

GREENWOOD CEMETERY ADVISORY BOARD AGENDA

Friday, August 4, 2023

MUNICIPAL BUILDING, 151 MARTIN, ROOM 205

8:30 A.M.

The Greenwood Cemetery Advisory Board provides the recommendations to the City Commission:

1. Modifications: As to modifications of the rules and regulations governing Greenwood Cemetery.
2. Capital Improvements: As to what capital improvements should be made to the cemetery.
3. Future Demands: As to how to respond to future demands for cemetery services.

I. CALL TO ORDER

Chairperson, Linda Buchanan

II. ROLL CALL

City Clerk, Alexandria Bingham

III. APPROVAL OF THE MINUTES

A. Approval of meeting minutes of July 7, 2023.

IV. UNFINISHED BUSINESS

V. NEW BUSINESS

- A. Memorial Preservation and Repair Policy – DRAFT
- B. 2022-2023 DRAFT - Annual Report
- C. Organizing Future Business
 - a. September 1, 2023
 - i. Strategic Planning
 - ii. 2022-2023 Draft Annual Report
 - b. October 6, 2023 – Reschedule due to Shemini Atzeret
 - c. October 13, 2023
 - i. Cemetery Services Contract
 - ii. Brief Review of Cemetery Rules and Regulations
 - iii. Budgeting Discussion – Consideration of requesting funds for historic marker preservation
 - d. November 3, 2023 – Cancel
 - e. Other Items for Consideration

VI. REPORTS

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

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

VIII. BOARD COMMENTS

IX. ADJOURN

Next Meeting: September 1, 2023

Should you wish to participate in this meeting, you are invited to attend the meeting in person or virtually through ZOOM:

<https://zoom.us/j/98983856041> Meeting ID: 989 8385 6041

You may also present your written statement to the City Clerk,
151 Martin Street, P.O. Box 3001, Birmingham, Michigan 48012-3001 prior to the meeting.

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

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

August 4, 2023

Greenwood Cemetery Advisory Board Minutes
July 7, 2023
Municipal Building, 151 Martin
8:30 a.m.

I. Call To Order

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

II. Roll Call

Present: Chair Linda Buchanan; Paul Connell, Jacqueline Patt, Linda Peterson (left at 10:32 a.m.), Laura Schreiner, Margaret Suter, Joseph Vercellone

Absent: None

Staff: City Clerk Bingham

III. 2023-2024 Organization

Ms. Patt and Mr. Connell introduced themselves.

MOTION: by Schreiner, seconded by Suter:
To nominate Linda Buchanan for the role of Chair for another year.

VOTE: Yeas, 7
Nays, 0

MOTION: by Schreiner, seconded by Suter:
To nominate Linda Peterson for the role of Vice Chair for another year.

VOTE: Yeas, 7
Nays, 0

IV. Approval of the Minutes

A. Review of the Minutes of April 14, 2023

MOTION: by Buchanan, seconded by Suter:
To approve the minutes of April 14, 2023 as amended.

VOTE: Yeas, 7
Nays, 0

V. Unfinished Business

- A. Receipt of field survey report, consideration of price increases to the cemetery fee schedule and consideration of grave release recommendation.

CC Bingham presented the item and answered informational questions from the Commission.

Board member discussion was as follows:

- Presently, more people tend to pursue cremations than full burials;
- Greenwood has a higher percentage of full casket burials than the national average;
- Increasing the fees would increase the amount of money that could be contributed to the Perpetual Care Fund;
- The City offers a payment plan for pre-need plots, which could make the proposed fee increases accessible for more people. An immediate need would require an immediate payment;
- Sections B and C receive direct sun. It would be worthwhile to find a way to add character - possibly through landscaping or tree planting - to those sections;
- Sections B and C are likely desirable. People would likely be interested in purchasing the plots in Sections B and C if the City made them available;
- It would be important to see what could be added to Sections B and C without increasing the City's liability long-term. Benches with an arbor over it might be an option, or a niche that could receive additional cremains;
- Section A previously had a tree that had to be removed, which was a loss for the Cemetery;
- Raising the fees would mean that Greenwood's prices would be on the higher end for local, public cemeteries but Greenwood is a smaller cemetery with fewer plots remaining. This necessitates raising prices;
- The prices from local cemeteries were gathered mid-pandemic, and the Board should seek more current pricing for those cemeteries in order to better make an informed decision on raising Greenwood's fees;
- It would be beneficial to decide on a price increase presently so that any emergency release of graves would be subject to the higher pricing;
- The discussion of raising fees again is a recently raised conversation and it would be appropriate to consider the options;
- Section A has higher demand because it has more historic graves;
- There was no need to increase the fees because the City would continue maintaining the Cemetery even without funds from the Perpetual Care Fund;
- Greenwood can raise its prices as much as the market will bear. The only way to determine that is to set a price and to see whether purchases are made at that price;
- The Board previously recommended that plots only be released a number at a time, and the Commission followed suit;
- It might be more appropriate now to allow for the release of all remaining plots at once;
- Prices for plots and niches in different locations in Michigan were discussed;
- The history of prior changes to plot locations and layout in Greenwood was provided to the newest Board members;
- Ways of increasing the available burial spaces in Greenwood, including a columbarium, have been under consideration;
- Plot reclamation had been explored in the past and other options were pursued at that time;
- If the prices are raised, the Commission should also be asked to release all remaining available plots;
- It might be appropriate to release all of the plots at a higher price, and to re-evaluate once 20% of those plots have been sold;
- It might be appropriate to instead release 24 additional plots in any available location to provide Ms. Arcome with more options while still reserving some plots for future release;
- If the goal is to raise the funds as soon as possible, all of the plots should be released for sale;

- Releases were previously done in stages in order to ensure that blocks of plots were available for people who wanted contiguous plots, and to discourage crowding near Section A;
- Ms. Arcome will not break up a group of contiguous plots if the purchaser is only looking for a single plot, and if she runs into an issue she would raise the concern with the Board; and,
- Given that there are only 88 spaces left, it would be more appropriate to raise the fees to \$6,000 per full plot, \$4,000 for plots with two cremation spaces, \$2,000 for the plots with one cremation space, with right of burial increased to \$1,000 and a deed transfer could be increased to \$400.

MOTION: by Patt, seconded by Vercellone:

To make a recommendation to the City Commission to amend the fee schedule to increase the following fees for Greenwood Cemetery: full burials would be \$6,000, additional rights of burial would be \$1,000, two cremation spaces would be \$4,000, grave space accommodating one cremation would be \$2,000, and administrative fee for transfer of ownership would go to \$400.

And to recommend the release of the 88 graves suitable for burial in the flush rows in Section B, and to direct the GCAB to evaluate the fees for plot costs again after 20% of these plots have been sold.

VOTE: Yeas, 6
Nays, 1 (Peterson)

CC Bingham said she would speak with DPS about possible landscaping options for Sections B and C.

VI. New Business

VII. Reports

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

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

IX. Board Comments

Chair Buchanan said the updates to the Fish monuments were good. It might be beneficial if the Friends of the Birmingham Museum created a preservation fund.

The Board briefly discussed the historical value and high desirability of Greenwood.

CC Bingham explained how fees for opening and closing a grave are paid.

X. Adjourn

Chair Buchanan adjourned the meeting at 10:45 a.m.



Alexandria Bingham, City Clerk

Laura Eichenhorn, City Transcriptionist

DRAFT



MEMORANDUM

City Clerk's Office

DATE: Wednesday, August 2, 2023

TO: Greenwood Cemetery Advisory Board

FROM: Alexandria Bingham, City Clerk

SUBJECT: Historic Memorial Restoration Policy

INTRODUCTION:

Friends of the Birmingham Museum sponsored and advocated for the restoration of the Elijah Fish memorial and the Utter memorial. In the spring city staff and a few members of the Friends of the Birmingham Museum met with Carter's Cemetery Preservation, LLC, in the cemetery to go over the restoration strategies such as prioritization, funding, volunteer recruitment opportunities, and best practices.

Since the restoration of the Fish and Utter monuments there has been more interest from GCAB and Museum board members on the topic of restoration as well as continued and expanding interest from third party non-profit groups such as the Friends of the Birmingham Museum and the Daughters of the American Revolution.

In order to streamline the process and safeguard the historic memorials in Greenwood Cemetery it is recommended to enact a policy that promotes documentation of preservation and restoration efforts, the use of best practices, and to ensure that work is being done by qualified vendors under the supervision of the city.

SUMMARY:

Repairing and restoring historical memorials is crucial for preserving our cultural heritage, as they represent a tangible link to our past, showcasing the history, culture, and achievements of our ancestors. By creating a policy to structure the maintenance and repair of these memorials, we ensure that future generations can learn about their roots and appreciate the legacy they inherit. Furthermore, these memorials contribute to the aesthetic beauty of the cemetery, fostering a sense of pride and identity amongst our community. Beyond aesthetics and heritage, restoration efforts prioritize safety, preventing further decay, and ensuring these invaluable cultural treasures endure for generations to come.

ATTACHMENTS:

- DRAFT Historical Monuments Restoration Policy and Procedure
- REDLINED Greenwood Cemetery Regulations and Procedures
- Request from Linda Buchanan

- [Michigan Historic Cemeteries – Preservation Guide](#) Chapter 3, pgs. 74-124
- Article from National Park Service: Stopping the Hands of Time: 9 Tips for Cemetery Preservation

SUGGESTED ACTION:

- Review and give feedback on the proposed policy
- Review and give feedback on the Rules and Regulation amendments
- The policy and rules could be adopted as is, adopted with minor revisions, or brought back for further review at a future GCAB meeting
- Museum Director Leslie Pielack is working on an application form that will be presented at a future meeting. The application will be similar to the form for installing a monument for a person of historical significance.



APPLICATION AND POLICY FOR HISTORICAL MEMORIAL REPAIR AND RESTORATION

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

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

I. Purpose

Repairing and restoring historical memorials is crucial for preserving our cultural heritage, as they represent a tangible link to our past, showcasing the history, culture, and achievements of our ancestors. By maintaining and repairing these memorials, we ensure that future generations can learn about their roots and appreciate the legacy they inherit. Furthermore, these memorials contribute to the aesthetic beauty of the cemetery, fostering a sense of pride and identity amongst our community. Beyond aesthetics and heritage, restoration efforts prioritize safety, preventing further decay, and ensuring these invaluable cultural treasures endure for generations to come.

II. Steps

STEP	REQUIREMENT
Application Submittal	• Applicant turns in completed forms with all supporting documents, including photos of existing memorial to the Clerk's Office.
Staff Review • Clerk • Museum Director • Cemetery Service Provider	• Clerk reviews records and ensures that all information is gathered from applicant, communicates with Museum Director and Cemetery Service Provider

4. The applicant must show their due-diligence in contacting any known descendants, considering all family lines of the deed holder of historical person whose memorial is the subject of the proposed restoration. City Staff will confirm the applicant's research and may require additional information regarding the historical person and/or deed holder to determine if there are descendants that should be contacted about the project.
5. Repair and restoration work cannot occur between November 1 and March 31 unless weather permits. The repair and instillation must be coordinated with the City.
6. The applicant is responsible for all costs regarding the restoration, design, purchase of materials, repair and maintenance of the proposed memorial for restoration.
7. The City Clerk's office must be notified and give approval for any planned celebration regarding the restored memorial to ensure coordination with the cemetery manager and with respect to other planned services or activities scheduled at the cemetery.
8. The applicant must acknowledge and adhere to the Greenwood Cemetery Rules and Regulations at all times.
9. Guidance on historical significance will be provided by the Birmingham Museum staff and/or Museum Board.



GREENWOOD CEMETERY

OPERATIONAL PROCEDURES, CONDITIONS, AND REGULATIONS

Updated August 1, 2023

I. DEFINITIONS

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

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

8. "Minor" shall mean persons under eighteen years of age.
9. "Permanent outside container" shall be a container that encloses a casket. The following are considered permanent outside containers: concrete boxes, or concrete, copper, or steel burial vaults.

