

GREENWOOD CEMETERY ADVISORY BOARD AGENDA
FRIDAY, JULY 1, 2022
MUNICIPAL BUILDING, 151 MARTIN, ROOM 205
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 3, 2022

IV. UNFINISHED BUSINESS

- A. Preparation for 2021-2022 Annual Report, Goal Reflection & Setting
- B. Policy for Approving and Installing Markers for Persons of Historical Significance
- a. Read through the most recent draft of the policy
- b. Ask questions or make suggestions, if the current version is sufficient & recommend adoption
- C. Update on Rules and Regulations

V. NEW BUSINESS

- A. Clerk/Update on Find A Grave and the availability of resources for locating persons in the cemetery
- B. Future Business for July
- a. Final Look at the Annual Report
- b. Discussion on Goal Prioritization and Topics for Future Meetings
- c. Planning for Grave Stone Inventory
- d. Other Items for Consideration

VI. REPORTS

- A. Update from Museum Director Leslie Pielack (when applicable)
- B. Update from Clerk's Office
- C. Financial Reports
- D. Cemetery Sales & Activity
- E. City Managers Report

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

VIII. BOARD COMMENTS

IX. ADJOURN

Next Meeting: September 2, 2022

Should you wish to participate in this meeting, 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

DRAFT Meeting Minutes

Friday, May 6, 2022, 8:30 a.m.

151 Martin St. - Room 205

I. Call To Order

Linda Buchanan, Chair, called the meeting to order at 8:33 a.m.

II. Roll Call

Present: Chair Linda Buchanan
Pam DeWeese
Linda Peterson
Laura Schreiner
George Stern

Absent: Margaret Suter, Joseph Vercellone

Administration: City Clerk Bingham, Deputy Clerk Woods

III. Approval Of The Minutes

A. Review of the Minutes of May 6, 2022

It was recommended that 'polls' should be changed to 'poles' on page one of the minutes and that 'due to lack of quorum' be added after 'Chair Buchanan adjourned the meeting at 9:38 a.m.' on the last page of the minutes.

MOTION: by DeWeese, seconded by Peterson:
To approve the minutes of May 6, 2022 as amended.

VOTE: Yeas, 4
Nays, 0
Abstain, 1 (Stern)

IV. Unfinished Business

A. Preparation for 2021-2022 Annual Report, Goal Reflection & Setting

CC Bingham noted the Board's agreed-upon revisions, and said those would be integrated for review.

Stern asked how much revenue is derived from the second and third right of burial. Clerk Bingham responded that she will work with Finance to confirm those numbers.

The board discussed the goal of launching a digital map for public reference with GIS. It was recommended that Staff create a 'How to Find a Person Guide' for the Greenwood website as a short-term solution.

MOTION: by DeWeese, seconded by Peterson:

To create a guide for how to locate persons in the Greenwood Cemetery and make it available on the Greenwood Cemetery website.

VOTE: Yeas, 5
Nays, 0

V. New Business

- A. Future Business for July
 - a. Policy for Approving and Installing Markers for Persons of Historical Significance
 - i. Read through the most recent draft of the policy
 - ii. Ask questions or make suggestions, if the current version is sufficient recommend adoption
 - b. Review the final draft of the 2021-2022 Annual Report
 - c. Planning for Grave Stone Inventory
 - d. Clerk Update on Rules and Regs Manager Review Status
 - e. Other Items for Consideration

VI. Reports

- A. Update from Museum Director Leslie Pielack (when applicable)
- B. Update from Clerk's Office
- C. Financial Reports
- D. Cemetery Sales & Activity
- E. City Manager's Report

VII. Open To The Public For Matters Not On The Agenda

VIII. Board Comments

IX. Adjourn

Chair Buchanan adjourned the meeting at 9:50 a.m.

Alexandria Bingham
City Clerk



Laura Eichenhorn
City Transcriptionist



MEMORANDUM

City Clerk's Office

DATE: June 29, 2022

TO: Greenwood Cemetery Advisory Board

FROM: Alexandria Bingham, City Clerk

SUBJECT: Goal Reflection, Setting & Preparation for the 2021-2022 Annual Report

INTRODUCTION:

GCAB reflected on their goals and reviewed the rough draft for the 2021-2022 FY annual report at the June 3, 2022 GCAB meeting. The feedback from the June meeting was included in the draft currently being presented.

ATTACHMENTS:

- 2021-2022 DRAFT Greenwood Cemetery Annual Report

SUGGESTED ACTION:

Conversation

- Review each section and offer additional comments/suggest revisions

Follow-up

- A Final draft of the report for 2022-2023 will be presented at the August 5, 2022 GCAB meeting to review the final report and data.
- If approved by GCAB the report could be included in the August 15th or 29th City Commission meeting.

GREENWOOD CEMETERY ADVISORY BOARD



2021/2022 ANNUAL REPORT

August 2022

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, 2021 through June 30, 2022.

GENERAL ACTIVITIES

Meetings

The Greenwood Cemetery Advisory Board is required to meet at least quarterly. During the report period, the board met four times in 2021 and five times in 2022. The Greenwood Cemetery Advisory Board has met and exceeded the quarterly meeting requirement. Board activities focused primarily on established project priorities for the period.

2021/2022 Accomplishments

- Produced the 2020-2021 Annual Report
- Thoroughly reviewed the Greenwood Cemetery Operational Procedures, Conditions, and Regulations
- Discussed the concept of continuing the sidewalk in front of the cemetery along Oak Ave.
- Drafted and revised a Policy for Approving and Installing Markers for Persons of Historical Significance
- Recommended renewal of the Cemetery Service Provider Contract
- Discussed the installation of a sign acknowledging the cemetery's recent designation in the National Underground Railroad Network to Freedom
- Advocated for enhancements to the cemetery including improving the appearance of the pole and chain in section F and the installation of an additional trash receptacle
- Reflected on the 2020-2021 Annual Report and participated in goal setting discussions in order to produce the 2021-2022 report and goals.

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 is 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 and again on May 9, 2022 for the 2021-2022 fiscal year. Grounds maintenance continues to be provided by DPS with ongoing communication and collaboration between 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 2021-2022 fiscal year, no new payment plans have been initiated, 3 of the existing plans have been paid in full, 4 payment plans are still in progress. 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

<i>Month</i>	<i>Sec B</i>	<i>Sec C</i>
July 2021	1	1
August 2021	-	-
September 2021	-	1
October 2021	-	1
November 2021	-	-
December 2021	1	-
January 2022	-	-
February 2022	-	-
March 2022	-	-
April 2022		
May 2022		
June 2022		
Total Sold	2	3
Total Available Under Current Authorization	25	2
Total Available (Not Released)	123	0

* Data provided as of March 31, 2022

*Graves Obstructed - On 1/29/21 Creative Collaborations noted that graves 1 & 2 in Section C rows 18-A & 19-A are not able to be used due to obstructions.

* Graves Obstructed - On 3/25/21 DPS noted that graves in row 19-A 1,2,13,14,16 are obstructed by trees

* Grave Release Approved by Commission on April 26, 2021 – Section B, Rows 17-C, 16-C, 15-C & 14-A for a total of 38 Graves, 9 of which are obstructed)

* Grave Release Approved by Commission on December 13, 2021 - 1 grave in section B, row 2-A for an at-need situation for a family with adjacent space.

**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 21-22 Grand Totals	
Sales in B	2
Sales in C	3
Sales in Other	0
Resident Purchases	
Non-Resident Purchases	
Payment Plans Initiated	0
Total Graves Sold	5
Transfer of Ownership Filed	
Additional Burial Rights Purchased	

**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 initiated. 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 2021 - June 2022

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

Cremation vs. Burial: According to NFDA's 2021 Cremation and Burial Report, the 2021 cremation rate is projected to be 57.5% and the burial rate is projected to be 36.6%. The City of Birmingham's 2021-2022 cremation rate is above the national average at 73.33% and the full burial rate is below the national average at 26.66%.

	Sec B		Sec C		Other		Total by Month	
	Full	Crem	Full	Crem	Full	Crem	Full	Crem
July 2021		1	1		1	3	2	4
August 2021	1	1			1		2	1
September 2021				1		4	0	5
October 2021		1			1	2	1	3
November 2021		1	1	3		1	1	5
December 2021		3			1	1	1	4
January 2022	0	0	0	0	0	0	0	0
February 2022	0	0	0	0	0	0	0	0
March 2022	0	0	0	0	1	0	0	0
April 2022								
May 2022								
June 2022								
Totals	1	7	2	4	5	11	8	22

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 2021 through June 2022:

2021 Q Ending September 30

Proceeds from cemetery plot sales	\$ 4,436.00
Investment income	<u>5,159.61</u>
Revenue for Perpetual Care Fund	\$ 9,595.61

2021 Q Ending December 31

Proceeds from cemetery plot sales	\$27,410.00
Investment income	4,879.42
Realized gain (loss)	<u>305.42</u>
Revenue for Perpetual Care Fund	\$32,594.84

2022 Q Ending March 31

Proceeds from cemetery plot sales	\$ 0.00
Investment income	<u>5,533.64</u>
Revenue for Perpetual Care Fund	\$ 5,533.64

2022 Q Ending June 30 – Through May 31st

Proceeds from cemetery plot sales	\$ 4,400.00
Investment income	<u>2,550.91</u>
Revenue for Perpetual Care Fund	\$ 6,950.91

CONDITION

During the 2021-2022 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 2022/2023

The Greenwood Cemetery Advisory Board has prioritized the following action items for 2022-2023:

