

GREENWOOD CEMETERY ADVISORY BOARD AGENDA

Friday, July 9, 2021

MUNICIPAL BUILDING, 151 MARTIN

8:30 A.M.

The Greenwood Cemetery Advisory Board provides the 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.

I. CALL TO ORDER

Chairperson, Linda Buchanan

II. ROLL CALL

City Clerk, Alexandria Bingham

III. APPROVAL OF THE MINUTES

A. Approval of meeting minutes of June 4, 2021

IV. Unfinished Business

V. New Business

- A. Review of the DRAFT 2020-2021 Annual Report
- B. Review of GCAB Rules and Regulations Language Component
- C. Rules and Regulations: Monuments, Grave Markers and Foundations
- D. Draft Cemetery Marker/Monument Survey Form
- E. Content for the August meeting

VI. REPORTS

- A. Financial Reports – *refer to draft annual report*
- B. Cemetery Sales & Activity - *refer to draft annual report*
- C. City Managers Report (June)

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

VIII. BOARD COMMENTS

IX. ADJOURN

Next Meeting: August 6, 2021

Should you have any statement regarding the above, you are invited to attend the meeting in person or virtually through ZOOM: <https://zoom.us/j/98983856041> Meeting ID: 989 8385 6041

You may also present your written statement to the City Clerk,
151 Martin Street, P.O. Box 3001, Birmingham, Michigan 48012-3001 prior to the meeting.

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, June 4, 2021, 10 a.m.
In-person at Greenwood Cemetery
700-736 Oak Ave. Birmingham, MI**

I. CALL TO ORDER

Linda Buchanan, Chair, called the meeting to order at 10:00 a.m.

II. ROLL CALL

Present: Chair Linda Buchanan (location: Birmingham, MI)
Pam DeWeese (location: Birmingham, MI)
Linda Peterson (location: Birmingham, MI)
Laura Schreiner (location: Birmingham, MI)
George Stern (location: Birmingham, MI)
Margaret Suter (location: Birmingham, MI)

Absent: Joseph Vercellone

Administration: City Clerk Bingham, Parks and Recreation Director Laird, Museum
Director Pielack, DPS Director Wood, Cemetery Service Contractor Cheri
Arcome

III. APPROVAL OF THE MINUTES

A. Review of the Minutes of May 7, 2021

Ms. Schreiner asked that the third paragraph on page four be clarified vis-a-vis lot pins.

MOTION: by Stern, seconded by Schreiner:

To approve the minutes of May 7, 2021 as amended.

VOTE: Yeas, 6
Nays, 0

IV. UNFINISHED BUSINESS

None.

V. NEW BUSINESS

A. Review of tree planting considerations and landscaping in the cemetery

Staff reviewed the item.

There was brief discussion about whether the City pays for Cemetery costs outside of its contract. If so, there was some question as to whether differential pricing for residents and non-residents should be re-considered.

City Clerk Bingham said she would seek clarification regarding that question.

DPS Director Wood recommended that the GCAB release graves as appropriate and said that the tree plan would be made in response to the grave sales and tree inventory. She did not recommend that the GCAB hold off on grave sales in order to plant trees in certain areas.

Museum Director Pielack said that the GCAB's long-term plan could specify that the GCAB would continue to coordinate landscape services and tree replacement with the Department of Public Services in order to clarify that it would be an ongoing joint effort.

In reply to Chair Buchanan, DPS Director Wood said DPS and Ms. Arcome would continue exploring opportunities for further beautification of the Cemetery.

Chair Buchanan re-addressed her concern about the pole and chain, asking if DPS could look into wrought iron fencing to replace it.

Staff confirmed that future GCAB-planned changes to benches, memorials and signage should be run by DPS before implementation.

In reply to DPS Director Wood, Ms. DeWeese noted the GCAB could also review what grave owners are permitted to do in terms of planting or decorations and potentially suggest ordinance changes if appropriate.

DPS Director Wood said she would consider whether that might be useful.

B. Greenwood Cemetery Monument - Baseline Survey Planning

Museum Director Pielack reviewed the item.

The Board agreed that one photo should be taken of each lot, and two photos of each plot. One plot photo should have either a sticky note or whiteboard indicating the plot's location, and one should have nothing on it in order to have a baseline for maintenance and preservation purposes.

It was also agreed that gravesites without markers should be photographed, that a comments section should be included on the volunteers' forms, that the volunteers would need lot diagrams to work off of, and that the volunteers will need to be trained.

Some potential groups from which volunteers could be solicited include D.A.R., Boy Scouts and the National Honors Society. Museum Director Pielack noted that volunteer recruitment would be later in the process.

Museum Director Pielack said she wanted handwritten documentation from the volunteers for historic preservation, and City Clerk Bingham said it would be more useful to her office to have the documentation uploaded in Google Forms. It was discussed that separate groups of volunteers might use each style of documentation respectively, even though the consensus was that the questions and answers should be identical across both formats.

C. Draft Goals for FY 2021-2022

The Board agreed that City Clerk Bingham's categorization of the goals as included in the agenda packet should be submitted to the Commission as-is.

In reply to Board request, City Clerk Bingham said she would ask Finance Director Gerber whether the City is spending the interest accrued by the Perpetual Care Fund for Cemetery expenses. She said she would also ask what amount of Cemetery funding comes from taxpayer monies.

VI. REPORTS

- A. Financial Reports
- B. Cemetery Sales & Activity

City Clerk Bingham said she would designate graves sold as part of a payment plan.

- C. Clerk's Office Update
- D. City Manager's Report (April)

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

There were no public comments.

VIII. BOARD COMMENTS

City Clerk Bingham said she would consult with GCAB members individually to determine a consensus on the best time for GCAB meetings moving forward.

IX. ADJOURN

Chair Buchanan adjourned the meeting at 12 p.m.

Next Meeting: July 9, 2021

GREENWOOD CEMETERY ADVISORY BOARD



2020/2021 ANNUAL REPORT

August 1, 2021

Linda Buchanan, Chair
Linda Peterson, Vice Chair
Pam DeWeese
Laura Schreiner
George Stern
Margaret Suter
Joseph Vercellone

INTRODUCTION

The Greenwood Cemetery Advisory Board was established by the Birmingham City Commission on October 13, 2014. One of its duties is to submit a report to the Commission on an annual basis of the general activities, operation, and condition of the cemetery for the preceding 12-month period. The Greenwood Cemetery Advisory Board Annual Report includes a summary and update of the cemetery's status, related finances, and the GCAB's planned activities for the next fiscal year.

In alignment with the City's fiscal year, the current GCAB's report covers the period from July 1, 2020 through June 30, 2021.

DRAFT

GENERAL ACTIVITIES

Meetings

The Greenwood Cemetery Advisory Board is required to meet at least quarterly. During the report period, the board met three times in 2020 and six times in 2021. Board activities focused primarily on established project priorities for the period.