10. "Person of Historical Significance" shall be someone of importance to the history of Birmingham who has been buried in the Cemetery for at least 50 years. Final determination of historical significance shall be made by the Museum Director/City Clerk/City Manager in conjunction with recommendations from the Greenwood Cemetery Advisory Board, the Museum Board, and/or the Friends of the Birmingham Museum, and may include input from other Michigan based community historical groups and/or academic institutions, as well as any known family descendants.

~~10.~~ 11. "Restoration" shall be any work done on a memorial to clean, repair, or preserve the memorial. This work must be approved and supervised by the City.

II. CONDUCT OF PERSONS

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

B. All Persons shall:

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

10. Conduct themselves in only a quiet and respectful manner while on the cemetery grounds.

III. TRAFFIC REGULATIONS

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

B. No person shall:

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

IV. MAINTENANCE AND PERPETUAL CARE

A. The City shall not be responsible for any special care of any particular section, lot, or burial space, or for the maintenance or repair of any monument, marker, or planting placed by the owner. Further, the City shall not contract or agree to give special care to any section, lot, or burial space, except as otherwise noted below.

B. The City shall be responsible for the maintenance and repair of the driveways, buildings, water system, drainage, and fences. The City and/or its designated Contractor shall also cut and maintain the grass areas, remove the leaves, trim, remove, replace or add trees and shrubs, and, in general, maintain the cemetery as a place of natural beauty devoted to the burial of the dead.

C. In order to preserve the integrity of potentially historical markers, the City shall maintain/oversee, using best practices and discretion, the restoration of markers monuments for deaths which have occurred at least 120 years ago or more, for which there has been no maintenance from descendants for a period of 10 years.

V. OPERATIONAL REGULATIONS

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

A. Corners of all sections, lots, and plots will be marked with corner markers set flush with the ground surface, which will be installed and maintained by the City and shall not be disturbed.

B. The erection of any fence, railing, wall, coping, curbing, trellis, or embankment, or the planting of any hedge, on any lot or grave is prohibited.

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

VI. MONUMENTS, GRAVE MARKERS AND FOUNDATIONS

A. MONUMENTS

1. Monuments will be permitted only on two adjoining side-by-side graves under one ownership. No more than one monument shall be erected on any plot.
2. Each monument shall be supported on a concrete foundation not smaller than the base of the monument it supports. Such foundation shall be constructed only by the City after payment has been made. Foundations will be installed April to November, weather dependent, as determined by the City. Requests received after November 1st will be held until conditions allow for installation.
3. Designs for monuments must be submitted to the City, when application is made for construction of foundations. A form with the size, material, and design must be submitted to the City or its designated contractor for approval, and all installation fees must be paid in full prior to delivery of the memorial.
4. A request to install a monument or marker on a grave of special historical significance may be made by a non-deed holder, subject to compliance with all applicable requirements for monuments and markers and final approval by the City. Such request shall be made by application, and shall include detail as to the historical significance of the person in question to the City or Cemetery, and obtaining necessary approval of such Application from the City, subject to the criteria in the Application. Any such marker or monument becomes the property of Greenwood Cemetery/City of Birmingham upon installation, and the City is not required to maintain such property, other than as part of the general maintenance of the cemetery.
5. No monument of artificial stone, sandstone, limestone, or soapstone will be permitted.
6. The City is not responsible for damage done to any attachments to a monument.
7. All contractors, vendors and workers engaged in setting monuments shall be under the supervision of the City and they will be held responsible for any damages. No work of setting monuments shall be started that cannot be completed by the end of the day following the start of such work.
8. All contractors/vendors engaged in setting monuments shall have prior approval from the City prior to commencement of work. Such contractor/vendor (and the workers thereof) will be held responsible for any damage resulting from said contractor's/vendor's (or the worker's thereof). Further, all monument installations shall be completed in a timely fashion, and may remain unfinished at the close of the business day provided the materials and area is left in a safe and secure manner.

9. No monuments shall be allowed in areas designated only for ground level memorials.

B. GRAVE MARKERS

1. Markers shall not exceed eighteen (18) inches in height and shall have a minimum horizontal dimension at the base of not less than half of the height. All markers shall be in one piece, and shall be dressed on the bottom at right angles to the vertical axis. These measurements do not apply to government issue markers.

2. Individual markers can be sod set without a concrete foundation.

3. A form with the size, material and design must be submitted to the City for approval and all installation fees must be paid in full prior to delivery of the memorial. Installation will not occur between November 1st and April 15th unless weather permits.

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

1. On grave spaces in Sections B, C, D, K, L, and O, all memorials on new plots created after January 1, 2015, must be installed at lawn level. Memorials can be individual markers measuring twelve (12) OR sixteen (16) inches wide, twenty-four (24) inches long and four (4) inches deep. Companion memorials over two (2) graves can measure up to forty-eight (48) inches wide, twelve (12) inches long and four (4) inches deep.

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

3. A form with the size, material, and design must be submitted to the City for approval, and all installation fees must be paid in full prior to delivery of the memorial. Installation will not occur between November 1st and April 15 unless weather permits.

VII. FUNERALS, INTERMENTS AND DISINTERMENTS

A. FUNERALS AND INTERMENTS

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

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

3. The City will provide opening and closing of grave, initial and periodic maintenance only, and will not be responsible for handling and lowering vaults or

caskets. Tents, lowering devices, and other materials shall be furnished by the funeral director or vault company.

4. No grave shall be dug closer than six (6) inches from the line of any lot.
5. In all full burial interments, the casket shall be enclosed in a permanent outside container. Such outside container shall be installed by the funeral director, vault company, or the City's designated contractor.
6. In all interments of cremated remains, the container shall be installed by the City, its designated contractor, funeral director, or vault company. The size of the container must be submitted with the request for burial.
7. Time, date and location of interments must be coordinated by the city or designated contractor. Proposed interments must have approval from at minimum a 48-hour notice from the time of confirmation from the City Clerk or designated contractor, and must include the date, time and location of the interment.
8. All funerals within the cemetery shall be under the supervision of the City. No burials are to be made on Sunday or legal holidays, except by permission of the City. Overtime charges will apply after 2:00 pm Monday through Saturday, and any time on Sundays and Holidays.
9. Interments that involve preparation or follow-up work during other than regular working hours will be done at an additional charge for the overtime portion of the time required. The maximum charge shall not exceed the normal charges plus the weekend/holiday fee. This fee is in addition to the normal interment or disinterment fee charged during regular working hours.
10. Interment of the remains of any persons other than the owner will be permitted only after the written consent of the owner or the owner's authorized agent has been filed with the City Clerk or the City's designated contractor. In case of a minor being the owner, the guardian may give consent upon proof of this authority to act.
11. Only one (1) interment in any one grave space shall be permitted, except in the case of a parent and infant child, or two (2) children dying at about the same time, or in such other unusual cases as it shall seem to the City to be proper under the circumstances. Such interments shall adhere to *Section VIII Burial Rights Policy*.
12. A maximum of 3 occupants per plot are allowed if the owner of the plot or their heirs purchase the right to such interment. This can be in the form of one (1) casketed burial (full burial) and two (2) cremated remains, OR three (3) total cremated remains. Exceptions are made regarding children two (2) years & under.
13. Should the owner permit the burial of such cremated remains, only one additional memorial shall be permitted on the grave space and such memorial shall not be larger than twelve (12) inches wide, twenty-four (24) inches long and four (4) inches deep and installed at ground level.

B. DISINTERMENTS

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

VIII. BURIAL RIGHTS POLICY

A. Full Plot

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

B. Cremation Plot

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

IX. LOT SALES – PAYMENT PLAN POLICY

- A. A payment agreement may be entered into to allow for the purchase price of a plot(s) to be paid over a period of time not to exceed twenty-four (24) months and the period provided to cure a default. A copy of this Payment Plan Policy shall be attached to all installment payment agreements and shall be provided to the Purchaser.
- B. Payment agreements require a 20% down payment of the total purchase price, with the remaining balance to be spread into equal monthly payments not to exceed twenty-four (24) months. Such payment agreements shall be interest free. There shall be no prepayment penalty to the Purchaser.
- C. Plot(s) being purchased under a payment agreement may not be used for interment until the full purchase price of the plot(s) has been paid. The Purchaser may apply all payments made on the plan to the plot(s) needed for burial. Should this application of funds to the burial plot reduce the balance in the Purchaser's account below 20% of the value of the remaining plots, the Purchaser shall be given a grace period of up to six (6) months to repay the 20% deposit on the remaining plot(s).

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

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

X. LOT RESALE POLICY

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

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

XI. SCHEDULE OF FEES AND CHARGES

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

XII. REVISIONS

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

1. October 18, 1971 Resolution No. 1434-71
2. February 13, 1984 Resolution No. 02-97-84
3. February 23, 2009 Resolution No. 02-52-09
4. December 17, 2012 Resolution No. 12-356-12
5. August 10, 2015 Resolution No. 08-174-15
6. March 27, 2017 Resolution No. 03-82-17 (and confirmed by Greenwood Cemetery Advisory Board on May 5, 2017).
7. January 14, 2019 Resolution No. 01-011-19
8. Greenwood Cemetery Advisory Board, November 4, 2022

Preservation

2 messages

Linda Buchanan <lgbfeb23@gmail.com>

Thu, Jul 27, 2023 at 10:34 AM

To: Leslie Pielack <lpielack@bhamgov.org>

Cc: George Getschman <getschmandds@outlook.com>, Pam DeWeese <pamdeweese@comcast.net>, bsuhay@sbcglobal.net, arcome02@gmail.com, Alex Bingham <abingham@bhamgov.org>, jecker@bhamgov.org

Leslie--WONDERFUL NEWS! There is no need to research Hunter descendants-the Greenwood Cemetery Rules and Regulations (revised 2022) under Maintenance and Perpetual Care sec. C states "In order to preserve the integrity of potentially historic markers, the City shall maintain, using best practices and discretion, markers for deaths which have occurred at least 120 years ago, or more, for which there has been no maintenance from descendants for a period of 10 years." I discussed this regulation with Dave Carter, who also informed me that in all the cemeteries he has worked in throughout the state of Michigan if a city owns the cemetery, he is allowed to go in and make the repair to the historical marker. In fact, he said this descendant research issue has never come up in all his years of preservation work. Carter Preservation can do the work sometime in late August. The donors will give the money to "FRIENDS", so that the treasurer can pay Mr. Carter. It will be exciting to see this important part of Birmingham history restored.

Linda Buchanan



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6025K

Leslie Pielack <LPielack@bhamgov.org>

Thu, Jul 27, 2023 at 1:42 PM

To: Linda Buchanan <lgbfeb23@gmail.com>

Cc: George Getschman <getschmandds@outlook.com>, Pam DeWeese <pamdeweese@comcast.net>, bsuhay@sbcglobal.net, arcome02@gmail.com, Alex Bingham <abingham@bhamgov.org>, jecker@bhamgov.org

Hi Linda,

I know you are very excited about this but you definitely need to run all this by Alex Bingham before you schedule work or do anything with the monument. I did not give you as complete a response as I should have while on vacation (see reference text below), as I didn't suggest then that you discuss it with her first, as she would have the administrative role to determine if you are correct in your interpretation of the Rules and Regs and whether it is OK to proceed. You should always check things out with Alex before making plans, even when it is about the historical aspect of the cemetery. I do work with Alex on the historical issues, but she is your first stop on projects involving the cemetery, because the proper procedure needs to be followed and she would clarify that for you.

I would add that Dave Carter is a great preservationist, but he is not the go-to authority on how the City of Birmingham has to function, so another reason to always check first with Alex on anything.

Even if the City has the right or authority, through the Rules and Regs, as you quote them, to maintain or restore a marker, it is worth considering that best practices mean that an effort to contact the descendants should be made if their contact information can be found, because they may have an interest in the process, or may even contribute funds toward it, like the Fish family did. This may need to be cleared up further with the Rules and Regs.

