

GREENWOOD CEMETERY ADVISORY BOARD

AGENDA

Friday, March 5, 2021, 10:00 A.M.

VIRTUAL MEETING

Meeting ID: 989 8385 6041

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 February 5, 2021

IV. Unfinished Business

- A. Grave Pricing Evaluation and Recommendation
- B. Review of Greenwood Cemetery Rules & Regulations

V. New Business

none

VI. REPORTS

- A. Financial Reports
- B. Cemetery Sales & Activity
- C. Clerk's Office Update
- D. City Managers Report (January)

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

VIII. BOARD COMMENTS

IX. ADJOURN

Next Meeting: April 9, 2021

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

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

(Title VI of the Civil Rights Act of 1964).

**Greenwood Cemetery Advisory Board
Meeting Minutes
Friday, February 5, 2021, 10 A.M.
Virtual Meeting**

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 (joined 10:05 a.m.)(location: Birmingham, MI)
Laura Schreiner (location: Birmingham, MI)
George Stern (location: Birmingham, MI)
Margaret Suter (location: Birmingham, MI)
Joseph Vercellone (location: Rochester, MI)

Administration: City Clerk Alex Bingham; Museum Director Leslie Pielack

Guests: None

III. APPROVAL OF THE MINUTES

A. Review of the Minutes of January 8, 2021

Ms. DeWeese said the comment attributed to her at the bottom of page two was not actually her. Chair Buchanan recommended the attribution be changed to 'Members', since more than one member expressed similar sentiments. Mr. Vercellone recommended that the same comment being discussed be updated to read 'cemetery plot owners and visitors' instead of just visitors.

Mr. Stern asked it be noted that he had commented during Board Comments that Robert Gibbs, member of the master planning team, was interested in sitting down with the GCAB to discuss the Cemetery's future needs and capacity.

MOTION: by DeWeese, seconded by Suter:

To approve the minutes of January 8, 2021.

VOTE: Yeas, 7
Nays, 0

IV. UNFINISHED BUSINESS

None.

V. NEW BUSINESS

A. Grave Pricing Evaluation and Recommendation

City Clerk Bingham reviewed the item.

Chair Buchanan recommended the GCAB provide the Commission with different pricing options and the rationale for each.

Mr. Vercellone agreed, saying that if the GCAB could provide the pros and cons for each option that might be most helpful to the Commission's consideration. He said it would also be helpful to make it clear which option is most recommended by the GCAB members.

Mr. Stern spoke in favor of other ways of raising funds for the Cemetery, including reclamation, cremation, and offering a perpetual/special care services package for graves.

City Clerk Bingham noted that a significant amount of due diligence on the part of City staff would be required for reclamation.

There was a general understanding that even a \$5,000 grave price for the rest of the inventory would not get the perpetual care fund to the \$2 million goal. Part of the reason for providing the Commission with options and rationale for each would be to allow the Commission to determine its priorities for the Cemetery and make its decision based on those. Those priorities could range from promoting the exclusivity of the Cemetery to promoting the financial accessibility of the Cemetery to closing the gap in the perpetual care fund, and/or other factors.

Chair Buchanan noted that in 2019 the GCAB recommended the price of the graves not be increased. She explained that recommendation was made at the time based on the inaccurate understanding that the Cemetery had 50 more graves in its inventory than there ultimately were. Now that the GCAB is aware it has 50 fewer available graves, it makes more sense to raise the prices to better offset the gap in the perpetual care fund.

City Clerk Bingham said she would solicit pros and cons for each option separately from each member in advance of the next GCAB meeting and provide a summary so that the GCAB could form a consensus at the meeting.

B. Review of Greenwood Cemetery Rules & Regulations

Chair Buchanan and City Clerk Bingham recommended each member rank the sections from highest discussion priority to lowest in separate emails to the Clerk. The Clerk said she would then return with the consolidated ranking and a schedule for discussing the sections over the course of a few GCAB meetings.

Ms. Schreiner asked the Clerk to also include a discussion of updates that need to be made more globally across the document's sections, citing certain aspects of phrasing as one possible example.

C. Plan for Future Landscaping

Ms. Suter asked how other City parks deal with tree-related liability issues.

Chair Buchanan clarified that the arborist need not use all the sites she recommended; rather, she just wanted those sites considered among the possible areas.

There was consensus that the GCAB members would like the option to attend the conversation between Parks and Recreation Manager Laird and the arborist.

Museum Director Pielack noted that their attendance at that meeting could also aid the GCAB's long-range planning process scheduled for Fall 2021.

City Clerk Bingham said it would be wise for the GCAB to agree on a list of questions for the arborist prior to the meeting so all relevant issues are covered.

MOTION: by Suter, seconded by DeWeese:

To direct the City Clerk to coordinate with DPS and Creative Collaborations to schedule an arborist to assess and recommend future planting sites in Greenwood Cemetery and to include all members of the GCAB in the consultation.

VOTE: Yeas, 7
Nays, 0

VI. REPORTS

- A. Financial Reports
- B. Cemetery Sales & Activity
- C. Clerk's Office Update

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

There were no public comments.

VIII. BOARD COMMENTS

Chair Buchanan noted that the Cemetery has more full burials versus cremations than the national average. She also asked City Clerk Bingham to determine with DPS what the purpose of the pole and chain is in Section F, and to see if it might be replaced with a sign or a more attractive barrier.

Ms. Suter recommended the Commission consider receiving a presentation from the company that spoke to the GCAB in 2018 or 2019 about ground penetrating radar so the Commission might get a better sense of what the process is.

City Clerk Bingham said she might be able to fold such a presentation in to a more general workshop for the Commission on GCAB topics.

Museum Director Pielack provided a brief overview of the Museum's research on the Taylors, the first African-American couple to be buried in Greenwood Cemetery.

Chair Buchanan said she read an article recently regarding 'unmarked' graves, and said that in actuality some graves considered unmarked may have been marked with wooden markers which would have eventually disintegrated.

IX. ADJOURN

Ms. Buchanan adjourned the meeting at 11:42 AM.

Next meeting: March 5, 2021



MEMORANDUM

City Clerk's Office

DATE: February 26, 2021

TO: Greenwood Cemetery Advisory Board

FROM: Alexandria Bingham, City Clerk

SUBJECT: Grave Price Evaluation and Recommendation Memo

INTRODUCTION:

- At the January 25, 2021 City Commission Meeting a resolution was passed by a 7-0 vote for the suggested grave site release of the 14 graves in Section C, row 18-A. Within that resolution the City Commission also charged the GCAB with the duty of evaluating the current grave prices and providing the Commission with a recommendation before the next release of graves.
- GCAB is highly motivated to evaluate and bring this issue to the City Commission due to the financial goals for the Perpetual Care Fund which would allow for the Historic Greenwood Cemetery to make progress towards being able cover the cost of standard maintenance and operations with less of an impact on the tax payers of the community.

BACKGROUND:

- In July 2019 the Greenwood Cemetery Advisory Board evaluated grave prices and recommended to keep the price per plot at the current rate of \$3,000. If all remaining available graves are sold at the rate of \$3000 pre space the Greenwood Cemetery's Perpetual Care Fund would not reach its financial goal.

LEGAL REVIEW

- Not yet obtained.
- The Greenwood Cemetery Operational Procedures and Regulations will be adjusted in accordance with any decision made by the Commission.

FISCAL IMPACT

- The Greenwood Cemetery Advisory Board is interested in the goal of achieving a perpetual care fund balance of \$2,000,000 so that the cemetery can be more self-sufficient when it comes to providing the funds for basic maintenance and care of the grounds. However the demand, and quality of product must also be taken into consideration as well as the price of plots at nearby/comparable cemeteries.

*Based on the sale of 175 plots.

Unit Price	Contributions	Current Balance	Projected Balance	Goal	Difference
\$3,000.00	\$525,000.00	\$922,431.25	\$1,447,431.25	\$2,000,000.00	\$552,568.75
\$4,000.00	\$700,000.00	\$922,431.25	\$1,622,431.25	\$2,000,000.00	\$377,568.75
\$5,000.00	\$875,000.00	\$922,431.25	\$1,797,431.25	\$2,000,000.00	\$202,568.75

PROCESS

- The City Clerk's office will provide information to GCAB to consider.
- GCAB will weigh the pros and cons of the proposed increases, how a change may affect the market and make a decision in the best interest of the Cemetery, City & its constituents.
- GCAB will finalize their recommendation for the City Commission to review.

ATTACHMENTS:

- GCAB Members cumulative responses on homework assigned from the February meeting.
- Current Grave Purchase Comparison
- August 2019 Grave Price Report
- August 16, 2019 GCAB Minutes
- CRAINS October 2020 article on Cremation becoming the "norm"

SUGGESTED RESOLUTION:

To direct the City Clerk to finalize a report with the recommendations of the Greenwood Cemetery Advisory Board on grave pricing to the Commission for a final decision on current grave prices for the Historic Greenwood Cemetery.