2020/2021 Accomplishments

- Continuing progress on GIS map in regards to initial setup and data entry
- Completion of an 18-month report to synchronize GCAB's annual reporting with the city's fiscal year; the report covered January 2019-June 2020.
- Approved Grave Releases:
 - December 21, 2020
 - Resolution # 12-284-20 - To authorize the 10 plots sold but not authorized in Sections B, e.g.: B, Row 9-A, Plots 7, 14, 19 and 20; B, Row 10-A, Plot 17; B, Row 11-A, Plots 19, 20, and 24; B, Row 13-A, Plot 1; and B, Row 15-C, Plot 6. AND to release 10 plots in Row 19-A for sale. AND to authorize the sale of one additional grave in Section B, Lot 12a, Space 17 or 18.
 - January 25, 2021
 - Resolution # 01-012-21 = To authorize the release of 14 plots available in Section C, Row 18-A for sale in Greenwood Cemetery. Furthermore the City Commission directs the Greenwood Cemetery Advisory Board to evaluate the grave site pricing and return with recommended changes prior to any further release.
 - April 26, 2021
 - Resolution # 04-128-21 - To release 38 graves in Section B, rows 17-C, 16-C, 15-C, and 14-A to be available for purchase in Greenwood Cemetery.
- Grave price evaluation and increase
- Updates to the cemetery fee schedule
- Initial planning and proposed language updates to the Greenwood Cemetery Operational Procedures, Conditions, and Regulations
- Alignment of expectations and considerations regarding planting and maintenance of trees in the cemetery
- Goal setting for 2021-2022
- Renewal of the Cemetery Service Provider Contract
- Confirmation of location of unmarked burials (also known as Potter's Field) research and report completed by Museum Director Leslie Pielack
- Initial preparation and planning for a volunteer monument/marker inventory survey of Greenwood Cemetery

OPERATION

Sales and Financial Information

On December 1, 2019, **Creative Collaborations, LLC** became transitional provider for cemetery services, with the exception of grounds maintenance, which was provided by the City's Department of Public Services. On May 1, 2020, Creative Collaborations entered into a one-year renewable contract with the City to provide cemetery services on an ongoing basis, the contract was renewed again on April 26, 2021 for the 2021-2022 fiscal year. Grounds maintenance continues to be provided by DPS with ongoing communication and collaboration between the Creative Collaborations, DPS, and the City Clerk's office.

On January 14, 2019, the City Commission approved a payment plan policy for cemetery plots that requires full payment within 24 months. During the 2020-2021 fiscal year, one new payment plan has been initiated. The Clerk's Office and Treasurer's Office monitors active payment plans. Plots under a payment plan are considered sold for purposes of availability unless the plot becomes available again in the event of a purchaser default.

Grave Sales Detail, July 2020 - June 2021

	3Q – 2020 July, Aug, Sept				4Q – 2020 Oct, Nov, Dec				1Q – 2021 Jan, Feb, Mar				2Q = 2021 April, May, June			
Sec	B	C	B+C	Oth	B	C	B+C	Oth	B	C	B+C	Oth	B	C	B+C	Oth
# sold	3	-	3	-	5	-	5	2	2	9	11	-				
Resident	1	-	-	-	2	-	2	-	1	1	2	-				
Non-Res	2	-	-	-	3	-	3	2	1	8	9	-				
Pmt Pln	-	-	-	-	-	-	-	-	-	1	1	-				
Total	3				7				11							

**On April 12, 2021 the City Commission approved the grave price increase for plots that can accommodate one full burial from \$3,000 to \$4,000 per plot.*

FY 20-21 Grand Totals	
Sales in B	10
Sales in C	9
Sales in Other	2
Resident Purchases	5
Non-Resident Purchases	16
Payment Plans Initiated	1
Total Graves Sold	21
Transfer of Ownership Filed	7

**Plots in Sections B and C sold under a payment plan are included in the number of sales made for the quarter in which the payment plan was instituted. 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.*

Beginning December 1, 2019, Creative Collaborations, LLC, remits 100% of revenue to the City, which then makes payments to the contractor for services performed.

Burials and Inurnments, July 2020 - June 2021

Burials and inurnment activity during the period can be used to understand utilization of graves and assist in planning for future sales.

	1Q 20	2Q 20	3Q 21	4Q 21	TOTAL	Sec B	Sec C	B + C	Sec D	Sec K	Sec L	Sec O	Other
Burials	1	4	4	1	10	1	1	2	1	1	1	1	4
Inurn-ments	7	5	-	1	13	4	1	5	-	-	2	1	5
Total	8	9	4	2	23	5	2	8	1	1	3	2	8

Perpetual Care Fund

After expenses, revenues from grave sales are used to increase the Perpetual Care Fund for Greenwood Cemetery, with investment earnings remaining with the PCF. This has contributed to substantial growth of the fund.

Detail for July 2020 through June 2021:

2020 Q Ending September 30

Proceeds from cemetery plot sales	18,104.00
Investment income	<u>2,728.23</u>
Revenue for Perpetual Care Fund	20,832.23

2020 Q Ending December 31

Proceeds from cemetery plot sales	3,877.73
Investment income	<u>120.33</u>
Revenue for Perpetual Care Fund	3,998.06

2021 Q Ending March 31

Proceeds from cemetery plot sales	3,000.00
Investment income	<u>2,813.18</u>
Revenue for Perpetual Care Fund	5,813.18

2021 Q Ending June 30 – Information available end of July 2021

Proceeds from cemetery plot sales	XX,XXX.XX
Investment income	X,XXX.XX
Unrealized gain (loss)	<u>XX,XXX.XX</u>
Revenue for Perpetual Care Fund	XX,XXX.XX

Total Fund Balance, Period ending June 30, 2021	XXX,XXX.XX
Net of Revenues vs. Expenditures	<u>XX,XXX.XX</u>
Ending Fund Balance	XXX,XXX.XX

CONDITION

During the 2020-2021 fiscal year, the City's Department of Public Services has overseen cemetery landscape maintenance, which has included:

- Oversight of Lawn Mowing Contractor including weekly cuts and spring and fall cleanup
- Oversight of Forestry Contractor for Tree Maintenance as directed by DPS
- Maintenance of the Tree Inventory Program
- Lawn fertilization twice a year
- Burial topsoil and seeding: spring and fall
- As-needed general clean up: grave blankets, old flowers, fallen branches
- Trash removal: 2 to 3 times per week
- Maintenance of water system: start up, winterizing, and repair as needed
- Repair of turf as needed
- Removal of snow stakes
- Snow removal
- Raising and leveling of markers/monuments or approval of arrangements with vendor for same
- Building/fencing/road maintenance as needed

PLAN FOR 2020/2021

The Greenwood Cemetery Advisory Board has prioritized the following action items for 2021/2022:

CRITICAL GOALS

Short Term

- ***Review and update Greenwood Cemetery Operational Procedures, Conditions and Regulations***

- Discussion and planning to review and update the Greenwood Cemetery Operational Procedures, Conditions, and Regulations began at the February 5, 2021 meeting. The board decided to update language and definitions for consistency and clarity then to strategically move through the document section by section to ensure that all of the current and future needs of the cemetery and persons using the cemetery are met and protected. GCAB plans to address one to two sections of the document at each GCAB meeting in the coming year until a fully revised document is ready for the City Commission to consider.

- ***Review the Cemetery Management Agreement***

- Creative Collaborations, LLC. has been the contracted cemetery service provider since December 1, 2019. Since then the contract has been renewed in one-year increments on May 18, 2020 and again on April 26, 2021.
- GCAB wishes to reevaluate the contract, ensure that all Greenwood Cemetery needs are being met, along with the needs of the city and persons using the cemetery. GCAB is interested in going through the RFP process and assessing the current market for providers of these services to make sure that the City of Birmingham is able to retain the best cemetery service provider available.