CRITICAL GOALS

Short Term

- ***Review the Cemetery Management Agreement***
 - Creative Collaborations, LLC. has been the contracted cemetery service provider since December 1, 2019. The contract has been renewed in one-year increments on May 18, 2020, April 26, 2021, and May 9, 2022.
 - GCAB wishes to review the contract, ensure that all Greenwood Cemetery needs are being met. GCAB is interested in issuing a new RFP to reassess the current market of providers for these services to make sure that the City of Birmingham is able to retain the best cemetery service provider available.
- ***Finalize a policy and application process to allow the installation of markers for persons of historical significance***
 - The need for a policy and application process to allow the installation of markers for persons of historical significance recently emerged as special interest groups have identified specific persons in the cemetery that they would like to memorialize or give extra recognition to. Typically, only deed holders and immediate family arrange to purchase and install monuments in honor of an individual. The process being developed will allow thorough review from staff and related advisory boards in order to permit the installation of these monuments.
- ***Develop a strategic plan for the Greenwood Cemetery Advisory Board***
 - GCAB will benefit from going through the strategic planning process to evaluate strengths, weaknesses, opportunities, and threats/challenges the cemetery faces. In going through the process, the board will come up with a vision of what the cemetery should look like in the future, consider stakeholder perspectives, expectations, and needs as well as reconfirm the mission, vision, and values. Strategic planning will empower the board to function more efficiently. The City Clerk will continue to work as the staff liaison to the board and ensure that the board has a clear understanding of their expectations such as being in "growth" or "maintenance" mode.
- ***Conduct an Obstruction Survey***
 - GCAB will benefit from going through the strategic planning process to evaluate strengths, weaknesses, opportunities, and threats/challenges the cemetery faces. In going through the process, the board will come up with a vision of what the cemetery should look like in the future, consider stakeholder perspectives, expectations, and needs as well as reconfirm the mission, vision, and values. Strategic planning will empower the board to function more efficiently. The City Clerk will continue to work as the staff liaison to the board and ensure that the board has a clear understanding of their expectations such as being in "growth" or "maintenance" mode.

Long Term

- ***Confirm the baseline amount of known available plots in the cemetery***
 - Record reconciliation is an ongoing process in the Clerk's Office. GCAB closely monitors sales activity in the cemetery as well as internments and inurnments throughout the cemetery. Section B and C are active in regard to sales as well as internments and inurnments. Transfers of ownership, internments, and inurnments are the most common activities taking place in the cemetery's sections other than B and C with the occasional private sale. 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.
- ***Explore Above Ground Crematorium Opportunities***
 - With the limited space in the cemetery and shifting demand towards cremation and inurnments, the GCAB wishes to explore the costs, benefits, and opportunities for installing a columbarium.
- ***Review and update Greenwood Cemetery Operational Procedures, Conditions and Regulations***
 - The GCAB spent a considerable amount of time in the 2021-2022 FY reviewing and updating the rules and regulations. To keep the rules and regulations current going forward they will conduct an annual read through to maintain the document.

SUMMARY AND RECOMMENDATIONS

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

	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	39	60	187
Available	2	27	*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.

The cemetery is in a state of slow growth and preservation. The perpetual care fund is steadily growing and has increased by \$ 239,867.74 in FY 2021-2022.

For the 2022-2023 FY GCAB is encouraged to continue working on the goals as identified in this report at their regular monthly meetings. Recommendations made by the Greenwood Cemetery Advisory Board will be presented to the City Manager's Office for further direction and implementation.



MEMORANDUM

City Clerk's Office

DATE: June 29, 2022

TO: Greenwood Cemetery Advisory Board

FROM: Alexandria Bingham, City Clerk

SUBJECT: Draft Policy, Application, and Amendments to the Rules and Regulations to Approve and Install Markers for Persons of Historical Significance

INTRODUCTION:

At the March 2022 GCAB meeting the board reviewed a rough draft of the policy and application to install a marker for a person of historical significance for non-deed holders.

GCAB Made more suggestions and revisions to the application and policy at the May 6, 2022 GCAB meeting.

SUMMARY:

The City Clerk's office has made the suggested revisions and seeks further direction from the board on the documents being presented regarding the process, policy, application, and suggested language for the Greenwood Cemetery Operational Procedures, Conditions, and Regulations.

ATTACHMENTS:

- Revised documents regarding the application and policy for historical monument installation for non-deed holders.

SUGGESTED ACTION:

Review

- The revised documents regarding the application and policy for historical monument installation for non-deed holders.
- Ask questions & suggest revisions.

Regarding the Rules and Regulations

- The following language will be inserted as new item under section VI.
 - VI. Monuments, Grave Markers and Foundations
 - A. Monuments

4. 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.

*The items below would be pushed down and renumbered.

- Add the following definition for A Person of Historical Significance
 - 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 Museum Director/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.

Follow-up

- If suggested revisions are minor, the clerk's office can make adjustments. If GCAB adopts the current draft, the document will go to the City Manager's Office for approval.



APPLICATION AND POLICY FOR HISTORICAL MONUMENT INSTALLATION FOR NON-DEED HOLDERS

City Clerk's Office
151 Martin Street, P.O. Box 3001
Birmingham, MI 48012
248/530-1880 PHONE
248/530-1080 FAX

- I. Steps**
 - II: Policies and Procedures**
 - III: Application**
 - IV: Greenwood Cemetery Rules and Regulations**
-

I. Steps

STEP	REQUIREMENT
Application Submittal	<ul style="list-style-type: none">• Applicant turns in completed forms with all supporting documents to the Clerk's Office.
Staff Review <ul style="list-style-type: none">• Clerk• Museum Director• Cemetery Service Provider	<ul style="list-style-type: none">• Clerk reviews records and ensures that all information is gathered from applicant, communicates with Museum Director and Cemetery Service Provider, and prepares for GCAB• Museum Directors begins research on historical significance and prepares for Museum Board• Cemetery Service Provider advises throughout
Board Review <ul style="list-style-type: none">• Museum Board• Cemetery Board	<ul style="list-style-type: none">• Museum Board determines historical significance

	<ul style="list-style-type: none"> • Cemetery Board considers request in respect to the rules and regulations
City Manager Review	<ul style="list-style-type: none"> • City Manager will review the request and identify if the application will need further City Commission review and consideration before approval.
Notice of Approval or Denial	<ul style="list-style-type: none"> • Clerk communicates with applicant granting approval and advises applicant to coordinate with cemetery service provider OR • Clerk advises applicant of the denial or suggested revisions to the application/plan as recommended by staff and advisory boards
Installation	<ul style="list-style-type: none"> • Pursuant to the Greenwood Cemetery Rules and Regulations

II: Policies and Procedures

1. Applications must be complete and submitted to the City Clerk's office to begin the review process.
2. The city staff responsible for cemetery operations will have sole and complete discretion in deciding whether to approve a historical monument installation for non-deed holders with the input of applicable boards.
3. The City of Birmingham or its representative will determine if the proposed marker complies with the current cemetery rules and regulations.
4. The applicant must show their due-diligence in contacting any known next of kin, considering all family lines of the deed holder or person being recognized. City Staff will confirm the applicant's research and expand if possible on the research and available information regarding the recognized individual and/or deed holder in attempt to determine if there is any available next of kin that could give consent.
5. Installation of monuments cannot occur between November 1 and March 31 unless weather permits. The installation should be coordinated with city staff or its representative.
6. The applicant is responsible for all costs regarding the design, purchase, installation and maintenance of an approved monument.
7. The City Clerk's office should be notified and give approval for any planned celebration regarding the installation or reveal of the installed monument.

8. The applicant and their affiliate must acknowledge and adhere to the Greenwood Cemetery Rules and Regulations at all times.
9. Guidance on historical significance will be provided from the museum.

GREENWOOD CEMETERY

OAK AVENUE BETWEEN GREENWOOD AND LAKEVIEW STREETS
BIRMINGHAM, MICHIGAN



(DRAFT) APPLICATION FOR HISTORICAL MONUMENT INSTALLATION

For non-deed holders, 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: _____
Relation to deceased (or explain efforts to contact next of kin): _____

Detail of historical significance to Birmingham or Greenwood Cemetery: _____

* If more room is needed to explain attach a detailed letter and all supporting documents.

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: _____

Additional Historical Significance Review

Museum Board Recommendation: _____ Date: _____

Greenwood Cemetery Advisory Committee Recommendation: _____ Date: _____

APPROVED:

Clerk, City of Birmingham: _____ Date: _____

and/or City Manager: _____ Date: _____



MEMORANDUM

Clerk's Office

DATE: June 29, 2022

TO: Greenwood Cemetery Advisory Board

FROM: Christina Woods, Deputy Clerk

SUBJECT: Creative Collaborations Input on Rules & Regulations

INTRODUCTION:

Upon further review of the Rules and Regulations, Cheri Arcome from Creative Collaborations provided changes to align this document with current practice, address issues that have come up in practice, and provide better wording. Please see the changes, blue for additions to the Rules and Regulations, red are deletions.

CHANGES

In General:

Ground Level has been changed to Lawn Level

Partner has been changed to Companion

Sod has been changed to Grass or Seed

I.10 "Person of Historical Significance" 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 Museum Director/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.

Note: This addition is aligned with the "Historic Marker Policy" currently in progress.

IV.B The City and/or its designated Contractor shall also cut and maintain the grass areas, ~~apply fertilizer as necessary~~, remove the leaves, trim, remove, replace or add trees and shrubs, and, in general, maintain the cemetery as a place of natural beauty devoted to the burial of the dead.

V.E. The City is not responsible for any damage or loss of potted plants, decorations, personal items.

V.F. Decorative items are only allowed on owned plots or sections, not on adjacent graves or other locations in the Cemetery.