DRAFT RESOLUTION TO THE COMMISSION:

To recommend that the City Commission:

- A. Resolution to retain the current grave prices at \$3,000 per grave
OR
- B. Resolution to increase the purchase price to \$4,000 per grave
OR
- C. Resolution to increase the purchase price to \$5,000 per grave

Cemetery Grave Pricing Evaluation – GCAB Homework - Complete Collaboration of GCAB Members

REMEMBER NOT TO SHARE YOUR THOUGHTS WITH ANYONE UNTIL THE NEXT PUBLIC GCAB MEETING

*Return your thoughts to **Alex only** at your earliest convenience

*Data calculated by the sale of 175 plots

Option	Price per unit	Contributions to Perpetual Care Fund	Projected Balance of Perp Care Fund (without calculating interest)	Difference from the 2M goal
A	\$3000	\$525,000	\$1,447,431	\$552,569
B	\$4000	\$700,000	\$1,622,431	\$377,569
C	\$5000	\$875,000	\$1,797,431	\$202,568
Option A		Option B		Option C
Potential Positive Impacts <ul style="list-style-type: none"> • Competitive with area plots • Lower cost will help drive quantity of sales • Given • Status Quo • No change • It is in keeping with local cemetery pricing, particularly with the restrictions (both the marker restrictions and the resale restrictions) are considered. • Price can still be adjusted upward. • Highly Affordable • A would keep graves most accessible to more people 	Potential Positive Impacts <ul style="list-style-type: none"> • Slightly higher than comparable plots in the area, but not unreasonable • Higher cost reflects exclusivity of cemetery • Helps better build our Perpetual Care Fund • Higher % of funds toward self-sustainability = higher % of interest = greater % of expenses the cemetery can pay • Not big difference produce high funds • This gets the contributions into the Perpetual Care Fund closer to the mark, but still somewhat in alignment with local pricing. • Price can still be adjusted upward. • Very affordable • Fewer years needed to reach self-sustainability for the cemetery • Less need to push sales to reach goals • Allows for potential plot availability for future residents • B strikes a balance between raising additional funds and making the graves accessible. It keeps us more in line with other cemeteries. • The amount may be increased in the future. 	Potential Positive Impacts <ul style="list-style-type: none"> • Greatest impact of raising perpetual care funds • Higher % of funds toward self-sustainability=higher% In interest earned yields greater % of expenses the cemetery can pay • Closer to funds • Gets more from each sale into the Perpetual Care Fund. • We wouldn't have to reconsider the price for a longer time. • Slightly expensive compared to other cemeteries in the area, but far less than the prices that were paid during the years of private sales of plots • Reach our sustainability goal very quickly • Less need to push sales to reach goals • Fewer sales can cut overhead expenses for sales person • Allows for potential plot availability for future residents • C brings us closest to our two million dollar goal. • It would be the fee for the foreseeable future since it is already somewhat out of line with other cemeteries. 		
Potential Negative Impacts <ul style="list-style-type: none"> • Limits our ability to increase Perpetual Care Funds • May sell more plots for ultimately least net profit • Diminishes the exclusivity of cemetery; given the history, charm and importance to the city, shouldn't it be harder to acquire a plot? • Less money in endowment fund =less interest=less % cemetery can contribute to expenses • Less money in endowment fund = less interest=less % the cemetery can contribute to expenses • No gain in funds • Depending on market conditions and demands, we may have to review both the price and release of grave sites more frequently. • We may need to look to other options to fund the Perpetual Care Fund or never have the Greenwood Cemetery become fully self sufficient (even with the 2mil funding, we don't have a guarantee that the fund will always be self sufficient/there not be partial reliance on General funds to support the Cemetery • Many years to reach goal incurring long term salary expenses for sales person or • Must sell all remaining plots quickly to reach the goal for self-sustainability in a timely fashion leaving nothing left for future Birminghamites • Quick sales mentality could incur expenses such as fees for advertising outside of the local area • A would not increase the accumulation of funds necessary to reach the \$2 million goal. 	Potential Negative Impacts <ul style="list-style-type: none"> • Still short of allowing us to generate maximum Perpetual Care Funds • Increased price may deter some from buying plots in Greenwood • Rise in price of \$1000 but if potential customers can pay \$3000 a \$1000 increase is not unreasonable • \$1000 difference • Depending on market conditions and demands, we may have to review both the price and release of grave sites more frequently. • Several years to reach goals • <u>B</u>, obviously, will not raise as much money as C but more than A. 	Potential Negative Impacts <ul style="list-style-type: none"> • Price would be highest in the area • Far fewer sales will likely occur at the price point • Rise in price of \$2000 • Too high • Sales may slow down • For the services offered, this may be a bad PR move for Birmingham. • If sales really slow down, it is harder/bad PR to lower the price in the near future. • Fewer sales • C is at the high end of the local market. The price makes the graves less accessible and could reduce demand when we are dependent on sales to reach our fund goal. • 		

Which option are you in favor of and why?

Greatest support to \$3000

A-\$3000 as it is more in keeping with the current local market for the product offered. This could be used as a favorable PR move if we choose to try to have an article written about the cemetery and include the pricing; a significant price increase would more likely than not be seen as bad PR and would probably get press even if we didn't want it. Again, this does not restrict a price change in the future. Also, we can look at other ways to add to the Perpetual Care Fund. Remember, the 2million is a goal – there is no surety that even if that mark is reached the income from the Fund will result in the cemetery always being self-sufficient.

With regard to price, I am comfortable at the current level, but I could move up to \$4,000 if that was the general consensus.

Greatest Support to \$4000

Given the location of the cemetery, the historical importance to the city, the charm of the surroundings, and competitive analysis of similar cemeteries in the area, Greenwood should increase plot costs to \$4,000. The amount underscores the exclusivity of the cemetery without drastically deterring sales and will allow us to get closer to the Perpetual Care Funds desired.

\$4000-B Raise in price of \$1000 but not an unreasonable price hike. Commission has already raised full burial fees from \$1200-\$1400. Rising prices (inflation) is a day to day reality. Also many families at Greenwood have spent \$4000-\$5000 on monuments alone, not including the previously purchased grave site.

\$4000-B Fair

Having said all of that, Option "B" sale price \$4,000 will probably continue to encourage sales and get us to the \$2M goal. That is the price I'm in favor of and anticipate that the finance department will invest appropriately so we can quickly meet the goal they've set.

Greatest Support for \$5000

I propose that the \$5,000 sale price is what Birmingham needs to charge given the recent "accurate" number of plots available and the perpetual fund goal that was given the cemetery Board by the Finance Dept. Also, \$5,000 was the minimum sale price offered by the private sale sellers.

Local Cemetery Comparisons:

Cemetery Name	Price Per Grave	Clusters of 2-4 graves next to each other	Cremation or Casket	Monument
Oakview- Royal Oak	\$2,995 - \$3,495	Yes they have clusters of 2-4	Maximum of 1 casket and 2 cremations	Need 2 graves for a monument. Flat monument is no extra charge but upright monument is an additional \$500 per grave due to easement
St Hugo of the Hills Columbarium <i>Bloomfield Hills</i>	\$4,000 - 1 urn \$5,000 - 2 urn "companion" niche	n/a - no gravesites, ground burials or caskets. Multiple adjacent niches available	Cremations only	None. Cremains are housed in a series of niches built into stone walls along connected pathways. Each niche is 11"x11"x17" deep and can hold 1 or 2 urns. Name and years of birth and death in bronze letters on niche front.
Holy Sepulchre	\$1,995 - \$5,000 depending on the section	Yes they have clusters of 2, 4 & 6	Maximum of 1 casket and 5 cremations in one grave	Monuments can be upright or flat. Have to have a minimum of 2 graves for monument
Roseland Park Cemetery <i>Berkley</i>	\$2,295 - \$3,795	Yes - anything from 2-6	Maximum 1 casket + 1 cremation per gravesite	Flat or upright monuments depending on the section. Upright monument requires at least two gravesites.

Information collected 1/29/2021



MEMORANDUM

City Clerk's Office

DATE: August 9, 2019
TO: Greenwood Cemetery Advisory Board
FROM: J. Cherilynn Mynsberge, City Clerk
SUBJECT: Recommendation to City Commission on Cemetery Plot Pricing

On July 8, 2019, the City Commission considered the GCAB's recommendation to release 60 additional cemetery plots for sale. The Commission took no action on the recommendation. Following discussion the Commission asked that the GCAB study the market price of cemetery plots and make a recommendation on what the price of Greenwood Cemetery plots should be.

Additionally, the Commission asked that the GCAB evaluate and make a recommendation on whether or not additional plots in Sections B & C should be sold.

