

GREENWOOD CEMETERY ADVISORY BOARD AGENDA

Friday, September 5, 2025

700-735 Oak Ave. Birmingham, MI 48009

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.

The Greenwood Cemetery Advisory Board shall hold at least one public meeting in each quarter.

I. CALL TO ORDER

Chairperson, Linda Buchanan

II. ROLL CALL

City Clerk, Alexandria Bingham

III. 2025-2026 Organization

- A. Congratulations to reappointed and new members
- B. Nomination and Selection of Chair and Vice Chair Person

IV. APPROVAL OF THE MINUTES

- A. Approval of meeting minutes of May 2, 2025

V. UNFINISHED BUSINESS

VI. NEW BUSINESS

- A. Draft 2024-2025 Annual Report
- B. Future Business
 - a. October 3, 2025
 - i. Finalize the 2024-2025 Annual Report
 - ii. Discuss goals and priorities
 - iii. Follow up on columbarium opportunities consideration
 - b. Other Items for Consideration

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 Reports ([May](#), [June](#), [July](#), [August](#))

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

IX. BOARD COMMENTS

X. ADJOURN

Next Meeting: October 3, 2025 at the Municipal Building – 151 Martin Street

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) 644-3405 (TDD) at least one day in advance to request mobility, visual, hearing or other assistance.

Las personas que requieran 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).

September 5, 2025

Greenwood Cemetery Advisory Board Minutes
May 2, 2025
700-735 Oak Ave. Birmingham, MI 48009
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, Vice Chair Linda Peterson; Board Members Paul Connell, Laura Schreiner, Margaret Suter

Absent: None

Staff: City Clerk Bingham; Parks and Recreation Manager Laird

III. Introduction of Guests

- A. Carrie Laird, Parks and Recreation Manager
- B. Cheri Arcome, Creative Collaborations

IV. Approval of the Minutes

MOTION: by Buchanan, seconded by Connell:
Minutes to be accepted as amended.

VOTE: Yeas, 5
Nays, 0

V. Unfinished Business

VI. New Business

- A. Current status of cemetery storage and consideration of columbarium opportunities

Staff and Ms. Arcome presented the item and answered informational questions.

Board discussion was as follows:

- Cremation has increased in popularity.
- Church columbaria are in use throughout Birmingham.
- It may be appropriate for Greenwood to provide that option, given that the Cemetery has a limited number of plots remaining.
- Smaller walls, benches, or planters for cremains could also be options worth considering.
- Cremation is often chosen for being a less expensive option. It may be important to price any cremation option so that it remains a lower cost option versus full burial.
- It would be necessary to make sure any investment in a cremain monument would also be worth the return on investment for the Cemetery.

- People with plots in Greenwood may advocate for the ability to have upright monuments if upright cremain monuments are installed.
- The ground condition would need to be ascertained before any potential installations, and a cement foundation would likely be necessary.
- The garage could be replaced with a columbarium. The garage could also be aesthetically restored, and a columbarium could be installed nearby.
- A storage facility for what is presently stored in the garage would be necessary.
- Mr. Connell will attempt to get some quotes for a three phase columbarium wall from his industry contacts.
- Taller cremain monuments may not be popular options with the residential neighbors.
- The Pine Lake Cemetery’s columbarium style might be appropriate in the Greenwood context. GCAB members should visit Pine Lake in order to get a sense of the columbarium style.
- Local funeral directors have confirmed that a columbarium would be used at Greenwood.
- The columbarium could be green or another color that would make it blend more into the context.
- Concerns were raised about whether columbarium niches would be sold in the location discussed.
- It would be helpful to know how many niches would be available in the columbarium.
- Bronze urns may be a theft concern.
- It would be possible for purchasers of the columbarium niches to purchase open and close services, with any other services purchased independently as needed. Escrow accounts for prepayments could apply if more extensive services were offered.
- Ms. Arcome proposed a number of necessary questions for further consideration.
- Greenwood is a municipal cemetery, and should limit its offerings to ones appropriate for that function.

B. Update on Cemetery Operations – Laird and Arcome

Staff and Ms. Arcome presented the item and answered informational questions.