V.G. Only one (1) vases~~s~~ and/or planters~~s~~ shall be allowed on lots or plots, providing that the same shall be kept in good repair. If not kept in good repair, the City shall have authority to remove and shall not be liable for any such removal.

V.H. Only one (1) pinwheel per plot allowed.

V.I. No balloons, wind chimes, artificial flowers, solar lights, candles, glass or porcelain objects allowed on plots.

VI.A.4. 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.

Note: This addition is aligned with the "Historic Marker Policy" currently in progress

VI.A.5. The City is not responsible for damage done to any attachments to a monument.

VI.A.8. All contractors/vendors engaged in setting monuments shall have prior approval from the City prior to commencement of work. Such contractor/vendor (and the workers thereof) will be held responsible for any damage resulting from said contractor's/vendor's (or the worker's thereof). Further, all monument installations shall be ~~completed at the close of each business day. Non-monument installation~~ completed in a timely fashion, and may remain unfinished at the close of the business day provided the materials and area are left in a safe and secure matter

Note: Having the monument completed in one day is not always feasible, due to the scope of work needed or materials needing time to set. We do want to ensure that if it is left unattended that it is clearly marked and not a hazard.

VI.C. 2. The memorials must be made of acceptable bronze or granite material and set at lawn level. Bronze plaques must be installed on granite prior to memorial installation.

VII.A.7 ~~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) business hours of daylight to prepare the grave. If notification occurs less than ten (10) business hours of daylight prior to burial, overtime charges will apply.~~ Proposed interments must have at minimum a 48-hour notice from the time of confirmation from the City Clerk or designated contractor, and must include the date, time and location of the interment.

Note: The current process is that Creative Collaborations will receive the request and schedule the work needed within two days according to contractor availability. This two-day window begins as soon as Creative Collaborations confirms the request. This does not become an issue for weekends, because in the event a request is received on a Friday, two days would be Sunday and Burials are not done on Sundays.

~~VII.A.10 Interment of the remains of any persons other than the owner 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.~~

Note: This is not best practice, as it increases the demands on a family who is grieving. The funeral director in addition to Cheri will discuss with the family to ensure they are being placed in the right spot. Requiring written consent will further complicate an already delicate time.

~~VII.A.11 Up to two (2) cremated remains may be placed in the same plot~~ A Maximum of 3 occupants per plot are allowed if the owner of the ~~grave space~~plot or their heirs purchase the right to such interment. This can be in the form of one (1) casketed burial (full burial) and two (2) cremated remains, OR three (3) total cremated remains. Exceptions are made regarding children two (2) years & under.

VII.A.12 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 twelve (12) inches wide, twenty-four (24) inches long and four (4) inches deep and installed at ground level. ~~Maximum of three (3) cremated remains may be placed in a single grave space.~~

VII.B. 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.A. One (1) burial right for cremated remains or full burial is included in a full sized plot purchase. To add burial rights for up to two (2) additional cremated remains, owner must purchase each additional right of burial per plot. A maximum of three (3) burial rights are allowed in a full sized plot.~~ A full plot accommodates up to three (3) burials. The primary burial can be cremated remains or a full burial. The additional two burials must be cremated remains. Full plots purchased prior to January 1, 2015 must purchase the second and third Burial Rights at time of each burial

~~VIII. B 1. One (1) burial right for cremated remains is included in a cremation plot purchase. Cremation plots measuring three (3) feet by four (4) feet may have one additional burial right, to be purchased by owner. A maximum of two (2) burial rights are allowed in a (3) feet by four (4) feet Cremation plot. An individual cremation plot measuring three (3) feet by two (2) feet accommodates one (1) burial right for one (1) cremated remains.~~

~~VIII.B. 2. Cremation plots measuring three (3) feet by two (2) feet cannot have an additional burial right. A maximum of one (1) burial right is allowed in a three (3) feet by two (2) feet cremation plot. A companion cremation plot measuring three (3) feet by four (4) feet accommodates two (2) burial right for two (2) cremated remains.~~

NEXT STEPS:

- Deputy Clerk Woods will walk GCAB through the changes

- The document will be presented to the City Manager's office for review and adoption

ATTACHMENTS:

- Red lined version of the Rules & Regulations

CITY OF BIRMINGHAM

GREENWOOD CEMETERY OPERATIONAL PROCEDURES,

CONDITIONS, AND REGULATIONS

I. DEFINITIONS

A. The following words and phrases, for the purposes of these operational procedures, conditions, and regulation, have the meanings respectively ascribed to them.

1. "Cemetery" shall mean Greenwood Cemetery.
2. Cemetery land designations are as follows:
 - a) "Section" shall mean a collection of cemetery lots
 - b) "Lot" shall mean a collection of plots
 - c) "Plot" shall mean an individual gravesite. Interchangeable with "gravesite" or "grave space"
3. "City" shall mean any physical part of the City, the City Manager, the City Clerk, the City Department of Public Services, or any other entity otherwise responsible for municipal functions, and/or those employed by the city of Birmingham and or under the direction of the city and or its designated contractors.
4. "Corner Marker" also known as cemetery pin or lot pin, is used to locate cemetery sections, lots, and plots.
5. "Department" shall mean the City of Birmingham Department of Public Services.
6. "Immediate Member" shall mean spouse, children, grandchildren, parents, siblings, nieces, nephews, grandparents, aunts, uncles, and stepchildren. Shall also include domestic partner or those in a civil union.
7. "Memorial" shall include:
 - a) "Marker" shall mean a stone or object denoting the location of a grave which is not installed even with the lawn level but does not exceed eighteen (18) inches in height, sixteen (16) inches in width, and twenty-four (24) inches in length.
 - b) "Monument" shall denote an object or memorial stone in excess of (18) inches in height, sixteen (16) inches in width, and twenty-four (24) inches in length.
 - c) "Flush Memorial Marker" shall mean an object denoting the location of a grave installed at lawn level.
8. "Minor" shall mean persons under eighteen years of age.

9. "Permanent outside container" shall be a container that encloses a casket. The following are considered permanent outside containers: concrete boxes, or concrete, copper, or steel burial vaults.

10. "Person of Historical Significance" 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 Museum Director/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.

II. CONDUCT OF PERSONS

A. All persons shall be responsible for any and all damage caused to any property in the cemetery. No minor shall enter the cemetery grounds unless accompanied by an adult responsible for the minor's conduct, or unless permission has been granted by the City.

B. All Persons shall:

1. Enter the cemetery through an established gate and only during the hours from 7:00 am to 9:00 pm.
2. Deposit or leave rubbish and debris in city-provided trash receptacles
3. Refrain from picking, mutilating, removing, or destroying any living plants or parts thereof, whether wild or domestic, on the cemetery grounds, except for work by the City.
4. Refrain from breaking, injuring, removing, defacing or otherwise harming any memorial on the cemetery grounds.
5. Comply with applicable leash laws.
6. Refrain from discharging any firearm on the cemetery grounds, except in the conduct of military funerals using only blanks, and with written permission of City or designee and prior notification of the Police Chief.
7. Refrain from the carry, use, or consumption of any intoxicants at any time while on cemetery grounds, or bring into the cemetery grounds, or consume such while in the cemetery.
8. Refrain from hosting or advertising any goods, services, or activities unless the City has provided written permission.
9. Conduct themselves in only a quiet and respectful manner while on the cemetery grounds.

III. TRAFFIC REGULATIONS

A. All vehicular traffic laws of the City of Birmingham shall be strictly observed. Every person or entity in control, including vehicular owners, drivers, and/or as operator who has engaged autopilot, will be jointly and severely liable for any and all damages caused by such vehicle which has entered onto cemetery grounds.

B. No person shall:

1. Operate a vehicle within the cemetery at a speed in excess of ten (10) miles per hour.
2. Operate or park a vehicle on other than established driveways, except for the purpose of City authorized maintenance or construction as permitted.
3. Turn a vehicle around within the cemetery by performing a u-turn.
4. Use a cemetery driveway as a public thoroughfare.

IV. MAINTENANCE AND PERPETUAL CARE

A. 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. Further, the City shall not contract or agree to give special care to any section, lot, or burial space, except as otherwise noted below.

B. The City 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, remove, replace or add trees and shrubs, and, in general, maintain the cemetery as a place of natural beauty devoted to the burial of the dead.

C. In order to preserve the integrity of potentially historical markers, the City shall maintain, using best practices and discretion, markers for deaths which have occurred 120 years ago, for which there has been no maintenance from family for a period of 10 years.

V. OPERATIONAL REGULATIONS

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

A. Corners of all sections, lots, and plots will be marked with corner markers set flush with the ground surface, which will be installed and maintained by the City and 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.

