

**Greenwood Cemetery Advisory Board
Meeting Minutes
Friday, October 1, 2021, 8:30 a.m.
151 Martin St. - Room 205**

I. Call To Order

Linda Buchanan, Chair, called the meeting to order at 8:30 a.m.

II. Roll Call

Present: Chair Linda Buchanan
Pam DeWeese
Linda Peterson (left at 9:57 a.m.)
Laura Schreiner
George Stern (left 10:15 a.m.; attended virtually, located in Birmingham MI)
Margaret Suter
Joseph Vercellone

Absent: None

Administration: City Clerk Bingham, Museum Director Pielack

III. Approval Of The Minutes

A. Review of the Minutes of August 6, 2021

MOTION: by Suter, seconded by Schreiner:

To approve the minutes of August 6, 2021 as submitted.

VOTE: Yeas, 5
Nays, 0
Abstain, DeWeese, Vercellone

IV. Unfinished Business

A. Approval of the 2022 GCAB Meeting Schedule

Dr. Vercellone noted it might be helpful to schedule the meeting outside of work hours.

The general consensus of the rest of the Board was that it is preferable to maintain 8:30 a.m. meetings on the first Friday of each month, with rare, agreed-upon exceptions.

MOTION: by Schreiner, seconded by Suter:

To approve the 2022 GCAB Meeting Schedule, with the meetings to be held at 8:30 a.m. on the scheduled dates.

VOTE: Yeas, 6
 Nays, Vercellone

V. New Business

A. Review Sections IV. Maintenance and V. Operational Regulations

CC Bingham briefly reviewed the items.

MD Pielack said the issue about preserving and maintaining private property in the Cemetery should be reviewed by the City Attorney before the Board tries to determine what the City is responsible for in terms of marker maintenance. Noting the Board’s discussion of a potential cut-off age for which markers the City should maintain, MD Pielack asked the Board to consider what they might do if a marker newer than the cut-off age was in need of repair. She added that the Cemetery’s historic designation may also impact the discussion.

Dr. Vercellone said it might also occur that a marker that exceeds the cut-off date could have heirs still willing and able to perform maintenance work on the markers.

Ms. Schreiner noted that language to the effect of ‘In the event that no family has come forward for a term of ten years, then the City shall maintain using best practices then available and their complete discretion markers for deaths that occurred more than (a number to be decided) years ago,’ might offer the City both the guidance on maintenance and the legal coverage the Board is seeking.

CC Bingham said she would consult with the City Attorney and return with appropriate language.

After discussion the Board asked CC Bingham to consult with Ms. Arcome to determine whether corner markers are still utilized in the Cemetery. The Board ~~was~~¹ discussed regulations that might remove the corner markers or flat discs, require the City to maintain them, specify that the markers or discs not be disturbed by the public, or some other option. Consequently they asked for Ms. Arcome’s recommendations for appropriate language for lines Three, Four and Five in V. Operational Regulations.

In reply to Board discussion, CC Bingham said she would speak to DPS about what items are cleaned up in the Cemetery on their clean-up days.

Ms. DeWeese stated that V. Operational Regulations had some redundancy and recommended the Board consider reorganizing and streamlining the section for the sake of clarity.

Chair Buchanan said that once CC Bingham returns with notes from Ms. Arcome and DPS the Board could look at clarifying V. Operational Regulations.

The Board then offered some revisions to the existing text of IV. Maintenance and V. Operational Regulations.

¹ As amended at the December 3, 2021 GCAB meeting.

City Clerk Bingham noted the Board’s recommended revisions. She said she would integrate the revisions into the draft and return it to the Board members for their review.

B. Sidewalk Conversation

Chair Buchanan said she would like to see the six trees planted along the easement a few years prior preserved.

There was general consensus with Chair Buchanan’s comment. Board members largely agreed it would also be a lot of construction for a relatively small amount of foot traffic in the area.

Dr. Vercellone noted that the sidewalk would be very close to the road and said he would like to hear what Birmingham Public Safety thinks of the potential placement.

Ms. Schreiner suggested providing a crosswalk at Greenwood to cross to the Cemetery instead of a sidewalk along the Cemetery.

In reply to CC Bingham, Ms. Schreiner agreed a shorter sidewalk could be considered between Hazelwood and Lakeview.

- C. Future Business for the November and December Meetings
 - a. Policy for Approving and Installing Markers for Persons of Historical Significance
 - b. Review Revisions to the Rules & Regulations: Monuments, Grave Markers and Foundations
 - c. Review Revisions to Section IX. Lot Sales – Payment Plan Policy & Section X. Lot Resale Policy
 - d. Review Revisions for the Cemetery Marker/Monument Survey Form & Planning for Monument Survey
 - e. Other Items for Consideration

VI. Reports

- A. Clerk’s Office Update
- B. Financial Reports
- C. Cemetery Sales & Activity
- D. City Managers Reports

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

VIII. Board Comments

Chair Buchanan stated there would be a Cemetery tour on October 19, 2021.

Due to scheduling conflicts the Board discussed potentially cancelling the November 2021 meeting. It was agreed that CC Bingham would send an email to confirm whether the meeting would be cancelled.

IX. Adjourn

Chair Buchanan adjourned the meeting at 10:40 a.m.

Alexandria D. Bingham

Alexandria Bingham, City Clerk
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