Board discussion was as follows:

- Turfbuilding in Section B would be helpful.
- DPS does a great job on maintenance.
- It would be useful to know if and when plots might be placed where trees were removed.

C. Future Business

- a. September 5, 2025
 - i. Begin work on the Annual Report
 - ii. Other Items for Consideration

| |
|---------------------|
| VII. Reports |
|---------------------|

- A. Update from Museum Director Leslie Pielack
- B. Update from Clerk’s Office
- C. Financial Reports
- D. Cemetery Sales & Activity

E. City Manager's Reports

VIII. Open to the Public for Matters Not on the Agenda

IX. Board Comments

Board discussion was as follows:

- The Board should come out to visit Greenwood and discuss issues biannually. October 2025 could be an appropriate next date, weather permitting.
- Carter Preservation Services was doing a good job.
- The Cemetery's remembrance tour will be held May 10, 2025.
- The Board thanked Ms. Arcome and PRM Laird for joining the meeting.

X. Adjournment

The meeting was adjourned at 9:48 a.m.

Alexandria Bingham, City Clerk


Laura Eichenhorn, City Transcriptionist

GREENWOOD CEMETERY ADVISORY BOARD



2024/2025 **DRAFT** ANNUAL REPORT

September 2025

Linda Buchanan, Chair

Linda Peterson, Vice Chair

Laura Schreiner

Margaret Suter

Paul Connell

Jacquie Patt, resigned 12/7/2024

Joseph Vercellone, resigned 12/9/2024

INTRODUCTION

The Greenwood Cemetery Advisory Board (GCAB) was established by the Birmingham City Commission on October 13, 2014. The board is charged with the duty of submitting a report to the City 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, 2024 through June 30, 2025.

DRAFT

GENERAL ACTIVITIES

Meetings

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

Q1

September 6, 2024

Q2

October 11, 2024

December 6, 2024

Q3

February 7, 2025

March 7, 2025

Q4

May 2, 2025

2024/2025 Accomplishments

- Produced the 2024-2025 Annual Report
- Recommended that ten more graves be released
- Evaluated grave prices, noting no changes were needed at this time
- Released 30 more graves
- Discussed opportunities for a columbarium in the cemetery
- Advocated for a budget expenditure request to the cemetery maintenance fund for cemetery preservation efforts that was adopted by the City Commission in the 2025-2026 FY Budget in the amount of \$17,500.

OPERATION

Sales and Financial Information

On December 1, 2019, Creative Collaborations, LLC became the 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 2024-2025 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.

| Grand Totals | | | | |
|-----------------------------|----------|-----------|-----------|-----------|
| Fiscal Year | 2021-22 | 2022-23 | 2023-24 | 2024-25 |
| Sales in B | 3 | 5 | 7 | 18 |
| Sales in C | 3 | 10 | 3 | 1 |
| Sales in Other | 0 | 1 | 0 | 0 |
| Resident Purchases | 2 | 4 | 2 | 9 |
| Non-Resident Purchases | 4 | 12 | 8 | 10 |
| Payment Plans Initiated | 0 | 0 | 3 | 0 |
| Total Graves Sold | 6 | 16 | 10 | 19 |
| Transfer of Ownership Filed | 6 | 7 | 5 | 5 |
| Additional Burial Rights | 5 | 6 | 3 | 1 |

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 the 88 available graves suitable for burial in the flush rows in Section B, and directed 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.
- 12/6/24 The Cemetery Board authorized the sale of 10 graves.
- 3/7/25 The Cemetery Board authorized the sale of 30 graves.

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 are subject to the new rates as indicated in the fee schedule.
- 3/7/25 The Greenwood Cemetery Advisory Board affirmed the current fee schedule for the price of graves.