Long Term

- ***Develop a long range plan for the cemetery***

- Over the past year, the GCAB has had numerous discussions about the need to develop a more detailed long range strategic plan to address current and future needs in the cemetery. GCAB will start drafting and revising a plan in the 2021-2022 fiscal year.

- ***Confirm the baseline amount of known available plots in the cemetery***

- Record reconciliation is an ongoing process in the Clerk's Office. While GCAB closely monitors sales activity in sections B and C, they also monitor internments and inurnments throughout the cemetery. Transfers of ownership, internments, and inurnments are the most common activities taking place in the cemetery's sections other than B and C. This goal partners with the planned monument/marker inventory survey and the GIS mapping initiative to reconfirm that all space in Greenwood Cemetery is owned, used, or is part of the more recently plotted graves in sections B and C from 2015.

- ***Monitor the continued growth of the perpetual care fund***

The GCAB monitors the growth of the perpetual care fund and can propose strategies for increasing the funds growth in order for the fund to reach a point where the interest accrued can cover most or all of the general maintenance requirements of the cemetery.

- ***Monitor the demand for cemetery services***

- GCAB members review cemetery data in regards to sales, internments and inurnments and consider trends in order to suggest ways Greenwood Cemetery may need to adapt in order to meet future demands.
- ***Continue historic preservation efforts***
 - The GCAB works collaboratively with the Museum Board and Friends of the Birmingham Museum (a.k.a, the Birmingham Historical society.) GCAB develops projects such as the monument/marker inventory survey, and the Friends of the Birmingham Museum conducts bi-annual tours in the cemetery to continue to educate and engage citizens while preserving history in the cemetery.

DESIRED GOALS

Short Term

- ***Replace pole & chain in section F***
 - The pole and chain in section F remains in place for the safety of cemetery users and to allow access as needed for cemetery operations. The current pole and chain functions as a safety measure, GCAB wishes to find an alternative safety barrier that meets the aesthetics of the cemetery. DPS and the cemetery contractor will provide input to make sure any proposed changes meet safety and operational requirements.
- ***Reevaluate the effectiveness and possible need for GPR in the cemetery***
 - GCAB wishes to reevaluate the potential benefits of GPR and take into consideration any change in cost of this type of survey as well as improvements in technology since the item was last reviewed.

Long Term

- ***Monument/marker inventory survey***
 - GCAB began working on planning for the process and survey for a monument/marker inventory with the guidance of Museum Director Pielack and City Clerk Bingham at the June 4, 2021 GCAB meeting. The GCAB wishes to conduct this survey with volunteers and the support of city staff in order to cross-reference general information and collect baseline condition data and photos that could potentially be linked with the GIS data project. Monuments or markers that may need maintenance may also be identified through this survey.
- ***GIS Mapping – Launching a digital map for public reference***
 - City Staff in the planning department with GIS expertise created a GIS map of the cemetery. Data points from DPS on tree locations within the cemetery were added as a layer to the map in the spring of 2021. This goal ties in with the monument/marker inventory survey and confirming the baseline information of known available plots in the cemetery. Ongoing efforts are being made as time allows, the Clerk's office provides progress updates to GCAB as needed.
- ***Determine Capital Outlay Projects***
 - GCAB may discuss and study the potential benefits of a capital outlay project. The GCAB will provide a recommendation and report to the City Commission if a capital outlay project is identified.

SUMMARY AND RECOMMENDATIONS

Grave sale activity primarily occurs in sections B and C and is closely monitored by the City Clerk's office.

The City Commission releases graves upon recommendation from staff and the Greenwood Cemetery Advisory Board.

On December 21, 2020 the City Commission approved the release of remaining graves in section C, row 19-A. There are 24 graves mapped out in this row. As of July 1, 2021 14 graves are owned, 5 graves are un-owned but obstructed, and there are 5 graves ready for purchase and use at this time.

On January 25, 2021 the City Commission approved the release of remaining graves in section C, row 18-A. There are 24 graves mapped out in this row. As of July 1, 2021 22 graves are owned, 2 graves are un-owned but obstructed and not able to be used at this time.

On April 25, 2021 the City Commission approved the release of remaining graves in section B, rows; 17-C, 16-C, 15-C, and 14-A. There are 24 graves mapped out in each row. As of July 1, 2021, there are 29 graves available for purchase and use, 9 graves are un-owned and obstructed, 57 of these graves are owned.

	Section C (released) Rows: 18-A, 19-A, 20-A	Section B (released) Rows: 14-A, 15-C, 16-C, 17-C	Section B (reserved) Rows: A-1 through A-13
Obstructed	31	9	*Currently being reviewed
Owned	36	58	187
Available	5	29	*125

The GCAB, Clerks Office, DPS, Museum, and contracted cemetery service provider continue to work collaboratively to preserve the historic charm and ambiance of Greenwood Cemetery while ensuring the highest standards of maintenance and service are being provided. The GCAB will continue to monitor data as provided by the City Clerk, work on their goals as laid out in this document, and make recommendations for future grave releases and/or improvements for the preservation and operation of the Historic Greenwood Cemetery.

DATE: July 2, 2021

TO: Greenwood Cemetery Advisory Board

FROM: Alexandria Bingham, City Clerk

SUBJECT: Review of Greenwood Cemetery Operational Procedures, Conditions and Regulations

INTRODUCTION:

- At the January 2021 Greenwood Cemetery Board Members expressed a need to review the current rules and regulations and how that information is distributed to the visitors and owners of space at Greenwood Cemetery.
- At the February 2021 GCAB meeting members were given time to study and rank the sections of the Greenwood Cemetery Operational Procedures, Conditions and Regulations.
- At the May 2021 meeting GCAB decided to make the following changes:
 - 'City' should be used to mean any City Staff;
 - 'Contractor' should be used to mean both the contractor and various subcontractors;
 - Monuments, markers and memorials should be removed from definitions and included, with dimensional specifications, in the appropriate sections;
 - All gendered language should be replaced with they/their/them as appropriate;
 - 'Person driving' should be changed to 'Driver or operator';
 - All units of measurement should be written out (e.g., 'inches', not in. or ");
 - Numbers up to nine should be written out, and numbers 10 or more should be written with numerals (with some exceptions, such as numbers describing time or measurements); and,
 - 'Outside' should be changed to 'outer burial'.
- The revision process will be a collaborative project that will take time and effort from all of the GCAB members, the City Clerk, the Museum Director, the City's legal counsel, and input from other valuable sources.

BACKGROUND:

In October 1971 the City formalized rules and regulations for Greenwood Cemetery since then the document has been reviewed and amended several times.

- 1971 Resolution # 1434-71
- 1984 Resolution # 02-97-84
- 2009 Resolution # 02-52-09
- 2012 – A revision was adopted in regards to the number of cremated remains allowed in a grave
- 2015 – Lot resale and various other wording changes throughout the document were approved
- 2017 – Addressing F-North Monuments
- 2019 – Payment Plans Updated

- 2021 – Full Review by GCAB – *In Progress*

LEGAL REVIEW:

- The City Attorneys have been consulting city staff throughout this process.

