commissioner Bordman. He wondered why or how they have these rules for flush markers in that particular area so he went out there. He noticed that there are sculptures out there on a number of the graves such as angles, cherubs and flower pots. He does not understand the purpose of the restriction when the sculptures are permitted there. Apparently, at that time of suggested flush markers there for easier lawn maintenance. He feels that no longer applies once this work is done by a contractor now. He was concerned originally with setting a precedent, but having been out there he saw the sculptures placed on or next to marker. He suggested we can restrict the height but does not understand restriction for only flush markers now.

Commissioner Boutros commented that he does not believe having a raised stone will affect how he grass is cut. He added that the location of Section F North has no impact on the cemetery.

Commissioner DeWeese said he is absolutely firm that we should have flat markers for any new graves in the historic sections, and that there is a reason for that. He does not see any engineering or practical reason why we restrict this to flat markers in Section F North. In fact, since it slopes down, even if there is a higher marker, it will not stand out that much. If there is a problem with the ground being more unsettled, then the City will require a better foundation on the graves if they are putting up a marker. He stated his support of this.

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City Manager Valentine said as a practical matter, the Commission can tell me how you would like me to handle it, but all these matters that have that language with regard to the superintendent need to go to his attention as the City Manager. His position would be that in terms of continuity of managing this, we would have our contractor facilitate the installation of these stones, like they are managing all other operations of the cemetery. The direction and **requests would come from the City Manager's office.**

Mr. Paul Robertson agreed that they have come to the same conclusion that he came to, that **Section F North was for some reason in the 60's and 70's granted second class citizenship and he** hopes in the vote to give the section first class citizenship.

MOTION: Motion by Bordman, seconded by Boutros:

To direct the Greenwood Cemetery Advisory Board to revise the Greenwood Cemetery Rules and Regulations to permit upright monuments in Section F North of Greenwood Cemetery. All conditions as to the erection of monuments in Section VI, Monuments, Grave Markers, and Foundations shall continue to apply.

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



MEMORANDUM

City Clerk's Office

DATE: March 21, 2017

TO: Joseph A. Valentine, City Manager

FROM: Cheryl Arft, Acting City Clerk

SUBJECT: Request for exemption to the flush marker regulation in Section F-North of Greenwood Cemetery

On December 5, 2016, Mr. Paul Robertson, Jr. asked the City Commission to grant an exemption to the flush marker only regulation in Section F-North in Greenwood Cemetery, after being denied by the Greenwood Cemetery Advisory Board on September 30, 2016. (see attached "Attachment 1")

You will recall that Mr. Robertson and his wife purchased grave spaces in Section F North, Lot 30, graves 3 and 4, in a private transaction with the previous owner in October, 2012. (see attached records from Clerk's Office "Attachment 2")

After the passing of Ms. Robertson, Mr. Robertson discovered that the graves they purchased permitted only flush markers, and he sought an exemption from the Rules and Regulations to allow him to install an upright marker, rather than a flush marker. (see attached Rules and Regulations "Attachment 3")

The Commission tabled the request in order to allow research to be done by staff on several questions they had relating to Section F North. Those questions included:

1. Are there raised headstones in Section F North?
 - **Yes.** After a physical visit to the cemetery, staff discovered one upright monument in Section F North. It is located on Lot 2, grave space 5, which is right on the boundary between Section F and Section F North. (see photos attached "Attachment 4") Further investigation by staff of the records of this particular lot/grave revealed that permission was granted to the grave owner by a DPS employee in May, 1986. (see attached records "Attachment 5") A search of Commission meeting minutes from 1986 did not produce any evidence of Commission approval of the request.
2. Has the City received other requests for raised headstones in Section F North?
 - **Yes.** Records in the Clerk's Office contain one written request from Philip Stenger in September, 1990, and the request from Mr. Hulbert in 1986 referenced above. The minutes reflect that no action was taken by the City Commission on September 24, 1990 on the Stenger request, based upon the Rules and Regulations in place at that time, and concern over setting precedent. (see attached records "Attachment 6") There have been other verbal inquiries through the years, but research of the records in the Clerk's Office did not result

in finding any other written requests. No records were kept of any verbal inquiries.

3. What are the regulations for raised headstones in sections other than F North, excluding historic areas A, B, & C?
 - Monuments (also referred to as upright markers, headstones, raised markers) are permitted only on two adjoining side by side graves under one ownership. (see page 4 of current Rules and Regulations "Attachment 7")
 - Markers not exceeding 1-1/2 feet in height are permitted. (see "Attachment 7")
 - It is important to note that on the **new graves plotted after January 1, 2015 in Sections B, C, D, K, L, and O**, only flush or lawn level markers are permitted. (see "Attachment 8")
4. When was Section F North added?
 - The earliest burial record on file in Section F North was on February 21, 1969. Staff could not locate any records that identify specifically when the section was added.

A survey of Section F North owners was undertaken by staff to determine the level of interest in erecting an upright monument on their graves. Letters were sent to 34 owners at their last address of record on file in the Clerk's Office. **Seven** responses have been received so far. Five of the **seven** indicate they would be interested in an upright monument on their Section F North grave, with one indicating that cost would be their determining factor. (see "Attachment 9")

Section F North consists of 36 lots, 253 spaces, and 71 owners of record.

(Section F North maps attached)

SUGGESTED RESOLUTION:

To direct the Greenwood Cemetery Advisory Board to revise the Greenwood Cemetery Rules and Regulations to permit upright monuments in Section F North of Greenwood Cemetery. All conditions as to the erection of monuments in Section VI, Monuments, Grave Markers, and Foundations shall continue to apply.

OR

To deny the request to revise the Greenwood Cemetery Rules and Regulations to allow upright monuments to be erected in Section F North.



MEMORANDUM

City Clerk's Office

DATE: December 1, 2016

TO: Joseph A. Valentine, City Manager

FROM: Cheryl Arft, Acting City Clerk

SUBJECT: Request for an exemption to the flush marker regulation
in Section F-North of Greenwood Cemetery

The Greenwood Cemetery Advisory Board (GCAB) received a letter 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. Mr. Robertson purchased his graves, through a private sale, in 2012. He stated that he found out that flush markers were only allowed in Section F-North through a letter received from the City with his deed.

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 1st and March 31st unless weather permits.*

The GCAB considered Mr. Robertson's request at their meeting held on September 30th. The Board felt it was important to uphold the existing restriction of flush memorials as stated in Section VI of the Cemetery Regulations "Flush Memorial Section – F-North Only" and therefore recommended denial of the request. It is important to note that the city has received several such requests for upright memorials in F-North through the years which have been denied.

On November 28, 2016, Mr. Robertson submitted a request to the City Commission as an appeal to the "flat stone" only requirement of the two plots he owns. The lots were purchased about 5 years ago from a private party. His request is included immediately following this report. Also included within the report are the current Rules and Regulations as approved by the City Commission in August 2015.

SUGGESTED RESOLUTION:

To concur in the recommendation of the Greenwood Cemetery Advisory Board to deny Mr. Robertson's request for an exemption to the flush marker regulation in Section F-North of

Greenwood Cemetery.

-OR-

To approve Mr. Robertson's request for an exemption to the flush marker regulation in Section F-North of Greenwood Cemetery.

Paul C Robertson Jr.
779 S. Bates St.
Birmingham, MI 48009

City Manager and City Commission
City of Birmingham, Michigan

November 28, 2016

Dear Commissioners,

I am writing this letter as an appeal to the "flat stone" only requirement of the two plots in Greenwood Cemetery 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. Please see my attached photos for all the headstones quite near the very small "flat stone only" area. It is only about 12 or 14 gravesites deep. A VERY small area compared to the rest to cemetery. Can't be 5 % of the total. I have included a map with the flat stone only area highlighted in yellow. Even the Greenwood Cemetery Advisory Board couldn't tell me why it was a flat stone only area.

As one of the Advisory Board members stated "This is someone that wants to be buried in his hometown like everyone else in Greenwood". Don't you want to have the same ability to have a small monument on your gravesite when you die? It seems patently unfair that all those who went first have more rights than us today.

I understand that long term maintenance costs may be 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!!!

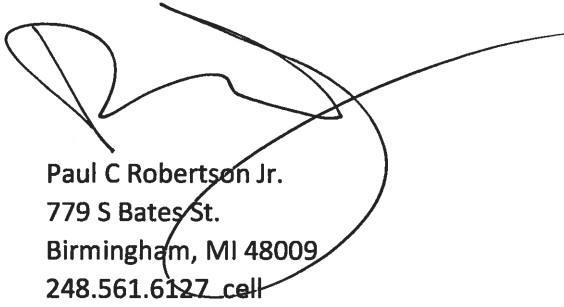
I have included a headstone design that I am going to use for my parents graves in the Franklin Cemetery. This includes a base that we would propose to be installed flush to the ground so a mower can go right over it with no trimming needed. Then the monument will sit on top of the "flat stone" base 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 30" instead of 72" by 16".

In an attempt to compensate the city, I would also be amenable to putting extra money in the perpetual fund for future maintenance to give you an economic reason for granting our request. This could also be the new standard for anyone requesting the same thing in the future. This is a very good model for

additional revenue for the cemetery and an additional source of funds for the perpetual maintenance fund.

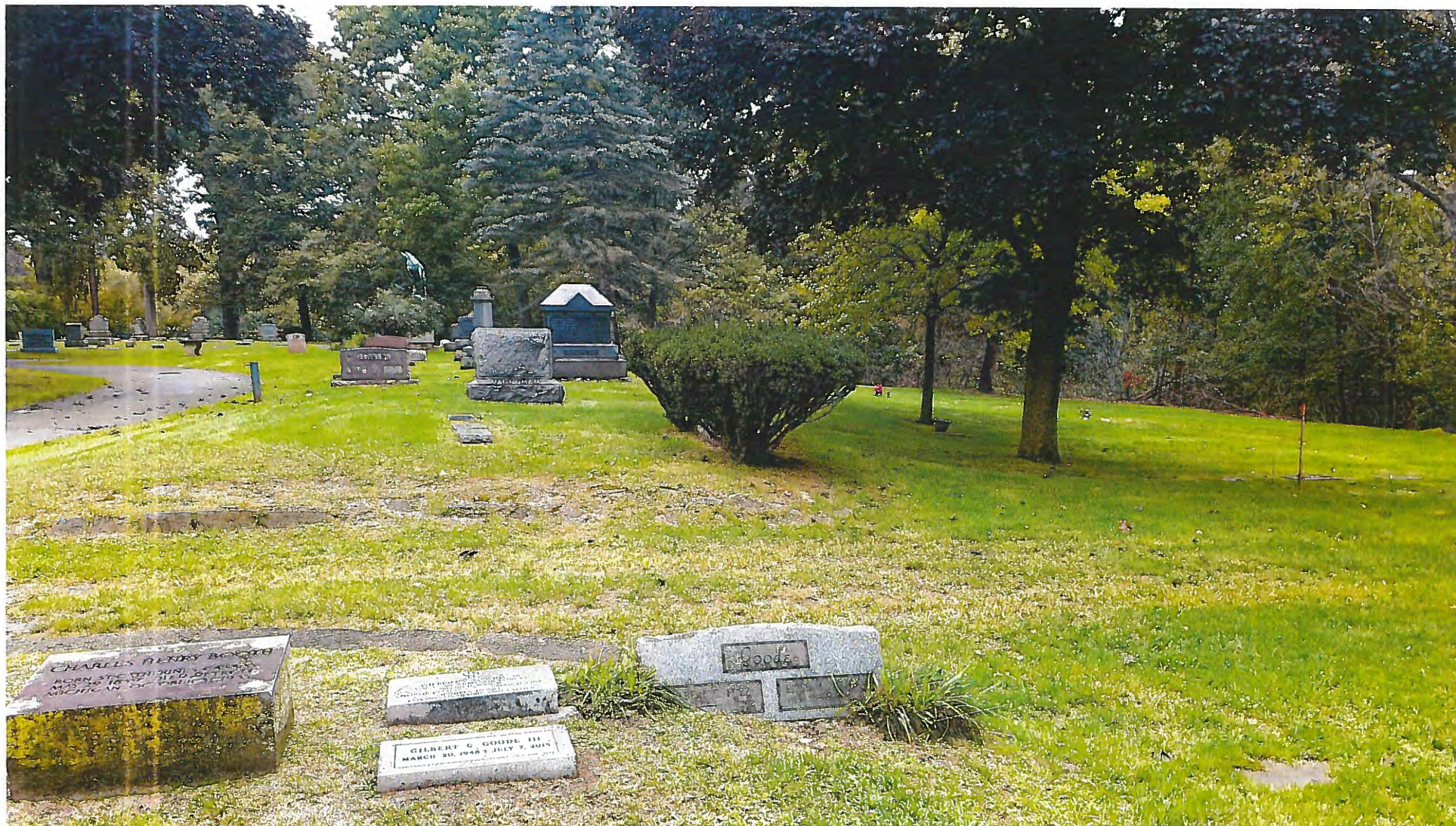
I hope you will give this request special consideration and I would request being put on a future commission agenda to further discuss this possibility with you. I think this proposal would be a win-win for both of us going forward. I look forward to meeting with you and coming to an amicable solution for us both.