Grave Sales Detail, July 2024 - June 2025

| Greenwood Cemetery Sales and Availability | | | | |
|--|-----------|----------|----------|--------------|
| | Sec B | Sec C | Resident | Non-Resident |
| July 2024 | 4 | 0 | 2 | 2 |
| August 2024 | 0 | 0 | 0 | 0 |
| September 2024 | 0 | 0 | 0 | 0 |
| October 2024 | 0 | 1 | 0 | 1 |
| November 2024 | 1 | 0 | 0 | 1 |
| December 2024 | 2 | 0 | 0 | 2 |
| January 2025 | 1 | 0 | 1 | 0 |
| February 2025 | 3 | 0 | 1 | 2 |
| March 2025 | 0 | 0 | 0 | 0 |
| April 2025 | 0 | 0 | 0 | 0 |
| May 2025 | 2 | 0 | 2 | 0 |
| June 2025 | 5 | 0 | 3 | 2 |
| Total Sold | 18 | 1 | 9 | 10 |
| Available Under Current Authorization (20% of remaining inventory) | 22 | | | |
| Total Available | 57 | | | |

Notes: 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.

| Section (total plots) | 7/2015 - 6/2019 | 7/2019 - 6/2020 | 7/2020 - 6/2021 | 7/2021 - 6/2022 | 7/2022 - 6/2023 | 7/2023 - 6/2024 | 7/2024 - 6/2025 | TOTAL Number of Graves Sold To Date | Number of Graves Remaining (obstructed) |
|--------------------------|--------------------|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|---|--|
| B (408) | 214 | 32 | 10 | 3 | 5 | 7 | 18 | 289 | 57 (62) |
| C (72) | 8 | 10 | 9 | 3 | 10 | 3 | 1 | 44 | 0 (29) |
| Other | | | | | 1 | | | | |
| TOTAL | 222 | 42 | 19 | 6 | 16 | 10 | 19 | 334 | 57 (91) |

Burials and Inurnments, July 2024 - June 2025

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 the National Funeral Directors Association 2024 Cremation and Burial Report, the 2024 cremation rate is projected to be 61.9% and the burial rate is projected to be 33.2%, the remaining 4.9% may be due to alternative methods such as green burials and scatter gardens, which are not available in Greenwood Cemetery. U.S. cremation rates are projected to increase significantly, reaching 82.1% by 2045, while burial rates are expected to fall to 13.3%. The City of Birmingham’s 2024-2025 cremation rate is below the national average at 53% and the full burial rate is above the national average at 47%.

| | Sec B | | Sec C | | Other | | Total by Month | |
|-----------------------|-------|------|-------|------|-------|------|----------------|------|
| | Full | Crem | Full | Crem | Full | Crem | Full | Crem |
| July 2024 | 2 | 0 | 0 | 1 | 1 | 1 | 3 | 2 |
| August 2024 | 1 | 1 | 0 | 0 | 0 | 1 | 1 | 2 |
| September 2024 | 0 | 1 | 0 | 0 | 0 | 1 | 0 | 2 |
| October 2024 | 0 | 1 | 1 | 0 | 1 | 1 | 2 | 2 |
| November 2024 | 2 | 0 | 0 | 0 | 2 | 0 | 4 | 0 |
| December 2024 | 1 | 0 | 0 | 0 | 0 | 0 | 1 | 0 |
| January 2025 | 0 | 1 | 0 | 0 | 0 | 1 | 0 | 2 |
| February 2025 | 1 | 0 | 0 | 0 | 0 | 0 | 1 | 0 |
| March 2025 | 0 | 0 | 0 | 1 | 0 | 1 | 0 | 2 |
| April 2025 | 1 | 2 | 0 | 0 | 0 | 1 | 1 | 3 |
| May 2025 | 1 | 0 | 1 | 0 | 0 | 0 | 2 | 0 |
| June 2025 | 0 | 1 | 0 | 0 | 0 | 1 | 0 | 2 |
| Totals | 9 | 7 | 2 | 2 | 4 | 7 | 15 | 17 |

Perpetual Care Fund

Revenues from grave sales are used to increase the Perpetual Care Fund (PCF) 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 2024 through June 2025:

2024 Q Ending September 30

| | |
|--|-----------------|
| Proceeds from cemetery plot sales and service fees | \$ 32,200.00 |
| Investment income | <u>9,854.32</u> |
| Revenue for Perpetual Care Fund | \$ 42,054.32 |