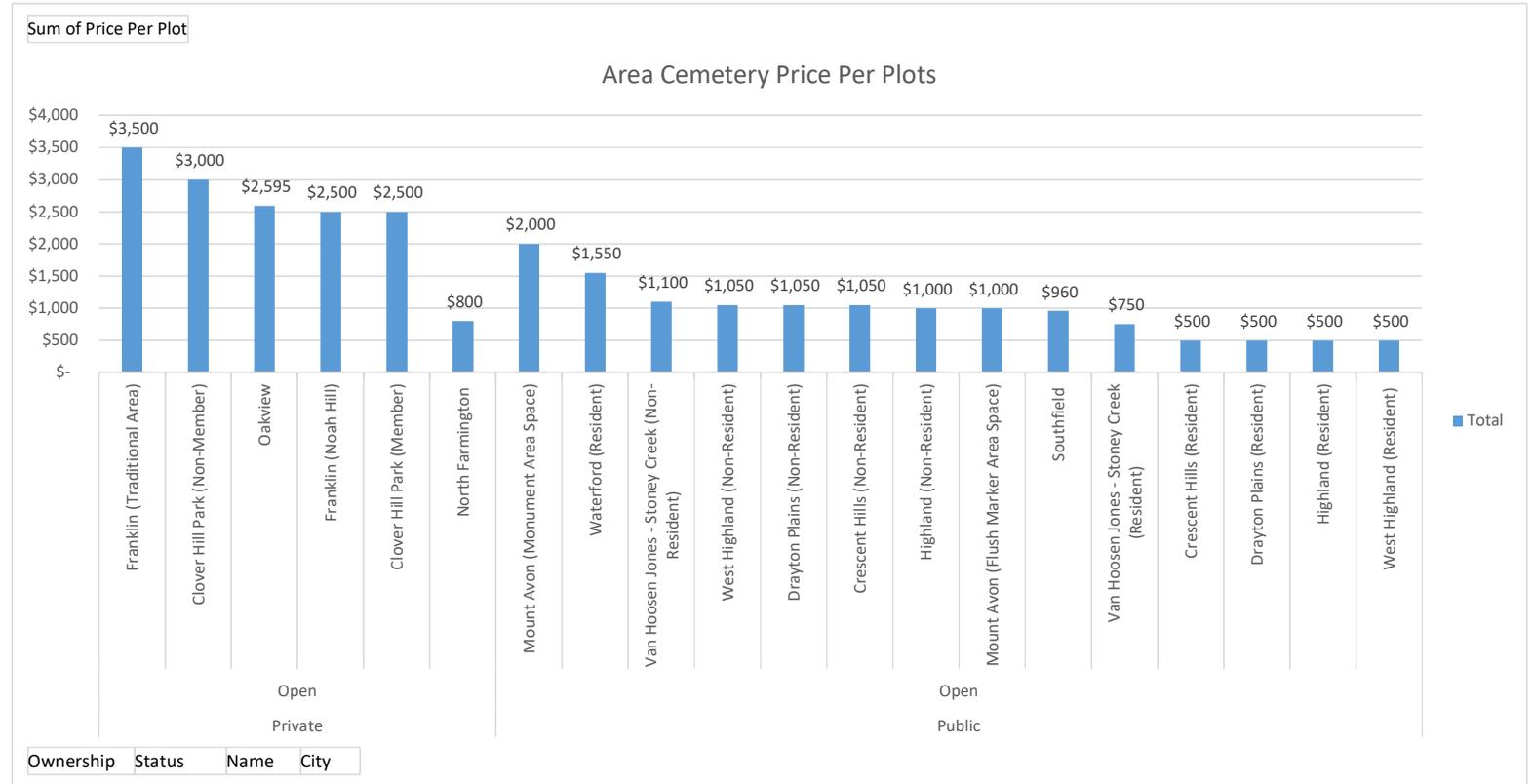
On the issue of market price, the Assistant to the City Manager, James Gallagher conducted a survey of cemeteries in Oakland County and presented his findings in the attached data worksheet and graph. This data should assist you in evaluating the current market price for cemetery plots.

Also attached is an excerpt from the minutes of the July 8, 2019 City Commission meeting detailing the Commission's discussion.

Name	Address	City	Ownership	Telephone #	Contact Person	Dimensions (acreage)	Historic Designation(s)	How Many Plots Total	How Many Spots Left	Sold	Price Variable	Price Per Plot	How Many Crematory Remains 1 Plot	Mngt Services	Sales Staff	Status
White Chapel Memorial Park	621 W. Long Lake Rd	Troy	Private	248-362-7693	Steve (Supt.) - left v/m	200 acres						N/A				Didn't Respond
Oakview	1032 N. Main	Royal Oak	Private	248-541-0139	Ashley (Sales Mngr.)	94 acres	No	59,000 people currently burried	10 acres	Not Public Info	Range	\$ 2,595	4 human remains in 1 plot (Requires 2,3,4 rights of interments to be purchased) allow benches above ground to add 4 people in bench	Internally	Internally	Open
Acacia Park	31300 Southfield Rd	Beverly Hills	Private	248-646-4228	Sales Mngr. out had a heart attack, spoke with Betty							N/A				Didn't Respond
Roseland Park	29001 N. Woodward	Berkley	Private	248-541-1154	(Ikera?) Contact out of office until Aug. 1	135	Yes					N/A				Didn't Respond
Franklin (Noah Hill)		Franklin	Private	248-200-9493	Steve Bancroft (Cemetary Dir.) cell: 313-570-1811	7	Yes	6,000	about 800	N/A	Noah Hill	\$ 2,500	3 remains per plot	Yes - Huron Cemetary Maintenance (sexton) all burials done by them	Steve (not looking for more work)	Open
Franklin (Traditional Area)		Franklin	Private	248-200-9494	Steve Bancroft (Cemetary Dir.) cell: 313-570-1812					N/A	Traditional Section	\$ 3,500				Open
Clover Hill Park (Member)	2425 E. Fourteen Mile	Birmingham	Private	248-723-8884	Vickie Straitz	60-65	No	26,000	6,500	5,000	Member	\$ 2,500	1 invid. Remains only in designated creamtion area	internment charge \$4,000 (lowering, tent, flowers in perpetuity, etc)	executive sales director handles all sales	Open
Clover Hill Park (Non-Member)	2426 E. Fourteen Mile	Birmingham	Private								Non-Member	\$ 3,000				Open
Royal Oak Cemetary		Royal Oak	Public	248-246-3300	Deann Morris (DPS/Recreation Clerk)	N/A	No	N/A	N/A			N/A	No Policy	In House	In House	Didn't Respond
Ottawa Park	6180 Dixie Hwy	Pontiac	Public	248-623-7705	Melissa	60-80	No					N/A				Didn't Respond
Oak Hill	216 University Dr	Pontiac	Public	248-623-7705	Melissa	~ 200	Yes					N/A				Didn't Respond
Southfield	Civic Center Dr. between Lasher/ Berg	Southfield	Public	248-796-4630	John Thompson/ Kevin Frantz	10	Yes	1,000	300	N/A		\$ 960	No Policy	In House	In House	Open
Highland (Resident)		Highland Twp	Public	248-887-6700	Mike Willenburg	13.35	No	6600	337	1,937	Resident	\$ 500	up to 4 for cremationed remains per plot or 1 burrial and 3 remains on top	Mike Willenburg	Mike Willenburg	Open
Highland (Non-Resident)		Highland Twp	Public								Non-Resident	\$ 1,000				Open

West Highland (Resident)		Highland Twp	Public	248-887-6700	Mike Willenburg (Sexton) Tammy (Clerk)	3.75	Yes	2750 (1234)	297	1,219	Resident	\$ 500	up to 4 for cremated remains per plot or 1 burrial and 3 remains on top	Mike Willenburg	Mike Willenburg	Open
West Highland (Non-Resident)		Highland Twp	Public								Non-Resident	\$ 1,050				Open
Crescent Hills (Resident)		Waterford Twp	Public	248-618-7437	Mary	10.67	No	2,964	1,364	1,600	Resident	\$ 500	1 traditional burial with 1 additional "cremains"	Internal Staff	Internal Staff	Open
Crescent Hills (Non-Resident)		Waterford Twp	Public								Non-Resident	\$ 1,050				Open
Waterford (Resident)		Waterford Twp	Public	248-618-7437	Mary	2.37	In Process	945	26	919	Resident	\$ 500	1 traditional burial with 1 additional "cremains"	Internal Staff	Internal Staff	Open
Waterford (Resident)		Waterford Twp	Public								Non-Resident	\$ 1,050				Open
Drayton Plains (Resident)		Waterford Twp	Public	248-618-7437	Mary	4.98	In Process	1,921	673	1,248	Resident	\$ 500	1 traditional burial with 1 additional "cremains"	Internal Staff	Internal Staff	Open
Drayton Plains (Non-Resident)		Waterford Twp	Public								Non-Resident	\$ 1,050				Open
Van Hoosen Jones - Stoney Creek (Resident)	Tienken & Sheldon	Rochester Hills	Public	248-652-4713	Calvin Leach (Sexton) Laura Douglas (Records Clerk)	16.8	No	12,237	7,618	4,619	Resident	\$ 750	Traditional burial section: 4 cremains per space Traditional burial section w/ traditional burial: 2 cremains on top	Calvin Leach (internal staff)	Calvin Leach	Open
Van Hoosen Jones - Stoney Creek (Non-Resident)	Tienken & Sheldon	Rochester Hills	Public								Non-Resident	\$ 1,100				Open
Oakwood (Resident)		Farmington	Public	248-474-5500	Jen/ Chuck Shute (Dps)	6.7	No	850	No Plots Left only crypts	7 crypts	Resident	\$ 5,000	N/A	DPW	Clerks	Closed
Oakwood (Non-Resident)		Farmington	Public						No Plots Left only crypts		Non-Resident	\$ 9,000				Closed
Novi	25755 Novi Rd	Novi	Public	248-735-5611	Jeff Muck	2.4	No	948	No Plots Left	0		\$ -	N/A	N/A	N/A	Closed
Knapp	43005 Nine Mile Rd	Novi	Public	248-735-5611	Jeff Muck	0.5	No	87	No Plots Left	0		\$ -	N/A	N/A	N/A	Closed
North Farmington		Farmington	Private	248-887-6700	Mike Willenburg							\$ 800	1 grave plus 2 cremains or 3 cremains	Mike Willenburg	Mike Willenburg	Open
Mount Avon (Flush Marker Area Space)		Rochester	Public	248-651-90610	Jessica Wawrzynski		Yes				Flush Marker Area Space	\$ 1,000				Open
Mount Avon (Monument Area Space)		Rochester	Public								Monument Area Space	\$ 2,000				Open

Row Labels	Sum of Price Per Plot	
Private		
Open		
Franklin (Traditional Area)	\$	3,500
Clover Hill Park (Non-Member)	\$	3,000
Oakview	\$	2,595
Franklin (Noah Hill)	\$	2,500
Clover Hill Park (Member)	\$	2,500
North Farmington	\$	800
Public		
Open		
Mount Avon (Monument Area Space)	\$	2,000
Waterford (Resident)	\$	1,550
Van Hoosen Jones - Stoney Creek (Non-Resident)	\$	1,100
West Highland (Non-Resident)	\$	1,050
Drayton Plains (Non-Resident)	\$	1,050
Crescent Hills (Non-Resident)	\$	1,050
Highland (Non-Resident)	\$	1,000
Mount Avon (Flush Marker Area Space)	\$	1,000
Southfield	\$	960
Van Hoosen Jones - Stoney Creek (Resident)	\$	750
Crescent Hills (Resident)	\$	500
Drayton Plains (Resident)	\$	500
Highland (Resident)	\$	500
West Highland (Resident)	\$	500
Grand Total	\$	28,405



**GREENWOOD CEMETERY ADVISORY BOARD
MEETING MINUTES
FRIDAY, AUGUST 16, 2019 AT 8:30 AM
MUNICIPAL BUILDING, ROOM 205, 151 MARTIN**

I. CALL TO ORDER

Chairperson Gehringer called the meeting to order at 8:30 a.m.