Sincerely yours,



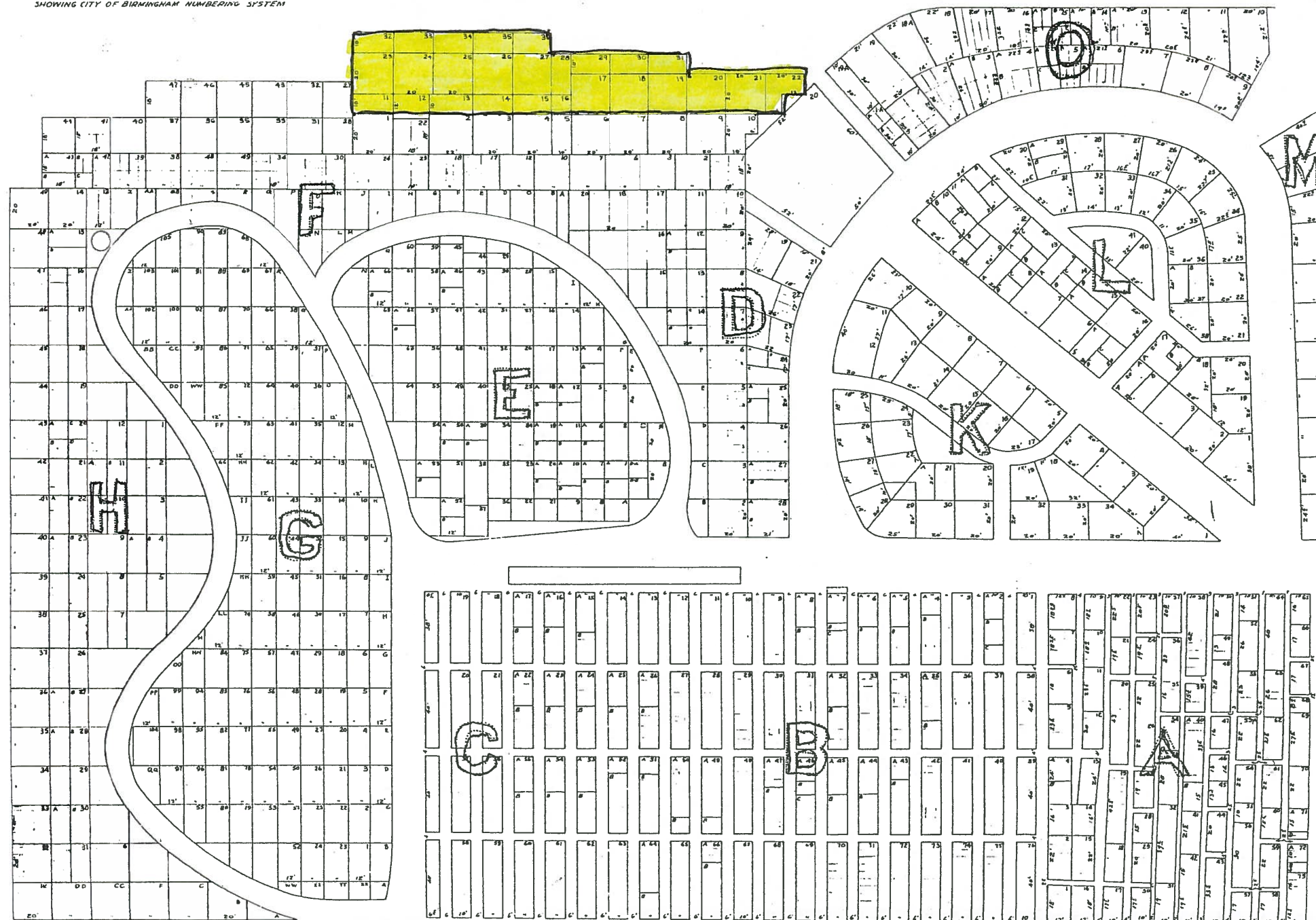
Paul C Robertson Jr.
779 S Bates St.
Birmingham, MI 48009
248.561.6127 cell





GREENWOOD CEMETERY

SHOWING CITY OF BIRMINGHAM NUMBERING SYSTEM

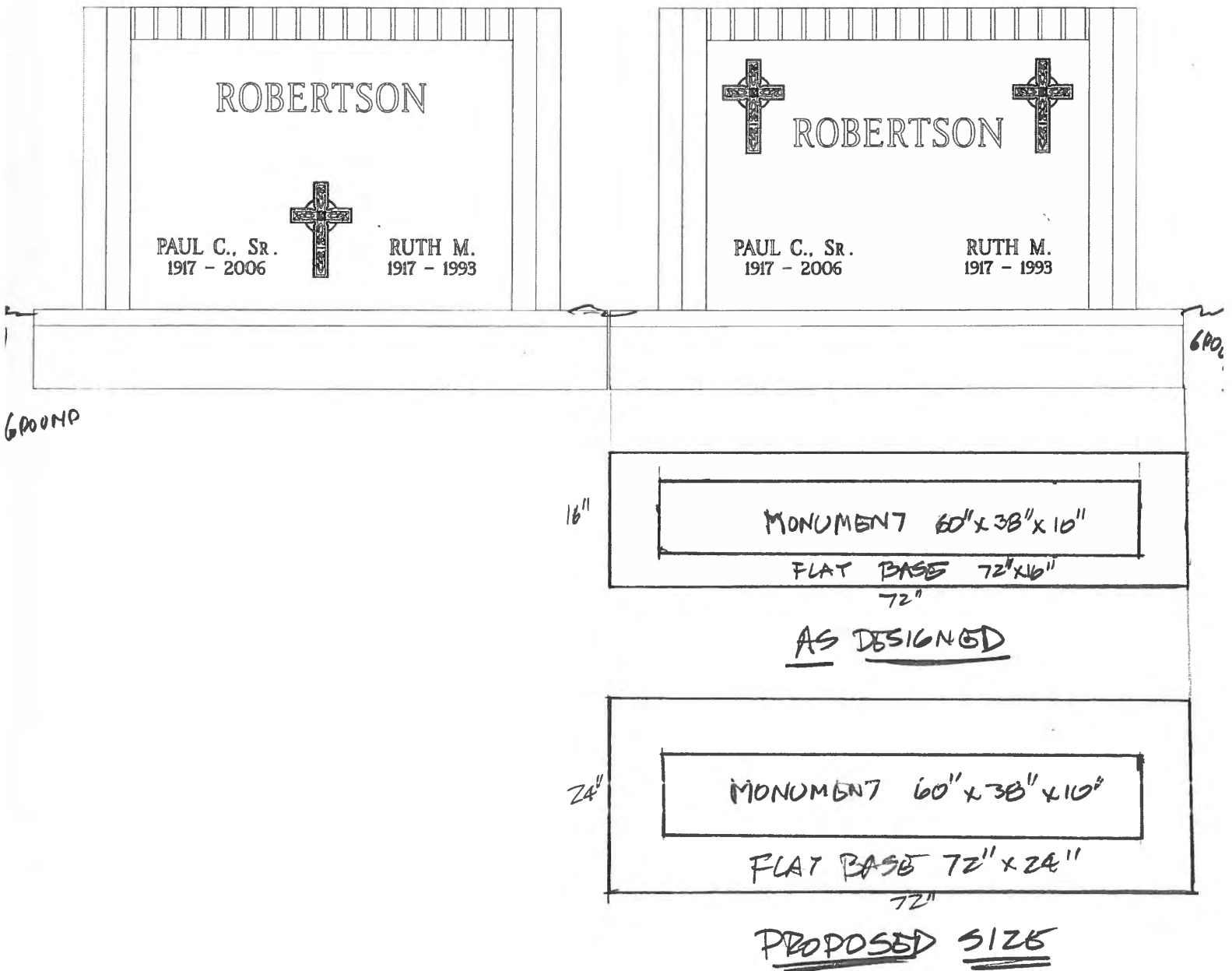


Oak St.

ROBERTSON MONUMENT AS PROPOSED

JAY.PLT 2/23/2016 6 07 25 AM

Scale: 1:9.02 Height: 48.041 Length: 144.315 in



ROBERTSON MONUMENT AS BUILT





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 1st and March 31st 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 -

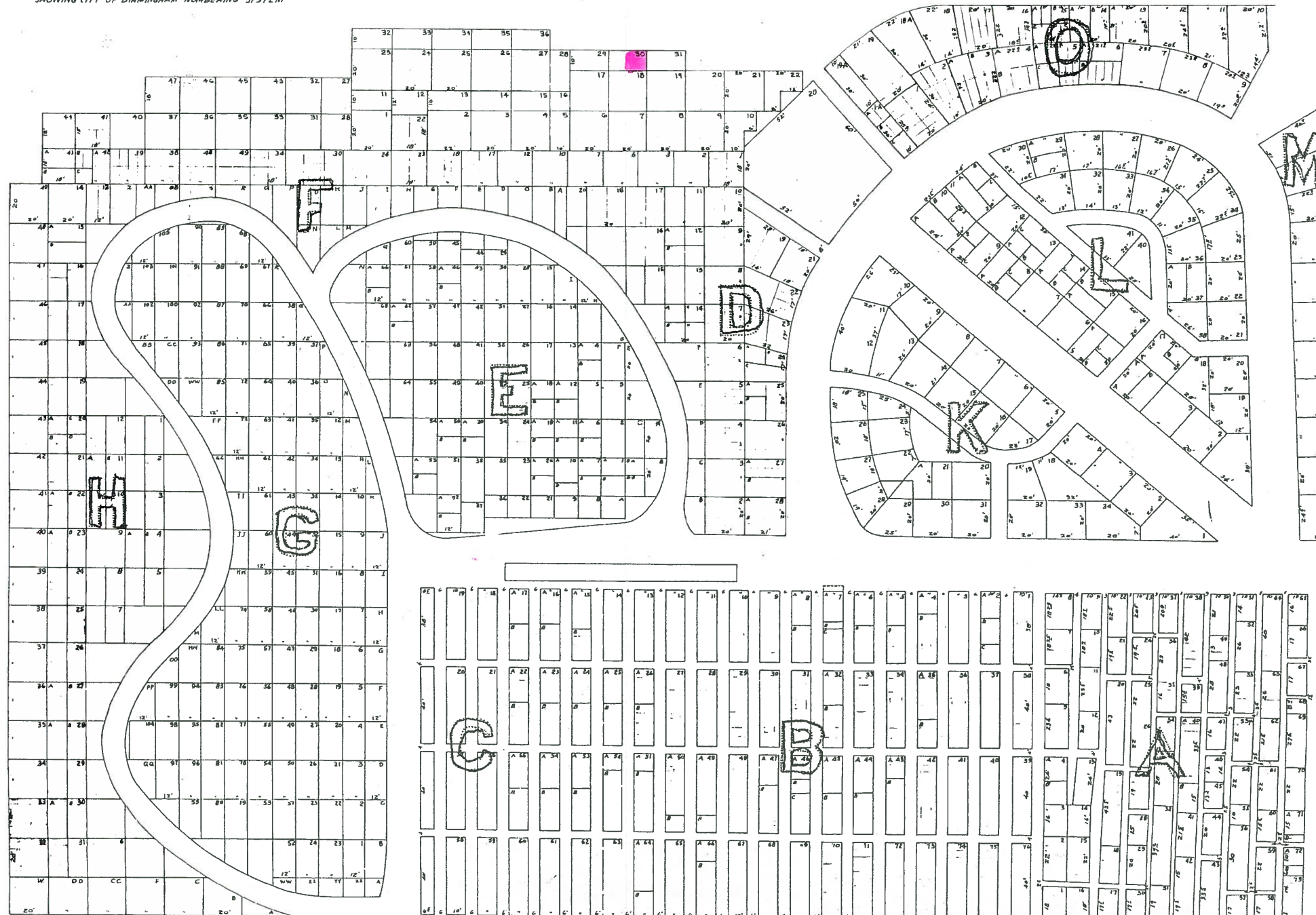
To recommend that the request, submitted by Mr. Robertson, for an exemption to the flush marker regulation in Section F-North be **approved**.