2024 Q Ending December 31

| | |
|--|------------------|
| Proceeds from cemetery plot sales and service fees | \$ 16,400.00 |
| Investment income | <u>12,039.96</u> |
| Revenue for Perpetual Care Fund | \$ 28,439.96 |

2025 Q Ending March 31

| | |
|--|------------------|
| Proceeds from cemetery plot sales and service fees | \$ 32,600.00 |
| Investment income | <u>10,928.35</u> |
| Revenue for Perpetual Care Fund | \$ 43,528.35 |

2025 Q Ending June 30

| | |
|--|-------------------|
| Proceeds from cemetery plot sales and service fees | \$ 41,600.00 |
| Investment income | 11,160.25 |
| Unrealized Gain | <u>120,639.97</u> |
| Revenue for Perpetual Care Fund | \$ 173,400.22 |

Notes

1. An account was created within the General Fund to better track cemetery expenses by differentiating cemetery maintenance invoices from the maintenance of other City properties such as parks. 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. The focus of the PCF is 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.
3. The PCF is generating approximately enough funds to cover basic lawn maintenance and tree service based on current charges, but not enough for snow removal or other improvements to the cemetery.

CITY OF BIRMINGHAM
 PERPETUAL CARE FUNDS
 INVESTMENT REPORT
 6/30/2025

| | PRINCIPAL | INCOME | TOTAL |
|-----------------------------|------------------------|----------------------|------------------------|
| BEGINNING BALANCE 6/30/2024 | \$ 1,212,197.54 | \$ 167,003.81 | \$ 1,379,201.35 |
| SALE OF GRAVES | 84,400.00 | - | 84,400.00 |
| CAPITAL GAINS (LOSSES) | - | - | - |
| INTEREST/DIVIDENDS | - | 43,982.88 | 43,982.88 |
| CHANGE IN MARKET VALUE | <u>120,639.97</u> | <u>-</u> | <u>120,639.97</u> |
| ENDING BALANCE 6/30/2025 | <u>\$ 1,417,237.51</u> | <u>\$ 210,986.69</u> | <u>\$ 1,628,224.20</u> |
| <u>INVESTMENTS</u> | | | |
| BOND MUTUAL FUNDS | \$ 685,337.89 | 42.1% | |
| EQUITY MUTUAL FUNDS | <u>942,886.31</u> | 57.9% | |
| TOTAL | <u>\$ 1,628,224.20</u> | | |

CITY OF BIRMINGHAM
 PERPETUAL CARE FUNDS
 ANNUAL INVESTMENT REPORT
 6/30/2025

| | PRINCIPAL (NONSPENDABLE) | INCOME (SPENDABLE) | TOTAL |
|------------------------------------|--------------------------|----------------------|------------------------|
| BEGINNING BALANCE 6/30/2024 | | | |
| Pooled Funds | \$ - | \$ - | \$ - |
| Bond Mutual Funds | 480,851.99 | 113,528.08 | 594,380.07 |
| Equity Mutual Funds | <u>731,345.55</u> | <u>53,475.73</u> | <u>784,821.28</u> |
| | \$ 1,212,197.54 | \$ 167,003.81 | \$ 1,379,201.35 |
| SALE OF PLOTS | | | |
| Bond Mutual Funds | 41,200.00 | - | |
| Equity Mutual Funds | <u>43,200.00</u> | <u>-</u> | |
| | \$ 84,400.00 | \$ - | \$ 84,400.00 |
| CAPITAL GAINS (LOSSES) | | | |
| Pooled Fund | \$ - | | |
| Bond Mutual Funds | - | | |
| Equity Mutual Funds | <u>-</u> | | |
| | \$ - | | \$ - |
| INTEREST/DIVIDENDS | | | |
| Pooled Fund | | \$ - | |
| Bond Mutual Funds | | 31,441.66 | |
| Equity Mutual Funds | | <u>12,541.22</u> | |
| | | \$ 43,982.88 | \$ 43,982.88 |
| CHANGE IN MARKET VALUE | | | |
| Pooled Fund | \$ - | | |
| Bond Mutual Funds | 18,316.16 | | |
| Equity Mutual Funds | <u>102,323.81</u> | | |
| | \$ 120,639.97 | | \$ 120,639.97 |
| ENDING BALANCE 6/30/2025 | <u>\$ 1,417,237.51</u> | <u>\$ 210,986.69</u> | <u>\$ 1,628,224.20</u> |
| INVESTMENTS | | | |
| BOND MUTUAL FUNDS | 540,368.15 | 144,969.74 | 685,337.89 |
| EQUITY MUTUAL FUNDS | <u>876,869.36</u> | <u>66,016.95</u> | <u>942,886.31</u> |
| TOTAL | <u>\$ 1,417,237.51</u> | <u>\$ 210,986.69</u> | <u>\$ 1,628,224.20</u> |