FISCAL IMPACT:

- None

PROCESS:

- Prioritize sections of the rules and regulations to consider for revision.
- Review the agreed upon sections.
- The Clerk will take consensus and direction from the board to make discussed changes and present the next drafts as needed.
- The drafting cycle will repeat as we address every section until the board is satisfied and we have a fully updated document to present to the commission for their approval.

ATTACHMENTS:

- The current revision of Greenwood Cemetery Rules and Regulations with page and line numbers.

SUGGESTED RESOLUTION:

- For the City Clerk to return a draft of the rules and regulations to GCAB with all discussed language and definition changes redlined and to prepare to review the next sections.

CITY OF BIRMINGHAM
GREENWOOD CEMETERY OPERATIONAL PROCEDURES,
CONDITIONS AND REGULATIONS

I. DEFINITIONS:

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

a. "Cemetery" shall mean Greenwood Cemetery.

b. "Superintendent" shall mean the City Manager or his/her designee.

c. "Marker" shall mean a stone or object denoting the location of a grave and which does not exceed ~~eighteen (18)~~ inches in height, ~~sixteen (16)~~ inches in width, and ~~twenty four (24)~~ inches in length.

d. "Monument" shall denote a memorial stone or object of a size in excess of that of a marker.

e. "~~Permanent outside~~Outer burial container" shall be a container which encloses a casket. The following are considered ~~permanent outside~~outer burial containers: concrete boxes, concrete, copper or steel burial vaults.

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1
2 f. "Department" shall mean the Department of Public Services.

3
4 g. ~~"Memorial" shall mean monuments or markers.~~

5
6
7 **II. CONDUCT OF PERSONS**

8
9 Every person entering the cemetery shall be responsible for any damage caused by such
10 person while within the cemetery. No person under eighteen years of age shall enter the
11 cemetery grounds unless accompanied by an adult responsible for ~~his/her~~their conduct,
12 or unless permission has been granted by the Superintendent.

13
14 No person shall:

15
16 a. Enter the cemetery except through an established gate, and only during the hours
17 from 8:00 A.M. to sundown.

18
19 b. Deposit or leave rubbish and debris on any part of the cemetery grounds.

20
21 c. Pick, mutilate, remove, or destroy any living plants or parts thereof, whether wild
22 or domestic, on the cemetery grounds, except in the work of maintenance by City
23 employees or its designated contractor.

1 d. Break, injure, remove, or deface any monument or marker on the cemetery
2 grounds.

3
4 e. Bring any dog or animal into the cemetery grounds, unless in compliance with
5 applicable leash law.

6
7 f. Bring or discharge any firearm on the cemetery grounds, except in the conduct of
8 military funerals.

9
10 g. Carry intoxicants into the cemetery grounds, or consume such while in the
11 cemetery.

12
13 h. Advertise on cemetery grounds unless permitted by the City.

14
15 i. Conduct ~~her/himself/themselves~~ in any other than a quiet and respectful manner
16 while on the cemetery grounds.

17
18
19 **III. TRAFFIC REGULATIONS**

20
21 All traffic laws of the City of Birmingham that are applicable to the operation of vehicles
22 in cemeteries shall be strictly observed. Every ~~operator of person driving~~ a vehicle into
23 the cemetery shall be responsible for any damage caused by such vehicle.

24
25 No person shall:

1
2 a. Drive a vehicle within the cemetery at a speed in excess of ~~ten (10)~~ miles per hour.

3
4 b. Drive or park a vehicle on other than established driveways except for the purpose
5 of maintenance or construction.

6
7 c. Turn a vehicle around within the cemetery except by following established
8 driveways.

9
10 d. Use a cemetery driveway as a public thoroughfare.

11
12
13 **IV. MAINTENANCE AND PERPETUAL CARE**

14
15 The City and/or its designated Contractor shall be responsible for the maintenance and
16 repair of the driveways, buildings, water system, drainage and fences. The City and/or
17 its designated Contractor shall also cut and maintain the grass areas, remove the leaves,
18 trim and remove trees and shrubs, apply fertilizer as necessary, and in general maintain
19 the cemetery as a place of natural beauty devoted to the burial of the dead.

20
21 The City and/or its designated Contractor shall not be responsible for any special care of
22 any particular section, lot or burial space or for the maintenance or repair of any
23 monument, marker or planting placed by the owner. Further, the City and/or its
24 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.

1 e. Planters of iron or granite for the planting of flowers will be removed from lots and
2 put in storage if not filled by July 1st. Planters so removed will be sold for cartage
3 and storage charges, or destroyed, if not claimed within a period of one year.

4
5 f. No person shall plant, cut down, remove, or trim any tree, shrub, or plant within
6 the cemetery except by permission of the Superintendent, or a person authorized
7 by ~~him/her~~them to act in ~~his/her~~their stead in matters pertaining to the cemetery.

8
9 g. The planting of flowers on any lot, or otherwise disturbing the sod, shall release
10 the City or its designated contractor from all obligation to resod without extra
11 charge therefore. The planting of spirea, rose bushes, peonies, or shrubs that
12 grow over three feet in height, will not be permitted.

13
14 h. As soon as flowers, floral pieces, potted plants, flags, emblems, etc., used at
15 funerals or placed on grave at other times, become unsightly or faded, they will
16 be removed, and no responsibility for their protection will be assumed, except for
17 special groups upon notification to the City or its designated contractor.

18
19 i. The Superintendent reserves the right to remove from beds, graves, vases,
20 planters, or other containers, all flowers, potted plants, or other decorations, that
21 are set out and then not kept properly watered, trimmed and free from weeds,
22 and to do so as soon as they become objectionable.

23
24
25 **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~~them to act in ~~his/her~~their 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~~them, 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 ~~1.5 feet~~^{1½ feet} in height and shall have a minimum horizontal dimension at the base of not less than half of the height. All markers shall be in one piece, and shall be dressed on the bottom at right angles to the vertical axis. These measurements do not apply to government issue markers.

b. Individual markers can be sod set without a concrete foundation.

c. A form with the size, material and design must be submitted to the City or its designated contractor for approval and all installation fees must be paid in full prior to delivery of the memorial. Installation will not occur between November 1st and March 31st unless weather permits.

FLUSH MEMORIAL SECTION – AREAS PLOTTED AFTER JANUARY 1, 2015

- 1 a. On grave spaces in Sections B, C, D, K, L, and O, all memorials on new lots plotted
2 after January 1, 2015, must be installed at lawn level. Memorials can be individual
3 markers measuring 24 inches x 12 inches x 4 inches or 16 inches x 24 inches
4 x 4 inches or companion memorials over two ~~(2)~~ graves measuring 48 inches x
5 12 inches x 4 inches.
- 6
- 7 b. The memorials must be made of acceptable bronze or granite material and set at
8 lawn level.
- 9
- 10 c. A form with the size, material and design must be submitted to the City or its
11 designated contractor for approval and all installation fees must be paid in full prior
12 to delivery of the memorial. Installation will not occur between November 1st and
13 March 31st unless weather permits.

14 **VII. FUNERALS, INTERMENTS AND DISINTERMENTS**

15

16 **INTERMENTS**

17

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

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

1
2 City personnel, or its designated contractor, will provide opening and closing of grave,
3 initial and periodic maintenance only, and will not be responsible for handling and lowering
4 vaults or caskets. Tents, lowering devices and other materials shall be furnished by the
5 funeral director or vault company.