Greenwood Cemetery
View of Section F-North

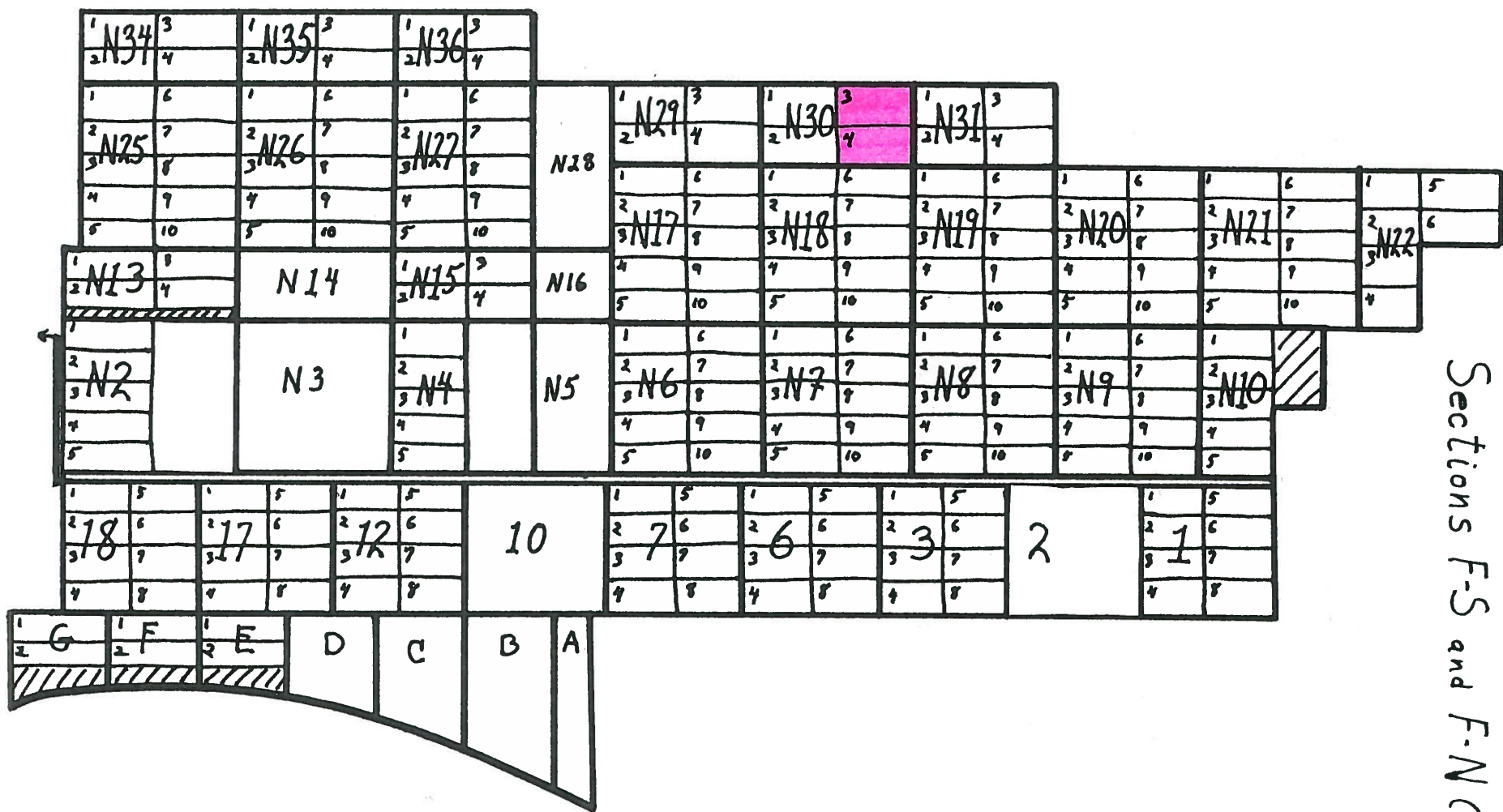


GREENWOOD CEMETERY

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,

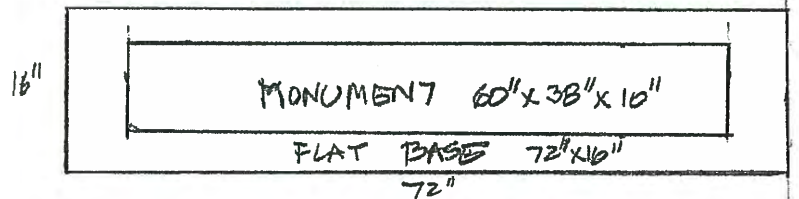
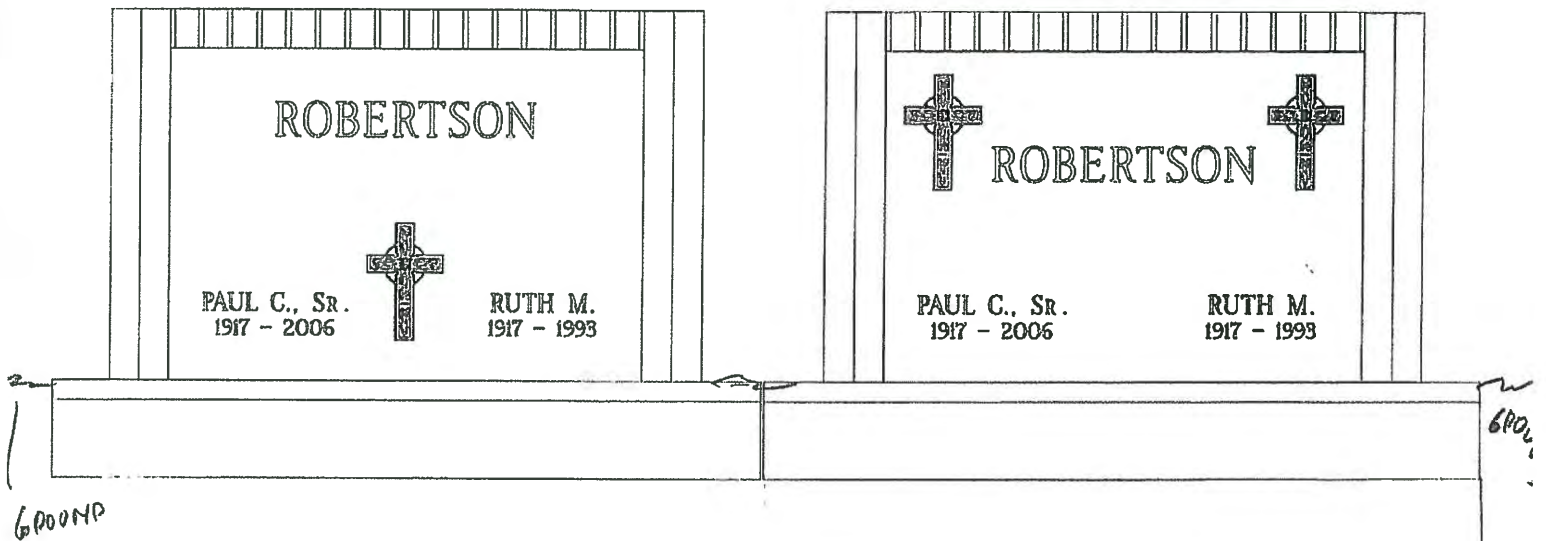
Paul C Robertson Jr.

779 S Bates St.

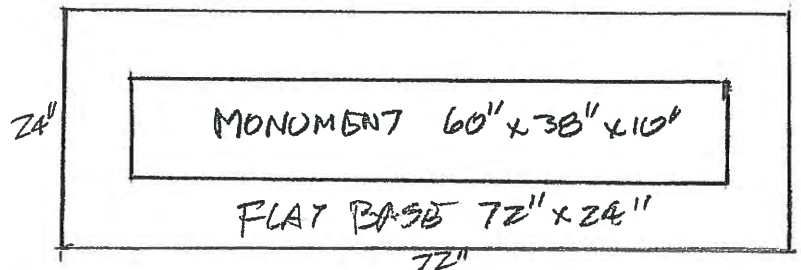
Birmingham, MI 48009

248.561.3127 cell

Sec FN, Lot 30, Graves 3+4



AS DESIGNED



PROPOSED SIZE

GREENWOOD CEMETERY ADVISORY BOARD MINUTES SEPTEMBER 30, 2016

A. Communication from Paul Robertson, Jr. regarding an exception to the monument regulation

Mr. Robertson explained that he purchased two grave spaces in a private sale some time ago, and noted the letter sent by the Clerk's Office which stated that the spaces were located in a flush marker only section (Section F-North). He is requesting the Board exempt the two spaces from the rule to allow him to place a flush base with an upright across the two spaces. The flush base would eliminate the need for extra maintenance.

He said this option could create extra revenue for the cemetery. As he looks at the economic situation, it is unlikely that those buried in the cemetery currently will create any more revenue. So there is a need to create revenue from those people coming in. He believes that the beauty and charm of the cemetery would be enhanced in that area. He said he does not understand the reason for that area to be limited to flush markers only. It seems to him to be a perfect way to raise additional revenue for the cemetery, and he would like very much to honor his wife in that way by giving her an upright monument.

Mr. Stern asked how high the monument would be, and Mr. Robertson noted the monument would be 60" x 38" x 10", and the base is 72" x 24".

Mr. Stern asked what Mr. Robertson meant when he referred to additional revenue to the cemetery to sell monuments. Mr. Robertson said he offered additional compensation in the future for the right to construct an upright monument in a flush marker section. Mr. Robertson did not specify the amount, because he thought it was best to leave that up to the Board. He added that if the Board is worried about a precedent, that is the way to handle the precedent situation. He and his late wife chose the spaces because they felt they were premium spaces due to their proximity to the river.

Ms. Buchanan asked Mr. Robertson if the restriction was on the deed when he purchased the spaces. Mr. Robertson said it is not on the deed. He became aware of the restriction when the Clerk's Office sent a letter with the deed for the transfer of the spaces which included the notation that Section F-North permits flush markers only. Mr. Robertson said he did not ask the sellers about what kind of markers were permitted when they were purchased. He said he noted the restriction referred to in the letter for the first time today. Ms. Buchanan informed him that Section F-North is not the only location in the cemetery that requires flush markers, and that all of the newly designated graves in Sections B, C, D, K, L and O are limited to flush markers. Ms. Buchanan said that the maintenance issue is not the only reason for flush markers. There is the aesthetic quality.

Ms. Gehringer agreed with Ms. Buchanan and added that another reason only flush markers are permitted there may be because of the slope of the ground and the ground structure near the ravine.

Ms. Pierce noted that through the years, the City has received numerous requests to place upright monuments in Section F-North which have all been denied.

Ms. Schreiner confirmed with Mr. Robertson that this was a private sale between two parties five years ago, and the seller did not disclose to the Robertsons that the graves were in a flush marker only section of the cemetery. She commended Mr. Robertson for coming to the Board with specifics.

Mr. Stern said Mr. Robertson has brought two significant issues before us. He is pointing out that Section F has flush monuments only. Mr. Stern explained that he believes that the cemetery met the demand at the time of memorial gardens. He said we changed the historical nature of the cemetery once before in a very major way and created the memorial garden concept.

Mr. Stern thinks the Board should revisit ~~its~~ a recommendation. He does not think the Commission understood when it came before them that they were making flush markers in D, K, L, and O and he thinks it is very important for us to point it out to them. The next point that he thinks Mr. Robertson brought forward and that Mr. Stern thinks is very valuable for him to do so, is that Mr. Robertson could not find space in the cemetery. He Mr. Robertson lives on Bates, is a major developer in the City of Birmingham, is certainly one of our more honored citizens, and the Board should be finding a way to accommodate his wishes to be buried in his hometown. What the Board must do is find and accelerate greatly the reclamation process so that we can find what Mr. Stern believes may be ~~many, many, many,~~ many graves available for Mr. Robertson through the reclamation process in which he could put monuments. In our delay looking at that issue and bringing that issue before the City Commission, and the City Commission not adopting a new state law allowing rapid reclamation, we are denying people.

Mr. Stern continued that we as a Board should accommodate Mr. Robertson and others like him who are bringing this issue before us.

Ms. Gehringer advised Mr. Robertson that Board does not have power to waive the requirement. She advised that he may go to the City Commission. Mr. Robertson said he was told by the City Manager that he had to begin with this Board for the exception and indicated to Mr. Robertson that the Board did have the authority, so he is surprised.