CONDITION

During the 2024-2025 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
- Snow removal
- Building/fencing/road maintenance as needed
- Storage building maintenance: door repairs

- \$15,000 was allocated to restoring grave markers through Carter Preservation with oversight from the City Clerk and Creative Collaborations

STRATEGIC PLAN

The Greenwood Cemetery Advisory Board adopted the following strategic plan on April 5, 2024:



Greenwood Cemetery Advisory Board Strategic Plan Mission, Values, & 5-year Vision

Mission

The mission of the Greenwood Cemetery Advisory Board is to preserve, protect, and celebrate the rich historical, cultural, and natural heritage of the Historic Greenwood Cemetery. In respect to the ordinance establishing the parameters of the board, the board is committed to providing recommendations on modifying the rules and regulations as needed, recommending capital improvements to the Historic Greenwood Cemetery as needed, and examining future demands and making recommendations as to how to accommodate those demands. The board is dedicated to honoring the memories of those interred here, fostering an engaged and connected community, and ensuring the long-term sustainability and accessibility, while providing efficient and effective services that meet the current demands.

Values

1. **Preservation:** We value the preservation of Greenwood Cemetery's historical, architectural, and natural assets. We are committed to safeguarding its rich heritage, ensuring that future generations can appreciate its significance.
2. **Service:** Ensuring that exceptional service is available to plot owners and grieving families in Greenwood Cemetery is paramount as it not only honors the memory of their loved ones but also offers comfort, support, and a sense of dignity during their time of loss, fostering trust and lasting connections within the community.
3. **Sustainability:** We are committed to ensuring the long-term sustainability of Greenwood Cemetery. This includes responsible environmental practices, financial stewardship, and strategic planning to guarantee its continued role as a cherished community resource.
4. **Community Engagement:** We believe in actively involving the community in our efforts. We strive to engage with residents, local organizations, and stakeholders to promote a sense of ownership and shared responsibility for the cemetery's well-being.

What will the Historic Greenwood Cemetery look like in the next five years?

In the next five years, the Historic Greenwood Cemetery will continue to be beautifully maintained and well cared for. Visitors will encounter a serene landscape landscape, with preserved gravestones, monuments, and historical structures that tell the captivating stories of those interred here. Preserving the existing tree canopy is essential to maintaining the aesthetic beauty of our environment for future generations to enjoy. Educational programs and guided tours will offer immersive experiences, sharing the cemetery's rich history, cultural significance, and natural beauty with the community. Greenwood Cemetery will stand as a symbol of sustainability, with eco-friendly landscaping and energy-efficient amenities. Engaging community events will breathe life into the grounds, fostering a sense of belonging and remembrance. It will be a place where history thrives, where memories are honored, and where the spirit of preservation, education, and community truly flourishes.

What kind of accomplishments and projects will GCAB have made progress on in the next 5 years?