From a historical value point of view, it is a key marker that is an important part of Birmingham history, and I'm optimistic that once everything is sorted out, it will go forward.

Thank you,
Leslie

Leslie Pielack <LPielack@bhamgov.org>

Mon, Jul 17, 2:12 PM (10 days

to Linda, Pam, George ▾

ago)

Linda, I have a quick reply about this while on vacation. The Hunter marker is worthy, but it technically is the property of family descendants and I believe they would need to be researched and contacted for approval to intervene as you are suggesting.

On Thu, Jul 13, 2023, 12:34 PM Linda Buchanan <lgbfeb23@gmail.com> wrote:

Hi Leslie, I learned yesterday from Caitlin, that you are on vacation-so this email is to bring you up to date on a Greenwd preservation project w/ "Friends" and the local DAR. Pam D., George G., and myself along with the DAR are planning on funding the repair of a J.W. Hunter family gravestone next to Hunter. The Hunter family is so important to the early history of B'ham, and this sweetly solemn gravestone possesses great appeal. I have contacted Dave Carter and sent photos and he feels it is quite doable and estimates \$350-\$400. By chance, I saw Cheri A. at the cemetery and we discussed the gravestone. All of us are quite excited to be donors and help preserve this important part of B'ham history. We welcome your input and wish you a much deserved vacation.

Best regards, Linda Buchanan

[Quoted text hidden]

--
Leslie Pielack

Director

Birmingham Museum

248-530-1682





ARTICLE

Stopping the Hands of Time: 9 Tips for Cemetery Preservation

When I was a child, I spent many a Sunday afternoon with my grandmother having a picnic in Cave Hill Cemetery in Louisville, Kentucky. We would spread our blanket on an open area, then peacefully enjoy the surroundings. After our meal, we would search for the prettiest tombstone or the oldest tombstone. We would seek to find someone famous. We would visit my great uncle's grave.

Sometimes I would bring pencil and paper along and draw my favorite sculpture.

I have come to learn professionally what my grandmother must have known all along. Cemeteries are places of learning that tie the young and old together to who we are and where we have come from. From cemeteries we can learn about the lives of people who make up a community. We can learn about landscapes and plants. We can enjoy artwork and architecture.

I recently had an opportunity to participate in the Restoration and Renovation Conference in New Orleans. During this time, I took part in a workshop and three sessions related to cemetery preservation. Here are nine tips for cemetery preservation that I learned.

1. **Create a master plan.** When preservation of a cemetery comes into public focus, there is a sense that restoration work must be immediate. When cemetery preservation efforts are rushed, serious consequences may result. A wise first step in preserving an historic cemetery is the development of a Master Plan. Good plans include an integrated approach for gravesite documentation, treatment, and maintenance. It will include plans for landscape issues and establish a list of priorities.
2. **Document the cemetery.** Create a field survey sheet for the documentation of each grave site. If possible store information in a computer database. Enlist others to assist in this documentation. It is important to provide volunteers with training on identification of monument types and ways to note condition prior to field surveys so that the information is consistent. Make sure that accurate inscriptions from tombstones are recorded. Try to identify the material from which the grave marker is constructed.
3. **Assess the condition of gravesites.** Inspect individual tombs on a regular basis for structural defects. Are the grave markers broken? Note the conditions of the tomb and its surrounding environment. Is standing water present that can aid in plant growth, or accelerate deterioration of masonry joints? Is vegetation growing on surfaces? What is the condition of the landscape around the tomb? Keep this information on your field survey forms.
4. **Evaluate the landscape.** Assess landscape elements including the trees, shrubs, and plants, but the pathways, roads, benches and lighting of the cemetery. Think longterm about the landscape. Will trees cause damage in the future? Are they healthy? Consider how the cemetery is currently used and determine circulation of people and/or cars within its boundaries. Consider security issues and the need for fences. Remember that landscape aesthetics have changed over the years. Don't try to apply your personal aesthetic to an historic cemetery.
5. **Prioritize the work.** Consider the needs of the particular cemetery and create a list of projects based on those needs. Is the cemetery secure? Has it been documented? Are all the graves identified? Are there tombs at risk of collapse? Is historical research needed? Keep in mind the need for both short-term and long-term efforts. Assess the resources you currently have available.
6. **Consider treatments.** Conservation of stone monuments, sculpture and ironwork is usually the last effort that should be undertaken. Know the strengths and limitations of people assisting in the preservation effort. **Cleaning stones should be done**

with the gentlest means possible. Begin with water and a soft brush. Do not use household bleach or abrasive techniques. The repair of tombstones and monuments requires previous experience with historical materials and treatments. Only skilled conservators should undertake restoration of tablets and sculpture.

7. **Examine maintenance issues.** Regularly scheduled maintenance for the monuments and grounds of the cemetery is an excellent way to practice preventative preservation. Maintain the landscaping next to tombs. Keep in mind that caution must be used when operating power equipment near masonry or ironwork. Training for maintenance and ground crews will minimize damage to markers.
8. **Seek professional assistance.** Conservation treatments are frequently time consuming and expensive. Contract with people who have experience with historical materials and who respect the original fabric of the tombs. Ask contractors for details about their previous work. Can they provide a written plan for their proposed work that includes materials to be used in the treatments? Are they members of professional organizations such as the American Institute for Conservation of Historic and Artistic Works (AIC)? Are they insured?
9. **Involve the community.** Seek volunteers within the community. Use the cemetery as an educational and historical resource. Consider involving elementary schools, high schools, and colleges in projects. Cemeteries can be places to learn about science, math, art, ethnography, and history. Involve the community in fund-raising efforts, such as annual cemetery tours.

Restoration Resources

There are many good resources for more information about cemetery preservation, including books, non-profit organizations, and Internet sites. For more information, check out the following:

Graveyard Preservation Primer

A Graveyard Preservation Primer by Lynn Strangstad. This book covers the entire spectrum and includes surveying a cemetery to determine what most needs to be repaired or restored, preparing a plan for a restoration project, documenting data from and about the stones, cleaning, repairing and resetting stones.

AGS

The Association for Gravestone Studies was founded in 1977 for the purpose of furthering study and preservation of gravestones. www.gravestonestudies.org.

SOC

Save Our Cemeteries, Inc. is a non-profit organization established in 1974 to preserve, protect, and promote historic cemeteries of New Orleans. www.saveourcemeteries.org.

St. Louis Cemetery #1

Learn more about preservation efforts at St. Louis Cemetery #1, New Orleans through the website: www.noladeadspace.org This project is a joint effort by the Louisiana Division of Historic Preservation Office of Cultural Development and Tourism, the Samuel H. Kress Foundation, Save Our Cemeteries, Inc., The Archdiocese of New Orleans, The Graduate School of Fine Arts University of Pennsylvania, The School of Architecture Tulane University, and others.

Chicora Foundation

The Chicora Foundation, Inc. is located in Columbia, South Carolina and specializes in cemetery history and preservation.
www.chicora.org.

Credits

Author: Mary Streigel

Last updated: March 22, 2022

Was this page helpful?

☐ Yes

☐ No



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(<https://touchpoints.app.cloud.gov/>)



MEMORANDUM

City Clerk's Office

DATE: August 2, 2023

TO: Greenwood Cemetery Advisory Board

FROM: Alexandria Bingham, City Clerk

SUBJECT: Draft 2022-2023 Annual Report

INTRODUCTION:

The City of Birmingham, Michigan Code of Ordinances, Chapter 34 – Cemeteries, Article II. Greenwood Cemetery, Sec. 34-30 (h) states that the Greenwood Cemetery advisory board shall make and submit to the city commission annually a report of the general activities, operation, and condition of the Greenwood Cemetery for the preceding 12 months. The Greenwood Cemetery advisory board shall, from time to time, as occasion requires, either in the annual report, or at any time deemed necessary by the Greenwood Cemetery advisory board, advise the city commission in writing on all matters necessary and proper for and pertaining to the proper operation of Greenwood Cemetery and any of its activities or properties.

ATTACHMENTS:

- 2022-2023 DRAFT Greenwood Cemetery Annual Report

SUGGESTED ACTION:

Conversation

- Review each section and offer additional comments/suggest revisions

Follow-up

- The revised report will be presented at the September 1, 2023 GCAB meeting for final review and approval. After GCAB approves, the annual report will be presented to the City Commission at one of their regularly scheduled meetings.

GREENWOOD CEMETERY ADVISORY BOARD



2022/2023 ANNUAL REPORT

September 2023

Linda Buchanan, Chair

Linda Peterson, Vice Chair

Pam DeWeese, outgoing member July 2023

Laura Schreiner

George Stern, outgoing member July 2023

Margaret Suter

Joseph Vercellone

Jacqueline Patt, incoming member July 2023

Paul Connell, incoming member July 2023

INTRODUCTION

The Greenwood Cemetery Advisory Board (GCAB) was established by the Birmingham City Commission on October 13, 2014. One of its duties is to submit a report to the Commission on an annual basis of the general activities, operation and condition of the cemetery for the preceding 12-month period. The GCAB Annual Report includes a summary and update of the cemetery's status, related finances and the GCAB's planned activities for the next fiscal year.

In alignment with the city's fiscal year, the current GCAB report covers the period from July 1, 2022 through June 30, 2023.

DRAFT

GENERAL ACTIVITIES

Meetings

The GCAB is required to meet at least quarterly. During the report period, the board met this requirement by conducting meeting on the dates listed below:

July 1, 2022
September 2, 2022
November 2, 2022
December 2, 2022
February 3, 2023
April 14, 2023

2022/2023 Accomplishments

- Produced the 2021-2022 Annual Report
- Approved the policy for approving and installing markers for persons of historical significance
- Studied Find-A-Grave to give feedback to the museum on how this online collaborative forum tool could benefit the city and those interested in information about persons buried in Greenwood Cemetery
- Approved revisions to the Greenwood Cemetery Operational Procedures, Conditions and Regulations
- Approved the application by the Friends of the Birmingham Museum, a non-deed holder, for a marker installation for George and Eliza Taylor, persons of historical significance to Birmingham.
- Initial discussions on a Cemetery Service Provider RFP
- Initial discussion on Strategic Planning
- Q&A with Cheri Arcome, Creative Collaborations – to better understand the demand and services being provided in the cemetery
- Initial discussion to plan the next grave release

OPERATION

Sales and Financial Information

On December 1, 2019, Creative Collaborations, LLC became transitional provider for cemetery services, with the exception of grounds maintenance, which is provided by the City's Department of Public Services. On May 1, 2020, Creative Collaborations entered into a one-year renewable contract with the City to provide cemetery services on an ongoing basis. Grounds maintenance continues to be provided by DPS with ongoing communication and collaboration between Creative Collaborations, DPS, and the City Clerk's office.

On January 14, 2019, the City Commission approved a payment plan policy for cemetery plots that requires full payment within 24 months. During the 2022-2023 fiscal year, no new payment plans have been initiated. The Clerk's Office and Treasurer's Office monitors active payment plans. Plots under a payment plan are considered sold for purposes of availability unless the plot becomes available again in the event of a purchaser default.

Beginning December 1, 2019, Creative Collaborations, LLC, remits 100% of revenue to the City, which then makes payments to the contractor for services performed.

FY 22-23 Grand Totals	
Sales in B	5
Sales in C	10
Sales in Other	1
Resident Purchases	4
Non-Resident Purchases	12
Payment Plans Initiated	0
Total Graves Sold	16
Transfer of Ownership Filed	Report in Sept
Additional Burial Rights Purchased	Report in Sept

Grave Releases

- 4/26/21 The City Commission approved the recommended release of Section B, Rows 17-C, 16-C, 15-C & 14-A for a total of 38 Graves, 9 of which are obstructed)
- 12/23/21 The City Commission approved the release of one grave in section B, row 2-A for an at-need situation for a family with adjacent space.
- 8/15/22 The City Commission approved the release of one grave in section B, row 12-A, for an at-need situation for a family with adjacent space.
- 7/24/23 The City Commission approved the release of 88 available graves suitable for burial in the flush rows in Section B, and to direct Greenwood Cemetery Advisory Board to evaluate the fee schedule again for plot costs after 20% of these plots have been sold which would equate to 18 spaces.

