

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

**I. CALL TO ORDER**

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

**II. ROLL CALL**

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

Absent: Joseph Vercellone

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

**III. APPROVAL OF THE MINUTES**

A. Review of the Minutes of May 7, 2021

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

**MOTION:** by Stern, seconded by Schreiner:

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

**VOTE:** Yeas, 6  
Nays, 0

**IV. UNFINISHED BUSINESS**

None.

**V. NEW BUSINESS**

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

Staff reviewed the item.

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

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

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

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

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

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

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

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

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

#### B. Greenwood Cemetery Monument - Baseline Survey Planning

Museum Director Pielack reviewed the item.

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

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

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

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

C. Draft Goals for FY 2021-2022

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

In reply to Board request, City Clerk Bingham said she would ask Finance Director Gerber whether the City is spending the interest accrued by the Perpetual Care Fund for Cemetery expenses. She said she would also ask what amount of Cemetery funding comes from taxpayer monies. City Clerk Bingham said she would also clarify whether there is a fee for additional rights of burial for cremated remains, and if so, if that money is deposited in the Perpetual Care Fund.<sup>1</sup>

**VI. REPORTS**

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

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

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

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

There were no public comments.

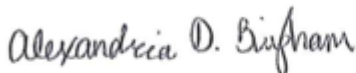
**VIII. BOARD COMMENTS**

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

**IX. ADJOURN**

Chair Buchanan adjourned the meeting at 12 p.m.

Next Meeting: July 9, 2021



Alexandria Bingham, City Clerk  
/le

<sup>1</sup> As amended at the July 9, 2021 meeting.