The accomplishments of the Historic Greenwood Cemetery Advisory Board over the next five years could include:

1. Restoration and Preservation: Undertaking significant restoration projects to repair and conserve gravestones, monuments, and historical structures within the cemetery, ensuring the physical integrity of the site.
2. Increased Community Engagement & Educational Initiatives: Expanding efforts to increase awareness of the cemetery as a City treasure and involve more community members in cemetery tours, educational programs, and volunteer initiatives. This includes expanding online resources and communications to educate the public about the historical, cultural, and natural significance of the cemetery.
3. Enhanced Accessibility and Wayfinding: Improving the accessibility of Greenwood Cemetery by implementing signage, and facilities that accommodate visitors of all abilities, making it more welcoming to a diverse range of individuals.
4. Sustainability Measures: Implementing sustainable practices within the cemetery, such as environmentally friendly landscaping, and water conservation to reduce its environmental footprint.
5. Financial Stewardship: Ensuring the financial stability of the cemetery by implementing effective strategies, seeking grants, and exploring revenue-generating partnerships.
6. Collaborative Partnerships: Maintain and expand on existing partnerships with local schools, historical societies, and other organizations to foster collaborative initiatives that benefit both the cemetery and the community.
7. Maintenance and Security: Continuing regular maintenance and considering security measures as needed to ensure the safety and tranquility of the cemetery, including regular landscaping and regular review and updates to the Greenwood Cemetery Operational Procedures, Conditions, and Regulations.

In conclusion, these accomplishments would not only contribute to the ongoing preservation of Greenwood Cemetery but also promote its role as a valuable community asset, a place for reflection and learning, and a testament to the rich history of the City of Birmingham.

PLAN FOR 2024/2025

The Greenwood Cemetery Advisory Board has prioritized the following action items for 2024-2025:

CRITICAL GOALS

Short Term

• ***Developing and Updating Policy***

- The GCAB is interested in streamlining policy documents to ensure that all policy is held in one document, the Greenwood Cemetery Operational Procedures, Conditions, and Regulations. This includes incorporating new policy regarding restoration efforts on monuments and incorporating the policy on installing monuments for persons of historic significance.

Long Term

• ***Monitor the continued growth of the Perpetual Care Fund***

- The GCAB monitors the growth of the Perpetual Care Fund and may 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***

- The GCAB members review cemetery data in regards to sales, interments 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***

- GCAB encourages efforts by the Museum Board, the Friends of the Birmingham Museum (a.k.a. the Birmingham Historical society) and other organizations to conduct projects that increase community engagement and preservation efforts.

DESIRED GOALS

Short Term

• ***Inventory of signs in Greenwood Cemetery***

- In order to update and streamline communication and wayfinding within the cemetery, the GCAB wishes to inventory and evaluate all signage in the cemetery to determine if updated signage should be budgeted for.

Long Term

• ***Monument/marker inventory survey***

- The 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. GCAB wishes to conduct this survey in the future 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. In the future efforts will be made as time allows, the Clerk’s office provides progress updates to the GCAB as needed.

- **Determine Capital Outlay Projects**
 - The 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 Columbarium Opportunities**
 - With the limited space in the cemetery and shifting demand towards cremation and inurnments, 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 the newly laid out plots in B and C and is closely monitored by the City Clerk’s office.

| 480 Total Graves in Sections B & C | Section C | Section B | Total |
|--------------------------------------|-----------|-----------|-------|
| Obstructed – Temporary (trees/roots) | 3 | 50 | 54 |
| Obstructed – Permanently (monument) | 26 | 12 | 38 |
| Owned | 43 | 289 | 313 |
| Available | 0 | 57 | 57 |

The GCAB, Clerks Office, DPS, Museum, and Creative Collaborations, the city’s contracted cemetery service provider, continue to work together to preserve the historic charm and ambiance of Greenwood Cemetery while ensuring that 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 2025-2026 FY, the GCAB is encouraged to continue working on the goals as identified in this report at their regular meetings which occur at least quarterly per city code. Recommendations made by the Greenwood Cemetery Advisory Board will be presented to the City Manager’s Office for further direction and implementation.

September Updates

Clerk's Office Update

Elections

The Clerk's office is preparing for the November 4, 2025 Local Election.