C. The cutting of paths shall not be permitted.

- D. The City shall have the right to remove from any lot any objects, including trees, shrubs, and flower pots that are not in keeping with the regulations of the cemetery.
- E. The City is not responsible for any damage or loss of potted plants, decorations, personal items.
- F. Decorative items are only allowed on owned plots or sections, not on adjacent graves or other locations in the Cemetery.
- G. Only one (1) Vase or planter shall be allowed on lots or plots, providing that the same shall be kept in good repair. If not kept in good repair, the City shall have authority to remove and shall not be liable for any such removal.
- H. Only one (1) pinwheel per plot allowed.
- I. No balloons, wind chimes, artificial flowers, solar lights, candles, glass or porcelain objects allowed on plots.
- J. The City shall have the authority to remove unapproved items from lots or plots and make the unapproved items available to an immediate family member. If the item is not claimed within six months it will be considered abandoned property.
- K. Planters for the planting of flowers will be removed from lots and plots if not filled with foliage by July 1st. The City shall make the removed planter available to an immediate family member. If the item is not claimed within six months it will be considered abandoned property.
- L. No person shall plant, cut down, remove, or trim any tree, shrub, or plant within the cemetery except by permission of the City, or a person authorized to act in their stead in matters pertaining to the cemetery.
- M. The planting of flowers on any plot, or otherwise disturbing the grass, shall release the City from all obligation to reseed without an additional fee.
- N. It is not permitted to plant any plant that may grow over three feet in height or is a non-native or invasive plant. If a plant, approved or otherwise, becomes overgrown the City may trim, cut or remove the plant. The City may ask for reimbursement from the plot owner for cost of removal or maintenance.
- O. The City reserves the right to remove all plants, flowers or other objects wherever situated that are not maintained in accordance with regulations hereof.
- P. The City reserves the right to remove any object that interferes with safety and maintenance.
- Q. If an individual or group wishes to place items at graves they do not own, they must receive written approval from the City and will be responsible for a plan for removal.

VI. MONUMENTS, GRAVE MARKERS AND FOUNDATIONS

A. MONUMENTS

1. 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 plot.
2. 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 after payment has been made. Foundations will be installed April to November, weather dependent, as determined by the City. Requests received after November 1st will be held until conditions allow for installation.
3. Designs for monuments must be submitted to the City, 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.
4. 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.
5. No monument of artificial stone, sandstone, limestone, or soapstone will be permitted.
6. The City is not responsible for damage done to any attachments to a monument.
7. All contractors, vendors and workers engaged in setting monuments shall be under the supervision of the City and they will be held responsible for any damages. No work of setting monuments shall be started that cannot be completed by the end of the day following the start of such work.
8. All contractors/vendors engaged in setting monuments shall have prior approval from the City prior to commencement of work. Such contractor/vendor (and the workers thereof) will be held responsible for any damage resulting from said contractor's/vendor's (or the worker's thereof). Further, all monument installations shall be completed in a timely fashion, and may remain unfinished at the close of the business day provided the materials and area are left in a safe and secure matter.
9. No monuments shall be allowed in areas designated only for lawn level memorials.

B. GRAVE MARKERS

1. Markers shall not exceed eighteen (18) inches 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.
2. Individual markers can be sod set without a concrete foundation.
3. A form with the size, material and design must be submitted to the City 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 April 15th unless weather permits.

C. FLUSH/LAWN LEVEL MEMORIAL SECTION – AREAS PLOTTED AFTER JANUARY 1, 2015

1. On grave spaces in Sections B, C, D, K, L, and O, all memorials on new plots created after January 1, 2015, must be installed at lawn level. Memorials can be individual markers measuring twelve (12) OR sixteen (16) inches wide, twenty-four (24) inches long and four (4) inches deep. Companion memorials over two (2) graves can measure up to forty-eight (48) inches wide, twelve (12) inches long and four (4) inches deep.
2. The memorials must be made of acceptable bronze or granite material and set at lawn level. Bronze plaques must be installed on granite prior to memorial installation.
3. A form with the size, material, and design must be submitted to the City 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 April 15 unless weather permits.

VII. FUNERALS, INTERMENTS AND DISINTERMENTS

A. FUNERALS AND INTERMENTS

1. No lot or burial space shall be used for any purpose other than the interment of human remains and the erection of appropriate memorials.
2. 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.
3. The City 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.
4. No grave shall be dug closer than six (6) inches from the line of any lot.

5. 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.
6. 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.
7. Proposed interments must have at minimum a 48-hour notice from the time of confirmation from the City Clerk or designated contractor, and must include the date, time and location of the interment.
8. All funerals within the cemetery shall be under the supervision of the City. No burials are to be made on Sunday or legal holidays, except by permission of the City. Overtime charges will apply after 2:00 pm Monday through Saturday, and any time on Sundays and Holidays.
9. 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.
10. Only one (1) interment in any one grave space shall be permitted, except in the case of a parent and infant child, or two (2) children dying at about the same time, or in such other unusual cases as it shall seem to the City to be proper under the circumstances. Such interments shall adhere to *Section VIII Burial Rights Policy*.
11. A Maximum of 3 occupants per plot are allowed if the owner of the plot or their heirs purchase the right to such interment. This can be in the form of one (1) casketed burial (full burial) and two (2) cremated remains, OR three (3) total cremated remains. Exceptions are made regarding children two (2) years & under.
12. 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 twelve (12) inches wide, twenty-four (24) inches long and four (4) inches deep and installed at lawn level.

B. 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. 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 be returned to a safe condition.

VIII. BURIAL RIGHTS POLICY

A. Full Plot

1. A full plot accommodates up to three (3) burials. The primary burial can be cremated remains or a full burial. The additional two burials must be cremated remains.
2. Full plots purchased prior to January 1, 2015 must purchase the second and third Burial Rights at time of each burial.

B. Cremation Plot

2.

1. An individual cremation plot measuring three (3) feet by two (2) feet accommodates one (1) burial right for one (1) cremated remains.
2. A companion cremation plot measuring three (3) feet by four (4) feet accommodates two (2) burial right for two (2) cremated remains.

IX. LOT SALES – PAYMENT PLAN POLICY

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

B. Payment agreements require a 20% down payment of the total purchase price, with the remaining balance to be spread into equal monthly payments not to exceed twenty-four (24) months. Such payment agreements shall be interest free. There shall be no prepayment penalty to the Purchaser.

C. Plot(s) being purchased under a payment agreement may not be used for interment until the full purchase price of the plot(s) has been paid. The Purchaser may apply all payments made on the plan to the plot(s) needed for burial. Should this application of funds to the burial plot reduce the balance in the Purchaser's account below 20% of the value of the remaining plots, the Purchaser shall be given a grace period of up to six (6) months to repay the 20% deposit on the remaining plot(s).

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

E. 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

A. All graves sold by the City after October 1, 2014 can only be returned to the City. Such graves can only be transferred from the original purchaser to an immediate member with supporting documentation.

B. 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.

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.

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



MEMORANDUM

Birmingham Museum

DATE: July 1, 2022

TO: Greenwood Cemetery Advisory Board

FROM: Leslie Pielack, Museum Director

SUBJECT: Find-a-Grave Database for Greenwood Grave Sites Coming to Birmingham Museum

INTRODUCTION:

Find-a-Grave is an online interactive database that is crowd-sourced and designed to build information on cemeteries and gravesites for access by the public. A gravesite in the database has its own file, which is managed by the file creator, and is hosted online by Find-a-Grave.com. Data files can contain a range of information, including cemetery lot identification and location, biographical information, documents, links to other family members' graves, and photos of the marker. Find-a-Grave is comparable to FaceBook, and is an increasingly robust resource for locating burial sites and genealogical information, is free to the user, and is a recognized method for the general public to access information about cemeteries and graves.

The Greenwood Cemetery Find-a-Grave database currently includes over 3,000 burial files and images. This database will be transferred to the Birmingham Museum's archives for permanent management and oversight in the coming months. The quality of the files, completeness of the records, and control of the data by the City of Birmingham through the Museum provides an opportunity for the Greenwood Cemetery Advisory Board to accomplish two important objectives. It will provide a user-friendly method for the public to locate grave plots and biographical information in Greenwood Cemetery without requiring the labor-intensive creation of a GIS database through the Planning Department. It also is an excellent framework for uploading and updating marker photographs and can be used to track the status of individual historic markers for the Board's/City's internal use. This will help avoid duplicating effort in the Board's planned survey of the grave markers and make better use of GCAB resources for a more intensive marker preservation plan.

BACKGROUND:

As a crowd-sourced resource, completeness and accuracy of Find-a-Grave data can vary; the quality of the database depends on the file creator/manager. In the case of Greenwood Cemetery, over 3,000 burial data files are managed by the same person, who is a skilled local researcher well known by Birmingham Museum staff. In recent years, this volunteer has determinedly attempted to photograph each marker in the cemetery, and has cross-referenced burial

information to eliminate errors, and make records more complete for almost all of Greenwood's Find-a-Grave files. Because of the valuable information contained in these files, this volunteer wants to ensure they continue to be accurate and accessible going forward, and to this end will be transferring file control to the Museum in the coming weeks.

The Museum has been increasingly committed to digital access for the public, and has expanded staffing and IT resources to accomplish this objective. As such, the Museum is in a good position to take on the responsibility to manage the interactive Greenwood Find-a-Grave database, and to continue to update the files to serve both the public and the City more effectively. To facilitate access and utilization of the files, we propose the following:

- That the Museum would add a web page on its site with
 - explanations of the Find-a-Grave process and how to use it to locate a grave at Greenwood and associated biographical information
 - how to contact the museum if they are having difficulty using the database, or to correct any errors or add information to individual gravesites
 - link to the Find-a-Grave website and search engine
- The Greenwood Cemetery webpage on www.bhamgov.org will have a link to direct people to the Museum page to access information on how to use Find-A-Grave
- The City's Communications Director would assist with press releases and public announcements
- The Museum would assist the Greenwood Cemetery Advisory Board in developing its preservation plan and zeroing in on historic markers in most need of a professional assessment, using the Find-a-Grave marker photo data as a baseline

LEGAL REVIEW:

City Attorney Mary Kucharek has provided a review of this proposed public access plan for the Find-a-Grave database using the Museum's web site.

FISCAL IMPACT:

None.

PUBLIC COMMUNICATIONS:

City Communications Director Marianne Gamboa will work with the Museum to announce the availability of this service through social media, press releases, and other public communications.