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

8
9 In all full burial interments, the casket shall be enclosed in a ~~permanent-outside~~outer
10 burial container. Such ~~outside-outer burial~~ container shall be installed by the funeral
11 director, vault company, or the City's designated contractor.

12
13 In all interments of cremated remains, the container shall be installed by the City, its
14 designated contractor, funeral director or vault company. The size of the container must
15 be submitted with the request for burial.

16
17 All funerals within the cemetery shall be under the supervision of the City or its designated
18 contractor. No burials are to be made on Sunday or legal holidays, except by permission
19 of the Superintendent. Overtime charges will apply.

20
21 The City must be notified through the City Clerk or its designated contractor, of the time
22 and exact location of proposed interments in time to allow not less than ~~ten (10)~~ hours of
23 daylight to prepare the grave. If notification occurs less than 10 hours of daylight prior
24 to burial, overtime charges will apply.

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

6
7 Interments of the remains of any persons other than the owner or an immediate member
8 of ~~his/her~~their family will be permitted only after the written consent of the owner or the
9 owner's authorized agent has been filed with the City Clerk or the City's designated
10 contractor. In case of a minor being the owner, the guardian may give consent upon
11 proof of this authority to act.

12
13 Only one ~~(1)~~ interment in any one grave space shall be permitted, except in the case of a
14 parent and infant child, two ~~(2)~~ children dying at about the same time, or in such other
15 unusual cases as it shall seem to the Superintendent to be proper under the
16 circumstances. Such interments shall adhere to Section VIII Burial Rights Policy.

17
18 Up to two cremated remains may be placed in the same space if the owner of the grave
19 space or ~~his/her~~their heirs purchase the right to such inurnments. Should the owner
20 permit the burial of such cremated remains, only one additional memorial shall be
21 permitted on the grave space and such memorial shall not be larger than 24 inches x 12
22 inches x 4 inches and installed at lawn level. Up to three ~~(3)~~ cremated remains (only)
23 may be placed on a single grave space.

24 25 **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 feet x 2 feet one cremated remains

3 feet x 4 feet _____ two cremated remains

Lots purchased prior to October 1, 2014:

Full grave

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

4 - or -

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

8
9
10 **IX. LOT SALES – PAYMENT PLAN POLICY**

11
12 1. A payment agreement may be entered into to allow for the purchase price of
13 a plot(s) to be paid over a period of time not to exceed 24 months and the period
14 provided to cure a default. A copy of this Payment Plan Policy shall be attached to
15 all installment payment agreements and shall be provided to the Purchaser.

16
17 2. Payment agreements require a 20% down payment of the total purchase
18 price, with the remaining balance to be spread into equal monthly payments for the
19 payment period. Such payment agreements shall be interest free. There shall be no
20 prepayment penalty to the Purchaser.

21
22 3. A plot(s) being purchased under a payment agreement may not be used for
23 interment until the full purchase price of the plot(s) has been paid. The Purchaser may
24 apply all payments made on the plan to the plot(s) needed for burial. Should this application
25 of funds to the burial plot reduce the balance in the Purchaser's account below 20% of the

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value of the remaining plots, the Purchaser shall be given a grace period of up to six months to repay the 20% deposit on the remaining plot(s).

4. In the event a Purchaser fails to make an installment payment, the Purchaser shall have 90 days from the default to cure the deficiency and bring the payments current.

5. For purchase agreements initiated after January 14, 2019, failure to pay the entire contract on or before the final payment due date and the cure period will result in forfeiture of the unpaid plot(s) and 50% of all monies paid to date. If enough money is on account to completely pay for a plot(s), the Purchaser shall have the option to purchase said plot(s) with those available funds. Fifty percent of the remaining funds on account and any plots not paid in full shall be forfeited.

X. 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.

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(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.)

XI. SCHEDULE OF FEES AND CHARGES

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

XII. REVISIONS

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

- October 18, 1971 Resolution No. 1434-71
- February 13, 1984 Resolution No. 02-97-84
- February 23, 2009 Resolution No. 02-52-09
- December 17, 2012 Resolution No. 12-356-12
- August 10, 2015 Resolution No. 08-174-15
- March 27, 2017 Resolution No. 03-82-17 (and confirmed by Greenwood Cemetery Advisory Board on May 5, 2017).
- January 14, 2019 Resolution No. 01-011-19

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DATE: July 2, 2021

TO: Greenwood Cemetery Advisory Board

FROM: Alexandria Bingham, City Clerk
Leslie Pielack, Museum Director

SUBJECT: Greenwood Cemetery Operational Procedures, Conditions and Regulations – Proposed revisions for Monuments, Grave Markers and Foundation Monuments

INTRODUCTION:

- Museum Director Pielack, GCAB members, as well as the Museum Board and Friends of the Museum Board have identified two different monument installation projects of historical significance.
- When discussing installation of monuments for persons of historical significance at the May 7, 2021 GCAB meeting the issue of identifying language to include in the rules and regulations emerged.
- Museum Director Pielack worked with city attorneys and reported to City Clerk Bingham.
- City Clerk Bingham believes along with this language a policy should be drafted to coincide with the proposed revisions to guide any future considerations for historic monument installations.

LEGAL REVIEW:

- City attorneys have been consulting city staff throughout this process.

FISCAL IMPACT:

- None

PROCESS:

- Review the proposed language and draft application.
- Make suggestions for any needed changes and express concerns in regards to the rules and regulations; provide input for the city clerk in order to draft a policy to be reviewed at the next meeting.
- The Clerk will take consensus and direction from the board to make discussed changes and present the next drafts as needed.
- The drafting cycle will repeat as we address every section until the board is satisfied and we have a fully updated document to present to the commission for their approval.

ATTACHMENTS:

- Proposed language from City Attorney and Museum Director Pielack
- DRAFT – Application for Grave Marker

Proposed Amendment to Greenwood Cemetery Operational Procedures

RE: Installation/placement of monuments and markers of historic significance by non-deed holders

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. -A request to install a monument or marker on a grave of special historical significance* may be made by a non-deed holder, subject to compliance with all applicable requirements for monuments and markers and final approval by the City. Such request shall be made by application, and shall include detail as to the historical significance of the person in question to the City or Cemetery, and obtaining necessary approval of such Application from the City, subject to the criteria in the Application. Any such marker or monument becomes the property of Greenwood Cemetery/City of Birmingham upon installation, and the City is not required to maintain such property, other than as part of the general maintenance of the cemetery.
- 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

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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.

24

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

25

*A person of historical significance is someone of importance to the history of Birmingham who has been buried in the Cemetery for at least 50 years. Final determination of historical significance shall be made by the City Clerk/City Manager in conjunction with recommendations from the Greenwood Cemetery Advisory Board, the Museum Board, and/or the Friends of the Birmingham Museum, and may include input from other Michigan based community historical groups and/or academic institutions, as well as any known family descendants.