Notes on Obstructed Graves

- 1/29/21 Creative Collaborations noted that graves 1 & 2 in Section C rows 18-A & 19-A are not able to be used due to obstructions.
- 3/25/21 DPS noted that graves in row 19-A 1,2,13,14,16 are obstructed by trees.
- 4/23/21 DPS noted Row 17-C: Graves 9 and 11 are affected by a 16" Red Maple located at the east edge of both graves. Row 15-C: Grave 5 is obstructed by a monument on the east edge. Grave 10 has a 16" Cedar (eastern arborvitae) obstructing it. Grave 17 has a marker on the east edge that is encroaching onto the grave site. Row 14-A: Graves 15 and 16 have a large shrub located over both sites. Graves 17 and 19 are obstructed by a large monument located east of them.
- 5/31/23 A field survey was completed for the following lots: A-1, 2-D, 3-A, 4-A, 5-C, 6-C, 7-D, 8-C, 9-D, 10-A, 11-A, 12-A and 13-A.
Of the 312 graves surveyed 189 of them are sold. There are 8 graves unsuitable for burial due to historic memorials. At this time there are 43 graves unsuitable for burial due to trees and tree roots. These graves would become suitable when the trees are removed should the city wish to make them available for sale. There are a total of 72 graves suitable for burial.

Price Increases

- 4/12/22 The City Commission approved the grave price increase for plots that can accommodate one full burial from \$3,000 to \$4,000 per plot. All graves sold in the 2021-22 FY were at the rate of \$4,000 per grave.
- 7/24/23 The City Commission approved the grave price increase for plots that can accommodate one full burial from \$4,000 to \$6,000 per plot. All new sales after 7/24/23 will be subject to the new rates as indicated in the fee schedule.

Grave Sales Detail, July 2022 - June 2023

Greenwood Cemetery Sales and Availability				
	Sec B	Sec C	Resident	Non-Resident
July 2022	1	1	1	1
August 2022	0	0	0	0
September 2022	1	3	1	3
October 2022	0	0	0	0
November 2022	0	3	0	3
December 2022	0	1	0	1
January 2023	1	1	1	1
February 2023	2	0	0	2
March 2023	0	0	0	0
April 2023	0	1	1	0
May 2023	0	0	0	0
June 2023	0	0	0	0
Total Sold	5	10	4	11
Available Under Current Authorization (20% of remaining inventory)	18			
Total Available	88			

Note: Plots in Sections B and C sold under a payment plan are included in the number of sales made for the quarter in which the payment plan was initiated. The remittance to the Perpetual Care Fund of payment for the plots is recorded in total in the quarter in which the final payment is made.

Burials and Inurnments, July 2022 - June 2023

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

Cremation vs. Burial: According to NFDA's 2022 Cremation and Burial Report, the 2022 cremation rate is projected to be 59.3% and the burial rate is projected to be 35.7%, the remaining 5% may be due to alternative methods such as green burials and scatter gardens, which are not available in Greenwood Cemetery. The City of Birmingham's 2022-2023 cremation rate is below the national average at 56% and the full burial rate is above the national average at 44%.

	Sec B		Sec C		Other		Total by Month	
	Full	Crem	Full	Crem	Full	Crem	Full	Crem
July 2022	1	0	1	0	1	1	3	1
August 2022	0	1	1	0	0	1	1	2
September 2022	1	0	1	1	1	2	3	3
October 2022	0	0	0	2	0	4	0	6
November 2022	1	0	0	0	0	0	1	0
December 2022	0	2	0	0	1	0	1	2
January 2023	1	1	0	1	0	0	1	2
February 2023	1	0	0	0	0	0	1	0
March 2023	0	0	0	1	1	0	1	1
April 2023	0	0	0	1	0	1	0	2
May 2023	0	0	2	0	0	0	2	0
June 2023	0	0	0	0	1	0	1	0
Totals	5	4	5	6	5	9	15	19

*Financial Updates presented in September

Perpetual Care Fund

Revenues from grave sales are used to increase the Perpetual Care Fund for Greenwood Cemetery, with investment earnings remaining with the PCF. Currently all cemetery care and maintenance is funded through the general fund. Eventually the goal is for the perpetual care fund to be able to take over the financial burden of cemetery maintenance through interest accrued.

Detail for July 2021 through June 2022:

2021 Q Ending September 30

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

2021 Q Ending December 31

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

2022 Q Ending March 31

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

2022 Q Ending June 30

Proceeds from cemetery plot sales	\$ 400.00
Investment income	5,721.46
Unrealized Loss	<u>(177,192.36)</u>
Revenue for Perpetual Care Fund	\$ (171,070.90)

Notes

1. We have created a new department within the General Fund to better track cemetery expenses. This will allow the City to get a better estimate of costs that the perpetual care fund will need to cover in the future.
2. While the fund has sustained a significant unrealized market loss (paper loss not a real loss) for this fiscal year, the fund overall has a net positive market gain on investments since inception.
3. The focus of the perpetual care fund right now is for long-term growth. To achieve this goal, the fund is invested in equity investments near the maximum allowed by state law with no more than 40% of the amount invested in equities in any one asset class (large cap, mid cap, small cap) as per our investment policy.
4. Investment gains will only go so far to grow the perpetual care fund. More plots will need to be sold or other sources of income need to be determined to achieve a sustainable principal balance from which investment income can be generated to fund cemetery maintenance.

CITY OF BIRMINGHAM
PERPETUAL CARE FUNDS
INVESTMENT REPORT
6/30/2022

	PRINCIPAL	INCOME	TOTAL
BEGINNING BALANCE 6/30/2021	\$ 1,046,957.48	\$ 77,502.09	\$ 1,124,459.57
SALE OF GRAVES	36,246.00	-	36,246.00
CAPITAL GAINS (LOSSES)	(305.42)	-	(305.42)
INTEREST/DIVIDENDS	-	23,833.97	23,833.97
CHANGE IN MARKET VALUE	(177,192.36)	-	(177,192.36)
ENDING BALANCE 6/30/2022	<u>\$ 906,316.54</u>	<u>\$ 101,336.06</u>	<u>\$ 1,007,652.60</u>
<u>INVESTMENTS</u>			
BOND MUTUAL FUNDS	\$ 468,651.91	46.5%	
EQUITY MUTUAL FUNDS	<u>539,000.69</u>	53.5%	
TOTAL	<u>\$ 1,007,652.60</u>		

CITY OF BIRMINGHAM
PERPETUAL CARE FUNDS
ANNUAL INVESTMENT REPORT
6/30/2022

	PRINCIPAL (NONSPENDABLE)	INCOME (SPENDABLE)	TOTAL
BEGINNING BALANCE 6/30/2021			
Pooled Funds	\$ -	\$ -	\$ -
Bond Mutual Funds	459,843.87	53,239.99	513,083.86
Equity Mutual Funds	<u>587,113.61</u>	<u>24,262.10</u>	<u>611,375.71</u>
	\$ 1,046,957.48	\$ 77,502.09	\$ 1,124,459.57
SALE OF PLOTS			
Bond Mutual Funds	12,410.00	-	
Equity Mutual Funds	<u>23,836.00</u>	<u>-</u>	
	\$ 36,246.00	\$ -	\$ 36,246.00
CAPITAL GAINS (LOSSES)			
Pooled Fund	\$ -		
Bond Mutual Funds	(305.42)		
Equity Mutual Funds	<u>-</u>		
	\$ (305.42)		\$ (305.42)
INTEREST/DIVIDENDS			
Pooled Fund		\$ -	
Bond Mutual Funds		15,706.81	
Equity Mutual Funds		<u>8,127.16</u>	
		\$ 23,833.97	\$ 23,833.97
CHANGE IN MARKET VALUE			
Pooled Fund	\$ -		
Bond Mutual Funds	(72,854.18)		
Equity Mutual Funds	<u>(104,338.18)</u>		
	\$ (177,192.36)		\$ (177,192.36)
ENDING BALANCE 6/30/2022	<u>\$ 906,316.54</u>	<u>\$ 101,336.06</u>	<u>\$ 1,007,652.60</u>
INVESTMENTS			
BOND MUTUAL FUNDS	399,705.11	68,946.80	468,651.91
EQUITY MUTUAL FUNDS	<u>506,611.43</u>	<u>32,389.26</u>	<u>539,000.69</u>
TOTAL	<u>\$ 906,316.54</u>	<u>\$ 101,336.06</u>	<u>\$ 1,007,652.60</u>

CONDITION

***DPS Updates will be presented in September**

During the 2022-2023 fiscal year, the City's Department of Public Services has overseen cemetery landscape maintenance, which has included:

- Oversight of Lawn Mowing Contractor including weekly cuts and spring and fall cleanup
- Oversight of Forestry Contractor for Tree Maintenance as directed by DPS
- Maintenance of the Tree Inventory Program
- Lawn fertilization twice a year
- Burial topsoil and seeding: spring and fall
- As-needed general clean up: grave blankets, old flowers, fallen branches
- Trash removal: 2 to 3 times per week
- Maintenance of water system: start up, winterizing, and repair as needed
- Repair of turf as needed
- Removal of snow stakes
- Snow removal
- Raising and leveling of markers/monuments or approval of arrangements with vendor for same
- Building/fencing/road maintenance as needed

PLAN FOR 2023/2024

The Greenwood Cemetery Advisory Board has prioritized the following action items for 2023-2024:

CRITICAL GOALS

Short Term

- *Develop a policy for restoring memorials*
- *Review the Cemetery Management Agreement*
 - Creative Collaborations, LLC. has been the contracted cemetery service provider since December 1, 2019. The contract has been renewed in one-year increments on May 18, 2020, April 26, 2021, and May 9, 2022.
 - GCAB wishes to review the contract, ensure that all Greenwood Cemetery needs are being met. GCAB is interested in issuing a new RFP to reassess the current market of providers for cemetery services to make sure that the City of Birmingham is able to retain the best cemetery service provider available.
 - This includes reviewing the cost of clerical services, as well as cost of labor for installing markers, performing burials, and inurnments.
- ~~*Finalize a policy and application process to allow the installation of markers for persons of historical significance*~~
 - ~~The need for a policy and application process to allow the installation of markers for persons of historical significance recently emerged as special interest groups have identifies specific persons in the cemetery that they would like to memorialize or give extra recognition to. Typically, only deed holders and immediate family arrange to purchase and install monuments in honor of an individual. The process being developed will allow thorough review from staff and related advisory boards in order to permit the installation of these monuments.~~
- *Develop a Strategic Plan for the Greenwood Cemetery Advisory Board*
 - GCAB will benefit from going through the strategic planning process to evaluate strengths, weaknesses, opportunities, and threats/challenges the cemetery faces. In going through the process, the board will come up with a vision of what the cemetery should look like in the future, consider stakeholder perspectives, expectations, and needs as well as reconfirm the mission, vision, and values. Strategic planning will empower the board to function more efficiently. The City Clerk will continue to work as the staff liaison to the board and ensure that the board has a clear understanding of their expectations such as being in "growth" or "maintenance" mode.
- ~~*Conduct an Obstruction Survey*~~
 - ~~An obstruction survey would be beneficial to determining the status of available graves in the cemetery. Trees and foliage in the cemetery change over time. The obstruction survey would provide a more accurate assessment of what is available right now, as well as what space may become available in the future. Space that is currently obstructed by trees and shrubs may not always be obstructed. An obstruction survey could also give way for staff to determine space that can be used for future plantings.~~

Long Term

- ***Confirm the baseline amount of known available plots in the cemetery***
 - Record reconciliation is an ongoing process in the Clerk's Office. GCAB closely monitors sales activity in the cemetery as well as internments and inurnments throughout the cemetery. Section B and C are active in regard to sales as well as internments and inurnments. Transfers of ownership, internments, and inurnments are the most common activities taking place in in the cemetery's sections other than B and C with the occasional private sale. This goal partners with the planned monument/marker inventory survey and the GIS mapping initiative to reconfirm that all space in Greenwood Cemetery is owned, used, or is part of the more recently plotted graves in sections B and C from 2015.
- ***Monitor the continued growth of the perpetual care fund***
 - The GCAB monitors the growth of the perpetual care fund and can propose strategies for increasing the funds growth in order for the fund to reach a point where the interest accrued can cover most or all of the general maintenance requirements of the cemetery.
- ***Monitor the demand for cemetery services***
 - GCAB members review cemetery data in regards to sales, internments and inurnments and consider trends in order to suggest ways Greenwood Cemetery may need to adapt in order to meet future demands.
- ***Continue historic preservation efforts***
 - The GCAB works collaboratively with the Museum Board and Friends of the Birmingham Museum (a.k.a. the Birmingham Historical society) GCAB develops projects such as the monument/marker inventory survey, and the Friends of the Birmingham Museum conducts bi-annual tours in the cemetery to continue to educate and engage citizens while preserving history in the cemetery.