Ms. Gehringer advised that the Board could not accept additional compensation, that Mr. Robertson could make a donation to the cemetery fund, but it cannot be a donation regarding anything discussed today. She stressed any decision that the Board makes, would not be due to any contribution that might be made to the cemetery.

Ms. Schreiner said when we review the rules and regulations, the Board can recommend making changes. The problem here is if we make changes on an ad hoc, one by one basis, it creates a very slippery slope.

Ms. Buchanan said the Board understands his request for a monument, but the Board must remain ethical.

Mr. Robertson said that his offer of money to the perpetual fund was not intended as a bribe but as a way to cover the additional costs of maintenance around his monument. He said that does not set a precedent.

Ms. Schreiner noted that there are other ways Mr. Robertson could memorialize his late wife through the purchase and placement of benches, etc. The Board still has the opportunity to look at the rules and regulations and choose to create a different structure with very different parameters so that a request like this does not look like a bribe. She noted that the Board is not there yet, and encouraged Mr. Robertson to explore other options that are in the works to memorialize his late wife.

Mr. Robertson suggested that the Board look at the rule again and define specific restrictions for monuments there so that it follows the memorial gardens concept.

Mr. Stern said his request was very important and valuable for this Board and the commission to know there is demand in the city for grave space in which markers can be placed. He noted that we have had two straight months where citizens of the city have pointed out to the Board that we are not meeting our obligation to the citizens of Birmingham.

MOTION: Motion by Buchanan, seconded by Suter:

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

VOTE: Yeas: 5
Nays: None
Absent: 2 (Desmond, Peterson)

Ms. Gehringer asked that everyone treat each other with the respect and dignity that we deserve during the meeting and not be argumentative and carry on.

**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.

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- 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 - 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 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

ROBERTSON, JAMES &
KATHLEEN

GREENWOOD CEMETERY
Birmingham, Michigan
BURIAL RIGHTS CERTIFICATE

THIS INDENTURE, made on 10/17/2012

BETWEEN

SIMPSON, JAMES & KATHLEEN
509 LEWIS, BIRMINGHAM MI 48009

and

ROBERTSON, PAUL & JAN
779 S. BATES, BIRMINGHAM, MI 48009-0919

hereinafter called the PURCHASER,

WITNESSETH:

paid by the PURCHASER, receipt of what is acknowledged, has bargained and sold and by these presents does grant and convey unto the PURCHASER, and to his heirs and assigns forever, all burial rights on the listed sites of Greenwood Cemetery, in said city, according to the plat thereof on file in the office of the City Clerk and in the office of the Superintendent of said cemetery.

Cemetery	Section	Lot	Plot
Greenwood	FN	30	03
Greenwood	FN	30	04

TO HAVE AND TO HOLD said burial rights to the PURCHASER, his heirs and assigns, to the sole and only proper use, benefit and behoof of said PURCHASER, his heirs and assigns forever. Same to be used for burial purposes only and subject to such ordinances, rules and regulations as are now or may be hereafter lawfully in force.

IN WITNESS WHEREOF, the CITY has caused this instrument to be executed under the corporate seal by its Clerk on 10/26/2012

In Presence of

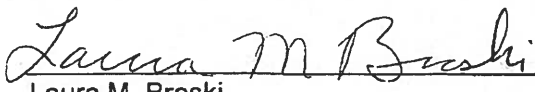
DOCUMENTATION ON FILE

SIMPSON, JAMES & KATHLEEN

STATE OF MICHIGAN
County of Oakland

On 10/26/2012 before me, a Notary Public, in and for said County, personally appeared Laura M. Broski, City Clerk of the City of Birmingham, known to me to be the person who executed the foregoing instrument and acknowledged that he executed the same for the use and purposes therein named named, and that he has lawful authority to execute same.

Clerk's Office
City of Birmingham
P.O. Box 3001
151 Martin
Birmingham, MI 48012


Laura M. Broski
Notary Public, Macomb County, Michigan
Acting in Oakland County, Michigan
My Commission expires: 05/10/17



City of Birmingham

A Walkable Community

October 26, 2012

Paul & Jan Robertson
779 S. Bates St.
Birmingham, MI 48009

Dear Mr. & Mrs. Robertson,

Enclosed is your deed for the transfer of a cemetery plots (Section FN, Lot 30, Grave 3,4) in Greenwood Cemetery from James & Kathleen Simpson. Please keep in mind section FN only allows flush makers. Please retain this deed in your files.

The purchase of cemetery plots is an important asset. We encourage you to include the plots in your Will and Testament. If you do not have a Will and Testament, please complete the enclosed Rights of Burial form and submit it to the City Clerk's Office.

A map of the cemetery has been included for your reference. If you have any questions, feel free to call the Clerk's Office at 248.530.1880.

Sincerely,

Sheila Brown

enclosure

JAMES A. SIMPSON AND KATHLEEN G. SIMPSON
509 Lewis
Birmingham, Michigan 48009

October 17, 2012

City Clerk
City of Birmingham
151 Martin Street
Birmingham, MI 48012

Dear Sir or Madam:

We hereby request the transfer of grave spaces numbered 3 and 4, Lot 30, Section F North in Greenwood Cemetery from us to Paul Robertson and Jan Robertson, husband and wife. Their residence address is 779 South Bates Street, Birmingham, Michigan 48009-1955. Please title the spaces in accordance with instructions from either Mr. or Mrs. Robertson.

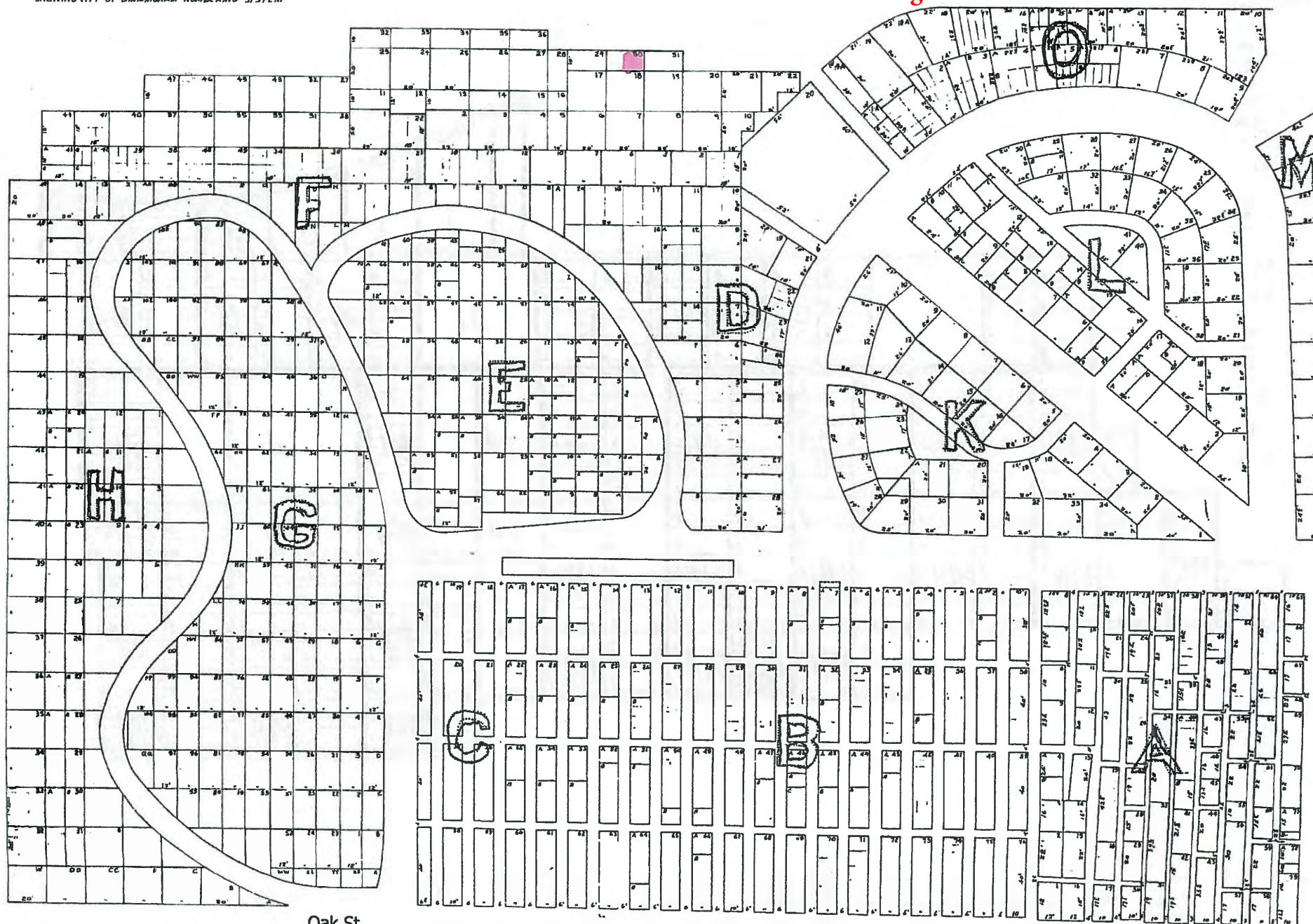
Thank you.


James A. Simpson
Kathleen G. Simpson

GREENWOOD CEMETERY

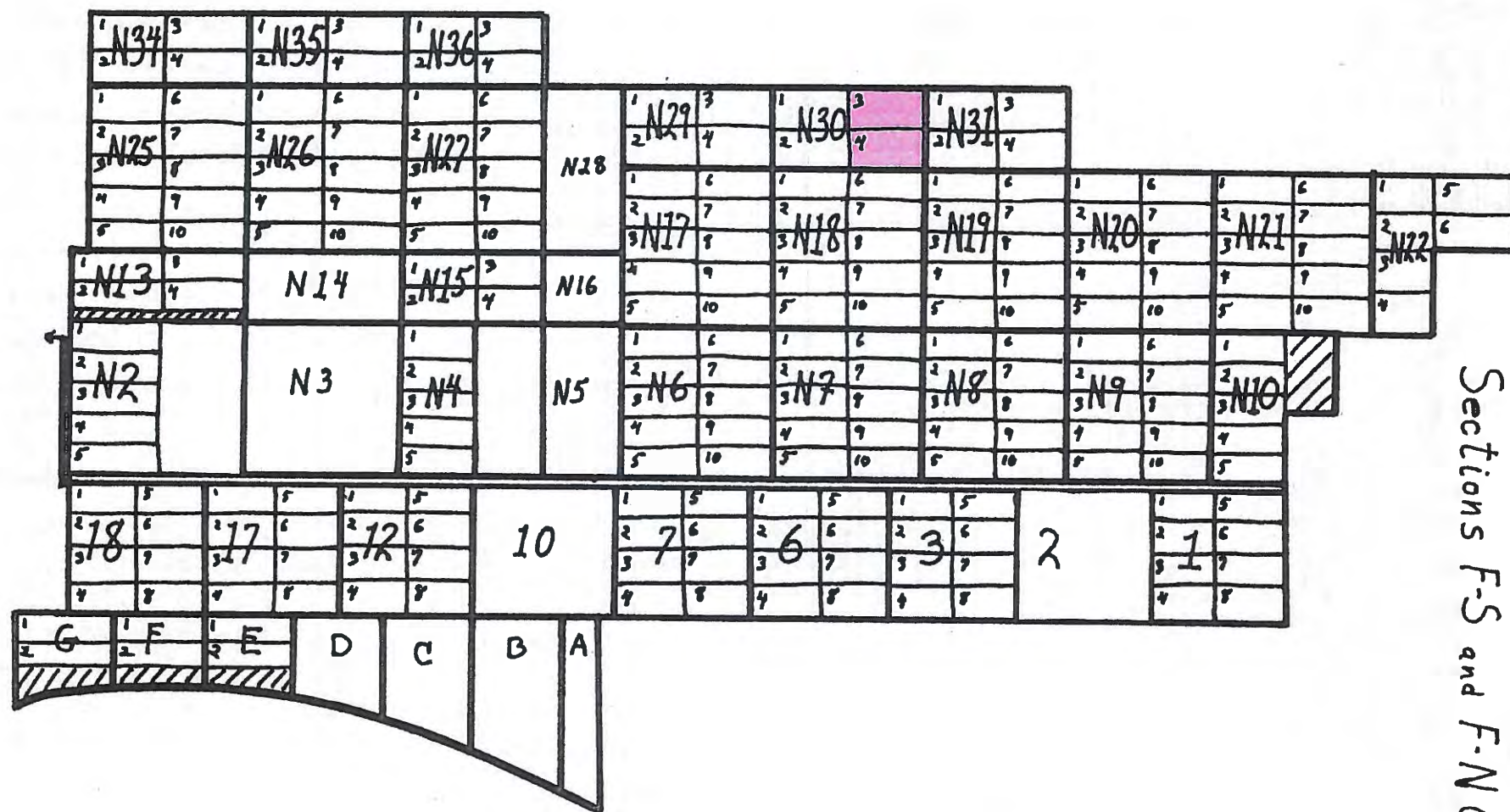
SHOWING CITY OF BIRMINGHAM NUMBERING SYSTEM

Location of Robertson's graves



Oak St.