II. ROLL CALL

Present: Linda Buchanan, Vice Chairwoman
Darlene Gehringer, Chairwoman
Linda Peterson
Laura Schreiner
Margaret Suter

Absent: Kevin Desmond
George Stern

Administration: Administrative Transcriptionist, Verna Chapman and James Gallagher, Asst.
to the City Manager

III. APPROVAL OF MINUTES

A. Approval of meeting minutes of June 7, 2019

MOTION: Motion by Margaret Suter, seconded by Linda Buchanan:

To approve the minutes of June 7, 2019 as corrected:

- Page 3, Ms. Schreiner's comment was amended.
- Page 3, Amended to include Ms. Gehringer's comment.
- Page 5, Amended to replace the word mom with mother.
- Page 7, Corrected by removing end parenthesis.
- Page 7, Corrected by removing a duplicate "nay".
- Page 8, Amended to replace Advisor Schreiner with Mrs. Schreiner.

VOTE: Ayes, 5
Nays, 0
Absent, 2

IV. NEW BUSINESS

A. Election of Chairperson

Chairperson Gehringer opened the floor to nominations for Chairperson.

Nominated by Margaret Suter, seconded by Laura Schreiner

To elect Darlene Gehringer chairperson of Greenwood Cemetery Advisory Board for one one-year term.

VOTE: Ayes, 5
Nays, 0
Absent, 2

B. Election of Vice Chairperson

Chairperson Gehringer opened the floor to nominations for Vice Chairperson.

Nominated by Margeret Suter, and seconded by Linda Peterson

To elect Linda Buchanan as Vice Chairman of the Greenwood Cemetery Advisory Board for one one-year term.

VOTE:	Ayes,	5
	Nays,	0
	Absent,	2

Ms. Peterson asked if there is a rule that governs attendance of board members; if so, how is it applied.

Ms. Gehringer referred the question to City Clerk Mynsberge (in absentia) who tracks the attendance of board members.

C. Approval of Request for Proposals (RFP) for Ground Penetrating Radar of Greenwood Cemetery.

Assistant to the City Manager Gallagher presented this item.

Chairperson Gehringer asked if the liability insurance of \$1,000,000.00, professional liability, and pollution liability of \$1,000,000.00, and owners/contractors protective liability of \$3,000,000.00 per occurrence was excessive.

Margaret Suter expressed that it is probably standard language to meet the City's requirements and advised the board to accept the limits outlined in the RFP. She went on to say that the board should only want to consider good solid companies that are not affected by the RFP requirements.

Laura Schreiner agreed with Ms. Suter and asked for a response from the City.

Assistant City Manager Gallagher stated that the language used was boilerplate language approved by the City's legal department to be used with any request for proposal. He further stated that pollution control and professional liability insurance limits could change depending on the type of service that would be provided. Mr. Gallagher agreed to verify the proposed limits.

Chairperson Gehringer referred to the City Clerk to review the limits and determine if adjustments should be made. She expressed that she does not want the bid to fail because insurance limits were a factor.

Linda Buchanan asked how long would the RFP stay out for bid.

Margaret Suter noted that there were no dates on any of the documents presented in the proposed request for approval.

Chairman Gehringer suggested that a 30-day period be used for bid submittals.

Laura Schreiner asked what the board did the last time it had an RFP out for bid. She also reminded everyone that time must be allowed for the selection to go through this board, the

planning board, and the city commission. She also suggested a “no later than” date be set to allow for the project award and commencement by the spring thaw of 2020.

Linda Buchanan and Chairperson Gehringer thought that previous request for proposals had been out for bid for 30 days. However, Ms. Buchanan felt that that the date for contract execution should be expressed as “TBD”, because of the variables involved.

The board agreed with the chairperson by consensus that:

- Contract execution would be 14 days after contractor selection.
- Project commencement would be scheduled for April 2020.
- Project completion would be set for May 2020.

MOTION: Motion by Ms. Suter, seconded by Ms. Peterson
To recommend approval of the Request for Proposal for the Ground Penetrating Radar of Greenwood Cemetery as revised.

VOTE: Ayes, 5
Nays, 0
Absent, 2

D. Evaluation and Recommendation to City Commission:

1. Market Pricing for Cemetery Plots

Assistant to the City Manager Gallagher presented this item.

- a. Laura Schreiner asked if there was feedback from Ms. Arcome as to whether or not potential purchasers chose not to buy at Greenwood when price was a factor.
- b. There was no data available to support any input from Ms. Arcome.
- c. Based on the data presented comparing regional cemetery pricing, the board concluded that the current pricing at Greenwood was fair and reasonable.

MOTION: Motion by Ms. Schreiner, seconded by Vice Chairperson Buchanan
To recommend, based on the data presented, that the City Commission keep pricing for cemetery plots at \$3,000.00 per plot.

VOTE: Ayes, 5
Nays, 0
Absent, 2

2. Future of Sales in Sections B and C

Linda Buchanan gave a brief overview of what occurred at the City Commission meeting of July 08, 2019. Margaret Suter, Laura Schreiner, and George Stern also attended.

- Prior to this meeting, the GCAB recommended selling 60 plots in Sections B and C, stopping at 300, conducting a reanalysis of sales at 270.
- There was hesitation from the Commission with respect to selling in Section B.
- Ms. Buchanan was in favor of revisiting the analysis and maybe only releasing plots in Section C. She also felt that the situation could be re-evaluated at any time and more plots could be released for sale at a later date.
- The GCAB recommended that the City Commission be prudent in making sure there are plots available for future purchases.

- Ms. Shreiner reminded the board that this decision had to go through the GCAB cycle and the City Commission.
- Ms. Suter expressed that if the cemetery fills up, Section B may be revisited. The focus should be on Section C and the other remaining sections.
- Commissioner Hoff commented there were 57 plots in other sections of the cemetery that should be sold before selling in Section B and C. No one could affirm that number.
- Section A was designated pure historical and there are no plots available for sale.
- There are many Birmingham pioneers in Section B, suggesting it is historical as well.
- Approximately, 206 plots have been sold in Section B.
- It was noted that overall sales have slowed down to a normal pace at this time.

MOTION: Motion by Vice Chairman Buchanan, seconded by Ms. Peterson
To recommend for the City Commission approval that sales in Section B be suspended and 30 plots in Section C be released for sale.

VOTE: Ayes, 5
Nays, 0
Absent, 2

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. Finalization of Master Plan/Historical Collaboration Priority List

Chairperson Gehringer presented a list of Master Plan/Collaborative Preservation Projects from the City Commission and the Greenwood Cemetery Advisory Board prioritized the list as follows:

1. Ground Penetrating Radar Services (in process)
2. Potter Field (in progress)
3. Digitizing and Mapping Cemetery Records (in process)
4. Match Cemetery Records with Headstones
5. Historic Headstone Inventory
6. Update Greenwood
7. Alternate Sources of Revenue
8. Review Contract with Elmwood
9. Long-term financial status
10. Maintenance and Landscaping

MOTION: Motion by Ms. Suter, seconded by Ms. Peterson:
To recommend the removal of Columbaria from the Finalization of Master Plan/Historical Collaboration Priority List.

VOTE: Ayes, 5
Nays, 0
Absent, 2

MOTION: Motion by Vice Chair Buchanan, seconded Ms. Peterson
To recommend the Finalized Master Plan/Historical Collaboration Priority List as revised.

VOTE: Ayes, 5
 Nays, 0
 Absent, 2

VI. FINANCIAL REPORT

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

VIII. BOARD COMMENTS

- Ms. Buchanan noted that at the July 8, 2019 City Commission meeting, the commission had information that the Greenwood Cemetery Advisory Board did not have.
- Ms. Suter would like to see the GCAB copied on all information that the City Commission receives regarding the Cemetery.

IX. ADJOURN

The meeting adjourned at 10:46 a.m.

NEXT MEETING: OCTOBER 4, 2019

Cheryl Arft, Acting City Clerk/vc

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.*

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

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October 18, 2020 12:06 AM

Cemeteries plot their future as cremation becomes the norm

KIRK PINHO □ □

Mt. Elliott Cemeteries

Mt. Olivet Cemetery is Detroit's largest, built in 1888 on over 300 acres.