DESIRED GOALS

Short Term

- ***Replace pole & chain in section F***
 - The pole and chain in section F remains in place for the safety of cemetery users and to allow access as needed for cemetery operations. The current pole and chain functions as a safety measure, GCAB wishes to find an alternative safety barrier that meets the aesthetics of the cemetery. DPS and the cemetery contractor will provide input to make sure any proposed changes meet safety and operational requirements.
- ***Reevaluate the effectiveness and possible need for GPR in the cemetery***
 - GCAB wishes to reevaluate the potential benefits of GPR and take into consideration any change in cost of this type of survey as well as improvements in technology since the item was last reviewed.

Long Term

- ***Monument/marker inventory survey***
 - GCAB began working on planning for the process and survey for a monument/marker inventory with the guidance of Museum Director Pielack and City Clerk Bingham at the June 4, 2021 GCAB meeting. The GCAB wishes to conduct this survey with volunteers and the support of city staff in order to cross-reference general information and collect baseline condition data and photos that could potentially be linked with the GIS data project. Monuments or markers that may need maintenance may also be identified through this survey.

- ***GIS Mapping – Launching a digital map for public reference***
 - City Staff in the planning department with GIS expertise created a GIS map of the cemetery. Data points from DPS on tree locations within the cemetery were added as a layer to the map in the spring of 2021. This goal ties in with the monument/marker inventory survey and confirming the baseline information of known available plots in the cemetery. Ongoing efforts are being made as time allows, the Clerk's office provides progress updates to GCAB as needed.
- ***Determine Capital Outlay Projects***
 - GCAB may discuss and study the potential benefits of a capital outlay project. The GCAB will provide a recommendation and report to the City Commission if a capital outlay project is identified.
- ***Explore Above Ground Crematorium Opportunities***
 - With the limited space in the cemetery and shifting demand towards cremation and inurnments, the GCAB wishes to explore the costs, benefits, and opportunities for installing a columbarium.
- ***Review and update Greenwood Cemetery Operational Procedures, Conditions and Regulations***
 - The GCAB spent a considerable amount of time in the 2021-2022 FY reviewing and updating the rules and regulations. To keep the rules and regulations current going forward they will conduct an annual read through to maintain the document.

SUMMARY AND RECOMMENDATIONS

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

	Section C	Section B	Total
Obstructed – Temporary (trees/roots)	5	50	55
Obstructed – Permanently (monument)	26	12	38
Owned	39	262	301
Available	2	86	88

The GCAB, Clerks Office, DPS, Museum, and contracted cemetery service provider continue to work collaboratively to preserve the historic charm and ambiance of Greenwood Cemetery while ensuring the highest standards of maintenance and service are being provided. The GCAB will continue to monitor data as provided by the City Clerk, work on their goals as laid out in this document, and make recommendations for future grave releases and/or improvements for the preservation and operation of the Historic Greenwood Cemetery.

The cemetery is in a state of slow growth and preservation.

For the 2023-2024 FY GCAB is encouraged to continue working on the goals as identified in this report at their regular monthly meetings. Recommendations made by the Greenwood Cemetery Advisory Board will be presented to the City Manager's Office for further direction and implementation.

August 2023 Updates

Clerk's Office Update

Staffing

Former Deputy Clerk Woods was promoted to HR Manager in May. A newly recruited Deputy Clerk Anthony Altovilla is scheduled to start working on Thursday, August 3, 2023.

Part-time Clerical Assistant Ann Tappan was promoted to a position with the Communications Team in July. This part time position is posted.

At this time the clerk's office is supported by City Clerk Bingham, part time clerical assistants Kelly Dolland and Ingrid Haddock, and Manager's Office Intern Jack McCarthy.

George Getschman Requests from March 29, 2023

1. A memorial monument for the for the grave of Mary Chase Stratton
 - Cheri Arcome, Creative Collaborations is working with George to obtain measurements and more details in order for city staff to make a decision.
2. A small sign, approximately 12' X 5", painted dark green with white letters commemorating those buried in the cemetery with no monument.
 - This project is on hold due other priorities in the city clerk's office.
3. Location of the Civil War veteran's monument for Hiram Daniels, Jr.
 - This issue was resolved the week of July 24, 2023

Perpetual Care Fund Update

Greenwood Perpetual Care Fund



Cemetery Sales

Greenwood Cemetery Sales and Availability				
	Sec B	Sec C	Resident	Non-Resident
July 2022	1	1	1	1
August 2022	0	0	0	0
September 2022	1	3	1	3
October 2022	0	0	0	0
November 2022	0	3	0	3
December 2022	0	1	0	1
January 2023	1	1	1	1
February 2023	2	0	0	2
March 2023	0	0	0	0
April 2023	0	1	1	0
May 2023	0	0	0	0
June 2023	0	0	0	0
Total Sold	5	10	4	11
Available Under Current Authorization (20% of remaining inventory)	18			
Total Available	88			

Cemetery Burials

	Sec B		Sec C		Other		Total by Month	
	Full	Crem	Full	Crem	Full	Crem	Full	Crem
July 2022	1	0	1	0	1	1	3	1
August 2022	0	1	1	0	0	1	1	2
September 2022	1	0	1	1	1	2	3	3
October 2022	0	0	0	2	0	4	0	6
November 2022	1	0	0	0	0	0	1	0
December 2022	0	2	0	0	1	0	1	2
January 2023	1	1	0	1	0	0	1	2
February 2023	1	0	0	0	0	0	1	0
March 2023	0	0	0	1	1	0	1	1
April 2023	0	0	0	1	0	1	0	2
May 2023	0	0	2	0	0	0	2	0
June 2023	0	0	0	0	1	0	1	0
Totals	5	4	5	6	5	9	15	19



CITY MANAGER'S REPORT

July 2023

Baldwin Public Library

The Library Board will meet on August 21, 2023 at 7:30 p.m. for its regular meeting. Board meetings will be held in the second floor Board Room during construction.

Phase 3 Construction Project of the Library's Front Entrance

Follow along with the library's construction project at www.baldwinlib.org/renovation. The July 2023 renovation report is available [online here](#).

Library Tour

If you'd like to learn even more about the library, join Library Director Rebekah Craft for a Behind the Scenes Tour. You'll visit staff areas, learn how items are added to the collection, and hear about new programs and services. The next tour will meet in the library's vestibule on Monday, August 7 at 4:00 p.m.

Upcoming Events of Interest

Cards for Hospitalized Kids

Thursday, July 27 — 5:00 p.m. to 7:00 p.m.

Ages 5 & up. Cards for Hospitalized Kids (CFHK) is a charitable organization that spreads hope, joy and magic to hospitalized kids across America through uplifting, handmade cards. We'll provide the supplies, you supply the well wishes! No registration required, just drop in!

End of Summer Reading After-Hours Laser Tag Party for Teens

Friday, August 4 — 6:00 p.m. to 8:00 p.m.

Celebrate after-hours at the library with laser tag, pizza, cake and ice cream, video games, and a photo booth! Registration required. Grades 7-12.

Detroit Style Pizza: A Doughtown History

Monday, August 14 — 7:00 p.m. to 8:00 p.m.

With its airy crust, cheesy corners and distinctive red sauce on top, Detroit Style pizza is enjoyed worldwide. How did this Motor City delicacy transform from a singular kitchen in Detroit to an international sensation? Travel with author Karen Dybis through this pizza's humble origins, starting with Gus Guerra putting the first square pie in Buddy's oven to the International Pizza Expo in Las Vegas, where a pizza evangelist spreads the word about Detroit Style, through the waves of chefs who have put their spin on this unique pizza style. This is a hybrid event. Registration is required to receive the Zoom link.

Register for these programs and more online at www.baldwinlib.org/calendar.

The Birmingham Museum

This summer, the Museum Board has begun developing an interpretive plan for the museum's park and grounds as part of the planned objectives in the [2021-2024 Birmingham Museum Strategic Plan](#). Interpretive plans identify important historic themes and site features, and their relationship to the larger community context. They help guide programming and educational content as a way to convey a place's unique story. At the museum, the landscape's features and proximity to the Rouge River played an integral role in the use of the unique site from the past to present-day. The interpretive plan will integrate the landscape's history with planned improvements for public access to the pond and Rouge River trail to help visitors better understand the site's past, present and future.

Birmingham Shopping District (BSD)

Movie Nights

The second Movie Night of the season was held July 14 featuring the Christmas in July feature of The Grinch with a special visit from Grinchy himself. Despite early storms that day, families filled Booth Park for what turned out to be a beautiful evening. The next movie feature is the community's choice of Despicable Me on August 11. Pre-show entertainment begins at 6:30 p.m.; movie at 7:30 p.m. A special thanks to our Movie Night sponsors, including presenting sponsor Wells Fargo Advisors; series sponsors Bank of Ann Arbor-Birmingham, Bloom Pediatrics and KW Domain; and sponsors Goldfish Swim School and TDR Orthodontics for all the free treats and giveaways.

Day On The Town

The biggest and most exciting retail event of the year, Day on the Town, is Saturday, July 29, from 9 a.m. to 5 p.m. Find deeply discounted merchandise from over 60 premium retailers, food trucks, live broadcasts, chalk art displays, kids' activities and more in stores and throughout the streets and sidewalks of downtown Birmingham. Meaghan from Mojo in the Morning and Channel 955 will broadcast live and hand out free ice cream from the Channel 955 Ice Cream Truck from 1 – 3 p.m.

Farmers Market Corn Festival

Visit the Birmingham Farmers Market on Sunday, August 6, from 9 a.m. - 2 p.m. for the annual Corn Festival. Shop bountiful peak-season produce (including corn picked just hours before the market), farm-fresh eggs, artisan baked goods and more from over 50 vendors. Enjoy live music, fresh-roasted corn, kids' activities including a petting zoo, crafts and a tractor for photo ops.

Merchant Meeting

The BSD holds a bi-monthly Merchant Meeting, open to all merchants and property owners, and the next meeting is scheduled for July 25 at 4 p.m. at The Good Day, located at 528 N. Old Woodward. The Good Day is one of the BSD's newest merchants. This month's conversation will include discussion of business workshops, a business recruitment survey (see below), showcase of Library resources for businesses and the latest in marketing and events provided by the BSD.

Business Recruitment

The Business Development Committee will be launching a business recruitment survey this week for Birmingham residents, business owners and downtown employees to participate in to gauge their business needs and interests. This is being disseminated via the Engage Birmingham platform at engage.bhamgov.org/downtownusage and will be available in hard copy at the Farmers Market.

Advisory Committees

As noted previously, the BSD is establishing three new advisory committees and focus groups to help expand its reach, communications and collaborations with specific industries and areas of the district including tourism, restaurants and North Old Woodward. The Tourism Advisory Committee will be appointed by the BSD Board, and the restaurant and North Old Woodward focus groups will receive an open invitation to a meeting in the early fall. Those interested in participating in either the advisory committee or focus groups should contact BSD Executive Director Cristina Sheppard-Decius at csdecius@bhamgov.org.