Location of Robertson's graves



Sections F-S and F-N (east)

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

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- 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.
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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.
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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.
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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.
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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".
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INTERMENTS

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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.

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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

Attachment 4



Looking north toward ravine; Section F North on right side of flags, Section F on left side of flags



Looking west along boundary between Section F (left) and F North (right)



Looking east along boundary between Section F (right side) and F North (left side)

WILLIAM B. HULBERT
156 LINDEN ROAD
BIRMINGHAM, MICHIGAN 48009

May 6, 1986

Attachment 5

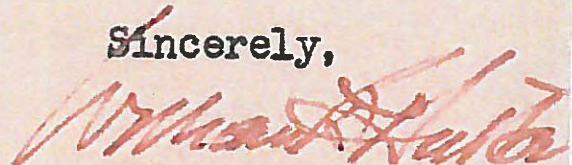
Clerks Office
City of Birmingham
Municipal Building
151 Martin St.
Birmingham, Mi

Attention: Judith A. Bienn

Dear Ms. Bienn:

Following an "on Site" inspection and review with Huey Lail, I'd like approval to have an above ground level gravestone placed on grave 5, lot 2, section F at Greenwood Cemetery. The marker, to be in keeping with surrounding stones, will face South, and as it will be located on grave 5, we would not use this burial plot in the future. The cemetery deed for graves 1 through 5 is dated January 7, 1986. Huey has indicated no objective to approval of this request.

Sincerely,


William B. Hulbert

156 Linden Rd.
Birmingham 48009

Home 644-1692
Office 258-6866

NAME OF LOT OWNER				P. C.	SECTION	LOT	
B. Hulbert					F-N	2	5
ADDRESS				NEW LOT OWNERS		ADDRESS	
156 Linden - 48009							
NAME OF PERSON BURIED				RESIDENCE		TYPE OF BURIAL	
GRAVE NO.	DATE OF BURIAL						
4	1	10	86	Natalie S. Hulbert		Marker 10/86 - gr 5 Cremains	
3	11	7	88	William B. Hulbert			
2	6	20	14	Christine Hulbert R Hedge			

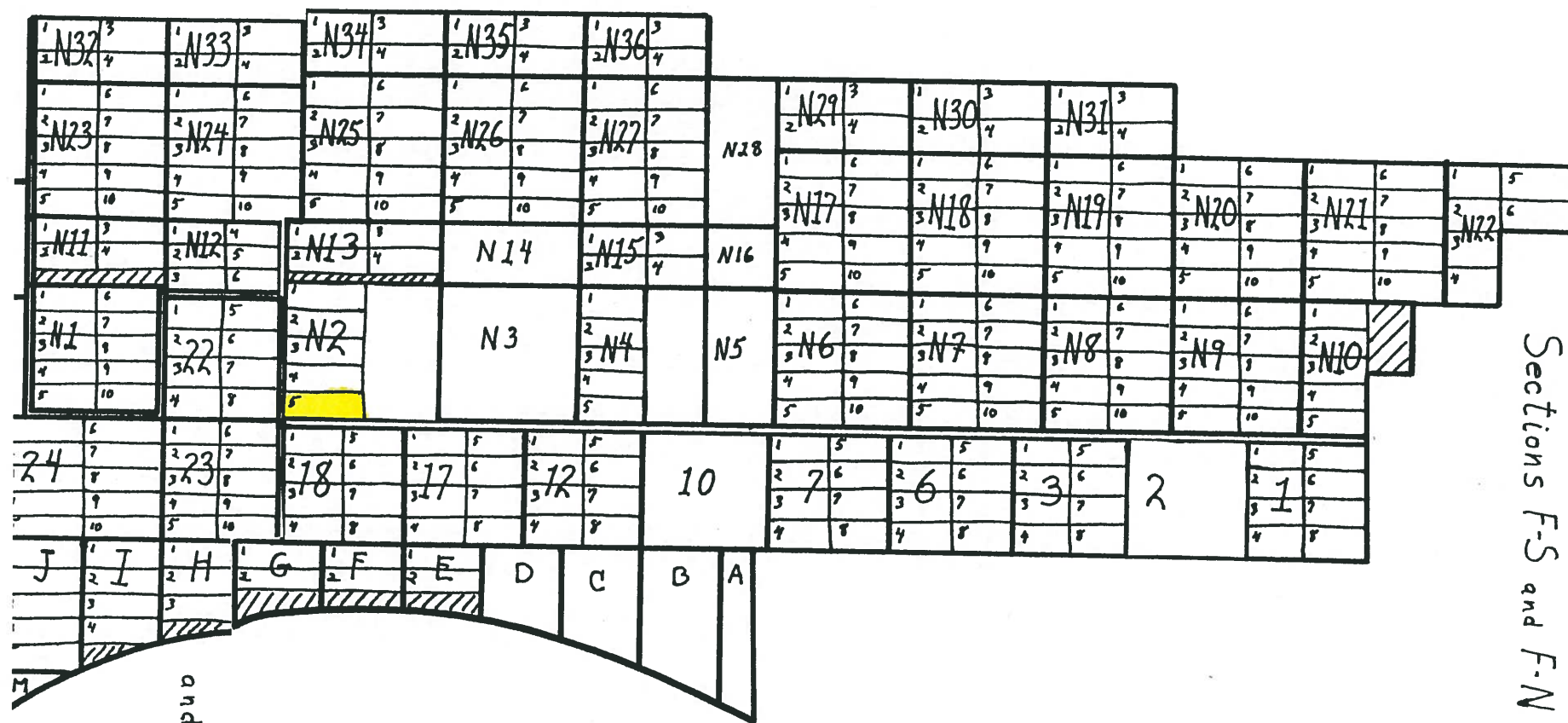
5-6-86

Mr. Hulbert was given permission by Huey to use grave space 5 to place an upright monument.

Mr. Hulbert was advised to send a letter requesting that this grave be used for this purpose.

Judy See letter in file

Location of Hulbert monument in Section F North, Lot 2, grave 5



Sections F-S and F-N (east)

and F-N (west)

Attachment 6

AGNES A. STENGER TRUST
970 Pilgrim
Birmingham, MI 48009

CITY OF BIRMINGHAM

Birmingham City Commission
% Mayor Henry Forster
151 Martin
Birmingham, MI 48009

re: Request for Monument at Greenwood Cemetery

Dear Mr. Mayor and Commission Members:

On behalf of my brothers and sister, we hereby request your approval to install a single, raised monument at the burial sites of our deceased parents, Edward A. Stenger (died September 4, 1984) and Agnes A. Stenger (died July 4, 1990). They are buried in grave spaces 3 and 4 of Section F-North, Lot 18 at Greenwood Cemetery. In addition, we own the adjoining space #5 which is reserved for our sister.

It is our understanding that this section of the cemetery is limited by an ordinance passed several years ago to grave markers that are flush to the ground, presumably for more efficient landscape maintenance. This section of the cemetery is relatively new and represents probably less than 5% of the overall cemetery area. Because of surrounding residences and topographical depressions immediately north of this section, I assume that the cemetery will not be able to expand.

Notwithstanding the ordinance, we believe there are several special factors that we ask you to consider in granting our request to honor our parents.

1. Our parents built our family home on Pilgrim in 1942 and lived there until their respective deaths. Stenger family ownership of the home will continue as my wife and I will shortly acquire it from the estate.
2. In their own quiet ways my parents contributed to the Birmingham tradition by the care and pride they took in their property and by their community involvement, particularly with Holy Name Church.
3. Except for one brother, all my siblings continue to live in the Birmingham area plus several married nephews and nieces.
4. The cemetery area in question is small and has few trees or other landscaping that inhibit lawn maintenance. Given the overall maintenance requirements of the cemetery, the cost savings in this small area attributable to flush grave markers cannot be very great. Accordingly, an exception to the ordinance along the lines that we propose would have a negligible impact on either cost or workload.

continued:
Page 2
Birmingham City Commission

5. Many of the spaces in this section have already been used. I do not believe granting an exception here, where circumstances warrant, will lead to a rush to do so for other spaces already in use or prospectively because of the cost factors involved and/or lack of interest by heirs.
6. There is precedent for granting approval for a raised monument in this section. Several weeks ago while visiting the cemetery I met a Mrs. Ward. Her daughter died several years ago and is buried only about 25 feet from my parents. Mrs. Ward indicated that because her family owned several adjacent grave spaces they were granted permission to install a raised monument. Another raised monument nearby is for Mr. Charles Baer, a long-time friend and neighbor of my parents.

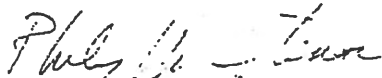
We propose to install a raised stone (marble or granite) monument approximately 3 feet wide by 2 1/2 feet high by 6-12 inches deep which would be positioned and used for all 3 grave spaces. It would rest on a concrete pad that would be flush to the ground and would extend all around from 4-6 inches beyond the footprint of the monument itself. This would allow for mowing equipment to easily maneuver around the monument. We would bear all costs of installation.

We are aware of periodic acts of vandalism that have occurred in the cemetery. Obviously this is a social concern that goes beyond the ability of the police to guard the cemetery. We understand that the City is limited in preventing this type of behavior and we are willing to bear the risk of damage that may occur.

We would appreciate your consideration and response to our request as soon as possible so that we may finalize plans and close out the estate. If you have any questions, please feel free to write me at the above address or call me at my office (774-5130) or at my home (334-4139).

Thank you very much for your consideration in this matter.

Very truly yours,



Philip M. Stenger on behalf of
Edward J. Stenger
Mary Jo Stenger
James P. Stenger

Request denied 9/24/90
Resolution # 9-637-90

September 13, 1990

Memo

To: Tom Markus, City Manager
From: Judy Benn, City Clerk
Re: Request for Monument in Greenwood Cemetery

A letter was received on September 13 from Mr. Philip M. Stenger requesting permission to construct a monument on his parents grave in the F-North section of Greenwood Cemetery. I reviewed some of the statements made by Mr. Stenger regarding the Ward and the Baer monuments, neither of which is in the F-North section (see attached map).

The Rules and Regulations for the cemetery were adopted by the City Commission on October 18, 1971 and they state that flush memorials may only be placed in the F-North Section.

Huey Lail of the Department of Public Services told me that to his knowledge there are no upright markers in the F-North section. This restriction was placed on F-North to facilitate maintenance by the DPS so you may want input from them.

My only concern is in setting a precedent since we have told many people in the past that they cannot put an upright marker in this section. In fact, when the graves were purchased we told them that only flush markers would be allowed.

jb
attachments

Stenger's own 3, 4, 5

Edward Stenger is in 4 with a marker
Mrs S. is in 3
5 is empty

8:28

9-636-90: QUARTON LAKE NEIGHBORHOOD ASSOCIATION - PURCHASE OF RECEPTACLES AND BENCHES FOR QUARTON LAKE

MOTION: Motion by Siewert, supported by Martin:

To concur in the recommendation of the City Manager and Director of Public Services; to accept the donation of five (5) wooden benches and trash receptacles from the Quarton Lake Estates Association; to authorize the Department of Public Services to purchase and install the receptacles and benches; to obtain and mount appropriate brass plaques to recognize the donation; and to bill the Quarton Lake Neighborhood Association for the purchases.

Commissioner Judd asked the feasibility of purchasing benches made out of recycled material.

Mr. Donald Carney, President of the Quarton Lake Neighborhood Association, stated that they were unaware of benches made of recycled materials.

The Director of Public Services advised that the benches would be available; however, they would not be as attractive as the ones chosen by the association.

Commissioner Siewert suggested that the City purchase one of the benches to be placed in a high traffic area.

VOTE: Yeas, 7 Nays, None

Mr. Carney presented the Mayor with a check in the amount of \$2,508 for the purchase of these benches and receptacles.

8:34

9-637-90: REQUEST FOR MONUMENT IN GREENWOOD CEMETERY

Report received from the City Clerk regarding a request from Mr. Phillip Stenger to install a raised monument on his parents' graves in the flush memorial section of Greenwood Cemetery.