SUMMARY:

The transfer of the Find-a-Grave files to the Birmingham Museum will offer opportunities for additional public service and access to historical, location, and condition information about gravesites in Greenwood Cemetery. It also offers a baseline framework for additional study by the Greenwood Cemetery Advisory Board in marker condition and preservation for its long-term objectives. The Museum's role will help assist both the public and the City in planning and maintaining a user-friendly database to support Greenwood Cemetery Advisory Board goals.

ATTACHMENTS:

Sample records, Greenwood Cemetery Find-a-Grave search and online gravesite records (historical and recent)

[Find a Grave®](#)
[MEMORIALS](#)
[CEMETERIES](#)
[FAMOUS](#)
[CONTRIBUTE](#)




Photo added by Cherie

Greenwood Cemetery

Also known as *Birmingham Cemetery*

LOCATION Birmingham, Oakland County, Michigan, USA [Show Map](#)

PHONE 248-928-4094

WEBSITE greenwoodhistoriccemetery.org

MEMORIALS 3,644 added (88% photographed)

[SHARE](#) [ADD FAVORITE](#)

[CEMETERY](#)
[PHOTOS 5](#)
[MAP](#)

Select Map from the About Greenwood link on their website.

Search Memorials in Greenwood Cemetery


Exact

Exact


[SEARCH](#)
[More search options](#)
[Search tips](#)

Famous Memorials · 4


[View All](#)




Marshall M. Fredericks ★ ✨
1908–1998
Atrist and sculptor. Knighted by the King of Denmark....



Elmore Leonard ★ ✨
1925–2013
Author, Screenwriter. He is probably best remembered for his...




Rowland Ebenezer Trowbridge ★ ✨
1821–1881
US Congressman. Elected to represent Michigan's 4th and 5th...




Barbara Whiting ★ ✨
1931–2004
Movie Actress and Singer. She appeared in a few films such as...

Contribute

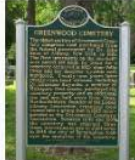
- [Add a memorial](#)
- [Upload Headstone Photos](#)
- [Transcribe Photos](#)
- [Photo requests 5](#)
- [Upload spreadsheet](#)



88% photographed [?](#)



Added by Always with Love



Added by Pam and Dave from...

Sample Record (Historical): Elijah Fish, showing location, image of marker, related plots and biographical information

Find a Grave®

MEMORIALSCEMETERIESFAMOUSCONTRIBUTE




Photo added by Jacquie

Deacon Elijah Stanton Fish

BIRTH 11 Feb 1791
Athol, Worcester County, Massachusetts, USA

DEATH 28 Feb 1861 (aged 70)
Birmingham, Oakland County, Michigan, USA

BURIAL [Greenwood Cemetery](#)
Birmingham, Oakland County, Michigan, USA [Show Map](#)

PLOT Section B, Lot 37, Space 2

MEMORIAL ID 216961734 · [View Source](#)

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[+ Add Photos](#) [Request Photo](#)


MEMORIAL

PHOTOS 4


FLOWERS 0

Family Members

Parents




[Josiah Fish](#)
1755–1811




[Elizabeth Hazelton Fish](#)
1757–1798


Siblings



[Libbeus Fish](#)
1781–1859




[Josiah Fish](#)
1787–1842




[George W. Fish](#)
1807–1851

Spouse




[Fanny Spencer Fish](#)
1796–1872


Children



[Fanny Fish](#)
1820–1827



[Edmund Fish](#)
1824–1904



[Fanny Emily Fish Trollope](#)
1829–1905

[In their memory](#)

[Plant Memorial Trees](#)

[Leave a Flower](#)


See more Fish memorials in:

- [Greenwood Cemetery](#)
- [Birmingham](#)
- [Oakland County](#)
- [Michigan](#)
- [USA](#)
- [Find a Grave](#)


[Send Flowers](#)

[Sponsor and Remove Ads](#)

Records on Ancestry




Deacon Elijah Stanton Fish
[Michigan, U.S., Death Records, 1867-1952](#)



Deacon Elijah Stanton Fish
[Michigan, U.S., Death Records, 1897-1929](#)

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amazon basics


Large Kennel, 3-Tier, Cat Cage Playpen Crate

Amazon Basics Large Kennel, 3-Tier, Cat ...
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\$99.99 [prime](#) [Shop now](#)

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Sample Record (Recent): Elmore Leonard, showing location, image of marker, related plots and biographical information

[MEMORIALS](#)[CEMETERIES](#)[FAMOUS](#)[CONTRIBUTE](#)



Elmore Leonard 🇺🇸

BIRTH 11 Oct 1925
New Orleans, Orleans Parish, Louisiana, USA

DEATH 20 Aug 2013 (aged 87)
Bloomfield, Oakland County, Michigan, USA

BURIAL [Greenwood Cemetery](#)
Birmingham, Oakland County, Michigan, USA [Show Map](#)

PLOT Section G, Lot R, Grave 2


MEMORIAL ID 115775009 · [View Source](#)

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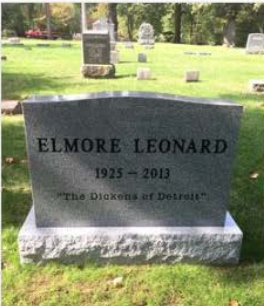
[MEMORIAL](#) [PHOTOS 3](#) [FLOWERS 145](#)

Photo added by [Ruggiero](#)

[+ Add Photos](#) [Request Photo](#)



Added by [Victoria Consiglio](#)



Author, Screenwriter. He is probably best remembered for his novels "Hombre" (1961), "Mr. Majestyk" (1974), "Get Shorty" (1990), "Rum Punch" (1992, film version "Jackie Brown"), and "Out of Sight" (1996), as well as his short stories "Three-Ten to Yuma" (1953) and "The Captives" (1955, film version "The Tall T"), which were adapted into films. While his early works were Westerns, he later branched out to write crime fiction and suspense thrillers, and many of them were also adapted into films. His works were generally known for their gritty realism and strong dialogue. Born in New Orleans, Louisiana, his father worked for General Motors and the family moved frequently for several years because of his job, before finally settling in Detroit, Michigan in 1934. Nicknamed "Dutch" after Boston Red Sox and Detroit Tigers knuckleball pitcher Dutch Leonard, he graduated from the University of Detroit Jesuit High School in 1943 where he played quarterback on the football team, and joined the ...

[Read More](#)


Bio by: [William Bjornstad](#)


Inscription

"The Dickens of Detroit"


Family Members

Parents

 [Elmore John Leonard](#)
1893–1949

 [Flora Rive Leonard](#)
1895–1990

Siblings

 [Margaret Flora Leonard Madey](#)
1919–2007

Flowers • 145

In their memory
[Plant Memorial Trees](#)

See more Leonard memorials in:

- [Greenwood Cemetery](#)
- [Birmingham](#)
- [Oakland County](#)
- [Michigan](#)
- [USA](#)
- [Find a Grave](#)

[Send Flowers](#)


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REPORTS

Clerk's Office Update

The clerk's office is very busy with election prep for August 2, 2022. More than 3500 absentee ballots have been issued and mailed so far. The Clerk's office will be conducting 11 training sessions for election inspectors in the month of July in preparation for the August 2, 2022 general election.

Trees

- On 6/11/22 city tree #16557, a 50" DBH White Oak, lost a large lead in a storm. This was at least the second large storm damage to this tree. Given this tree's existing wounds it needs to be removed. The open wound makes this declining tree extremely susceptible to Oak Wilt, which would ultimately threaten the other oaks in close proximity at Greenwood Cemetery.
- On 6/18/22 city tree #16545, a 38" DBH Siberian Elm, lost a large lead in a storm. Siberian Elms have a proclivity to shed limbs, and due to its poor condition and proximity to the power lines, it will also need to be removed.
- Damaged property was assessed and repairs have been scheduled, three monuments needed to be leveled and reset along with some turf repair.
- Trees scheduled for removal are indicated on the map below in yellow.
- DPS will continue to evaluate opportunities to replace trees within the cemetery and that information will be passed along as it becomes available.



Financial

Greenwood Perpetual Care Fund



Sales

Greenwood Cemetery Sales and Availability		
	Sec B	Sec C
July 2021	1	1
August 2021	-	-
September 2021	-	1
October 2021	-	1
November 2021	-	-
December 2021	1	-
January 2022	-	-
February 2022	-	-
March 2022	-	-
April 2022		
May 2022		
June 2022		
Total Sold	2	3
Total Available Under Current Authorization	25	2
Total Available (Not Released)	123	0

** Data provided as of December 31, 2021*
** On 1/29/21 Cheri noted that graves 1 & 2 in Section C rows 18-A & 19-A are not able to be used due to obstructions.*
** on 3/25/21 Row 19-A 1,2,13,14,16 Obstructed by Trees*
** Grave Release Approved by Commission on April 26 – Section B, Rows 17-C, 16-C, 15-C & 14-A for a total of 38 Graves, 9 of which are obstructed)*
** 1 grave in section B, row 2-A was released on December 13, 2021 by the City Commission for an at need situation for a family with adjacent space.*

Burials & Activity

	Sec B		Sec C		Other		Total by Month	
	Full Crem		Full Crem		Full Crem		Full Crem	
July 2021		1	1		1	3	2	4
August 2021	1	1			1		2	1
September 2021				1		4	0	5
October 2021		1			1	2	1	3
November 2021		1	1	3		1	1	5
December 2021		3			1	1	1	4
January 2022	0	0	0	0	0	0	0	0
February 2022	0	0	0	0	0	0	0	0
March 2022	0	0	0	0	1	0	0	0
April 2022								
May 2022								
June 2022								
Totals	1	7	2	4	5	11	8	22

*Final data for the 2021-2022 FY will be presented at the next GCAB meeting.