Volunteers Needed

The BSD hosts a number of events throughout the year in which volunteers are needed. This is a great opportunity to network with businesses and the community, as well as a great cause – supporting Birmingham! Volunteers are currently needed for the following events:

- Farmers Market - Every Sunday from 7 a.m. - 11 a.m. and 11 a.m. - 3 p.m.
- Day on the Town - July 29 from 7 - 11 a.m., 10 a.m. - 2 p.m. and 2 - 6 p.m.
- Birmingham Cruise Event - August 19 from 7 a.m. - 9:30 a.m., 9:30 - 11:30 a.m., 11:30 a.m. - 2 p.m., 2 - 4:30 p.m.

Volunteer duties include event set-up, tear-down, information booth, check-in and monitoring kids activities. Please contact Jaimi Brook at jbrook@bhamgov.org for more information and to sign up for the Farmers Market and Day on the Town, and utilize this [link](#) to volunteer for the Cruise event.

Special Event Planning

The Special Events and Marketing & Advertising Committees will be meeting on July 21 at 8:30 a.m. to brainstorm and plan out the 2024 event season for the BSD. The BSD is working to develop additional programming to meet our goals of increasing local frequency and expanding regional attraction.

Daxton Public Valet

There is a license agreement in place between the City of Birmingham and The Daxton Hotel for both private and public valet services. At the time the agreement was approved by the City Commission and amended in 2021, the City operated a public valet. The agreement allowed for The Daxton to utilize four parking spaces for public and private valet services at a rate of \$5 for public valet, consistent with the other public valets provided by the City. The fee for using the parking spaces for the valet pick-up and drop-off area was waived by the City Commission. The Daxton Hotel has requested an increase in the fee for the public valet that they provide in Downtown Birmingham. The current agreement allows for a 90-day termination notice period from either party prior to the renewal date of the agreement. The agreement is otherwise in perpetuity until a party terminates the agreement or amends it. The renewal date is December 1, therefore, termination of the agreement would be required by August 31 on an annual basis. City Attorney Mary Kucharek, Parking Manager Aaron Ford and BSD Executive Director Cristina Sheppard-Decius are further exploring the cost and value of the agreement moving forward in order to prepare a recommendation that will come before the City Commission in August.

BSD Summer Calendar of Events

Birmingham Farmers Market	Every Sunday now until Oct. 29 at Lot 6
Movie Nights	August 11 and September 8 at Booth Park
Day on the Town	July 29
Corn Festival at the Farmers Market	August 6
Birmingham Cruise Event	August 19
Harvest Festival at the Farmers Market	September 10

2023 Dashboard Metrics

Retail Occupancy Rate - 99% (out of 1.5 million sq.ft.)

Office Occupancy - 89% (out of 2 million sq.ft.)

11 New Business Openings in 2023 (9 more in process)

75/25% Local vs. National Mix

Commercial, Mixed-Use & Residential Development Projects In Construction/Planning - 12 projects totaling 827,727 sq. ft.

29 Active Volunteers (Board and Committee members)

Building Department

Board of Zoning Appeals

The following six cases are on the agenda for the August 8, 2023 Board of Zoning Appeals regular meeting:

1. 440 Lakeside: Requesting a variance from the minimum distance between a proposed new house and the existing home to the north.
2. 307 Westchester Way: A variance from the minimum distance between a proposed detached garage and the existing house next door to the north.
3. 1002 Pilgrim: A variance from the minimum total combined side yard setbacks to construct a second story addition on an existing nonconforming house.
4. 2649 Yorkshire: Requesting variances from the minimum distance between principal structures and the minimum distance an attached garage must be set back from the front façade of the house. The appellant is proposing to demolish an existing attached garage and build a new one with a second story addition.
5. 508 W. Lincoln: A variance from the minimum distance between the existing house and a proposed swimming pool.
6. 1115 Chapin: Requesting variances from the maximum lot coverage and building height for a proposed new detached garage.

Monthly Report

The [Building Department's monthly report](#) provides an update on the following construction activity: building permits issued, building inspections conducted, trades permits issued and trades inspections conducted. In June, we processed 467 online permit applications bringing this year's total to 2,122.

City Clerk's Office

Candidate filing deadline approaching!

The Clerk's Office must receive all paperwork from candidates for City Commission or Library Board no later than July 25, 2023 at 4:00 p.m., after which the Clerk's Office will review to ensure all petition requirements are met. The Clerk cannot extend the filing deadline for any reason. For more information regarding petition and candidate filing please visit www.bhamgov.org/elections.

City Commission and Library Board candidate and petition information

City Commission and Library Board candidates must be registered voters and residents for at least one year before the November 7, 2023 election. Petition packets containing all the information needed to run for these positions are available at the City Clerk's Office during regular business hours. Candidates must complete the petition packet's required paperwork and collect more than 25 but not more than 50 signatures from Birmingham registered voters. Signers must print their names with their current address and date. A signer may only sign one petition for each available seat; in this election that means a single voter can sign no more than four City Commission petitions and three Library Board petitions.

General Election on November 7, 2023

Birmingham will hold a general election on Tuesday, November 7, 2023. At this time, the ballot will include four Birmingham Commissioner seats and three Birmingham Library Board positions, all for four-year terms. The petition filing deadline for candidates is 4 p.m. on July 25, 2023.

Senior Millage Proposition

A .33 senior millage proposition will be on the November 7, 2023 ballot. Visit www.bhamgov.org/seniormillage for more information regarding the senior millage proposal.

New permanent absentee ballot list registration

All voters on the permanent absentee ballot application list will receive an absentee ballot application in late August for the November 7, 2023 election. One of the requirements in Proposal 2022-2 is that clerks now maintain a Permanent Ballot List. The application for the upcoming November 7, 2023 election will include new checkbox language for voters to opt into receiving a ballot for every election. Going forward, absentee ballot applications will not be required for any voter who has opted into the Permanent Ballot List. During partisan primary elections, such as the presidential primary in March 2024, permanent absentee ballot voters will need to respond to a mailing and select which ballot type they would like to receive. Typically the ballot types are Democratic Party Presidential Primary, Republican Party Presidential Primary, and if applicable, a ballot without the Presidential Primary if there is a proposal accompanying the Presidential Primary Election. A preview of the application is pictured below with the new check box to opt into the Permanent Absentee Ballot List.

APPLICATION FOR ABSENT VOTER'S BALLOT		SEE REVERSE SIDE FOR INSTRUCTIONS ➔
NOVEMBER 7, 2023 ELECTION		
I certify that I am a United States citizen and a qualified and registered elector in the CITY OF BIRMINGHAM, County of OAKLAND, State of Michigan. I apply for an official ballot, to be voted by me in the election above, and the statements in this application are true.		COMPLETE TO JOIN PERMANENT LIST: ☐ I want to vote absentee in all elections. Automatically send me an absent voter ballot for all elections.
WARNING: A PERSON WHO MAKES A FALSE STATEMENT IN THIS DECLARATION IS GUILTY OF A MISDEMEANOR.		
1 Sign/Date	VOTER SIGN HERE I certify that I am a United States citizen and that the statements in this Absent Voter Ballot application are true. Power of attorney is not acceptable Signature of Absent Voter _____ Date ____/____/____	FOR CLERK'S USE ONLY Filed _____ Mailed _____ Ballot # _____ Returned _____ Wd./Pct. # _____ Clerk _____
2 Complete	YEAR OF BIRTH ____/____/____	
3 Complete	VOTER CONTACT INFORMATION Phone _____ Email _____	
NOTE: Michigan law requires that A.V. Ballots be sent to your registered address unless you are hospitalized, institutionalized, or at an address outside of your community. Complete the following ONLY if you want your ballot sent to an address outside of your community or to a hospital or other institution. Absentee ballots will not be forwarded by USPS.		
4 Complete if Needed	Complete Only If You Want Your Ballot Sent To A Temporary Address. We can mail it to you where you are. If additional addresses are needed or plans change, contact your local clerk. Date Leaving For Temporary Address ____/____/____ Date of Return ____/____/____ (PLEASE PRINT) Temporary Address _____ City _____ State _____ Zip _____	

Absentee Voter Information

Voters who wish to vote absentee will need to fill out an Absentee Ballot Application. This application will be mailed to anyone on the Permanent Absentee Application List in late August for the November 7, 2023 election. An application will need to be completed and returned to the Birmingham Clerk's office in order to receive the absentee ballot. If you are not on the permanent list, you can request an Absentee Ballot Application by going to www.michigan.gov/vote after August 24, 2023.

Absentee ballots will be mailed not earlier than September 28, 2023 to voters who submitted an application. Absentee ballots can be returned in person to the Clerk's office, in the dropbox located behind City Hall, or mailed to City Clerk, P.O. Box 3001, Birmingham, MI 48012.

Early Voting

Another component of proposal 2022-2 includes a Constitutional right to no less than 9 days of early voting in each statewide and federal election (even year election) for no less than 8 hours per day. Although the upcoming November 7, 2023 election is not a statewide or federal election, Oakland County Elections Division, the City of Birmingham, Bloomfield Township and Southfield Township plan to work together to pilot early voting at the Bloomfield Township Library. Stay tuned for more information on early voting.

New Military and Overseas Voter Changes

The governor signed legislation on May 3, 2023 to allow additional time to receive absentee voter ballots from military and overseas voters. This change comes after Michiganders approved Ballot Proposal 22-2 to amend the state's Constitution last year. The new law states that absentee ballots from military and overseas voters will be counted if the ballot return envelope was postmarked on or before Election Day and received within six days following the election. Voters who are in the military or will be overseas during the November 7, 2023 election must apply for a MOVE ballot at <https://www.fvap.gov/michigan>.

Greenwood Cemetery Advisory Board

The next meeting for the Greenwood Cemetery Advisory Board will be Friday, August 4th, 2023 at 8:30 am. The board will begin working on the draft annual report for 2022-2023 and have a strategic planning discussion.

Ethics Board

The next Ethics Board meeting date is yet to be determined. A meeting should be scheduled in the near future to review the draft opinion for Commission Baller regarding the establishment and administration of foundations. More information on the Ethics Board is available at www.bhamgov.org/ethics.

Board Appointments

The City of Birmingham is looking for dedicated individuals who want to give back to their community by serving on one of our many boards or commissions. Birmingham's different boards and commissions make recommendations that shape the City's future. Serving on a board or commission is a great way to get involved in your community, meet new people and make a positive impact. Don't miss out on the chance to make a difference - go to www.bhamgov.org/boardopportunities to view all the available openings.

Board	Openings	Application Due by Noon
Ad Hoc Aging in Place Committee	1 Member	Until Filled
Ad Hoc Environmental Sustainability Committee	None	
Advisory Parking Committee	1 large retail member term ending 9/1/2025	Until Filled
Architectural Review Committee	1 regular member term ending 4/11/2026 1 regular member term ending 4/11/2025	Until Filled
Birmingham Shopping District	1 business representative term ending 11/16/2026	Until Filled
Birmingham Area Cable Board	1 regular members terms ending 3/30/2026 1 regular member term ending 3/30/2024 1 alternate member term ending 3/30/2025	Until Filled

Board of Building Trades Appeals	None	
Board of Review	2 alternate members term ending 12/31/2025	Until Filled
Board of Zoning Appeals	1 alternate members term ending 2/18/2026	Until Filled
Brownfield Redevelopment Authority	1 Regular Members term ending 5/23/2026 1 regular member Term ending 5/23/2024	Until Filled
Design Review Board	None	
Ethics Board	2 Alternate members term ending 6/30/2026 1 Regular Member term expiring 6/30/2026	Until Filled
Greenwood Cemetery Advisory Board	None	
Hearing Officer	None	
Historic District Commission	None	
Historic District Study Committee	1 Regular member term ending 6/25/2026	Until Filled
Housing Board of Appeals	3 Regular Members, terms ending 5/4/2026	Until Filled
Martha Baldwin Park Board	1 Regular member term ending 5/1/2024 1 Regular members term ending 5/1/2027	Until Filled
Multi Modal Transportation Board	None	
Museum Board	None	
Parks & Rec Board	None	
Planning Board	None	
Public Arts Board	1 alternate member term ending 1/28/2025 1 alternate member 1/28/2026	Until Filled
Retirement Board	None	
Stormwater Utility Appeals Board	3 regular member term ending 1/31/2026 2 alternate members 1/31/2025	Until Filled
Triangle District Corridor Improvement Authority	1 regular business owner term ending 12/15/2026	Until Filled

Ad Hoc Aging in Place Committee

The first [Ad Hoc Aging in Place Committee](#) meeting is scheduled for Wednesday, July 26, 2023 at 4:00 p.m. in conference rooms 202 and 203 at City Hall. The first meeting will feature Mr. Jim Ellison, Chief of Adult Services for Oakland County, as a guest speaker. Mr. Ellison will be providing a brief description of his role and what the County is doing at this time for older adults. The meeting is open to members of the public and available on Zoom at <https://bhamgov-org.zoom.us/j/82275236303>.