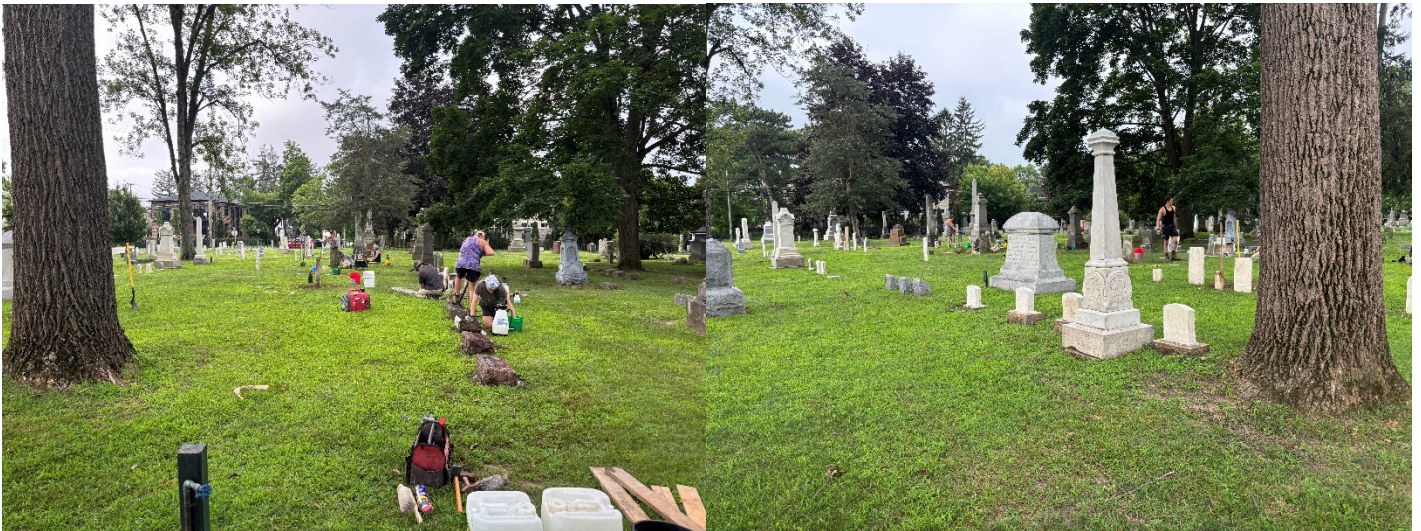
Staff

On Tuesday, July 8, 2025 the Clerk's office welcomed Kelda London, our new elections coordinator.

Carter Preservation

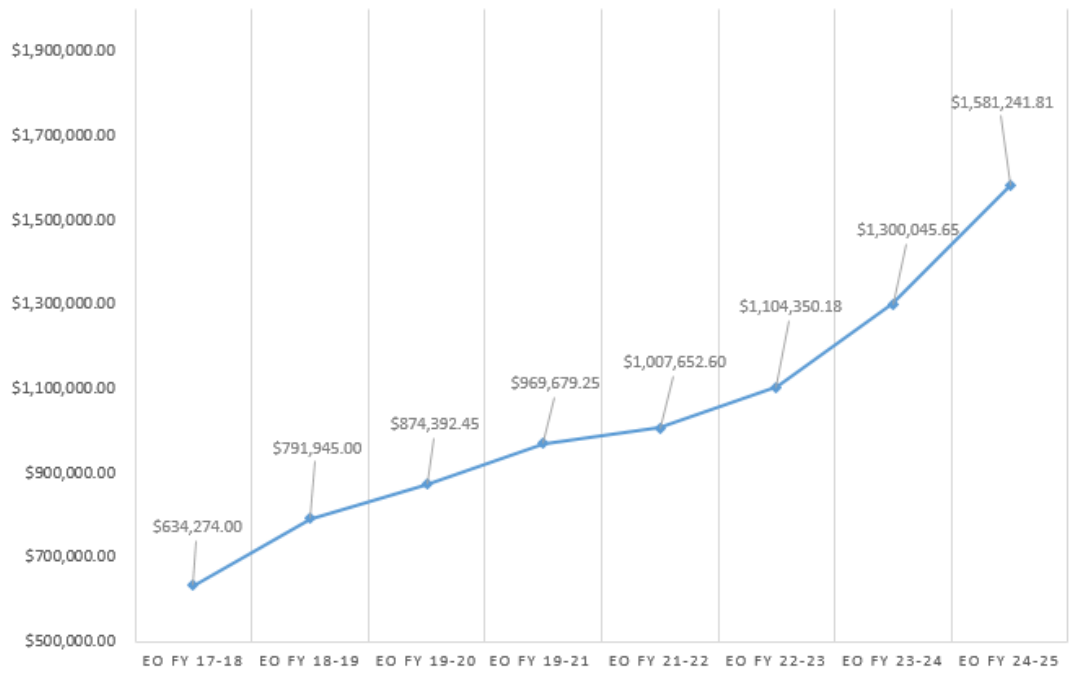
In FY 24-25 \$15,000 was budgeted for in cemetery maintenance for preservation work. The work was broken up into three phases of work costing up to \$5,000. The first two phases were completing last summer with final phase being completed in early June 2025.