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GREENWOOD CEMETERY

OAK AVENUE BETWEEN GREENWOOD AND LAKE STREETS
BIRMINGHAM, MICHIGAN



(DRAFT) APPLICATION FOR GRAVE MARKER

Pre-payment required for all marker installations

Deceased

Name of Deceased: _____

Grave Location: Section _____ Lot _____ Grave # _____

Applicant

Name: _____ Date: _____

Address: _____

City/State/Zip: _____

Phone: _____ Email: _____

Property Owner/Deed Holder: YES/NO Relation to deceased: _____

Non-deed holder request for marker installation for historically significant person: YES/NO

Detail of historical significance to Birmingham or Greenwood Cemetery: _____

Please note: installation of a marker or monument by a non-deed holder for purposes of historical significance of the deceased is subject to review and approval by the City of Birmingham.

Monument/Marker Information

Monument Company: _____

Address: _____

City/State/Zip _____

Phone: _____ Email: _____

Please provide/attach detail and specifications for marker, including foundation type, style, size, material, and inscription, and attach design or drawings provided by Monument Company: _____

	Marker Size:	Base Size:	Foundation
Length			
Width			
Height			

Office Use Only

Reviewed, Greenwood Cemetery Superintendent: _____ Date: _____

Approved, Clerk, City of Birmingham: _____ Date: _____

Additional Historical Significance Review

Museum Board Recommendation: _____ Date: _____

Greenwood Cemetery Advisory Committee Recommendation: _____ Date: _____

APPROVED:

City Manager: _____ Date: _____



MEMORANDUM

Museum

DATE: June 4, 2021

TO: Greenwood Cemetery Advisory Board

FROM: Leslie Pielack, Museum Director

SUBJECT: Draft Cemetery Marker/Monument Survey Form

At its June meeting, the Greenwood Cemetery Advisory Board discussed the best approach for the cemetery marker/monument inventory survey and agreed on the following:

- Collect baseline information on all markers/monuments/plots, not just historic ones
- Keep the survey as brief as possible, while yielding the most important information
- Utilize digital photographs to capture the greatest amount of information quickly, with an electronic document for survey data and a paper/pencil survey form as backup
- Survey volunteers will work in teams of 2 and will use personal devices (cell phones or tablets) to collect digital information and take photos, that will be transmitted to an electronic master list. Paper/pencil surveys will be transferred to the museum for temporary backup records
- All survey volunteers will go through a "dry run" experience at the cemetery for training/trouble shooting
- Desirable volunteers will be mature adults; student volunteers must work with a trained adult survey volunteer
- After the entire cemetery survey is complete, follow up will be done to determine what specific markers or areas need more in-depth study or intervention by a professional

A draft survey form is attached, based on identified information needed. The photographic portion specifies how photos should be taken and labeled. This will ensure best consistency and efficiency of later analysis and use. It is anticipated that each of the fields on the prepared survey would be part of the electronic master document as well. As mentioned, the purpose of the paper/pencil form is to temporarily record the data as hard copies until the electronic data can be secured and verified.

Please review the draft survey form for completeness and be prepared to provide suggestions for changes so the survey can be finalized and the project can proceed.

Use one record for every individual grave plot. Note any discrepancies between official record and physical site in comments.

Date of Survey _____ Team Members _____

Grave Location: Section _____ Lot _____ Grave # _____ Family Plot? YES/NO

Name on Record: _____

Inscription on Marker (if legible): _____

Inscription location (front/back/side): _____

Photos

Take a clear photo of the **LOT** and give it a **digital ID for Section-Lot with a -1. (ex: C21-1)** , Then for **each individual plot**, take the following images and label it with Section, Plot and Lot# with sequence numbers at the end (noted below) **(ex: C21_10A-2; D18_11-3; H12_4C-4; O15_8A-5)**

- ☐ 1-Overall Lot (only one photo needed for entire lot)
- ☐ 2-Individual Plot
- ☐ 3-Front of Marker (from same height as marker)
- ☐ 4-Back of Marker (from same height as marker)
- ☐ 5-Optional: any detail or damage of special concern for digital documentation

Marker Information

- ☐ Orientation: Marker faces? N/S/E/W/Up
- ☐ Location: Head/Foot

Condition of marker

- ☐ Sound ☐ Cracked ☐ Chipped ☐ Crumbled ☐ Broken ☐ Eroded ☐ Leaning ☐ Sunken

Other

- ☐ Moss or Lichen Surface growth ☐ Overgrown plants ☐ Dense shade ☐ Open

Previous repairs

- ☐ filled cracks ☐ adhesive ☐ mortar ☐ pins ☐ brackets/external support

Inscription condition

- ☐ excellent ☐ clear but worn ☐ legible ☐ not legible

Comments _____



CITY MANAGER'S REPORT

June 2021

Baldwin Public Library

The Library is open for Curbside Pickup and visits of any length, seven days a week. Virtual programs for all ages are ongoing. Room rentals will resume July 19. Baldwin's annual summer reading program is running now through August 8. Library patrons can now check out free day passes to the Oakland County MetroParks; visit www.baldwinlib.org/michigan to check out and download the pass. At the Library Board meeting on June 21, the Library Board voted to approve a new policy that will eliminate all overdue fines for patrons. Director Rebekah Craft will be issuing an RFP for architectural services for Phase 3 of the Library's Building project on June 22 via MITN. All library staff are undergoing performance evaluations with their supervisors during the month of June. Staff will receive merit-based pay increases on July 1.

The Birmingham Museum

With the easing of the pandemic, the museum has developed a phased approach to reopening. As of July 1, the museum's Allen and Hunter Houses will be open to the public Tuesday through Friday from 1 to 4 p.m. The museum's 2020 exhibit, "Beyond Suffrage: Empowering the Women of Birmingham" will be extended through 2021 due to its premature closure last year. This exhibit explores some of the groundbreaking women who have contributed to Birmingham's story and to the larger community, including early pioneer sisters, suffragists and activists, politicians, aviators and even an astronaut, among many others. The Friday Porch Pop Ups will continue through September 30 and are free to the public. After Labor Day, the museum will return to its normal operating hours of Tuesday through Saturday from 1 to 4 p.m., and first Thursday of the month until 8 p.m.

Birmingham Shopping District

- The Birmingham Shopping District would like to welcome the following new businesses that have opened in the last eight weeks: Mandy Rose Makeup, the Birmingham Pub, Area Rugs, the Claymore Shop (new ownership), Beauty Fusion Aesthetics and the Daxton Hotel! The BSD continues to work hard to attract new businesses and innovative concepts to our downtown.
- We are pleased to welcome Alex Pedersen as the new Market Manager of the Birmingham Farmers Market and Claire Galli as the new Office and Events Assistant.

- Movie nights are returning to Booth Park. The next Movie Night will feature the movie Elf on the evening of Friday, July 16th at 7:30 p.m. The movie Cars will be featured on Friday August 13th at 7:30 p.m. in Booth Park.
- Day on the Town, Birmingham's biggest annual retail event, is scheduled for Saturday, July 31st from 9:00 a.m. to 6:00 p.m. The deadline for businesses to register to participate is July 9th. Registration forms can be found at allinbirmingham.com.