CITY MANAGER'S REPORT

June 2022

Baldwin Public Library

Library Board Update

The Library Board met on June 20 for a regular meeting. The Library Board approved updates to the Purchasing Guidelines and eliminated the Library's 2003 Ethics Policy in favor of adopting the City's Code of Ethics. During the past fiscal year, all 26 of Baldwin's governing policies have been reviewed and updated.

Phase 3 Expansion and Renovation Update

Design Development of the Phase 3 expansion and renovation of the front entrance and circulation area continues. The architects from Merritt Cieslak Design presented the project plans to the Historic District Commission on June 15 and to the Planning Board on June 22.

Summer Reading Program

Baldwin's annual summer reading program kicked off on June 10. The summer reading program is open to all ages and you can find more information at www.baldwinlib.org/summer-reading.

Behind the Scenes Tour

If you'd like to learn even more about the library, join Library Director Rebekah Craft for a Behind the Scenes Tour. You'll visit staff areas, learn how items are added to the collection, and hear about new programs and services. The next tour will meet in the Library's vestibule on Wednesday, July 20 at 2:00 p.m.

The Birmingham Museum

Museum Temporary Closure

The Birmingham Museum will be closed to the public until August 9 during the Allen House upper window restoration project. Museum staff and artifacts will be moved out of the second floor of the museum due to the need for lead mitigation during the project. Staff will be actively maintaining social media, assisting patrons with research, working with the collection on the lower level, and developing a new exhibit from a temporary office off site, thanks to the Baldwin Library. While the disruption is significant, the project is being hailed by the Historic District Commission as "an

invaluable, comprehensive and replicable resource for historic preservation projects across the City.”

Birmingham Shopping District (BSD)

Birmingham Farmers Market

The Birmingham Farmers Market kicked-off its 20th season on Sunday, May 1 in Public Parking Lot 6. On June 26, 2022, Birmingham Farmers Market will celebrate Super Farmer Day, and super heroes will be on site to visit with children, along with our very own superheroes with the Birmingham Police and Fire Departments. The market will be open every Sunday from 9 a.m. – 2 p.m. through the end of October.

Executive Director Recruitment Process

The first round of recruitment for the Executive Director position with the BSD closed on June 10, 2022. All applications submitted have been reviewed and BSD Board members and City staff will be conducting candidate interviews after July 4th, 2022. Assistant City Manager Jana Ecker will continue to serve as Interim Executive Director of the Birmingham Shopping District until a permanent Executive Director is hired. During summer vacation season, Assistant to the City Manager Melissa Fairbairn will act as Interim Executive Director if Ms. Ecker is out of the office.

July Special Events

Summer fun continues with movie nights at Booth Park each month. On July 15, 2022 Home Alone will be shown in Booth Park, with activities starting at 6:30pm, movie starting at 7:30pm.

The annual Day on the Town event will be held this year on July 30, 2022, from 9:00 a.m. – 6 p.m. Join us for the biggest retail event of the year and browse unique and discounted high end merchandise in stores and on the streets and sidewalks throughout downtown Birmingham.

Building Department

Monthly Report

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. In May, we processed 466 online permit applications, totaling 1,871 applications so far in 2022.

Woodward Dream Cruise Preparations (August 20, 2022)

In preparation of the Dream Cruise this year, the Building Department is coordinating with other departments to streamline our event procedures and start working to alleviate the confusion of previous years. There have been meetings to discuss and better understand each department's roles and responsibilities so that we can start to develop clear procedures. We have already been able to replace four separate Community Development applications (Tent, Temporary Use, Temporary Sign, and Temporary Structure) with a single Dream Cruise application. We are now in the

process creating an applicant packet that will provide Dream Cruise vendors with the applications, requirement documents, points of contact, and submission instructions. It is our goal to gather feedback post-event and continue to simplify these processes every year.

Congratulations, Mike Morad

Mike Morad was recently reappointed to the Southeast Michigan Building Officials & Inspectors Association Board of Directors! The reappointments and swearing in were held at last month's monthly meeting.



City Clerk's Office

2022 August State Primary

Registration Deadlines

To register to vote in Birmingham, an individual can submit a form in person, by mail, or drop box at the Clerk's office. Residents may also register to vote at any Secretary of State Branch Office, at www.expressSOS.com, or at www.mi.gov/vote. Voter registration applications are available at bhamgov.org/vote.

The deadline to register to vote in any manner other than with the City Clerk's Office is 15 days before the election (July 18, 2022). Voters may register up through Election Day in-person at the City Clerk's Office with proof of residency. The City Clerk's Office is open Monday - Friday, 8:00 a.m. - 5:00 p.m., and the Saturday immediately preceding an election 8:00 a.m. - 4:00 p.m. to register voters and issue absent voter ballots.

Absentee Voters

AV Applications have been sent to the 9,000+ voters on the Permanent Absentee Voter List. Absentee Ballots are expected to be mailed out around June 24, 2022. Absentee

ballots can be requested by mail if received by 5:00 p.m. on July 29, 2022. Absentee ballots can be picked up in person up to 4:00 p.m. Monday, August 1. Absentee ballots can be requested through the Clerk's office or at mi.gov/vote.

Federal Post Card Application (FPCA) - out of country absentee voting

The office has also been processing FPCA (out of country absentee voting) applications. These are for voters who will be out of the country and will need their ballot sent by email or mail overseas. The Clerk's Office will begin sending the first batch of FPCA ballots on June 18, 2022.

Ballots

A sample ballot can be viewed at www.mi.gov/vote. Races for the August 2022 State Primary ballot in Birmingham include:

State:

- Governor
- State Senator, District 8
- Representative in Congress, District 11
- Representative in State Legislature, Districts 5, 19, and 56

County:

- County Commissioner, Districts 1 and 19

City:

- Precinct Delegates to County Conventions of the Democratic and Republican Parties

Election Inspectors

The Clerk's Department relies on many election workers to ensure a smooth election. The Clerk's office contacted past election inspectors and the communications team sent out news blasts with information on applying to work at the August 2022 election. The Clerk has scheduled training dates in July for election workers to receive training on Basic Election Training, Electronic Poll Book, Absent Voter Counting Board, Receiving Board, and Chair/Co-Chair Training. Persons interested in applying to be an election worker can go to www.bhamgov.org/electioninspectors.

Board and Commission Appointments

The following City of Birmingham boards and commissions have vacant positions or members with terms expiring soon. Applications are due before Noon the Wednesday prior to the commission interview/appointment date:

BOARD:	INTERVIEWS/APPOINTMENTS:
Historic District Study Committee (3 Regular Members)	6/27/2022
Board of Ethics (1 Regular Member)	6/27/2022
Hearing Officer (1 Regular Member)	6/27/2022
Museum Board (2 Regular Members)	6/27/2022
Greenwood Cemetery Advisory Board (2 Regular Members)	7/25/2022
Advisory Parking Committee (4 Regular Members)	8/29/2022
Birmingham Area Cable Board (1 Alternate Member)	Until Filled
Board of Building Trades Appeals (3 Regular Members)	Until Filled
Board of Zoning Appeals (1 Alternate Member)	Until Filled
Brownfield Redevelopment Authority (2 Regular Members)	Until Filled
Public Arts Board (1 Alternate Member)	Until Filled
Storm Water Utility Appeals Board (1 Regular, 2 Alternate Members)	Until Filled
Triangle District Corridor Improvement Authority (2 Regular Members)	Until Filled

For details, visit www.bhamgov.org/boardopportunities.

Greenwood Cemetery

At the June 3, 2022 meeting of the Greenwood Cemetery Advisory Board (GCAB), the board discussed the Policy for Approving and Installing Markers for persons of historical significance and discussed items to be included into the 2021-2022 Annual Report. The next GCAB meeting will be held on July 1, 2022.

City Manager's Office

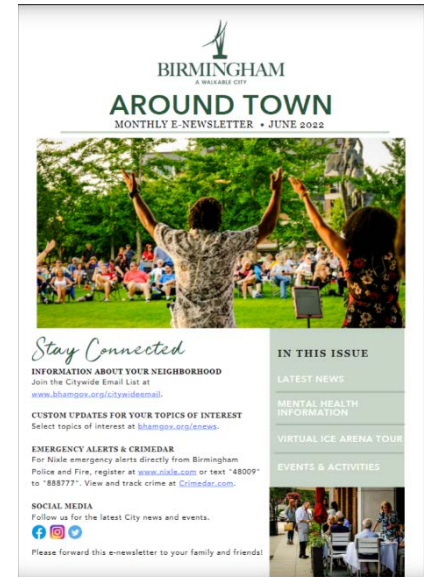
Communications

Around Town e-Newsletter

The communications team is working on the July edition of the Around Town e-Newsletter, which will include our Meet the Staff video, election news, Parks and Recreation bond project updates, city and county park information, summer events and more. [Follow this link](#) to view the June edition of the Around Town e-Newsletter.

