

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

I. CALL TO ORDER

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

II. ROLL CALL

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

Administration: City Clerk Mynsberge, Finance Director Gerber

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

III. APPROVAL OF MINUTES

A. Approval of meeting minutes of December 7, 2018

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

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

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

VOTE: Yeas, 7
 Nays, 0
 Absent, 0

IV. NEW BUSINESS

A. Presentation. Mark Gerber, Finance Director

1. Reading Expenditure and Revenue Reports

Mr. Gerber noted:

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

Regarding the Balance Sheet, Mr. Gerber explained:

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

2. Perpetual Care Fund Investment Policy

Mr. Gerber noted:

- The Fund is invested 55% in bond mutual funds, and 45% in equity mutual funds.
- The Fund was started after Elmwood was contracted to manage Greenwood.
- Mr. Gerber was not aware if Elmwood was holding payments in an interest bearing account.
- Sec. 34-29 of the Birmingham Code of Ordinances gives¹ ~~five~~ the Treasurer the responsibility for investing the money in the Fund. He reaches out to the City's investment advisor for retirement funds for advice.
- The investment goal is to balance the multiple needs of income growth and preservation of assets. The higher percentage invested in bonds is for preservation of assets, and the investment in equities is to promote growth.
- Investment income is realized quarterly.
- Sec. 34-29 of the Code of Ordinances stipulates capital appreciation goes to capital, not income.
- Capital in the Fund cannot be used for capital projects or borrowed against. Only interest and dividends may be spent.
- There is not another account, other than the Fund, for Greenwood Cemetery. Prior to the Fund being established sales and other revenue from the cemetery was deposited in the City's General Fund, and expenditures were taken from the City's Maintenance fund.
- In response to Mr. Stern's question referring to PA13 allowing a percentage of funds to be used for general maintenance, Mr. Gerber stated Sec. 34-29 of the Code of Ordinances is very specific about the use of the Fund.

¹ As corrected on March 1, 2019.

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

B. Presentation. Matt Johnson, Ground Penetrating Radar Systems

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

Mr. Johnson told the GCAB:

- GPRS started as a company in Toledo, OH in 2001. The company now has 289 employees, works on the national level, primarily works in the construction industry. GPRS began using GPR in cemeteries in 2007, does so infrequently, and primarily helps cemeteries locate phenomena such as unmarked graves and missing headstones. They can send references for their work to the GCAB, and they also have references on their website.
- A technician pushes a machine with a number of antennae over the cemetery surface. As the technician proceeds with the machine, objects buried in the ground will obstruct the radar signal, returning a signal to the machine, which will then construct an approximate data image of the obstruction.
- GPR is most useful for large obstructions. Bones are often difficult to locate using GPR. The technician will be able to provide an estimated depth of the obstructions.
- The cemetery will be divided into a grid for scanning purposes, and as the technician scans they will mark any large obstructions found directly on the cemetery grounds with spray paint at that time. Following that, the technician comes back through and documents all the findings with a GPS unit. The spray paint is water soluble, can be any color, and tends to last about three weeks on asphalt.
- GPR has an easier time identifying obstructions within sandy soil and a more difficult time within clay soil. GPRS customers in Michigan will generally obtain 3'-6' of good data.
- In order to identify an anomaly which might be an obstruction the technician would be looking for it to continue within a North-South, East-West grid scan. Interpretation of GPR information is subjective. A technician will attempt to follow an anomaly across the grid scan in order to get a clearer sense of whether it is just an anomaly in the ground, a true obstruction, or the boundary of an excavation site, and their respective possible shapes and sizes.
- Items with a 1" diameter can generally be located up to 1' beneath the ground. Items with a 2" diameter can usually be detected up to 2' beneath the ground, and so on.
- GPR can identify excavation trenches and gravesites with vaults as well. Gravesites without vaults are more difficult to locate.
- Once the scanning is concluded, GPRS's deliverable is a diagram of the collected GPS information overlaid onto a map.
- For larger sites, GPRS partners with a surveying group to make sure the GPS information is overlaid onto the map correctly. For smaller areas GPRS performs this function.
- GPRS has done sections of cemeteries in Michigan, mostly to determine whether a spot was available or to locate a potentially buried headstone.
- Locating unmarked graves from the 1800s would be challenging. The strategy would be to create data images of known graves first in order to get a sense of how an unmarked

one might appear as on the machine's readings. Locating graves under a chip seal road should not be a problem.

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

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

The GCAB thanked Mr. Johnson for his presentation.

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

C. 2018 Annual Report

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

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

City Clerk Mynsberge recommended reporting the GCAB spent a considerable amount of time spent² on the Payment Plan policy, and reformatted the GCAB's approach to a Master Plan.

² As corrected on March 1, 2019.

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

Under Cumulative Sales Totals for 2018 Ms. Mynsberge added a row to account for money deposited by Elmwood for plots on payment plans. In Sections B & C, Elmwood reports those plots as sold when the payment plan is first started in order to accurately report the number of plots sold in those sections. The reason is because the GCAB has been charged with making a recommendation to the City Commission after 200 of the plots have been sold as to whether or not the remaining spaces should be released for sale. Once Elmwood receives final payment for payment plans in Sections B and C, the City receives the money for the relevant, previously-counted, plots. The Board suggested using a footnote to explain the subtraction of plots from the inventory before payment was received.

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

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

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

V. UNFINISHED BUSINESS

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

A. Payment Plan Policy Adopted by City Commission
City Clerk Mynsberge reviewed her report.

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

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

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

B. Master Plan Process/Historical Collaboration

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

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

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

C. Spring Tree Planting

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

Ms. Peterson left the meeting at 10:06 a.m. The Board no longer had ^a3 quorum.

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

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

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

3) Where Sections G & E meet.

4) Along the curve between Sections H & G

Section F is not as much of a priority.

Further discussion deferred to March as unfinished business.

VI. FINANCIAL REPORT

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

IX. ADJOURN

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

Greenwood Cemetery Advisory Board:

The powers and duties of the Greenwood Cemetery Advisory Board is to provide the following recommendations to the City Commission:

- 1. Modifications: As to modifications of the rules and regulations governing Greenwood Cemetery.*
- 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.*

³As corrected on March 1, 2019.

Section 34-30 (g) of the Birmingham City Code

NOTICE: Individuals requiring accommodations, such as mobility, visual, hearing, interpreter or other assistance, for effective participation in this meeting should contact the City Clerk's Office at (248) 530-1880 (voice), or (248) 644-5115 (TDD) at least one day in advance to request mobility, visual, hearing or other assistance.

Las personas que requieren alojamiento, tales como servicios de interpretación, la participación efectiva en esta reunión deben ponerse en contacto con la Oficina del Secretario Municipal al (248) 530-1880 por lo menos el día antes de la reunión pública. (Title VI of the Civil Rights Act of 1964).