Building Department

- The [Building Department's monthly report](#) provides an update on the following construction activity: building permits issued, building inspections conducted, trades permits issued and trades inspections conducted.
- Andrew Erickson was just appointed to the Zoning Board of Appeals by the City of Beverly Hills.
- Patty Curtis, Code Assistance Officer, received her International Code Council Property Maintenance and Housing Inspector Certification!
- In our continuing efforts to improve construction site safety and address concerns from the public, the Building Department has implemented a new policy regarding construction inspections. Inspectors will no longer conduct inspections on a project if their site is not in compliance. For example, if a site is determined to have construction fencing violations, the inspection will be cancelled and Code Assistance will be notified.
- In May we processed 365 online permit applications, bringing our total to 1,819 online permits for 2021.

City Clerk's Office

Recognition of Staff

The City Clerk's Office would like to welcome our newly appointed Deputy Clerk Jessica Schaffner. Jessica comes to Birmingham after serving in the clerk's offices of Shelby Charter Township and the City of Eastpointe for the past 13 years. Jessica is passionate about election administration and keeping records organized.

Elections

Candidate filing packets for the November 2, 2021 election are available at the Clerk's office for anyone who is interested in running for City Commission or the Library Board. The Clerk's office will send confirmation letters to past election inspectors in August, recruit additional workers in September, and train all election inspectors in October in preparation for the election on November 2, 2021.

Greenwood Cemetery

Future Agenda Topics for Greenwood Cemetery Advisory Board

July 9 - Meeting in-person at City Hall

- Continued discussion on updating the rules and regulations for Greenwood Cemetery

August 6 - Meeting in-person at City Hall

- Selection of chair and co-chair
- Draft annual report for Greenwood Cemetery
- Continued discussion on updating the rules and regulations for Greenwood Cemetery

Board Vacancies & Upcoming Appointments

There are upcoming board appointments in July and August for the following Boards:

- Historic District Study Committee
- Hearing Officer
- Retirement Board
- Museum Board
- Greenwood Cemetery Board

City Manager's Office

Communications

Summer Newsletter

Residents will receive the newly reformatted summer newsletter in their mailboxes this week. We are happy to announce the newsletter has been renamed "The Birmingham Beat" following a survey on Engage Birmingham in which more than 150 people participated. This edition features information about the upcoming election, fireworks ordinance, Mental Health Co-Responder Program, the 2020 Consumers Annual Report on Water Quality, summer property tax reminders, upcoming events and more.

Human Resources

Assistant City Manager

This week the Human Resources Department has been conducting phase one interviewing of qualified candidates for the Assistant City Manager position. At the completion of these interviews early next week, a recommendation will be made to the City Manager who will review the recorded Zoom interviews and decide on who he will move forward.

Human Resources Generalist

Sarah Mistretta began working as Human Resources (HR) Generalist for the City's HR Department on June 14. Sarah most recently worked for Redford Township and the City of Centerline, both within their Human Resources departments, where she handled all aspects. Highly educated, Sarah has completed her SHRM-CP, designating herself as a professional in the field of HR. Outside of work, Sarah carries many other responsibilities including the care of her children and Firefighter, as well as working with multiple volunteering efforts and non-profit organizations.

Parking System Manager and Elevator Services

The City created an RFP for elevator services and three bidders submitted proposals. There were significant differences in these bids which will require a greater level of due diligence

by staff to assure that we are going to get the level of service and response times that we expect. With that being said, the City is currently advertising for a [Parking System Manager](#) who will oversee the City's five (5) municipal parking systems, three (3) surface lots, and numerous metered parking spaces. Therefore, it makes sense to have the experience of this new hire to conduct this due diligence, and the fact that the bids are good for 120 days, we will continue to use the current provider, KONE Inc. on a monthly basis until the bid is awarded by the end of September. The Parking System Manager position has been advertised in the appropriate publications to recruit for this specialized position. The closing date is July 2 and interviews will begin immediately. Once that person is hired they will focus immediately on the review of License Plate Recognition technology and plan for bidding, purchasing, installation and implementation.

Miscellaneous

Request for Qualifications for Legal Services

A [Request for Qualifications \(RFQ\) for legal services](#) will be issued on July 7, 2021. Proposals will be solicited for the purpose of entering into a retainer agreement for full service legal representation covering the entire scope of the city's municipal affairs including prosecution in District Court with the exception of labor relations and bond counsel.

South Oakland County Mayors Association Meetings

The South Oakland County Mayors Association (SOCMA) will resume its monthly dinner meetings in September 2021. The first meeting will be hosted by Troy on September 15, 2021. Birmingham will host SOCMA's January 12, 2022 meeting along with Berkley, Beverly Hills, Lathrup Village, and Royal Oak Township. A complete list of meeting dates can be [found here](#).

MIDC Compliance Plan and Cost Analysis Renewal - FY 2022

The City recently received the following letter regarding the approval of the Michigan Indigent Defense Commission (MIDC) Compliance Plan and Cost Analysis.

06/21/2021

City of Birmingham
152 Martin Street
2nd Floor
Birmingham, MI 48009

Dear Stephanie Achenbach,

Please be advised that the Michigan Indigent Defense Commission (MIDC) has reviewed the compliance plan and cost analysis submitted by your system. This letter shall serve as official notice that the plan and cost analysis submitted by your system has been approved by the MIDC.

We are in the process of submitting financial estimates and related information to the Department of Licensing and Regulatory Affairs and the State Budget Office to secure funding to distribute through a grant for the approved cost analysis. See MCL 780.993(7).

After your system receives funding it will have 180 days to comply with the MIDC's standards pursuant to the terms of the approval plan, cost analysis, and grant provisions. See MCL 780.993(10); 780.997.

The legislative budget process for FY2022 is ongoing. Upon approval of a final budget by the legislature and Governor, we will advise regarding distribution of a grant to your system. In the meantime, if you have any questions, please feel free to contact your Regional Manager, Nicole Smithson at (586) 638-6546 or by email at SmithsonN@michigan.gov.

Thank you very much for your cooperation with this process.

Sincerely,

Loren E. Khogali
Executive Director

Department of Public Services

Barnum Park Trees

Over the last 2-3 growing seasons, we have lost 41 trees at Barnum Park. A total tree count of 384 trees were inventoried at Barnum in 2016. While 41 dead trees does appear to be a significant loss, it computes to about a 5% per year loss if you figure 20-21 trees per year over 2 years. Still, it is significant compared to previous years, and we have been investigating why this may be the case. We did not remove the 20 or so from last year, as the arborist's initial assessment was frost damage and that the trees may recover.

Upon review this season by City Staff, the City's contract arborist, a plant health care technician from JH Hart, and the invasive species removal contractor Cardno, I provide the following information. The dead trees are from various planting periods and are scattered throughout different areas of the 9-acre park. Some contributing factors are the result of no irrigation in some areas, frost damage during prime leaf bud season, some herbicide damage in the native prairie areas and bad soil conditions in parts of the park areas.

The good news is since the plant health care professionals and certified arborists have actively been involved with this, a plan is in place. The action plan will include amending the soil with micronutrients twice a year for the new trees and existing tree locations where needed. We will start to remove the dead trees as soon as feasible and spend time on improving the soils. New plantings will occur as part of the fall planting program, as this is the next best-recommended time to plant trees.

Kenning Park

Birmingham Little League (BLL) approached the City requesting we start working on the improvements to the remaining two (2) fields at Kenning Park during 2022. BLL heard they would be hosting the 2023 Michigan Little League Minors State Tournament at Kenning Park. The 2019 Parks and Recreation project priority list took into account all capital projects from community outreach, polls/surveys including the 2018-2022 Parks and from Recreation Master Plan. The project line-up is based on a variety of variables including whether concept plans

were prepared for various parks, the age of equipment at parks and other areas needs in order to determine sequencing of community-wide projects.