The Director of Public Services stated that the cemetery rules and regulations were adopted by the City Commission in 1971 and they could be changed; however, he did indicate that it may cause problems since other people have already placed flush markers in that section when they may have preferred to install one above ground.

Mr. Stenger addressed the Commission regarding his request and asked that he be granted a variance, or, if this is not feasible, the Commission change the policy.

No action taken.

8:43

9-638-90: REAPPOINTMENTS TO THE ADVISORY PARKING COMMITTEE

MOTION: Motion by Lanzetta, supported by Siewert:

To reappoint Lawrence Moss, James Peabody and Joseph Rivard to the Advisory Parking Committee for three-year terms to expire September 4, 1993.

VOTE: Yeas, 7 Nays, None

8:44

9-639-90: THOMAS FAYLOR RE: CABLE TV

Communication dated September 6, 1990, received from Thomas Faylor, 592 Frank Street, expressing concern with audio transmission of City Commission meetings.

Commissioner Siewert referred to a memo from the City Manager which suggests that people wishing to address the Commission be asked to step up to the microphone. It was also suggested that a microphone be placed at the back of the room as well.

Mr. Faylor's letter was referred to the Cablecasting Board.

- 1433-71 -

Report received from the City Manager and Superintendent of the Department of Parks and Recreation, recommending a revision of Greenwood Cemetery procedures and regulations; the major changes being:

1. The inclusion of a definition section,
2. Clarification of maintenance practices, and
3. The requirement that in all adult interments the casket be enclosed in a permanent, outside vault.

The report included a recommendation that following the removal or modification of the President's Wage and Price Freeze, there be an adjustment of rates and charges for services of the Cemetery.

- 1434-71 -

Moved by Commissioner Kelly,
Seconded by Commissioner Moxley, that Resolution #480-65, be rescinded and that the following regulations be approved and adopted:

CITY OF BIRMINGHAM

GREENWOOD CEMETERY OPERATIONAL PROCEDURES, CONDITIONS
AND REGULATIONSDEFINITIONS:

The following words and phrases, when used, the following sections shall, 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 Superintendent of Parks and Recreation and any subordinate designated by him.
- 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, Department of Parks and Recreation.

- XI -

10-18-71

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 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 the City employees.
- d. Break, injure, remove, or deface any monument or marker on the cemetery grounds.
- e. Bring any dog or animal into the cemetery grounds, except by permission of the Superintendent.
- f. Bring or discharge any firearm on the cemetery grounds, except in the conduct of military funerals.
- g. Carry any refreshments or intoxicants into the cemetery grounds, or consume such while in the cemetery.
- h. Use any form of advertising on cemetery grounds.
- i. Conduct himself in any other than a quiet and respectful manner while on the cemetery grounds.

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.

MAINTENANCE AND PERPETUAL CARE

The City shall be responsible for the maintenance and repair of the driveways, buildings, water system and fences. The City shall also cut and maintain the grass areas, rake 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.

Special services performed at a property owner's request, such as planting of trees, shrubs or flowers, resodding, painting or repairing privately owned benches or urns and similar work will be performed at the property owner's expense by the City at regular rates established by the City.

The City 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. The City shall not contract or agree to give special care to any section, lot or burial space except as above provided.

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

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 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 shall have the right to remove from any lot any objects, including trees and shrubs and flower pots, that, in the opinion of the Superintendent are injurious to the appearance of the cemetery.
- d. Ironwork, seats, vases, and urns 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. Urns of iron or granite for the planting of flowers will be removed from lots and put in storage if not filled by July 1st. Urns 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 to act in his stead in matters pertaining to the cemetery.

g. The planting of flowers on any lot, or otherwise disturbing the sod, shall release the City from all obligation to resod without extra charge therefore. The planting of spirea, rosebushes, peonies, or shrubs that grow over three feet in height, will not be permitted.

h. As soon as flowers, floral pieces, potted plants, artificial flowers, flags, emblems, etc., used at funerals or placed on graves at other times, become unsightly or faded, they will be removed, and no responsibility for their protection will be assumed.

i. The Superintendent reserves the right to remove from beds, graves, vases, urns, 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.

MONUMENTS, GRAVE MARKERS AND FOUNDATIONS FOR SAME

Monuments will be permitted only on lots having 90 or more square feet of area under one ownership. No more than one monument shall be erected on any lot.

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

- a. Each monument or marker shall be supported on a concrete foundation not smaller than the base of the monument or marker it supports and not less than forty-two (42) inches deep below ground surface. Such foundation shall be constructed only by the City after payment therefor has been made. Monument and marker foundations will be constructed twice each year. Requests received prior to Memorial Day. Requests received at a later date will be accomplished. Requests received after October 15, will be held until the following May.
- b. No monument or marker shall be placed closer to the boundary of any lot than one (1) foot therefrom.
- c. Markers shall not exceed 1-1/2 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.
- d. Designs for monuments or markers must be submitted to the Superintendent or to a person designated by him to act in his stead, when application is made for construction of foundations.
- e. No monument or marker of artificial stone, sandstone, limestone, or soapstone will be permitted.

- f. All contractors and workmen engaged in setting monuments shall be under the supervision of the Superintendent or a person designated by him, and they will be held responsible for any damage resulting from their negligence or carelessness. No work of setting monuments or markers shall be started that cannot be completed, including the cleaning up and removal of debris, by the time of cessation of work on the Saturday (or May 29th) following the start of such work.

FLUSH MEMORIAL SECTION - F NORTH ONLY

- a. No plantings, structures, or flower receptacles (except as otherwise noted) shall be placed or constructed by anyone other than employees of the Department of Parks and Recreation in the area of Greenwood Cemetery designated as the "Flush Memorial Section".
- b. Such plantings as may be installed by the Department of Parks and Recreation employees shall be limited to areas set aside for that purpose.
- c. 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.
- d. Cut flower receptacles of metal or other durable material will be permitted only when installed flush with the ground level.

FUNERALS AND 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.

In all adult interments, the casket shall be enclosed in a permanent outside containers and shall be installed by the funeral director or vault company.

All funerals within the cemetery shall be under the supervision of the Department. No burials are to be made on Sunday or legal holidays, except by permission of the City Manager or by a person authorized by him to act in his stead.

The Department must be notified through the City Clerk, 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.

Department personnel will provide opening and closing of grave, initial and periodic maintenance only, and will not be responsible for handling and lowering vault or casket. 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.

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.

Interments of the remains of any persons other than the owner or an immediate member of his 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. In case of a minor being the owner, the guardian may give consent upon proof of this authority to act.

Disinterment shall not be made without first obtaining a permit for the removal from the local health officer of Oakland County. Such request for removal is to be made upon such forms as may be provided, and shall include such information as may be required, by the local health officer.

SCHEDULE OF FEES AND CHARGES

Fees and charges are as recorded in the City Code

SINGLE GRAVES

Single grave spaces may be secured in sections set aside for that purpose. In these sections, there shall be no choice of location or reservation for future use, as spaces must be filled in regular order...

The following burial spaces are hereby set aside for sale as single graves:

SECTION H, Lots 6, 31, 32, 33 and 34.

SECTION IV

The following burial spaces are hereby set aside for the interment of destitute residents of Birmingham:

SECTION G, Lot 24, SECTION H, Lots B, C, G, CC, DD, and W. In these lots the burial spaces shall be filled in order of use.

Yeas: - 7

Nays: - 0

- 1435-71 -

Report received from the City Manager and Chief of Police describing types of bicycle racks that could be provided in the uptown area, and recommending the installation of a select number of bicycle racks, strategically located in the uptown area.

Locations suggested were the northwest corner of Martin and Pierce and the northwest corner of Martin and Henrietta.

Mrs. Dorothy Conrad from the audience, directed attention to the bicycle traffic on Hamilton near an ice cream parlor, and suggested a rack in that location.

- 1436-71 -

Moved by Commissioner Dorsey,
Seconded by Commissioner Kelly, that the concept of installation of bicycle racks in the Central Business District

- XVI -

10-18-71

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 - 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 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.

Attachment 9



March 8, 2017

Paul & Jan Robertson
779 S. Bates
Birmingham, MI 48009

Our records indicate that you own a grave or graves in Section F North of Greenwood Cemetery in the City of Birmingham. The City is considering a policy change to potentially allow for the installation of raised headstones in Section F North. As the City considers this change, it would welcome your input on this matter.

Our office is contacting you to determine your level of interest in replacing a current flush marker, if already installed, with an upright marker in the future. Alternatively, if you have not yet utilized your space(s), would you be interested in an upright marker rather than the current flush marker now permitted?

Please indicate your preference below and return to the City of Birmingham Clerk's Office in the enclosed, postage-paid envelope by March 20, 2017.

If you have any questions, please contact the Clerk's Office at 248-530-1880 or carft@bhamgov.org.

Thank you for your participation in this survey.

City of Birmingham
Clerk's Office



Yes, I would prefer to install an upright marker on my grave(s) currently or in the future.



No, I would not install an upright marker on my grave(s) currently or in the future.

Authorized signature

Date

3/19/2017



City of Birmingham

A Walkable Community

March 8, 2017

Nancy Barkley
117 Crane Ct.
Aiken, SC 29803

Our records indicate that you own a grave or graves in Section F North of Greenwood Cemetery in the City of Birmingham. The City is considering a policy change to potentially allow for the installation of raised headstones in Section F North. As the City considers this change, it would welcome your input on this matter.

Our office is contacting you to determine your level of interest in replacing a current flush marker, if already installed, with an upright marker in the future. Alternatively, if you have not yet utilized your space(s), would you be interested in an upright marker rather than the current flush marker now permitted?

Please indicate your preference below and return to the City of Birmingham Clerk's Office in the enclosed, postage-paid envelope by March 20, 2017.

If you have any questions, please contact the Clerk's Office at 248-530-1880 or carft@bhamgov.org.

Thank you for your participation in this survey.

City of Birmingham
Clerk's Office

? ☒ *As my markers are in place - cost would be my final determinant. I'll go with the majority.*

☒ Yes, I would prefer to install an upright marker on my grave(s) currently or in the future.

☐ No, I would not install an upright marker on my grave(s) currently or in the future.

Authorized signature

Nancy A. Barkley

Date

3/14/17



March 8, 2017

Gerald C. Timmis III
830 Bates
Birmingham, MI 48009

Our records indicate that you own a grave or graves in Section F North of Greenwood Cemetery in the City of Birmingham. The City is considering a policy change to potentially allow for the installation of raised headstones in Section F North. As the City considers this change, it would welcome your input on this matter.

Our office is contacting you to determine your level of interest in replacing a current flush marker, if already installed, with an upright marker in the future. Alternatively, if you have not yet utilized your space(s), would you be interested in an upright marker rather than the current flush marker now permitted?

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City of Birmingham
Clerk's Office



Yes, I would prefer to install an upright marker on my grave(s) currently or in the future.

 No, I would not install an upright marker on my grave(s) currently or in the future.

Authorized signature

Date



March 8, 2017

Ruth Roberts
763 W. Maple Rd
Birmingham, MI 48009

Our records indicate that you own a grave or graves in Section F North of Greenwood Cemetery in the City of Birmingham. The City is considering a policy change to potentially allow for the installation of raised headstones in Section F North. As the City considers this change, it would welcome your input on this matter.

Our office is contacting you to determine your level of interest in replacing a current flush marker, if already installed, with an upright marker in the future. Alternatively, if you have not yet utilized your space(s), would you be interested in an upright marker rather than the current flush marker now permitted?

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Thank you for your participation in this survey.

City of Birmingham
Clerk's Office

☐ Yes, I would prefer to install an upright marker on my grave(s) currently or in the future.

☒ No, I would not install an upright marker on my grave(s) currently or in the future.

Ruth Roberts
Authorized signature

3/14/2017
Date



City of Birmingham

A Walkable Community

March 8, 2017

Patrick Lynch
4525 Charing Cross
Bloomfield Hills, MI 48304

Our records indicate that you own a grave or graves in Section F North of Greenwood Cemetery in the City of Birmingham. The City is considering a policy change to potentially allow for the installation of raised headstones in Section F North. As the City considers this change, it would welcome your input on this matter.

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If you have any questions, please contact the Clerk's Office at 248-530-1880 or carft@bhamgov.org.

Thank you for your participation in this survey.

City of Birmingham
Clerk's Office



Yes, I would prefer to install an upright marker on my grave(s) currently or in the future.



No, I would not install an upright marker on my grave(s) currently or in the future.