The function of the Ad Hoc Aging in Place Committee (AIP) is to study current demographic trends, evaluate the needs of the City's aging population and to prepare a City-wide action plan outlining the vision and goals to improve the health, safety and welfare of senior citizens and encourage residents to age comfortably in Birmingham.

Update on the Purchase of the YMCA Building

The closing on the purchase of the YMCA building at 400 E. Lincoln is currently scheduled for July 26, 2023. All title research and title insurance has been obtained, as has a current survey of the property. As noted in the purchase agreement, the City will bring \$1,500,000 to closing, \$500,000 of which will be a contribution from NEXT. The City will pay an additional \$500,000 to the YMCA in one year. Should the City Commission approve the three year lease agreement with the YMCA on July 24, 2023, the YMCA will continue to operate out of the building, and continue to cover operational costs and standard building and property maintenance costs as outlined in the lease. This will allow the City, the YMCA and NEXT a transition period to plan for the future renovation and use of the building.

City staff will meet with representatives of the YMCA in early August to discuss a succession plan for the retirement of Helene Weir later this year, to ensure the City has a direct contact to continue planning for the renovation and future use of the building, and the continued inclusion of the YMCA on the site. City staff has also begun meeting with representatives of NEXT to review their existing and future space needs, and to develop a plan for a long term transition of both NEXT and the YMCA into a joint use of the building and necessary improvements to the facility and grounds.

Next Steps

The City will work with the YMCA and NEXT to review each organization's program and space planning needs to begin conceptual space planning and to develop a scope of work for future renovations to the building. Once the scope of work has been developed, it is anticipated that the City would issue a Request for Proposals for architectural design services. The City will also need to develop a financial plan for both interim and long-term operations and improvements such as ongoing NEXT fundraising, municipal contributions from member communities and other benefiting communities, joint user fees for senior and/or recreation facilities, and the identification and pursuit of grant funding.

GovPilot Reminder

City Commissioners are reminded to refer residents to the GovAlert app when approached by residents who have a concern regarding the City. Concerns submitted via the GovAlert app are immediately distributed to the appropriate staff members for the most expedited response. The system enables the City to track data and provide a consistent, professional response to the complainant. When one commissioner delivers a concern to City staff on behalf of a resident, it may appear that the individual commissioner is personally solving the concern rather than as a part of a team of seven elected officials.

GovPilot instruction cards, sized to conveniently fit inside a wallet or pocket, continue to be available for distribution to residents and neighbors who wish to share a concern with the City. As always, residents are encouraged to use the GovAlert app or [website form](#) to submit non-emergency concerns to the City.

Commissioners who receive a direct message regarding a City concern are encouraged to consider the following sample response:

Dear (Name),

As a City Commissioner, ensuring your concern is heard and addressed is very important to me. For expedited service, I encourage you to submit your concern to the City of Birmingham using the GovAlert Mobile app. The free app is user-friendly, and your concern will be received by the appropriate staff member for prompt service. Step-by-step instructions are available at www.bhamgov.org/govalert. Concerns may also be submitted at www.bhamgov.org/citizenrequests.

Sincerely,

Commissioner (Name)

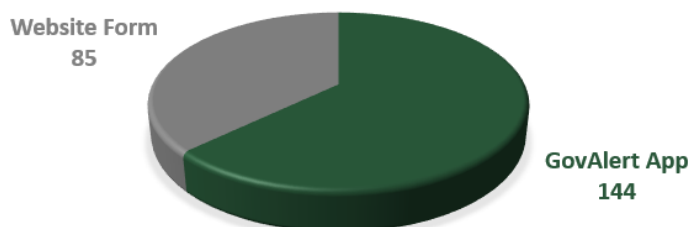
GovPilot Quarterly Report

During the second quarter of 2023, we received a total of 229 citizen requests through the GovPilot system, 144 of which were received via the GovAlert app, and 85 via our [website form](#). So far this year, we have received a total of 423 citizen requests through the GovPilot system, 248 of which were received via the GovAlert App, and 175 via our website form.

GOVPILOT QUARTERLY REPORT

APRIL - JUNE 2023

229 CITIZEN REQUESTS RECEIVED



Communications

Summer Update

It's a busy and exciting time of year for the communications team. There is much to share with residents all year, but especially during warm months when there are special events and construction projects to supplement our busy messaging schedule. While work continues on social media content preparation, posts and reels, project and event eblasts, newsletters and press releases, we also have several educational videos we will soon publish to expand our video series. Keep an eye out for them soon across all [City communications](#).

Engage Birmingham

Engage Birmingham has enjoyed a renewed flurry of activity. Projects about sustainability, the Parks and Recreation Master Plan, and especially "Name Our Police Therapy Dog" have drawn more than 650 new users and more than 1,000 engagements over the past month. [Visit the site](#) to see our thriving projects and share your feedback.



Around Town e-Newsletter

The communications team is working on the August edition of the Around Town e-Newsletter, which will include information about the Police Department's new therapy dog, the Birmingham Cruise Event, parks and recreation projects, ice skating classes, new businesses and more. Follow [this link to view the July edition](#) of the Around Town e-Newsletter.



AROUND TOWN E-NEWSLETTER • JULY 2023



BIRMINGHAM CITY COMMISSION - UPCOMING AGENDA ITEMS

Meeting	Topic	Commissioner	Dates Addressed	Status (resolved/ongoing)
6/5/23	Discuss unimproved streets and infrastructure	M: Host S: McLain	September Workshop	In progress
5/8/23	Parking Operations	M: Baller S: Host	5/8/23 5/22/23 5/22/23	In progress
5/8/23	Woodward Noise	M: Host S: McLain	5/8/23 6/5/23	In progress
2/27/23	Bench and Little Library for Pat Andrews	M: Host S: McLain	3/13/23 5/8/23	In progress
11/14/22	Renters Rights	M: Host	11/28/23 1/23/23 4/24/23	In progress
1/10/22	Leaf Blowers	M: Baller S: Host	1/24/22 10/3/22 4/3/23 5/8/23 6/5/23	In Progress
1/10/22	Commissioner Conduct	No vote	2/14/22 2/28/22 7/11/22 2/13/23 4/24/23 6/5/23	In progress

Resolved

Meeting	Topic	Commissioner	Status
12/5/22	Mayor/MPT Selection	McLain	Resolved
4/11/22	BBCC - Mental Health Workshop - More time to talk	M: Baller S: Haig	Resolved
5/9/22	Pickleball	Baller, no vote	Installed on 6-3-22
1/24/22	Social Districts	M: Schafer S: Boutros	No formal action taken by the Commission
5/23/22	Commission Meeting Start Time	Baller	No changes for now
8/15/22	Birmingham Country Club	M: Host S: Haig	Resolved, letter sent
8/15/22	Speed Bumps	M: Haig S: Host	Resolved
9/12/22	Banner	M: Baller S: Host	Completed
12/5/22	Lighting to sustainability board	Haig	To be explored by Sustainability Board
6/13/22	Sustainability Board	M: Schafer S: Host	Resolved
1/10/22	Food Trucks	M: Host S: Schafer	Staff monitoring
4/25/22	Improvements in Information Provision and Methodology	M: Haig S: Baller	Resolved
3/13	Community foundation (review former letter from Kucharek)	Baller	Resolved
3/28/22	City Manager Selection Process	M: Host S: Boutros	Resolved
1/9/23	Ad Hoc Senior Services Committee	M: Baller S: Longe	Resolved

Department of Public Services**Parks & Recreation Master Plan Update**

Please visit our [Parks and Recreation Master Plan webpage](#) to learn about planning currently underway for our five year Parks & Recreation Master Plan, including public engagement opportunities. An online survey and park idea map are available on this site. Additional upcoming public engagement

opportunities include a field day at Kenning Park on August 5, from 12-4 p.m. and at the Farmers Market on September 10.

The City's consultant, McKenna, will be attending the August 1 Parks and Recreation Board meeting to provide an update.

Clarification on Buckingham Property Landscape Bed Maintenance in response to Commissioner Baller's question from the [June 26, 2023 City Commission Meeting](#)

The landscape bed at this location came into existence in 2016 after ITC, the owner of the power transmission lines that run along the railroad, performed clearing of vegetation, brush and trees underneath the power lines that provided a barrier between the City property and the Railroad tracks. They removed the entire "natural brush/screening" in this area, which is considered to be part of the power company's right of way. As a result, for safety, the City installed a 6' chain link fence along the east edge. Shortly thereafter, ITC did partially contribute financially to replace plantings with lower growing native plants.

The Department of Public Services has been maintaining the area since, as Canadian thistle is prominent along the tracks. With the approval of the addendum to our Landscape Bed Maintenance Contract, the area is treated for weeds twice per month.

Trail Improvement Concept Plan

Since November of 2022, the Trail Improvement Concept Plan has been routed to various boards (Multi-Modal Transportation, Museum, Martha Baldwin, Parks and Recreation), and to department heads for review and feedback. A survey on Engage Birmingham was also available to the public. A revised concept plan incorporating all feedback will be presented at the August 1 Parks and Recreation Board meeting for a recommendation to the City Commission. The department has applied for grants through MI Sparks and the Oakland County Parks and Recreation Parks and Trailways program to help leverage funding to accomplish this project. Oakland County grant awardees are anticipated to be announced later this month, and MI Sparks Grant round two awardees will be announced in September.

Forestry Quarterly Update

Block Trimming Program

The City is divided into seven sections for a block trimming program, in which every street tree is structurally pruned on a 7-year cycle. The City's forestry services contractor, J.H. Hart, is currently working in the southeast section between Maple and 14 Mile, east of Woodward Ave. The next scheduled block is in the northwest section of the City from Maple to Quarton Rd, west of Lakeside.

June 25 Storm Report

A moderate storm with brief severe winds came through Birmingham the evening of Sunday, June 25th. The winds caused 11 City trees to completely fail, along with three reported instances of personal property damage. JH Hart and City crews cleaned up the storm damage by removing the failed trees in parks and along streets, and also running extra brush routes all week to handle the excessive amount of downed limbs.

2023 Spring Tree Planting Project Update

The 2023 Spring Tree Planting Project was completed by KLM Landscape. Crews installed 145 trees in right-of-ways, various parks and City properties. Some trees experienced heat stress and likely were not getting enough water during the drought in June. Residents are provided with proper watering instructions following the installation of the new trees, which require more water than standard lawn irrigation can provide. The City will continue to monitor the health of the trees and require warranty replacements where applicable during the appropriate planting cycle.

Miscellaneous Forestry Updates

City crews have been progressing with fertilization and tree trimming work in the parks, specifically in Barnum Park, St. James Park, Pembroke Park, Quarton Lake Park, Poppleton Park, and Linden Park.

Sixteen City street trees interfering with public utilities and accessibility were removed for engineering road construction projects on Westwood Dr., Brown St. and Pierce St.