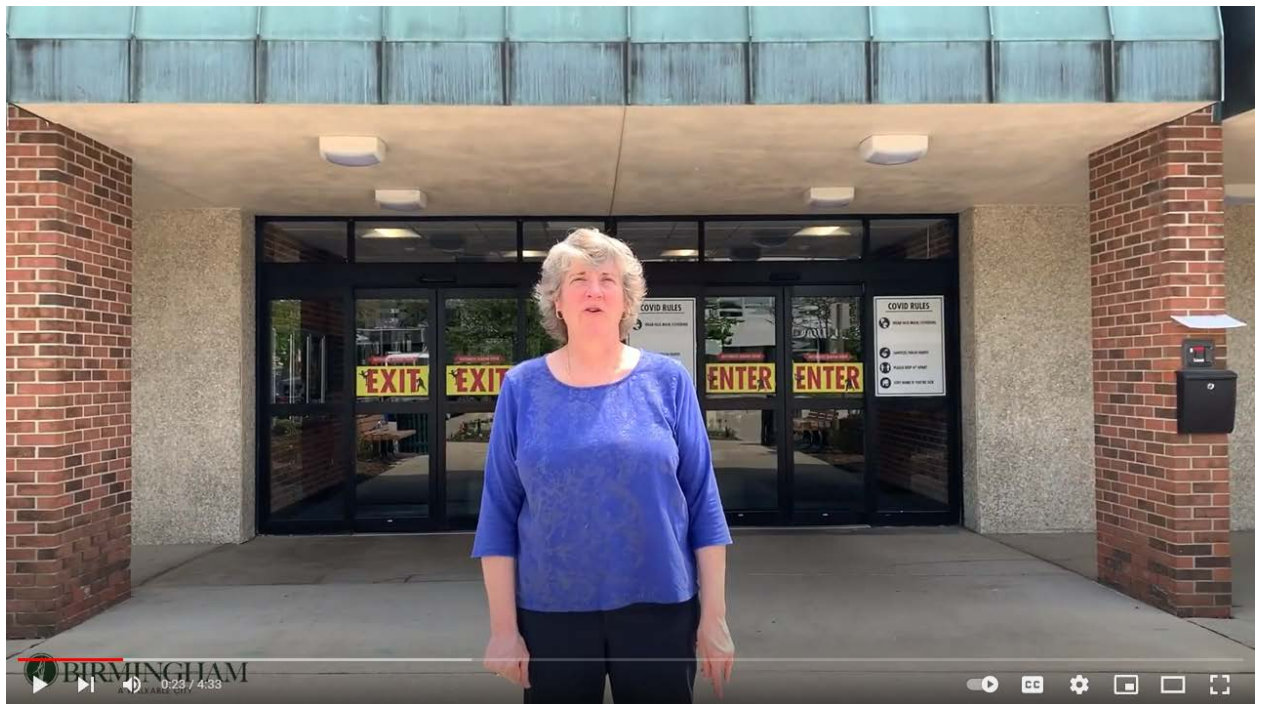
Summer Edition of the Birmingham Beat

The summer edition of the Birmingham Beat will arrive in mailboxes during the week of June 20th. This edition features the annual water quality report and an update about summer events, fireworks safety tips, the auxiliary police officer program, driveway alteration/replacement information and more. Follow this [link to download the newsletter](#).



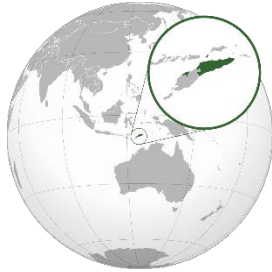
Virtual Tour of the Birmingham Ice Arena

Join Department of Public Services Director Lauren Wood and Recreation Coordinator Connie Folk on a [virtual tour of the renovated Birmingham Ice Arena](#). Thank you to IT & Media Specialist Jamil Kim for producing this video!



YSEALI Fellowship

The Manager's Office is excited to welcome Martinha da Conceição Amaral for the months June and July. Martinha is part of the [YSEALI](#) Professional Fellowship program sponsored by the U.S. State Department and ICMA. Martinha is from Timor-Leste where she works for the nation's Environmental Authority as a consultant. While in Birmingham, she will be meeting with regional sustainability experts and researching storm water and wastewater management.



Timor-Leste

Engage Birmingham



Cast Your Vote for the Party Room Mural at the Ice Arena

The city received entries from many talented artists for the Ice Arena Party Room Mural Contest. The designs are in and it's time to vote! The design with the most votes will be selected for the party room wall in the newly renovated Birmingham Ice Arena. Follow this [link to cast your vote](#) on Engage Birmingham.

Sustainability Initiatives

Gabriel Khouri, a lifelong resident of Birmingham and Cranbrook senior, recently completed a three-week internship in the City Manager's office prior to his graduation. Gabe is passionate about sustainability measures such as electric vehicle charging stations, flood mitigation, and energy efficient infrastructure. Following his research, he assisted with creating a survey regarding the city's future Climate Action and Sustainability Plan. Access the [survey and share your feedback](#) on Engage Birmingham.

Human Resources

City Engineer

We are pleased to announce we have hired Melissa Coatta to become our new City Engineer. Ms. Coatta brings with her more than twenty years of experience as a professional engineer, with a focus on civil engineering projects.

Parking System Manager

Our incumbent Parking System Manager recently submitted his resignation notice, but

recommended a highly qualified candidate who has already been selected to fill that role before the end of June. Our new Parking System Manager, Aaron Ford, has managed parking systems for more than twenty years.

BSD Director

The Human Resources department is reviewing applications from the BSD Director recruitment, and will hold interviews in late June to early July.

Accounting Administrator

The vacancy for Accounting Administrator has been internally filled by a promotion for Morgan Webb from our Treasury Department, which creates a new vacancy for Senior Clerk/Cashier. Ms. Webb has a Bachelor's degree in Finance, and has been with the City for two years.

Various Position Updates

The Seasonal Public Works Inspector positions have been fully filled with the hire of Kameron Dimitry, who comes to Birmingham after twenty-four years with the City of Dearborn. Interviews are also coming up for the Plumbing Inspector and Operator positions. Candidates for the part-time Police Dispatcher vacancy have completed interviews and are undergoing the selection process. Currently, 47 hires are currently completed or pending through the Golf Course seasonal program.

Staff & Vacancy Update

Department	FT & PT Staff Estimate	Current Vacancies/Hiring	Percentage Staffed	Vacancies Filled Since 2020	Notes
Birmingham Shopping District	5	BSD Director	80%	7	Director vacancy open
Clerk's Office	5	-	100%	5	
Building	17	-	100%	1	Hiring transitional Plumbing Inspector.
Engineering	8	City Engineer Engineering Intern Pub. Wks. Insp.	63%	6	City Engineer starts in July
Finance / Treasury	14	Accounting Admin	93%	5	Internal promotion
Fire	35	-	100%	10	
Information Technology	4	-	100%	2	
Maintenance	2	-	100%	1	
Manager's Office / Communications / HR	6	-	100%	6	
Museum	3	-	100%	0	
Parking System	9		10%	1	Hiring plan in FY 22-23
Planning	7	-	100%	4	
Police	71	PT Dispatcher	100%	11	Dispatch selection upcoming
Public Services	56	Streets & Parks Operator (3)	TBD	8	Interviews Upcoming
Golf Seasonal	N/A	Golf Seasonal Labor	N/A	47 (Hired, or in hiring process)	Hiring ongoing

Commission Items for Future Discussion

Meeting	Topic	Commissioner	Staff Follow Up	Dates Addressed	Status (resolved/ongoing)
6/13/22	479 SOW (Doraid) PAD	Boutros			Motion failed
6/13/22	Sustainability Board	Schafer (had handout)		On agenda for 6/27/22	In progress
5/23/22	Commission Meeting Start Time	Baller		On agenda for 6/27/22	In progress
5/9/22	PAD ordinance/cleanup	Baller, no vote			
5/9/22	Policy for granting public space ODD/Valet	Baller, no vote			
5/9/22	Pickleball	Baller, no voter	Lauren Wood	Agenda item 5/23/22	Installed on 6-3-22
4/25/22	Improvements in Information Provision and Methodology	M: Haig, S: Baller			
3/28/22	City Manager Selection Process	M: Host S: Boutros	Managers Office & HR	4/25/22 - direct to formal agenda item 5/9/22 - New Business Item 5/23/22 CM report	Process approved and timetable established
4/11/22	BBCC - Mental Health Workshop - More time to talk	M: Baller S: Haig	Marianne Gamboa mental health info in city publications	4/25/22 - clarify commissioners intent 5/9/22 - added time on the agenda to discuss	Resolved

1/24/22	Social Districts	M: Schafer S: Boutros		2/14/22 - make formal item 3/9/22 - Workshop 3/14/22 - Informally brought up by host	Continuing discussions
1/10/22	Food Trucks	M: Host S: Schafer		1/24/22 - CC requested more info 3/9/22 - Workshop 3/14/22 - Informally brought up by host	Commission Planning Board discussion 6/20/22 Commission to establish direction on 6/27/22
1/10/22	Leaf Blowers	M: Baller S: Host		1/24/22 - make formal item	Staff review of action items
1/10/22	Commissioner Conduct	No vote		2/14/22 - Workshop 2/28/22 Directed CM to prepare Code of Conduct for future agenda	City attorney to present at first meeting in July

Topics Failed

4/25/22	On Street Parking Study	M: Haig S: Host
4/11/22	Downtown Parking	M: Host S: Haig
3/28/22	Parking Matters	M: Host S: Haig

Topics With No Vote - Resolved

1/10/22	Unimproved Streets	McLain, assured it would be addressed in LRP
2/28/22	Solidarity with Ukraine	CM directed to further explore ways to light up City Hall

Miscellaneous

Michigan's Age-Friendly Action Plan

The Michigan Department of Health and Human Services (MDHHS) recently published Michigan's Age-Friendly Action Plan. This plan reflects how Michigan will move forward

with advocacy, policy, and program priorities that build on past successes, challenges, and experiences. In October 2019, Governor Whitmer declared Michigan the first age-friendly state in the Midwest and fifth in the nation. Michigan's total index score for livability is 50, ranking our state as average. Michigan falls firmly in the middle tier in terms of rank within all categories: opportunity, environment, housing, engagement, transportation, neighborhood, and health. Priorities in the 2021-2023 plan address areas with the biggest room for improvement, including addressing the direct care worker shortage, care transition programming to reduce hospital readmission, expanding access to evidence-based programming to reduce obesity, and strategies to increase social participation. Download [Michigan's Age-Friendly Action Plan by the MDHHS here](#). Next Director, Cris Braun, recently reviewed the plan and submitted this feedback to City Manager Tom Markus: "You should be proud to report out that Birmingham is so far ahead of these defined goals for an age friendly community in all areas identified. Kudos to your leadership, both in your prior years of service, and currently. Impressive."