Patrick E. Lynch
Authorized signature

3-13-17

Date



March 8, 2017

Guy DiPlacido
726 Lakeside
Birmingham, MI 48009

Our records indicate that you own a grave or graves in Section F North of Greenwood Cemetery in the City of Birmingham. The City is considering a policy change to potentially allow for the installation of raised headstones in Section F North. As the City considers this change, it would welcome your input on this matter.

Our office is contacting you to determine your level of interest in replacing a current flush marker, if already installed, with an upright marker in the future. Alternatively, if you have not yet utilized your space(s), would you be interested in an upright marker rather than the current flush marker now permitted?

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City of Birmingham
Clerk's Office

☒ Yes, I would prefer to install an upright marker on my grave(s) currently or in the future.

☐ No, I would not install an upright marker on my grave(s) currently or in the future.

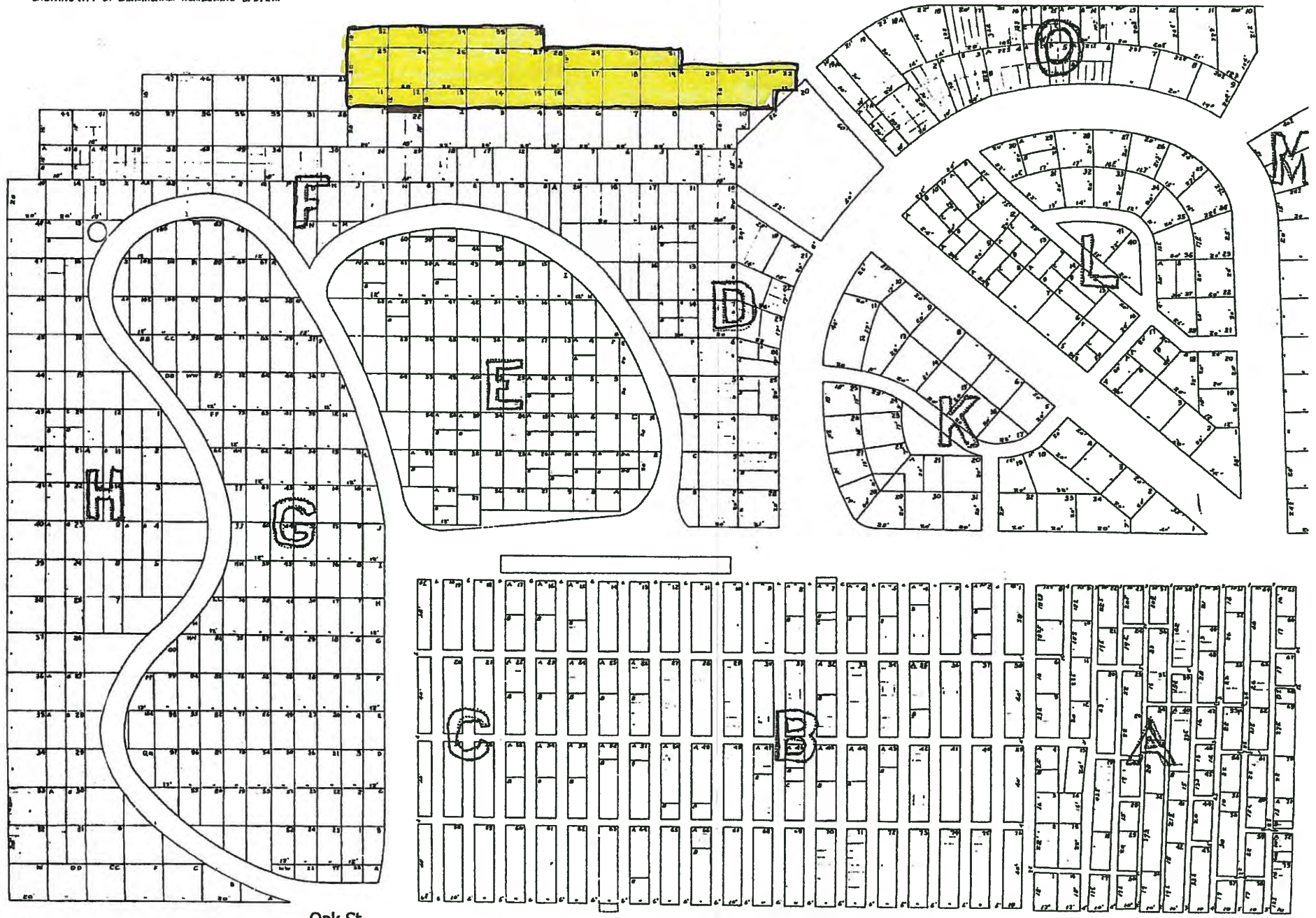
Authorized signature

Date

GREENWOOD CEMETERY

SHOWING CITY OF BIRMINGHAM NUMBERING SYSTEM

Section F North



Oak St.





MEMORANDUM

City Clerk's Office

DATE: June 3, 2019
TO: Greenwood Cemetery Advisory Board
FROM: J. Cherilynn Mynsberge, City Clerk
SUBJECT: Consideration to Release Additional Grave Sites for Sale

In 2015 the Contractor identified 530 potential grave spaces in Sections B, C, D, K, L, and O. On August 10, 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, **199** of the grave spaces have been sold in Sections B and C.

DPS Director Wood and Parks and Recreation Manager Laird have prepared the attached estimate of annual maintenance costs for the cemetery. Finance Director Gerber prepared the attached portfolio analysis of the number of plots which need to be sold in order to create a large enough portfolio to generate adequate income to pay for annual maintenance of the cemetery.

In approximately 2015, after careful review of the Cemetery grounds, the City contractor identified several areas which could be used for burials, specifically Sections B, C, D, K, L, and O, where there is green space between lots that was never used or sold for burials. The contractor identified 530 potential grave spaces.

Section	Number of Graves
B*	408
C*	72
D	8
K	16
L	16
O	10
TOTAL	530

** Some areas will be excluded due to existing trees and shrubs.*

The following chart shows the numbers of plots sold as of March 31, 2019:

Section	2015 Total	2016 Total	2017 Total	2018 Total	First Quarter 2019	2Q 2019	Third Quarter 2019	Fourth Quarter 2019	TOTAL Number of Graves Sold To Date	Number of Graves Remaining
B	33	60	36	18	5				152*	256
C	11	24	5	12	2				54*	18
Total sold in Sections B & C:									206	
D	6	0	0	0	0				6	6
K	14	5	0	0	0				19	0
L	8	4	0	2	0				14	2
O	6	0	0	0	0				6	4
TOTAL	78	93	41	32	7				251	286

Attachments:

- August 10, 2015 City Commission minutes
- Estimate of annual maintenance costs
- Portfolio analysis to support annual maintenance
- FY 2019/2020 Perpetual Care Fund Budget

Excerpt
BIRMINGHAM CITY COMMISSION MINUTES
AUGUST 10, 2015
MUNICIPAL BUILDING, 151 MARTIN
7:30 P.M.

II. ROLL CALL

ROLL CALL:	Present,	Mayor Sherman Commissioner Dilgard Mayor Pro Tem Hoff Commissioner Moore Commissioner Nickita Commissioner Rinschler
	Absent,	Commissioner McDaniel

V. UNFINISHED BUSINESS

**08-174-15 GREENWOOD CEMETERY RULES AND REGULATIONS
FEE SCHEDULE AND SALE OF GRAVE SPACES**

Mayor Sherman noted that the Commission received information from the City Attorney explaining that the statute in question on the reclamation does not apply to municipal cemeteries.

City Clerk Pierce explained that the Greenwood Cemetery Advisory Board (GCAB) held a meeting in August to discuss the requests from the City Commission. She explained that the Board recommended that the number of graves allowed to be sold per inquiry not be limited. Members of the Board felt that by limiting the number of graves allowed to be purchased would unintentionally penalize large families. In addition, the Board did not want to limit the number of graves allowed to be purchased to the number originally requested when added to the Interest List as circumstances may have changed for that individual.

Ms. Pierce explained that the GCAB also recommended that there not be a staggering pattern. There are many graves in the cemetery that were sold many years ago and still do not have markers on them. It was noted that the staggering pattern of the markers would naturally happen as burials occur over time.

Ms. Pierce explained that the GCAB was split as to whether a flat rate or tiered fee schedule should be implemented. Some members did not want to penalize non-residents and some were concerned with adding an additional fee on top of the high cost for a grave. Other members thought the fee should be doubled for non-residents. She noted that staff has found that there would be a procedural difficulty in determining who is actually a resident as there are many variables to consider.

The Commission discussed the recommendations from the GCAB. Commissioner Rinschler expressed support of the recommendation to not limit to the number of graves allowed to be

purchased. Commissioner Nickita stated that his concern is the potential for speculation and noted that it is problematic to restrict a large family.

Mayor Pro Tem Hoff stated that she does not object to not limiting the number of graves to be sold. As far as the stagger pattern in Sections B & C, she maintained her position that she is not in favor of selling graves in Sections B & C.

Commissioner Nickita commented on the organic nature of the cemetery and noted that once the cemetery is completely filled, there would be no stagger pattern to the markers, it would be rigidly laid out.

Commissioner Rinschler agreed with the GCAB recommendation to not do the stagger pattern. He suggested the sale should be limited to 240 to have some break and a review point. Commissioner Dilgard concurred.

Commissioner Moore commented on resident versus non-resident fees. He stated that the question is whether there are costs incurred by taxpayers that are not incurred by non-resident who either own or will own plots in the cemetery. Once the perpetual care fund is established, everyone pays into that fund and there should not be discrimination or difference. If there are no costs or if they are diminimus, then there should not be a two-tiered system. Commissioner Moore stated that it is a minor issue because the contractor is taking care of the day to day maintenance of the cemetery.

George Stern, 1090 Westwood and chair of the GCAB, commented that this is a classic business problem of allocation of demand under conditions of limited supply. He expressed concern with an allocation formula. He suggested that the law on reclamation exempts both religious institutions and municipalities. He stated that he is a member of an association of religious institutions who voluntarily waived the exemption in order to reclaim plots in the timeframe in the bill and suggested the Commission may want to look at this in the future.

Ron Buchanan, 1280 Suffield, suggested a stagger pattern of selling only 12 of the 24 graves per row to minimize the visual effect of this.

Mayor Sherman suggested not waiting until all 240 graves are sold to revisit this. It should come back for review after selling 200 graves, with 40 left to sell.

AMENDMENT TO MAIN MOTION:

Motion by Rinschler, seconded by Dilgard:

To amend the original motion to change 240 to 200 **"revisited when 200 are sold"** and to eliminate the final **"and"** which is the resolution relative to a number of grave sites per inquiry.

Mayor Pro Tem Hoff stated that there are 132 other spaces that have been identified and she would like to see those sold before Section B & C. She expressed opposition to selling graves in Sections B & C. She expressed concern that money is a big factor in this decision. She expressed concern that the final report of the GCAB does not include a recommendation to find new spaces. The Committee had recommended that the City identify the unsold unused burial spaces and to commence with reclamation.

In response to a question from Mayor Pro Tem Hoff, City Manager Valentine confirmed that the perpetual care fund has been established. The money resulting from the sale of graves to date is in the perpetual care fund. He confirmed for Mayor Pro Tem Hoff that the City has received a legal opinion that the Cemetery could not be classified as a park.

Mayor Sherman noted that in the GCAC report, one of the directives to the Committee was to prepare recommendations regarding whether or not to plan for the development of new burial spaces within the existing cemetery and if so the best method for doing so. The GCAB recommendations included the closing of the roadway and the installation of columbaria. The green space in Sections B & C was not identified until after the Committee had met. It would have been contemplated in the original report if the space had been identified at that point.

VOTE AMENDMENT TO THE MAIN MOTION:

Yeas, 5

Nays, 1 (Hoff)

Absent, 1 (McDaniel)

MAIN MOTION:

To amend the Greenwood Cemetery Operational Procedures, Conditions and Regulations as recommended.

-and-

To amend the Schedule of Fees, Charges, Bonds and Insurance, Greenwood Cemetery to add a fee for the sale of grave spaces accommodating one or two cremated remains.

- and -

To follow the proposed schedule to sell the new grave spaces in Sections B, C, D, K, L, O and newly identified grave spaces in Sections E, G, H, and O.

- and -

That the new grave spaces in Section B & C be initially limited to 240 and that the GCAB be chartered with figuring out the correct arrangement of those and that it be revisited when 200 are sold.

VOTE ON THE MAIN MOTION:

Yeas, 5

Nays, 1 (Hoff)

Absent, 1 (McDaniel)

Commissioner Rinschler noted that he is comfortable that there could still be an open discussion on whether there is a need for a limit based on what the Clerk sees in terms of demand. The Commission directed staff to continue studying the number of graves.