If you die in the next 20 years, the chances are good that you're going to be cremated.

Data from the National Funeral Home Association says that by 2040 in Michigan, 83.6 percent of the people who die will be cremated, compared to 47.3 percent in 2010. And according to the NFHA, the median cost for a cremation funeral with an urn is \$6,645, compared to \$9,135 for a funeral with a burial, including the cost of the casket and the burial vault.

That's causing cemeteries and funeral homes to search for new revenue streams.

"It does affect cash flow," said Bert Edquist of Mission Hills Memorial Gardens in Niles in southwest Michigan. "But also it gives you the opportunity to make more burials because you're using smaller spaces for the cremation burials. Your land is producing more income, but you're not getting that income as quickly as you did before. Basically it's going to make the cemeteries last longer."

Much of the equation comes down to simple real estate. According to Lawrence Sloane, who is director of Elmwood Cemetery in Detroit and runs Albany, N.Y.-based L. F. Sloane Consulting Group Inc., the average plot for an urn burial is 4 to 6 square feet, whereas a plot for a casket is 24 to 40 square feet. And in general, the smaller the plot, the lower the cost.

Kirk Pinho/Crain's Detroit Business

Elmwood Cemetery is the oldest continuously operating, nondenominational cemetery in Detroit.

In addition, an accepted industry standard is that only about 25 percent of cremated remains end up in cemeteries at all, with the rest kept on mantles or scattered at favorite and sentimental spots as just some examples, Sloane said.

Translation: Even less revenue for cemeteries.

"Cemeteries have to work to present themselves as relevant places to remember your loved ones," Sloane said of the impending cremation surge, which has been caused by a host of factors.

Among them: environmental concerns with things like embalming and other factors; more geographically diverse families; greater religious acceptance of the practice, as well as a general shift away from organized religion overall; and economics.

"Can that (cremation trend) change? Sure," said Leonard Turowski, a fourth-generation funeral home owner with operations in Livonia and Canton Township. "Forever and ever, it was always strictly burials and then all of a sudden cremation came in and maybe it can change going forward. It is especially challenging for cemetery owners."

Kirk Pinho/Crain's Detroit Business

Mt. Elliott Cemetery in Detroit was consecrated in 1841 — just four years after Michigan became the 26th state.

To make up the revenue lost from the more expensive casket burials and selling larger plots of land for them, cemeteries have had to get creative, said Michael Chilcote, general manager and COO of the nonprofit Mt. Elliott Cemeteries, which oversees the Mt. Elliott and Mt. Olivet cemeteries in Detroit as well as Resurrection Cemetery in Clinton Township, All Saints Cemetery and The Preserve at All Saints in Waterford Township and Guardian Angel Cemetery in Rochester.

That includes things like cremation gardens, cremation niches, small buildings for up to 20 sets of cremated remains, cremation benches and other such memorials. All those help make up for lost burial plot revenue.

"There are a lot of different ways you can accommodate a cremation space," Chilcote said. "Really the cremation trend has opened up a lot of innovation — the only thing is getting information to the public about what their options are."

Mt. Elliott Cemeteries

Mt. Olivet cremation garden

Not only is that revenue helpful in the short term, but it also provides a lasting benefit.

David Harns, interim communications director for the Michigan Department of Licensing and Regulatory Affairs, said there are just over 200 cemeteries — 105 greater than 10 acres and 96 under 10 acres — that are required to have so-called perpetual care funds, which are trusts that ensure the upkeep of the cemetery property after the last burial plots are sold.

Under Public Act 251 of 1968, 15 percent of burial, entombment and columbarium rights sold are deposited into the cemetery's perpetual care fund; only interest and dividends from those funds can

be used and they are set up for the long-term care of the property.

But Sloane says the funds overall are not well-funded enough.

"That was not adequate and there are very few cemeteries in Michigan that are properly funded," he said. "Seven hundred have already been given back to municipalities. Very few were actually built by cities; they just went bankrupt and the cities took them over."

Larry Michael, vice president of Midwest operations for Houston-based Park Lawn Corp., which owns and manages 28 cemeteries in Michigan, said the cremation increase has been felt in those funds.

"States have these because at some point, when there is no more revenue coming in because there is nothing left to sell, there is this fund," Michael said. "With cremation rates growing, that has impacted it. But every interment right has a percentage, a cremation has a percentage that goes into a perpetual care fund. So some cemeteries, the funds may have actually increased, depending on the product they've been selling."

According to the [Michigan Department of Community Health](#), pre-COVID-19, the state averaged 8,201 deaths per month between January 2019 and February 2020, although that figure during the pandemic has increased to an average of 8,924 per month, with a high of 13,049 deaths in April and 5,399 reported in September.

And Chilcote said it's unlikely that new, sprawling cemeteries — akin to the 300-acre Resurrection Cemetery in Clinton Township — will be developed regularly in the future given the cremation trend. Some of the newer ones are Glen Eden East, developed in 2004 along 26 Mile Road in Macomb Township; the federal Great Lakes National Cemetery in Holly, established in 2005; and Guardian Angel Cemetery in Rochester, developed in 2003 by Mt. Elliott Cemetery Association.

"Those days of 300-acre cemeteries are done," he said.

Inline Play

Source URL: <https://www.crainsdetroit.com/real-estate/cemeteries-plot-their-future-cremation-becomes-norm>

DATE: February 26, 2021

TO: Greenwood Cemetery Advisory Board

FROM: Alexandria Bingham, City Clerk

SUBJECT: Review of Cemetery Regulations and Procedures

INTRODUCTION:

- At the January 2021 Greenwood Cemetery Board Members expressed a need to review the current rules and regulations and how that information is distributed to the visitors and owners of space at Greenwood Cemetery.
- At the February 2021 GCAB meeting members were given time to study and rank the sections of the Greenwood Cemetery Operational Procedures, Conditions and Regulations.
- Today the GCAB will examine the results of their ranking and prioritizing homework to decide which chapters to address first and a plan to break up the work load over the next several GCAB meetings.
- The revision process will be a collaborative project that will take time and effort from all of the GCAB members, the City Clerk, the Museum Director, the City's legal counsel, and input from other valuable sources.

BACKGROUND:

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

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

LEGAL REVIEW:

- None at this time.

FISCAL IMPACT:

- None

ATTACHMENTS:

- GCAB Rules and Regulations Prioritization Homework – Combined input from ALL members
- The current Greenwood Cemetery Rules and Regulations
- History of Greenwood Cemetery Rules and Regulations
- Planning worksheet (to be completed together in session) as a guide the next few sessions.

SUGGESTED RESOLUTION:

- For the Greenwood Cemetery Advisory Board Members to be ready to examine, discuss in detail and propose revisions to sections _____, _____, and _____ of the Greenwood Cemetery Operational Procedures, Conditions and Regulations at the meeting to be held on April 9, 2021.
- For the Greenwood Cemetery Advisory Board Members to be ready to examine, discuss in detail and propose revisions to sections _____, _____, and _____ of the Greenwood Cemetery Operational Procedures, Conditions and Regulations at the meeting to be held on May 7, 2021.
- For the Greenwood Cemetery Advisory Board Members to be ready to examine, discuss in detail and propose revisions to sections _____, _____, and _____ of the Greenwood Cemetery Operational Procedures, Conditions and Regulations at the meeting to be held on June 4, 2021.
- For the Greenwood Cemetery Advisory Board Members to be ready to examine, discuss in detail and propose revisions to sections _____, _____, and _____ of the Greenwood Cemetery Operational Procedures, Conditions and Regulations at the meeting to be held on July 2, 2021.

GCAB Rules and Regulations Homework – COMBINED

*Lowest score = highest rank of importance

Section	Average
General - Overall Language Check	2.00
V. Operational Regulations	2.33
XI. Schedule of Fees and Charges	3.25
IV. Maintenance and Perpetual Care	3.67
IX. Lot Sales Policy	5.00
VI. Monuments, Grave Markers and Foundation Monuments	5.25
VII. Funerals, Interments & Disinterment	5.40
X. Lot Resale Policy	5.40
VIII. Burial Rights Policy	5.50
I.Definitions	8.17
II. Conduct of Persons	8.20
III. Traffic Regulations	9.00
<i>XII. Revisions</i>	

Section	Rank A	Rank B	Rank C	Rank D	Rank E	Rank F	Rank G	Total	# of Responses	Average
I.Definitions	11	11	11	1	10	5		49	6	8.167
II. Conduct of Persons	9	10	9		9	4		41	5	8.2
III. Traffic Regulations	8	9	8		11			36	4	9
IV. Maintenance and Perpetual Care	4	4	7	3	2	2		22	6	3.667
V. Operational Regulations	2	2	2	4	3	1		14	6	2.333
VI. Monuments, Grave Markers and Foundation Monuments	10	5	1		5			21	4	5.25
VII. Funerals, Interments & Disinterment	5	8	3	5	6			27	5	5.4
VIII. Burial Rights Policy	6	3	5		8			22	4	5.5
IX. Lot Sales Policy	3	6	4		7			20	4	5
X. Lot Resale Policy	7	7	6		4	3		27	5	5.4
XI. Schedule of Fees and Charges	1	1	10		1			13	4	3.25
<i>XII. Revisions</i>										
General - Overall Language Check				2				2	1	2