In FY 25-26 \$17,500 was budgeted for in cemetery maintenance for preservation work. Similarly, the first two phases were completed in July of this year and the final phase of this budget year will occur in the spring of 2026.



Perpetual Care Fund Update

GREENWOOD PERPETUAL CARE FUND



| FY 24-25 Grand Totals | |
|------------------------------------|-----------|
| Sales in B | 18 |
| Sales in C | 1 |
| Sales in Other | 0 |
| Resident Purchases | 9 |
| Non-Resident Purchases | 10 |
| Payment Plans Initiated | 0 |
| Total Graves Sold | 19 |
| Transfer of Ownership Filed | 5 |
| Additional Burial Rights Purchased | 1 |

| Greenwood Cemetery Sales and Availability | | | | |
|--|-----------|----------|----------|--------------|
| | Sec B | Sec C | Resident | Non-Resident |
| July 2024 | 4 | 0 | 2 | 2 |
| August 2024 | 0 | 0 | 0 | 0 |
| September 2024 | 0 | 0 | 0 | 0 |
| October 2024 | 0 | 1 | 0 | 1 |
| November 2024 | 1 | 0 | 0 | 1 |
| December 2024 | 2 | 0 | 0 | 2 |
| January 2025 | 1 | 0 | 1 | 0 |
| February 2025 | 3 | 0 | 1 | 2 |
| March 2025 | 0 | 0 | 0 | 0 |
| April 2025 | 0 | 0 | 0 | 0 |
| May 2025 | 2 | 0 | 2 | 0 |
| June 2025 | 5 | 0 | 3 | 2 |
| Total Sold | 18 | 1 | 9 | 10 |
| Available Under Current Authorization | 22 | | | |
| <i>Total Available</i> | 57 | | | |

| Cemetery Burials | | | | | | | | |
|-----------------------|-------|------|-------|------|-------|------|----------------|------|
| | Sec B | | Sec C | | Other | | Total by Month | |
| | Full | Crem | Full | Crem | Full | Crem | Full | Crem |
| July 2024 | 2 | 0 | 0 | 1 | 1 | 1 | 3 | 2 |
| August 2024 | 1 | 1 | 0 | 0 | 0 | 1 | 1 | 2 |
| September 2024 | 0 | 1 | 0 | 0 | 0 | 1 | 0 | 2 |
| October 2024 | 0 | 1 | 1 | 0 | 1 | 1 | 2 | 2 |
| November 2024 | 2 | 0 | 0 | 0 | 2 | 0 | 4 | 0 |
| December 2024 | 1 | 0 | 0 | 0 | 0 | 0 | 1 | 0 |
| January 2025 | 0 | 1 | 0 | 0 | 0 | 1 | 0 | 2 |
| February 2025 | 1 | 0 | 0 | 0 | 0 | 0 | 1 | 0 |
| March 2025 | 0 | 0 | 0 | 1 | 0 | 1 | 0 | 2 |
| April 2025 | 1 | 2 | 0 | 0 | 0 | 1 | 1 | 3 |
| May 2025 | 1 | 0 | 1 | 0 | 0 | 0 | 2 | 0 |
| June 2025 | 0 | 1 | 0 | 0 | 0 | 1 | 0 | 2 |
| Totals | 9 | 7 | 2 | 2 | 4 | 7 | 15 | 17 |