Commissioner Dilgard and Commissioner Rinschler expressed their comfort in leaving the fees the same for residents and non-residents. Mayor Sherman agreed. Commissioner Nickita expressed that he wants to be sensitive to residents, but the circumstance of residents changes quite a bit. He suggested it be monitored and if it starts to omit residents or becomes a problem, then it should be reviewed. City Manager Valentine stated that this information will be included with the annual report of the GCAB.

Mayor Sherman stated that emails have been received regarding reclamation. He noted that this is not reclamation. The City looking to provide burial spaces for people who would like to be buried in Greenwood while protecting the rights of the current owners. The overriding concern is preserving the rights of the owners.

Greenwood Cemetery Operations

Item	Estimated Annual Cost	Per Item Cost
Mowing (weekly x 30 cuts)	\$15,750	\$525/cut
Spring/Fall Clean Up	\$1,550	
Fertilizer (4 times per season)	\$3,675	\$918/application
Trash/General Clean Up (based on 5 hrs/wk)	\$10,000	
Tree & Shrub Care (trimming/removals)	\$20,000	
Tree Planting (TBD)		\$500-700 each
Road Repair (see Note 1)	\$2,500	
Snow Plowing (see Note 2)	\$2,500	
Salt as needed (based on 3 applications)	\$300	\$100/per application
Water System (start up/winterize)	\$200	
Water Utility Costs (see Note 3)	\$89	
Seeding/Lawn Repair	\$2,500	
Raising/Leveling Monuments and Markers	Unknown	
Fence painting/repairs	\$1,500	
Building Maint	\$500	
Total:	\$59,064	

Note 1: In 2018-2019, completed road repair project: \$23,000. Approx life = 10 yrs.

Note 2: Estimate based on 10 plows per season (no salt)

Note 3: In 2018 7,000 gallons were used. Water Utility costs are \$12.69/1,000 gallons

GREENWOOD CEMETERY
 PORTFOLIO SIZE ANALYSIS
 2019 05 30

	Current allocation which is meant to generate income and growth.	Based on strictly trying to generate income only
ANNUAL COST FOR MAINTENANCE	\$ 60,000	\$ 60,000
RATE OF RETURN FOR CURRENT ALLOCATION (INCOME & GROWTH) (DIVIDEND AND INTEREST ONLY)	2.8%	
RATE OF RETURN FOR MATURE ALLOCATION (INCOME ONLY) (DIVIDEND AND INTEREST ONLY)		4.0%
PORTFOLIO TARGET SIZE	\$ 2,100,000	\$ 1,500,000
CURRENT SIZE OF PORFOLIO	(700,000)	(700,000)
PORTFOLIO FROM FUTURE SALES	\$ 1,400,000	\$ 800,000
PRICE/PLOT	\$ 3,000	\$ 3,000
CURRENT CITY ALLOCATION OF PLOT SALES	75%	75%
CURRENT CITY SHARE OF PLOT SALE	\$ 2,250.00	\$ 2,250.00
NUMBER OF PLOTS TO SELL TO REACH PORTFOLIO TARGET	622	356

FUND SUMMARY

Greenwood Cemetery Perpetual Care Fund

On October 13, 2014, the City Commission established the Greenwood Cemetery Perpetual Care Fund as allowed under Act 215 of 1937. The purpose of the fund is to account for the investment earnings on the sale of City-owned plots and donations which will be used for the perpetual care and maintenance of the Greenwood Cemetery.

Funds received from the sale of plots are considered public funds and are invested in accordance with P.A. 20 of 1943, P.A. 215 of 1937, and the City's Perpetual Care Funds Investment Policy.

Revenue Assumptions

The sale of cemetery plots is currently the main source of revenue for this fund. As the funds continue to grow, investment earnings on the sale of the plots and any donations will be the main operating revenue for this fund. The City anticipates revenues from the sale of plots to be approximately \$80,000 for each of the next two years. Only investment earnings on the sale of plots and donations can be used for the care and maintenance of the cemetery.

Expenditure Assumptions

In 2019-2020 the budget reflects expenditures in the amount of \$20,000 for ground penetrating radar.

CITY OF BIRMINGHAM
2019-2020 RECOMMENDED BUDGET
GREENWOOD CEMETERY PERPETUAL CARE FUND
SUMMARY BUDGET

DESCRIPTION	ACTIVITY	BUDGET	PROJECTED	MANAGER	PLANNED
	2017-2018	2018-2019	2018-2019	RECOMMEND 2019-2020	2020-2021
<u>REVENUES</u>					
CHARGES FOR SERVICES	69,750	80,000	80,000	80,000	80,000
INTEREST AND RENT	30,080	12,000	15,100	16,800	18,500
TRANSFERS IN	20,000	0	0	0	0
REVENUES	119,830	92,000	95,100	96,800	98,500
<u>EXPENDITURES</u>					
OTHER CHARGES	0	0	0	20,000	0
EXPENDITURES	0	0	0	20,000	0
REVENUES OVER (UNDER) EXPENDITURES	119,831	92,000	95,100	76,800	98,500
BEGINNING FUND BALANCE	514,443	634,274	634,274	729,374	806,174
ENDING FUND BALANCE	634,274	726,274	729,374	806,174	904,674



MEMORANDUM

City Clerk's Office

DATE: June 3, 2019
TO: Greenwood Cemetery Advisory Board
FROM: J. Cherilynn Mynsberge, City Clerk
SUBJECT: Finalization of Master Plan/Historical Collaboration Priority List

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 under "Comments and Suggestions".

I have attached a thoughtful analysis of our prioritization process from Ms. Schreiner, followed by the first prioritization listing the Board did to illustrate the points in her email.

The Board may want to consider amending the process, or may choose to prioritize the remaining items in the same manner as we did on March 1.

This priority list does not have to be static. It can be amended as the Board moves further into the projects, if the Board sees reason to do so.

Attachments:

- Second round of responses

- Email from Ms. Schreiner

- First round of responses as referenced by Ms. Schreiner

GREENWOOD CEMETERY ADVISORY BOARD

MASTER PLAN/COLLABORATIVE PRESERVATION PROJECTS

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

8 11 7 12	Maintenance and Landscaping			
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Comments/Suggestions

Alternate source of revenue: flowers

Recommend the City keep exclusive control of all information and work completed on biographical Information for tour program, interactive map, and online access.



Cherilynn Mynsberge <cmynsberge@bhamgov.org>

Greenwood Matrix Part 2

1 message

la schreiner <laschreiner@yahoo.com>
To: Cherilynn Mynsberge <cmynsberge@bhamgov.org>

Wed, Apr 17, 2019 at 4:09 PM

Cherilynn:

Sorry I didn't have this in today.

Since it seems that the first 4 items were set, I started my prioritizing at 5. If I did it wrong, I can redo it to start at 1 and end up at 9.

It seems to me that the manner in which our prioritizing is reported needs to be reviewed. There are 7 possible "votes" for each priority. If a member does not turn in a sheet, the possible "vote" data is smaller. However, if a member turns in a sheet but does not rank an item, that item should reflect that it did not merit a rank and receive the lowest rank possible/highest score possible (and, in some places, that could be a +1 to the highest number as a "non-merit" point); even if that means that a number of items are "tied" for "last place".

Then, when one views the "complete" responses a very different picture is seen. For example, for the last matrix, 6 sheets were turned in; one person completely abstained from that prioritization matrix. If one were to look at the Historic headstone inventory, the 4 reported responses were 5, 8, 9, and 11. But, in reality the prioritization of those members who turned in their sheets was 5, 8, 9, 11, 17, and 17 (as well as the general abstention). Similar for Ground Penetrating Radar at 1, 1, 1, 16 vs 1, 1, 1, 16, 17, 17; and Digitized Map 1, 4, 4, 9, 14 vs 1, 4, 4, 9, 14, 17

After that, how we interpret the responses and then subsequently rank the items are a whole different matter.

As always, I really appreciate all the work you and your team do for us (and the rest of Birmingham).

Best,
Laura



Greenwood Matix 2 Schreiner start at 5.pdf
44K

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.

**HISTORIC GREENWOOD CEMETERY 2019
FIRST CALENDAR QUARTER REPORT**

MONTHLY BURIAL SERVICES

MONTH	CREMATION BURIAL	FULL CASKETED BURIAL	DISINTERMENT
JANUARY	1	2	0
FEBRUARY	1	1	0
MARCH	0	1	0

CEMETERY MAINTENANCE

Mike Shukwit, Director of Operations and his team completed all burials. The clean-up from the winter was completed by March 31st. All work orders were completed as of March 31st.

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

7 plot sales in the first calendar quarter.

JANUARY – MARCH (FIRST CALENDAR QUARTER; THIRD FISCAL QUARTER)

2019	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		4	\$9,000.	\$3,000.
Non- Resident	1	1		3	\$6,750.	\$2,250.
TOTAL	3	4		7		

2019 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	4					\$9,000.	\$3,000.
Non- Resident	3					\$6,750.	\$2,250.
Payment Plans Completed	3					\$6,750.**	\$2,250.**
TOTAL	7					\$22,500.**	\$7,500.**

**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.

****Includes payment received for 3 completed payment plans.**

NEWLY IDENTIFIED GRAVE SPACES**
TOTAL NUMBER OF GRAVES SOLD PER SECTION

Section	2015 Total	2016 Total	2017 Total	2018 Total	First Quarter 2019	Second Quarter 2019	Third Quarter 2019	Fourth Quarter 2019	TOTAL Number of Graves Sold To Date	Number of Graves Remaining
B	33	60	36	18	5				152*	256
C	11	24	5	12	2				54*	18
Total sold in Sections B & C:									206	
D	6	0	0	0	0				6	6
K	14	5	0	0	0				19	0
L	8	4	0	2	0				14	2
O	6	0	0	0	0				6	4
TOTAL	78	93	41	32	7				251	286

*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: 206**

**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	2018 Total	First Quarter 2019	Second Quarter 2019	Third Quarter 2019	Fourth Quarter 2019	TOTAL Number of Graves Sold To Date	Number of Graves Remaining
E	11	0	0	0	0				11	0
G	14	1	3	1	0				19	0
TOTAL	25	1	3	1	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 March 31, 2019

Section	Lot	Grave Nos.	Date of Agreement	Term of Agreement	NUMBER OF PLOTS	NOTES
B	1-A	24	06/21/2018	24 months	1	
B	3-A	23	10/08/2018	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	6-C	23, 24	06/13/2018	24 months	2	
B	11-A	23	06/26/2018	24 months	1	
B	12-A	9, 10	07/15/2016	24 months	2	Paid
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	1, 2	10/01/2018	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:					27	

Section B, Lot 12-A, Graves 9 & 10 paid off in the quarter.

Section B, Lot 1-A, Grave 13 paid off in the quarter (was not on our list of contracts).

This concluded the 20th quarter 61 months) as the operator of Historic Greenwood Cemetery.

NUMBER	DESCRIPTION	ACTIVITY FOR		YTD QUARTER
		QUARTER		BALANCE
		03/31/2019		03/31/2019
nd 150 - GREENWOOD CEMETERY PERPETUAL CARE FUND				
pt 000.000				
venues				
ARGES FOR SERVICES				
0-000.000-643.0000	SALE OF CEMETARY PLOTS	22,500.00		81,000.00
ARGES FOR SERVICES		22,500.00		81,000.00
TEREST AND RENT				
0-000.000-664.0000	INVESTMENT INCOME	4,013.40		11,906.83
TEREST AND RENT		4,013.40		11,906.83
TAL REVENUES		26,513.40		92,906.83
t - Dept 000.000		26,513.40		92,906.83
TAL REVENUES		26,513.40		92,906.83
TAL EXPENDITURES		0.00		0.00
T OF REVENUES & EXPENDITURES		26,513.40		92,906.83

Fund 150 GREENWOOD CEMETERY PERPETUAL CARE FUND

Number	Description	Balance
*** Assets ***		
00-000.000-005.0000	CASH AND INVESTMENTS	20,364.74
00-000.000-017.0000	INVESTMENTS	656,583.44
00-000.000-017.0006	MARKET GAIN (LOSS)	27,732.73
00-000.000-028.1000	MANUAL ACCOUNTS RECEIVABLE	22,500.00
Total Assets		727,180.91
*** Liabilities ***		
Total Liabilities		0.00
*** Fund Balance ***		
00-000.000-391.0000	RETAINED EARNINGS	634,274.08
Total Fund Balance		634,274.08
Beginning Fund Balance		634,274.08
Net of Revenues VS Expenditures		92,906.83
Ending Fund Balance		727,180.91
Total Liabilities And Fund Balance		727,180.91