The Kenning Park capital projects listed in the Parks and Recreation Master Plan includes a phased implementation of the ball fields, which occurred during 2019 and 2020. The remaining two ball fields and other elements of the concept plan will be in the later phase of the Parks and Recreation Bond issue.

Projects listed in Schedule 1 of the bond issue are either underway or will be planned, designed and/or developed during 2021 – 2024. These include the Birmingham Ice Arena, Adams Park, Pickleball Court selection, Rouge River Trail Improvements and the Booth Park Corner Feature.

We do, however, anticipate beginning design, preparing specifications and bidding out projects before the Schedule 2 bond issuance occurs. This way we will be able to hit the ground running with the expected projects for the projected period of 2024 – 2027.

Therefore, we informed BLL these fields are not scheduled at this time, nor did the City anticipate returning to Kenning Park for additional improvements before other projects were completed or got off the ground. The Donation Agreement between the City and BLL from 2017 applied only to the two newly constructed fields at Kenning Park.

Ice Arena Project Budget and Change Order (adds and credits) Status

The Commission approved the \$5,797,606.00 Ice Arena Renovation/Addition Project Budget on 4-12-21. This figure included the following items:

1. The General Contracting award to C.E. Gleeson Constructors, Inc. for \$4,891,200.00.
2. Professional fees/soft cost budget for \$515,110.00 (Note: included in this approved budget is a \$391,296.00 owner-controlled contingency)

Plante Moran Cresa and the Project Team budgeted and procured contracts outside of the C.E. Gleeson's engagement for civil engineering, material testing, technology/PA/sound, environmental consulting and abatement. This will allow for a reduced project cost and create independence with their engagement. As these engagements have been "bought out", adjustments have been made from budgeted to actual costs. It is important to note that all of these engagements were part of the Commissioner approved professional fees/soft cost budget listed above.

With input from the design and engineering professionals, Plante Moran Cresa and the Project Team have been pursuing several value-engineering items to help reduce overall project cost without jeopardizing quality. As of June 22, 2021, there have been thirteen change order adds and credits that have been executed all within the approved budget. These changes are a result of unforeseen conditions or value added adjustments. DTE is requiring the City to change the primary electrical line servicing the arena from their existing shorter, older utility pole to their newer higher pole installed by DTE approximately three years ago. Boring a new underground primary to connect to the new DTE pole located on Lincoln will cost \$73,079.09. The current primary line is original and was installed when the arena was built

in 1972. This primary is housed in galvanized conduit and is only +/-18" below grade. The new primary will be installed in 4" PVC conduit at a depth of at least 36" below grade to meet current DTE requirements.

The party room addition in the front of the Ice Arena (northwest corner) needed to shift westerly due to the existing water main running beneath the easterly edge of the proposed new room. A change order for Andrus Architecture to make document adjustments for this was for \$7,800.00.

The Project Team also decided to have new bleachers installed rather than modify the existing bleachers which will provide the following benefits: 1) meet current ADA requirements for wheelchair viewing areas, 2) eliminate issues with modifying the existing bleacher system to conform with the new configuration, 3) color code the new bleachers with the proposed arena paint scheme 4) reduce project schedule risk.

The forecasted remaining project contingency items include a mechanical equipment credit, exterior painting and budgeted G2 material testing. This will provide an owner controlled contingency balance of \$264,940. See the current [Ice Sports Arena Renovations/Additions project budget](#).

The Project Team, with the help of Plante Moran Cresa, is doing everything possible to stay on time and under budget. Unused contingency will be returned to the City for other Parks and Recreation project initiatives. Adjustments have been made to address supply change issues due to the COVID pandemic that have affected this renovation project. Value engineering and budget adjustments will continue during the construction process to account for material availability and delivery issues the General Contractor is encountering during this project build.

Engineering Department

The 2020 Drinking Water Consumer Confidence Report is being distributed with the summer newsletter, and can be found online at www.bhamgov.org/waterqualityreport. The City's engineering consultant, HRC, will be completing road condition ratings in the upcoming weeks for all City streets, including those considered to be unimproved. Look for an update on conditions and preliminary findings later this summer.

Finance Department

Retirement Investment Consultant

At a special meeting of the Birmingham Retirement Board and Retiree Health Care Investment Committee on June 23rd, the respective boards decided unanimously to award the investment consultant contract to Captrust Financial Advisors.

This decision culminates a process which took over nine months to complete and several meetings of the Retirement Investment Committee to develop the RFP, review responses, interview candidates and make a recommendation all while working under COVID restrictions.

Captrust Financial Advisors was selected because of their approach to managing portfolios like Birmingham's. As one of the largest independent investment advisory firms in the country, they

bring extensive knowledge of managing portfolios with the size and characteristics of Birmingham's. After identifying Captrust Financial Advisors as the preferred contractor, we were able to successfully negotiate a fee from \$115,000 originally down to \$90,000 (\$60,000 for retirement and \$30,000 for retiree health care). This is approximately the same amount we are currently paying and less than what we would have paid in fiscal year 2021-2022. This fee is fixed for three years with an inflationary increase after that.

Fire Department

The Fire Department would like to thank Alexis and James Goldberg for donating their house on Shirley Drive for training. The Fire Department will be able to perform simulated fire and rescue operations at the home prior to demolition. Artificial training smoke will be used to create a realistic, yet safe, atmosphere. In the last three months, the Fire Department has hired five new Firefighters and this wonderful donation provides a unique training opportunity that will aid in growing their competencies.

Planning Department

Birmingham is fortunate to have many residents actively engaged in the activities and issues that we face as a community, including volunteer participation on our numerous boards and committees. This commitment to serve the community comes with the responsibility to serve the community in an inclusive, respectful and considerate manner in all dealings with applicants, residents and the general public. All volunteers represent the City, and are encouraged to be mindful of their words and actions while engaged in public service, and to continuously strive to educate themselves on inclusivity, sensitivity and ethical matters. To assist in these efforts, the [attached letter](#) will be distributed to all volunteers serving on a City board or commission.

Police Department

Great Lakes, High Stakes Campaign

For the past two weeks, the police department participated in the "Great Lakes, High Stakes" traffic enforcement campaign. There has been a dramatic rise in speeds as well as fatal crashes since the pandemic began more than a year ago. State wide, preliminary crash data indicates 1,083 people died from crashes on Michigan roads in 2020, a ten percent increase over 2019, with 985 deaths reported. The Office of Highway Safety Planning (OHSP) and the National Highway Traffic Safety Administrations Region 5 Office are partnering in a regional traffic safety campaign this summer called "Great Lakes, High Stakes". Speed enforcement was emphasized between June 19 and 27, 2021.

Michigan Association of Chiefs of Police Department Accreditation Board

The police department will go before the Michigan Association of Chiefs of Police Department Accreditation Board on Monday, June 28, 2021 for their final interview. Chief Clemence will call me on Monday with the results of that hearing.

Future Agenda Items

Download a summary of [future agenda items](#).

Future Workshop Items

Download a summary of [future workshop items](#).