GCAB MEMBER COMMENTS ON SECTIONS

Section	Significant reasons to address the section
I.Definitions	“Superintendent”, “City”, “City Employee”, “Contractor” all seem to be used. Do we want to create an inclusive hierarchy in the definitions or separate definitions? Either way, we should be consistent in the usage thereafter. (And maybe include “vendors”.)
II. Conduct of Persons	
III. Traffic Regulations	
IV. Maintenance and Perpetual Care	Last sentence – do we really have historical markers which were damaged prior to 1/1/1875? Think that the intent was more – Through the Perpetual Care Fund and other resources, for markers/monuments which were installed prior to 1/1/1875, the City shall maintain the integrity and maintenance of said markers/monuments. Or The City shall be responsible for the maintenance of any marker/monument which was installed prior to 1/1/1875. (Where the City draws the funds from is up to the city.) Historical Markers - City should expand time frame of hist. marker maintenance com 1875 to 1900 need to address planting of trees, overseedin grass and area near yamisi graves ground is shifting toward the ravine Upkeep - leave room for trees “historic graves” wording
V. Operational Regulations	c - Ironwork, seats, vases, and planters ... good repair, and, if applicable, well painted. ... in good repair and, if applicable, painted, the Superintendent ... (some wrought iron or concrete is not painted.) Maybe just leave it at “good repair” throughout. (And this is where some of the inconsistency about Superintendent/City/Contractor is prevalent.) Objects on Display not becoming to the cemetery Need to address hanging basket hooks, limit number or types of decorations Items to be considered as we discuss beautification of the cemetery Rules to abide by Wording redundancy. Also development of a simplified version to give to purchasers.
VI. Monuments, Grave Markers and Foundation Monuments	Significant impact on how patrons will be able to modify and mark their graves. Pp-4 Clarify "line of any lot" Disinterment (punctuation)
VII. Funerals, Interments & Disinterment	We need to address early or late burials. Suggested language could be in 7 th P, 2 nd Sentence: No burials are to be made outside of cemetery business hours, on Sunday or legal holidays, except by permission of the Superintendent. If permission is granted, overtime charges will apply.
VIII. Burial Rights Policy	
IX. Lot Sales Policy	
X. Lot Resale Policy	Do we still have a payment plan or not? Clarify family or immediate family Pp 4 Clarify line of any lot Designation of what constitutes a family member. Should add “partner”.
XI. Schedule of Fees and Charges	Fee schedule - possible changes help achieve operations inadequate funds for perpetual care based on new numbers of available plots
<i>XII. Revisions</i>	
General - Overall Language Check	Check for pronouns – make everything gender neutral. Ex. II for his/her conduct could be changed to said minor’s conduct ...
Other Comments	With regard to operations: "Consanguinity" is probably illegal and unenforceable. We might limit office hours, or work out an arrangement with the police dispatcher. The contract is nonsensical and should be voided.

**CITY OF BIRMINGHAM
GREENWOOD CEMETERY OPERATIONAL PROCEDURES,
CONDITIONS AND REGULATIONS**

I. DEFINITIONS:

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

- a. "Cemetery" shall mean Greenwood Cemetery.
- b. "Superintendent" shall mean the City Manager or his/her designee.
- c. "Marker" shall mean a stone or object denoting the location of a grave and which does not exceed eighteen (18) inches in height, sixteen (16) inches in width, and twenty-four (24) inches in length.
- d. "Monument" shall denote a memorial stone or object of a size in excess of that of a marker.
- e. "Permanent outside container" shall be a container which encloses a casket. The following are considered permanent outside containers: concrete boxes, concrete, copper or steel burial vaults.
- f. "Department" shall mean the Department of Public Services.
- g. "Memorial" shall mean monuments or markers.

II. CONDUCT OF PERSONS

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

No person shall:

- a. Enter the cemetery except through an established gate, and only during the hours from 8:00 A.M. to sundown.
- b. Deposit or leave rubbish and debris on any part of the cemetery grounds.
- c. Pick, mutilate, remove, or destroy any living plants or parts thereof, whether wild or domestic, on the cemetery grounds, except in the work of maintenance by City employees or its designated contractor.

- d. Break, injure, remove, or deface any monument or marker on the cemetery grounds.
- e. Bring any dog or animal into the cemetery grounds, unless in compliance with applicable leash law.
- f. Bring or discharge any firearm on the cemetery grounds, except in the conduct of military funerals.
- g. Carry intoxicants into the cemetery grounds, or consume such while in the cemetery.
- h. Advertise on cemetery grounds unless permitted by the City.
- i. Conduct her/himself in any other than a quiet and respectful manner while on the cemetery grounds.

III. TRAFFIC REGULATIONS

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

No person shall:

- a. Drive a vehicle within the cemetery at a speed in excess of ten (10) miles per hour.
- b. Drive or park a vehicle on other than established driveways except for the purpose of maintenance or construction.
- c. Turn a vehicle around within the cemetery except by following established driveways.
- d. Use a cemetery driveway as a public thoroughfare.

IV. MAINTENANCE AND PERPETUAL CARE

The City and/or its designated Contractor 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 and remove trees and shrubs, apply fertilizer as necessary, and in general maintain the cemetery as a place of natural beauty devoted to the burial of the dead.

The City and/or its designated Contractor 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 and/or its

designated Contractor shall not contract or agree to give special care to any section, lot or burial space except as above provided. The City shall maintain the integrity of damaged historical markers, prior to January 1, 1875, through the perpetual care fund.

V. OPERATIONAL REGULATIONS

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

- a. Corners of all lots will be marked by the City, or its designated contractor, with permanent markers set flush with the ground surface, and these shall not be disturbed.
- b. The erection of any fence, railing, wall, coping, curbing, trellis, or embankment, or the planting of any hedge, on any lot or grave is prohibited. No cutting of paths shall be permitted.
- c. The City, or its designated contractor, shall have the right to remove from any lot any objects, including trees and shrubs and flower pots that are not in keeping with the appearance of the cemetery.
- d. Ironwork, seats, vases, and planters shall be allowed on lots, providing that the same shall be kept in good repair and well painted. If not kept in good repair and painted, the Superintendent shall have power and authority to remove same from cemetery, and shall not be liable for any such removal.
- e. Planters of iron or granite for the planting of flowers will be removed from lots and put in storage if not filled by July 1st. Planters so removed will be sold for cartage and storage charges, or destroyed, if not claimed within a period of one year.
- f. No person shall plant, cut down, remove, or trim any tree, shrub, or plant within the cemetery except by permission of the Superintendent, or a person authorized by him/her to act in his/her stead in matters pertaining to the cemetery.
- g. The planting of flowers on any lot, or otherwise disturbing the sod, shall release the City or its designated contractor from all obligation to resod without extra charge therefore. The planting of spirea, rose bushes, peonies, or shrubs that grow over three feet in height, will not be permitted.
- h. As soon as flowers, floral pieces, potted plants, flags, emblems, etc., used at funerals or placed on grave at other times, become unsightly or faded, they will be removed, and no responsibility for their protection will be assumed, except for special groups upon notification to the City or its designated contractor.
- i. The Superintendent reserves the right to remove from beds, graves, vases, planters, or other containers, all flowers, potted plants, or other decorations, that are set out and then not kept properly watered, trimmed and free from weeds, and to do so as soon as they become objectionable.

VI. MONUMENTS, GRAVE MARKERS AND FOUNDATIONS

MONUMENTS

Monuments will be permitted only on two adjoining side by side graves under one ownership. No more than one monument shall be erected on any lot.

The erection of all monuments shall be subject to the following conditions:

- a. Each monument shall be supported on a concrete foundation not smaller than the base of the monument it supports. Such foundation shall be constructed only by the City or its designated contractor after payment therefore has been made. Foundations will be installed April to November, weather dependent, as determined by the Superintendent. Requests received after November 1st will be held until conditions allow for installation.
- b. Designs for monuments must be submitted to the Superintendent or to a person designated by him/her to act in his/her stead, when application is made for construction of foundations. A form with the size, material and design must be submitted to the City or its designated contractor for approval and all installation fees must be paid in full prior to delivery of the memorial.
- c. No monument of artificial stone, sandstone, limestone, or soapstone will be permitted.
- d. All contractors and workers engaged in setting monuments shall be under the supervision of the Superintendent or a person designated by him/her, and they will be held responsible for any damage resulting from their negligence or carelessness. No work of setting monuments shall be started that cannot be completed by the end of the day following the start of such work.
- e. No monuments shall be allowed in the flush sections.

MARKERS

- a. Markers shall not exceed 1 ½ feet in height and shall have a minimum horizontal dimension at the base of not less than half of the height. All markers shall be in one piece, and shall be dressed on the bottom at right angles to the vertical axis. These measurements do not apply to government issue markers.
- b. Individual markers can be sod set without a concrete foundation.
- c. A form with the size, material and design must be submitted to the City or its designated contractor for approval and all installation fees must be paid in full prior to delivery of the memorial. Installation will not occur between November 1st and March 31st unless weather permits.

FLUSH MEMORIAL SECTION – AREAS PLOTTED AFTER JANUARY 1, 2015

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

VII. FUNERALS, INTERMENTS AND DISINTERMENTS

INTERMENTS

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

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

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

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

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

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

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

The City must be notified through the City Clerk or its designated contractor, of the time and exact location of proposed interments in time to allow not less than ten (10) hours

of daylight to prepare the grave. If notification occurs less than 10 hours of daylight prior to burial, overtime charges will apply.

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.

Interments of the remains of any persons other than the owner or an immediate member of his/her family 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.