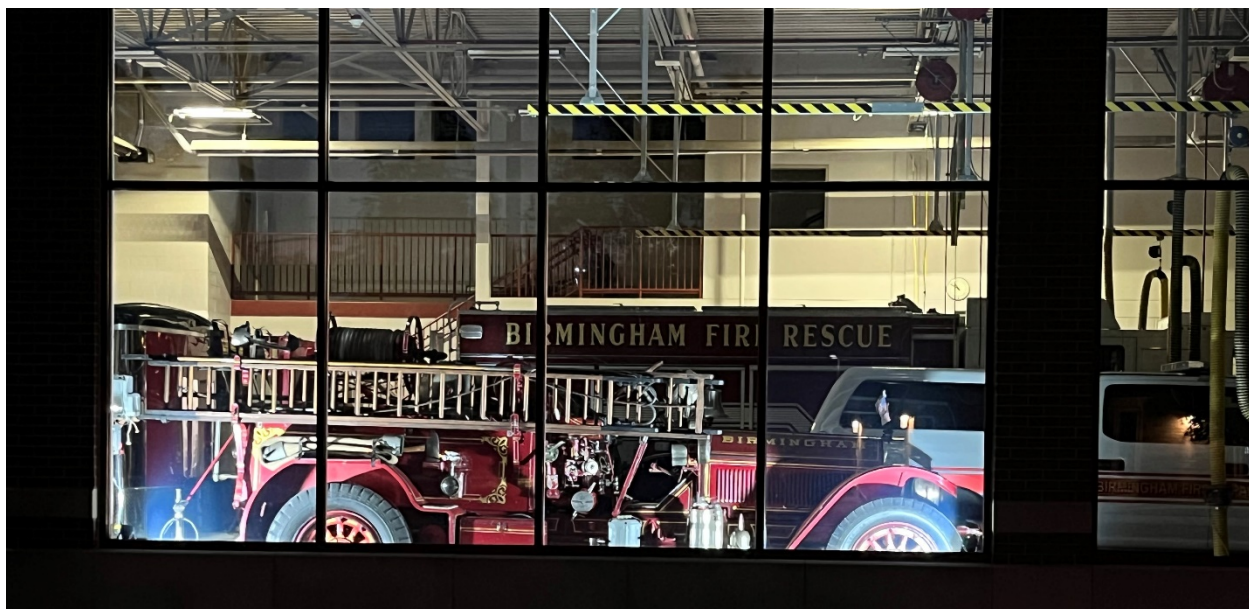
SEMCOG Senior Growth Projections and Next Expansion Resolutions

Download a [report from SEMCOG](#), projecting the Oakland County 60 and over population will grow by an average of 3,855 annually or 11 people per day between 2020 and 2040. During this time, the 85 and over population is estimated to grow by 1,611 annually or 4-5 people per day. This projection enforces the need for Next to expand. Download resolutions regarding Next and their request for a long term written agreement that were recently adopted by [Beverly Hills](#) and [Bingham Farms](#).

Fire Department

1924 American LaFrance

The Fire Department received the 1924 American LaFrance on June 6, 2022 from the Olsen family. The truck has been illuminated at night with flood lights to really show off the beauty of this piece of City history. Training on the operation of the truck and maintenance is ongoing.



Congratulations, Shawn Brown

The Fire Department would like to congratulate our newest Paramedic Shawn Brown following his completion of the National Registry Paramedic exam.

Technical Rescue Training

On June 15th and 16th, the OAKWAY technical rescue team, along with the 3201 Oakland County technical rescue team, conducted joint training hosted at the Birmingham Fire Department. The team was recently deployed to Gaylord as a resource following the devastating tornado last month.



Planning Department

Master Plan 2040

The 2040 Plan consultant team is diligently working on the third and final draft of the 2040 Plan. The third and final draft is expected in the fall. All of the documents related to the 2040 Plan remain available on www.thebirminghamplan.com. You may also watch a recording of past meetings on the [City of Birmingham's website](http://www.cityofbirmingham.com). As a reminder, you can still submit comments directly to the consultant team through the aforementioned 2040 Plan website, and can also submit comments directly to the Planning Division to be placed in the next available agenda of the Planning Board.

Planning Board

Overall, the Planning Board is keeping very busy with a mixture of site plan reviews and study session items. This year, the Planning Board has already tackled 18 site plan reviews, which included three Community Impact Studies for buildings over 20,000 sq. ft. in size. A tentative Planning Board schedule is provided below:

- 460 N. Old Woodward – Wilders – Special Land Use Permit, Final Site Plan & Design Review (6/22/22)
- 115 Willits – Mare Mediterranean – Special Land Use Permit, Final Site Plan & Design Review (6/22/22)

- Watkins/Brown – REZONING (6/22/22)
- 35106 Woodward – Whole Dental Wellness – Final Site Plan & Design Review (6/22/22)
- 300 W. Merrill – Baldwin Public Library – Courtesy Review (6/22/22)
- Outdoor Dining Study (7/13/22)
- Window Standards Study (7/13/22)
- Food Trucks Study (7/13/22)
- Social Districts Study (7/13/22)
- Side Yard A/C Units Study (6/8/22)

Historic Preservation

The Historic District Commission (HDC) is steadily making progress on its larger preservation goals with a number of smaller projects that will contribute to the overall historic preservation plan that the HDC hopes to develop in the next year. The Historic District Commission continues to build a strong media presence to educate Birmingham residents, highlight preservation efforts in the City, and encourage historic designation.

Public Art

The Detroit Institute of Arts has completed the installation of their 2022 Inside Out program with six art pieces throughout Birmingham. The artwork can be found at City Hall, Shain Park, Baldwin Public Library, Booth Park, Quarton Lake Park, and the Birmingham-Bloomfield Art Center. The art work includes screen prints from artists including Kwesi Owusu-Ankomah, Charles Harry Eaton, James Abbot McNeill Whistler, Vincent Van Gogh, Franz Marc, and Georges Seurat. [Download](#) a map of the sites and images of the art work if you are interested in touring the locations.

Multi-Modal Transportation Board

On May 19th, 2022, The Multi-Modal Transportation Board (MMTB) enjoyed a transportation day field trip to Ferndale, Michigan. The weather was a perfect sunny and 70 degrees for exploring multi-modal transportation amenities in another local community. The Board began their day with lunch at Birmingham Roast and then caught the 461 FAST bus down to 9 Mile and Woodward in Ferndale, MI. Board members then walked down to Ferndale City Hall and rented Mogo bikes to cruise the town. Some of the Board members used the Dart app and Transit app for their bus pass and renting a Mogo bike, others paid cash and used the kiosks.

The Board biked a loop around Ferndale while riding through different types of bike lanes along 9 Mile, Pinecrest, Woodward Heights, and Hilton Road. After parking their bikes, the Board walked to Como's for a late lunch where they were joined by Ferndale's City Manager, DDA staff, Planning staff, and Mayor Piana. Birmingham's MMTB members were able to discuss how Ferndale coordinates with companies like Mogo and how they approach bike lane planning. A major topic of discussion with Mayor Piana was how Ferndale went about accomplishing approval for their road diet on Woodward Avenue. There was general consensus from the Ferndale and Birmingham representatives that the local communities should talk and coordinate on regional connectivity projects more often.

The MMTB members then caught the 461 bus north to Birmingham and got off at Maple and Woodward. Members decided to try crossing at the crosswalk from Forest to Brown where new signage had been installed. While waiting at Forest & Woodward, one car slowed to allow staff and board members to cross, while the remaining vehicles approaching from the stop light at Hazel and Woodward did not appear to be slowing down. Staff and board members sprinted across Woodward to make it to the median while being honked at and yelled at by drivers. Everyone made it across Woodward Avenue safely, though annoyed and rattled by the lack of concern for pedestrians by the drivers on Woodward Ave.

Comments from the Board were that the field trip was a great experience. It was the first time a few of them had ridden the bus in metro-Detroit and they enjoyed the mogo bikes and simplicity of Ferndale's bike lane planning. Chairman Doug White and David Hocker commented that everything went smooth until attempting to cross Woodward from Forest to Brown, alluding to the need for enhanced pedestrian safety to get from one side of Woodward to another. The Board also commented that they would like to have more field trips to other local communities in the future.

Police Department

The police department welcomed two new officers to the staff upon their graduation from the One Hundred Twenty-Second Session of the Oakland Police Academy on June 2, 2022:

1. Joseph Roberts - Ofc. Roberts is a resident of the Village of Franklin. Ofc. Roberts graduated from Walsh College with a Bachelor of Business Administration degree.
2. Will Isaacson - Ofc. Isaacson is a resident of Rochester Hills. Ofc. Isaacson graduated from Central Michigan University with a Bachelor of Sociology/Criminal Justice degree.

Parking Systems Update

Parking Systems Manager Ryan Weingartz recently resigned from his position. The Police Department will temporarily take over parking operations and train a new parking director in the near future.

Future Agenda Items

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

Future Workshop Items

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