Engineering Department

2023 Construction Update

The following construction projects are currently underway:

- Westwood, Oak, and Raynale Project: Cape seal treatment is complete and the contractor is finishing punch list items to close out the project.
- Brown Street Paving Program: The contractor is installing the exposed aggregate sidewalk, and will work on irrigation and plantings in the near future. The project is scheduled to be complete by Friday, August 18.
- Parking Lot No. 5 Slope Repair: The fence was installed, and planting will occur at the end of the summer.
- 2021 Asphalt Resurfacing Program – Parking Lot No. 5: The parking lot is currently under construction and will be completed by the end of July.
- Lincoln Hills Golf Course Tee No. 1 Tee-Box and Cart Path Improvements: The cart path has been paved; the contractor is working on final irrigation and restoration.
- 2022-2023 Cape Seal Program (Southeast corner of the City): Cape seal treatment is complete and the contractor is finishing punch list items to close out the project.
- Water Tower Maintenance and Coating:
 - o Derby Tank and Hunter Tank: Repairs and overcoat painting with the new logo installation have been completed. The contractor is finishing punch list items to close out the project.
- 2022 Concrete Sidewalk Program: The contractor has started work on miscellaneous sidewalk repairs throughout the City, including the Ann Street sidewalk located on the west side of Ann Street between Landon Street to Lincoln Street.
- Cranbrook Road Non-Motorized Pathway Improvement Program: Construction started for this project on Cranbrook Road. The contractor began work on 14 Mile and is working north.
- 2023 Concrete Sidewalk Program: The contractor is working on the following items: residential area 6: Quarton Road to Maple Road, and western City limits to Lakeside Drive, downtown area 1A: Chester Road to N. Old Woodward, and Rouge River to Maple Road, ADA Ramps within the Downtown Area, miscellaneous repairs throughout the City, miscellaneous sidewalk repairs in Shain Park, installation of bicycle pads and racks in various locations throughout the City.
- Pierce Street Paving Project (14 Mile Road to Lincoln): Construction will start on the water main replacement in late July.
- 2023 Asphalt Resurfacing Program: Resurfacing is underway on the following streets:
 - o Birmingham Blvd: Lincoln Street to 14 Mile Road
 - o Smith Street: Cummings to Woodward Ave
 - o Holland Street: Adams Road to Torry Street
 - o S. Old Woodward: Landon Street to Lincoln Street

The following construction projects are scheduled for the rest of the construction season:

- 2023 Sewer Rehabilitation Project: Construction in various areas throughout the City will begin in August.

Affected property owners will receive information about these projects. For more information, contact the Engineering Department at 248-530-1840.

Water Service Verification Program

As a reminder, the "In-Home/Business" water service line material needs to be determined as part of this program and included in the City's reporting for the State of Michigan. Property owners can schedule an inspection by an authorized City representative at (248) 303-2292 or determine the in-home/business material themselves with the steps provided in the property owner letter.

Finance Department

Budgeting Software Selection Process

The City posted an RFP for budgeting and transparency software in June, and the City received four bids to the RFP. City staff watched demonstrations of the software on July 13th and 14th. We are currently in the process of evaluating the bid responses and client references. We hope to have an agreement before the City Commission in August.

Fire Department

Welcome, Firefighter Turner

The Birmingham Fire Department is proud to welcome our newest member, Jeremy Turner. Jeremy comes to our team with over fourteen years of experience in the Flint Fire Department. Jeremy is currently a firefighter and Emergency Medical Technician (EMT), and will soon begin his paramedic training which takes over a year to complete.

Fourth of July Update

During the Fourth of July holiday, the Fire Department is pleased to announce there were no citations issued for fireworks violations and no injuries. The department also did not have any fires caused by fireworks as in previous years. The City's strict ordinance and messaging campaign is a factor in this reduction.

Human Resources

Welcome Rachel Matti

The Human Resources department welcomes HR Generalist Rachel Matti! Rachel has a bachelors in HR Development from Oakland University, her Professional in HR credential from the HR Certification Institute, and has a background in large scale HR services in the private sector. She comes with substantial background in HR compliance, onboarding and coaching a workforce of over 250 employees spread across the United States. In her free time she enjoys spending time outdoors and traveling. She looks forward to lending her expertise in the field to ensure proper compliance and resources for all employees. Welcome, Rachel!

New Hires

The City of Birmingham extends warm congratulations to our newly hired employees from June 12, 2023 to July 12, 2023. Their skills, expertise, and enthusiasm are a valuable addition to our team. We welcome them to our organization!

Department	Position	Name	Type
DPS	DPS Temp	Charles Stamell	Seasonal

DPS	DPS Temp	Jack Rutkowski	Seasonal
DPS	DPS Temp	Rose DiGiovanni	Seasonal
Library	Library Page	Amina Jawad	Part-Time
Library	Library Page	Jennifer Halpern	Part-Time
Library	Library Page	Megan Gushe	Part-Time
Library	Library Page	Angelina Belotti	Part-Time
Community Development	Secretary A	Lauren Gieraltowski	Full-Time
DPS	DPS Temp	Owen Bellows	Seasonal
DPS	DPS Temp	Adler Doerr	Seasonal
DPS	DPS Temp	Cameron Csernits	Seasonal
DPS	DPS Temp	Margaret Anderson	Seasonal
DPS	DPS Temp	Gabriel Morreale	Seasonal
Library	Library Page	Sebastian Hernandez	Part-Time
Library	Library Page	Mayoree Jones-Toubeaux	Part-Time
DPS	DPS Temp	Nathan Stebbins	Seasonal
Fire	Firefighter	Jeremy Turner	Full-Time
HR	HR Generalist	Rachel Matti	Full-Time

June Hiring Anniversaries

The City of Birmingham celebrated the hiring anniversaries of several employees. Their unwavering commitment, hard work, and genuine compassion have left a profound and lasting impact on our community. We extend our heartfelt appreciation for their exceptional service and dedication. Their contributions are deeply valued and recognized.

Years Of Service	Employee	Department	Position
25	James Lotridge, Jr	Police	Parking Enforcement

25	Joshua Husted	Police	Police Sergeant
22	Daniel O'brien	Library	Library Page
21	David Blanchette	Building Maintenance	Building Maintenance
21	Debra Gantz	Library	Substitute Librarian
20	Ryan Kearney	Police	Police Captain
20	Matthew Bartalino	Fire	Asst. Fire Chief- Operation
19	Kristen Tait	Library	Library Department Head
10	Mark Mischle	Fire	Fire Lt/AEMT
9	Grant Ankney	Fire	Fire / AEMT
9	Adam Knowles	Fire	Fire Lt/ AEMT
8	Michael Manzo	Police	Police Sergeant
8	Seth Barone	Police	Police Officer
4	Jamil Kim	IT & Communications	Media & IT Specialist
3	Antoinette Licari	Police	Police Dispatcher
3	Morgan Webb	Finance	Accounting Administrator
2	Jennifer Hassell	Library	Librarian Pt
2	Joan Tyrrell	Library	Library Network Administrator
2	Dushawn Brandy	Fire	Fire / AEMT
2	Jeremy Shultz	Fire	Fire / AEMT
1	Aaron Ford	Parking	Parking System Manager

Employment Opportunities

The City is currently accepting applications for the following positions. To submit an application or for more information, visit www.bhamgov.org/jobs.

Department	Position	Type	Application Closing
Building	Plumbing Inspector	Full Time	Until Filled
DPS	Fleet Mechanic	Full Time	Until Filled
DPS	Golf Course	Seasonal	Until Filled
DPS	Ice Arena	Part Time	Until Filled
DPS	Seasonal Laborer	Seasonal	Until Filled
DPS	Public Services Manager	Full Time	July 26, 2023
DPS	Streets/Sewer Water Operator	Full Time	Until Filled
Planning	Planning Intern	Seasonal	July 31, 2023
Planning/Engineering	Administrative Assistant	Full Time	August 7, 2023
Police	Parking Enforcement Assistant	Part Time	Until Filled
Police	Dispatcher	Part Time	Until Filled
Police	Officer	Full Time	Until Filled

Information Technology

Artificial Intelligence Committee

The City has formed an internal AI (Artificial Intelligence) committee. The committee has been tasked with the responsibility to review the possible usage of AI tools within the City and the benefits / risks it may have. The committee has also been tasked with the creation of a policy for its usage within the City.

To gauge its current usage, the committee has polled City staff to see if generative AI has been used for City business in any form (i.e. ChatGPT, DALL-E or other AI applications). Also, we have asked if staff sees a benefit in the use of generative AI tools to help in the performance of daily tasks.

We are currently compiling the results of that query and reviewing how other cities handle Generative AI within their daily business.

Planning Department

Planning Board

A tentative Planning Board list of scheduled and/or recently completed items is provided below:

1. Health Club/Studio Use in B4 Zoning District – Study Session (August 9, 2023)
2. 245 S. Eton – Big Rock Italian Chophouse – Special Land Use Permit, Final Site Plan & Design Review (City Commission August 28, 2023)
3. 388 S. Bates – Community House – Community Impact Study & Preliminary Site Plan Review (August 30, 2023)

Historic District Commission & Historic District Study Committee

The Preliminary Historic District Study Committee report for 1238 Buckingham is nearing completion and will be on to the next stages of review as outlined in Chapter 127 of the City Code. Next steps include transmittal to the Planning Board, State Historic Preservation Office, Michigan Historical Center, and other related bodies. After that review, at least two public hearings will be held, one of which will be at the City Commission.

Multi-Modal Transportation Board

The Multi-Modal Transportation Board will begin reviewing upcoming projects for 2024 in August.

Public Arts Board (PAB)

The PAB has received a sculpture application for Lincoln Hills Golf Course and a mural application for the Daxton Hotel. Shooting Star by John Henry was installed in the greenspace at S. Old Woodward, Haynes Street, and Woodward Ave.

Sustainability

The Environmental Sustainability Committee (ESC) is deep into the data gathering phase of the Greenhouse Gas Emissions inventory, which is slated to be complete, or near complete by the end of the year. Concurrently, the ESC is embarking on several early public engagement outreach efforts to help inform the Sustainability and Climate Action Plan, which is the second task that the ESC will be completing in 2024. The scheduled engagement activities are as follows:

- Birmingham Engage Survey – [Environmental Sustainability](#) (LIVE NOW)
- Day on the Town – July 29, 2023
- Birmingham Farmers Market – August 27, 2023

Police Department

National Night Out Against Crime

On August 1, the Birmingham Police Department will be participating in National Night Out Against Crime. This is a free event for the public and runs from 6 pm to 8 pm. The event is being held at 3350 Seyburn in the parking lot of the Auburn Hills Community Center. The event has many activities for children, including:

- Bounce House, Climbing Wall, and Slip and Slide from Oakland County Parks
- Blow up Archery and Casting Game from Bass Pro Shop
- Crafts table hosted by Home Depot
- Child fingerprint station hosted by The Masons
- Dunk Tank
- Live Band

- Hot Dogs and Chips
- Ice Cream Truck (thanks Cornerstone!)
- Fire Department Display and demonstration
- Multiple Police Agency displays
- And MORE!

Active Shooter Training

On August 30, 2023, the Birmingham Police Department will be taking part in a large-scale active shooter scenario in cooperation with Bloomfield Township Police and other area agencies. This mass casualty training incident is being held at Bloomfield Hills High School and is a valuable training exercise to provide experience, knowledge and guidance in the event we have to respond to an actual incident.

Parking Systems Update

Construction

Repairs continue at the N. Old Woodard Garage and include concrete restoration, repairs to the handrails, painting of ceilings, walls, and stairwell walls, and the installation of LED lights.

The surface lot portion of the N. Old Woodward Garage (Lot 5) is being repaved. The lot had deteriorated significantly and the striped lines were worn away to the point that much of them were not visible. The newly repaved and restriped lot should improve the look and parking experience significantly.

Capacity

JUNE AVG CAPACITY	
Chester Garage (880)	31.00%
Old Woodward (745)	21.00%
Park Garage (811)	30.00%
Peabody Garage (437)	38.00%
Pierce Garage (706)	76.00%

Future Agenda Items

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

Future Workshop Items

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