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

Up to two cremated remains may be placed in the same space if the owner of the grave space or his/her heirs purchase the right to such inurnments. 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 24 x 12 x 4 inches and installed at lawn level. Up to three (3) cremated remains (only) may be placed on a single grave space.

DISINTERMENTS

Disinterment of a burial shall be facilitated by a Michigan licensed funeral director. Said funeral director shall obtain a permit for such removal from the local health officer of Oakland County. Said funeral director shall complete the removal form as required by the City or its designated contractor. Disinterment shall not commence until after issuance of the Oakland County permit is presented to the City or its designated contractor, approval for removal is granted by the City or its designated contractor, and all applicable fees are paid. Such disinterments shall only be scheduled between June 15th and October 15th each year unless approved by the City. The grave space where the disinterment occurred shall immediately be returned to a safe condition.

VIII. BURIAL RIGHTS POLICY

Lots purchased from the City after October 1, 2014:

Full grave

One casketed remains and two cremated remains

- or -

Up to three cremated remains

Cremation grave

3 x 2 feet one cremated remains

3 x 4 feet two cremated remains

Lots purchased prior to October 1, 2014:

Full grave

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

- or -

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

IX. LOT SALES – PAYMENT PLAN POLICY

1. 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 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.

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

3. A 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 months to repay the 20% deposit on the remaining plot(s).

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

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

X. LOT RESALE POLICY

All graves sold by the City after October 1, 2014 can only be returned to the City. Such graves cannot be transferred from the original purchaser to an unrelated

third party. Graves can only be transferred to family according to the Rules of Consanguinity with supporting genealogical documentation.

All graves returned to the City shall receive 50% of the original purchase price from the Greenwood Cemetery Perpetual Care Fund. Upon return of the graves, the City may resell the graves.

(For the purpose this policy, immediate family shall mean the immediate family of the purchaser(s) – spouse, children, grandchildren, parents, siblings, nieces/nephews, grandparents, aunts/uncles, step-children.)

XI. SCHEDULE OF FEES AND CHARGES

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

XII. REVISIONS

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

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

HISTORY OF "GREENWOOD CEMETERY OPERATIONAL PROCEDURES, CONDITIONS AND REGULATIONS"

The adopted version of each referenced amendment to the *Operational Procedures, Conditions and Regulations* is attached, followed by the marked-up version delineating the changes.

2009, February 23 Adopted by City Commission Resolution No. 02-52-09.

MAINTENANCE AND PERPETUAL CARE, Page 3:

"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. The City shall not contract or agree to give special care to any section, lot or burial space except as above provided."

2012, December 17 Adopted by City Commission Resolution No. 12-356-12.

Amendment to "permit the placement of no more than two (2) cremated remains in the same space as an interment of casketed remains if the owner of the grave space or the owner's heirs purchase the rights to such inurnments."

Unrelated to the maintenance or repair of monuments or markers.

2015, August 10 Adopted by City Commission Resolution No. 08-174-15.

Added definition of "Memorial". "'Memorial' shall mean monuments or markers".

Added to **MAINTENANCE AND PERPETUAL CARE**, Page 3:

"The City shall maintain the integrity of damaged historical markers, prior to January 1, 1875, through the perpetual care fund."

Many other changes unrelated to the maintenance or repair of monuments or markers.

2017, March 27 Adopted by City Commission Resolution No. 03-82-17.

Removed **FLUSH MEMORIAL SECTION – F-NORTH ONLY** from the document.

Unrelated to the maintenance or repair of monuments or markers.

2019, January 14

Adopted by City Commission Resolution No. 01-011-19.

Added Section IX. LOT SALES - PAYMENT PLAN POLICY, and renumbered the subsequent three paragraphs accordingly:

X. LOT RESALE POLICY

XI. SCHEDULE OF FEES AND CHARGES

XII. REVISIONS

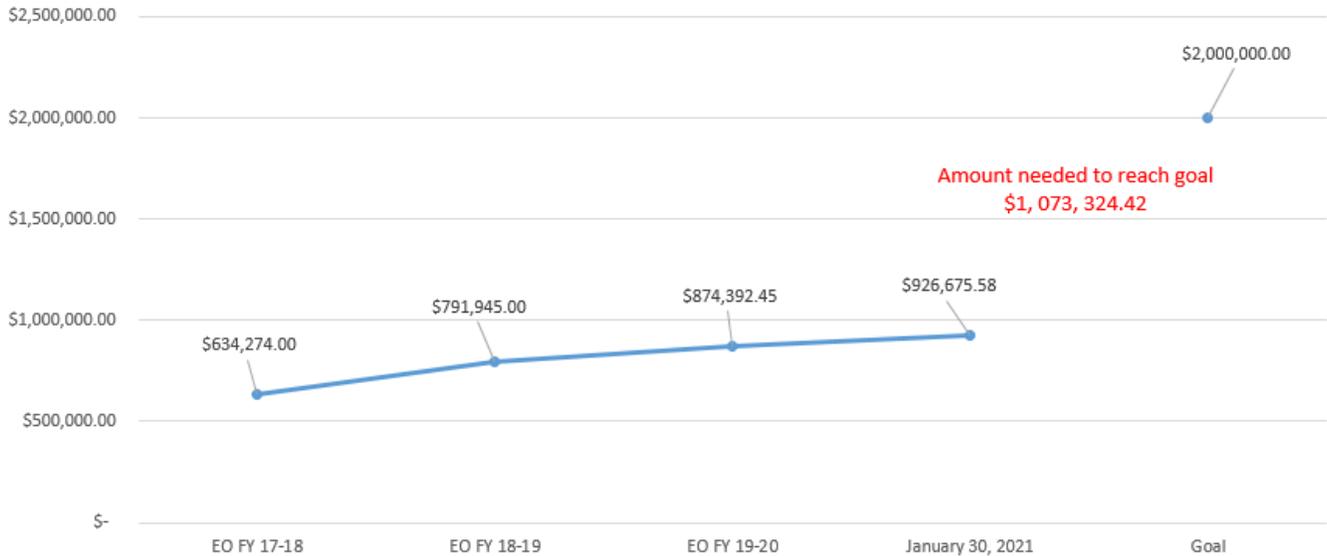
Planning Worksheet

Session	Chapters	Big Issues to Address	Resources/Research Needed
1 - April			
2 - May			
3 - June			
4 - July			

REPORTS

Financial

Greenwood Perpetual Care Fund



Sales

Greenwood Cemetery Sales and Availability		
	Sec B	Sec C
November 2020	1	0
December 2020	0	0
January 2021	1* from approved grave release on 12/21/20	0
February 2021	0	0
Total Sold	2	0
Total Available Under Current Authorization	0 *	20
Total Available (Not Released)	162	
* Data provided as of 2/26/2021 *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.		

Burials & Activity

	Sec B		Sec C		Other		Total by Month		Monument Work Orders (spring install)
	Full	Crem	Full	Crem	Full	Crem	Full	Crem	
November 2020						1		1	1
December 2020	1				1	3	2	3	5
January 2021					1		1		1
February 2021					2		2		2
Rolling Quarter Total by Sections	1	0	0	0	4	4	5	4	9

Clerk's Office – Update on Ongoing Projects

City Commission – City Manager's Reports

City Manager Tom Markus has decided to create a report on a monthly basis to the City Commission. This report is loaded with information from all departments across the City on their ongoing projects and initiatives. The City Manager's Report is attached after this document for your convenience.

The reports are available on the City's website and will be a routine component of City Commission Meeting packets for the second meeting of each month.

The City Commission will start holding workshops on various topics starting at 6pm before the for the first regular meeting of each the month as needed.

Data Entry for GIS Mapping

The Clerk's Office and Museum Director met and spent several hours with Cheri Arcome on Wednesday, February 10th to study the various cemetery records we keep and to develop a deeper understanding of the records to help with the data entry for the GIS map.

This meeting sparked some ideas for ways the Clerk's office can update our records to more current formats. Currently a lot of our records are still kept with books that include hand written data entry, we will be looking for more digital solutions that work alongside our BSA-Cemetery Management database that will be more current with technology and easier to preserve. We will work towards linking documents such as deeds and lot maps to the BSA records. The old books that we are currently use alongside the BSA software are showing obvious signs of wear/aging and need to be handled carefully.

This will be a very intense and time consuming project for the Clerk's office and Museum staff and will likely take several months.

Future Landscaping Plan

The Clerk's office is in communication with DPS to schedule a meeting date (weather permitting) with Cheri Arcome and an arborist to evaluate the cemetery, stay tuned!

Greenwood Cemetery Website

Since the last GCAB meeting the City Clerk's office realized that although there is some information about the Cemetery on the City's website the majority of the content is linked to a third party site. Instead of sending our visitors to a third party site we have moved all of the content from the old <https://greenwoodhistoriccemetery.org/> site and now all of the information is housed and maintained through the City's website at bhamgov.org/cemetery

GPR

The Clerk's Office needs more time to gather research and information before bringing this issue back to GCAB for consideration and direction.

March is Cemetery Cleanup Month!

Creative Collaborations coordinates time with the City of Birmingham's DPS staff to clean up all grave blankets and Christmas decorations that will get picked up along with any other debris.

April & May

Creative Collaborations and the City of Birmingham's DPS staff schedule time with respect to the weather to top dress, seed or reseed and complete and additional cleanup in the spring.

Markers and memorials can start being delivered and installed on April 1st.

Creative Collaborations and the City of Birmingham's DPS staff schedule the regular spring fertilization.

Turf Improvement

Cheri Arcome of Creative Collaborations suggested and has been working closely with the City of Birmingham's Department of Public Services to improve the turf on cemetery grounds beyond the regularly scheduled maintenance and fertilizations.



CITY MANAGER'S REPORT

February 2021

Baldwin Public Library

The Baldwin Public Library Board is currently [accepting applications](#) for a vacant Board seat after the resignation of Bob Tera. While the Library remains [closed](#) to the public, [Curbside Pickup](#) is available seven days per week and [virtual programs](#) for all ages are available. The Library continues to offer a plethora of [online services](#), including digital books, audiobooks, magazines, music, and movies.

The Birmingham Museum

The RFP for the Allen House's Historic Window Restoration Project has been posted. We hope to have a contract ready for the Commission to review at their March 22 meeting, with an anticipation of work beginning in April. The Heritage Zone landscape improvement project RFP will be posted in early February with a contract ready for review by the Commission some time in April.

In recognition of Black History Month, the museum will be releasing more extensive information on the story of George and Eliza Taylor, the first African American property owners in Birmingham. The Taylors were formerly enslaved people buried in Greenwood Cemetery in 1901 and 1902 whose story was forgotten. The museum will be sharing recent research into the Taylors and their connections to nearby African American families to provide a better understanding of local black history.

Birmingham Shopping District

The Birmingham Shopping District's annual Birmingham Restaurant Week promotion just concluded. This year, as an added incentive, diners were able to earn \$25 in Birmingham Bucks for each \$50 spent at a BSD restaurant. This encourages individuals to come back into the city to shop. Another way the BSD is offering assistance to local businesses during these difficult times is by distributing PPE. And, the search for a new executive director of the BSD is ongoing.

Building Department

The [Building Department's monthly report](#) provides an update on the following construction activity: building permits issued, building inspections conducted, trades permits issued and trades inspections conducted. The update also provides department news and team updates.

Clerk's Office

Greenwood Cemetery

Data Entry for GIS Mapping

The Clerk's Office and Museum Staff started training on a GIS mapping data entry project with City Planner Brooks Cowan the second week of January. Clerk's office staff are in the process of organizing all of our cross referencing data sources to confirm records before entering them into the database.

This will be a very intense and time consuming project for the Clerk's office and Museum staff and will likely take several months.

Ground Penetrating Radar (GPR)

The Clerk's Office needs more time to gather research and information before bringing this issue back to GCAB for further consideration and direction.

March is Cemetery Cleanup Month!

Creative Collaborations coordinates time with the City of Birmingham's DPS staff to clean up all grave blankets and Christmas decorations that will get picked up along with any other debris.

April & May

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Turf Improvement

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Liquor License Renewals

Letters were sent out for liquor license renewals on December 15th and the Clerk's Office received 28 applications back for renewals. The applications have been processed. All other departments have done their necessary inspections and are working on their reports for the February 22, 2021 City Commission Meeting. Postcards to applicants will be sent out next week notifying them of the city commission meeting date and time.

All other Annual Licenses

Most of the annual licenses were due on January 31, 2021. The licenses have been processed and are awaiting their approvals from each department. Any late applications will be charged a 50% penalty. Outdoor dining licenses were sent out at the end of January and are due at the end of February. We are currently waiting for outdoor dining applications to be returned. Annual refuse collection licenses will be sent letters in early April.

Special Events

Five special event applications were submitted in January. Four of the applications have been processed and have set City Commission meeting dates. One is changing the location due to a wedding conflict and we are waiting for their final application.

Pet License

Pet license renewal post cards are being sent out at the beginning of each month now and have shown to be very effective. The Clerk's office has been receiving many pet license renewal applications in the mail and online. We are working on updating our postcards to have the pet license website link for online renewals.

Birmingham Government Day Video

The city's annual Celebrate Birmingham Hometown Parade is a beloved tradition that regularly occurs in May. The celebration serves in part to recognize residents who give their time and talents as members of city boards and commissions. In light of the current statistics and progression of the COVID-19 pandemic, the in-person gathering of the celebration is cancelled. The City still wishes to show gratitude for its volunteers and has an alternative way to celebrate Birmingham. The City Clerk's Office would like to celebrate our board members in a safe way with an appreciation video that includes each board/commission's accomplishments and photos of members with a scheduled release date of May 16, 2021. We encourage everyone to view the appreciation video on our website: www.bhamgov.org/parade.

Department of Public Services

An [update from the Department of Public Services](#) provides information about: Birmingham Tree Manual and Standards of Practice, a grant from the Michigan Department of Natural Resources, Tree City USA application, a water level sensor at the far northern end of the Linden Park trail, and the 2020 Annual Golf Report.

Engineering Department

The recently completed Maple Road Reconstruction project has won an award from the [Michigan Concrete Association](#). Special thanks to the businesses in the work area for their patience during construction of this project, which can now be enjoyed by their patrons for many years to come.

Finance Department

Assessing

Assessing notices for 2021 will be mailed later this month. The notices will have information concerning the March Board of Review dates and times. This year the Board of Review will meet virtually.

Treasury

Winter taxes are due on February 16th. After that date, winter taxes will be subject to a penalty and collected until March 1st.

Finance

City Manager will meet with department heads concerning their fiscal year 2021-2022 budget requests and planning amounts for fiscal year 2022-2023 and 2023-2024.

Finance Director Gerber will be out most of the month on medical leave. Please contact Assistant Finance Director Kim Wickenheiser for questions.

Fire Department

In the month of February, half of the Fire Department's Paramedics will complete their bi-annual Advanced Cardiac Life Support (ACLS) recertification. Chief Wells, Assistant Chief Bartalino, and Fire Marshal Pesha are also certified Paramedics and will be ACLS re-certified.

The Fire Department will continue to apply for various CARES act and Public Assistance grants related to COVID-19. Chief Wells will continue to work with the County on acquiring the COVID vaccine in hopes of vaccinating the City's residents.

Information Technology

The IT department is working with the communications department to review the recording and streaming of boards.

Up to this point the meetings that we have been streaming were being recorded and broadcast on BACTV and are as follows:

Advisory Parking Committee
Multi Modal Transportation Board
Board of Zoning Appeals
Parks and Recreation Board
City Commission
Planning Board

We are adding the HDC / DRB meetings as requested to our streaming service.

Manager's Office

Human Resources

A [memo from Interim Human Resources Director/Assistant City Manager Jim Hock](#) summarizes the City's existing and expired COVID relief initiatives. An agenda item will be prepared for the March 8, 2021 Commission meeting with the Parking Committee's recommendation regarding parking structure fees, along with staff recommendations on continuation of any other COVID relief actions that have expired or are set to expire at the end of March.

Communications

The Communications team is reviewing survey results regarding the City's website. An RFP for hosting and web design services will be placed on MITN within the next month. The team is also working on articles for the spring edition of the print newsletter.

Beier Howlett

The City received a [letter from Beier Howlett](#) dated January 27, 2021 regarding the transition of legal work performed for the City of Birmingham. Effective immediately, the City's designated attorney is Mary M. Kucharek.

Planning Department

Wall Art in Birmingham - The City of Birmingham does not currently allow murals to be painted on buildings. Murals are considered "signage" and the sign ordinance prohibits signage from being painted directly on to buildings. The Public Arts Board has indicated a desire for the City to allow murals to be painted on to buildings. Following an inquiry from Griffin Claw in 2020, the Design Review Board (DRB) has also considered changes to the zoning and sign ordinance in order to permit murals. One of Public Art Board's recommendations in their Terminating Vista report in August 2020 was to amend City policy so that murals are allowed.

Both the Public Arts Board and the Design Review Board were amenable to an application process where both Boards review the proposed mural design. The Design Review Board discussed limiting murals to certain geographic areas of the City. There seemed to be general consensus from both Boards that The Rail District and vias of Birmingham could be ideal locations. Frontages of buildings were not recommended to be eligible for murals.

In order to eliminate the gray area of signage vs. artistic design, the Public Arts Board has proposed an application and review process that begins with the Public Arts Board and is then finalized by the Design Review Board. An application would be required to include the location and size of the mural, rendering of proposed art, artistic medium, a staging plan and timeline for the work. The Public Arts Board would review the application and make a recommendation to the DRB. The DRB would then review the proposed design and vote to approve or deny based upon approval criteria of the DRB. A public notification process would be involved at both the Public Arts Board hearing and the Design Review Board.

Proposed ordinance changes will go to the Design Review Board in the beginning of March. If approved, changes will go to the Planning Board and then City Commission for final approval.

Police Department

1. Michigan Association of Chiefs of Police (MACP) mock assessment for department accreditation is scheduled for February 16, 2021.
2. Dept. personnel met with personnel from Bloomfield Township and Auburn Hills on Thursday, Feb. 4, 2021 to discuss developing the interlocal agreement, job description and security protocols for the new Mental Health Co-Responder Response program.
3. Full time Police Officer Yacoub Iseid left the department on Jan. 31, 2021 to pursue a career in the private sector with General Motors in the field of information technology. Yacoub worked for the City for seven years.
4. Part time Dispatcher David Sharick left the department on Jan. 29, 2021 to pursue a career in the private sector with Ford Motor Company in the field of security and threat assessment. David worked for the City for one year.
5. On Sunday, January 31, 2021, the City of Clawson Police Department called out the Major Case Assistance Team (MCAT) to assist them in a homicide investigation. Our department is a member of the MCAT team. The suspect was arrested and charges are pending.

Future Agenda Items

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

Future Workshop Items

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