GREENWOOD CEMETERY ADVISORY BOARD AGENDA
FRIDAY, FEBRUARY 7, 2025
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.*

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. INTRODUCTION OF GUESTS

IV. APPROVAL OF THE MINUTES

A. Approval of meeting minutes of December 6, 2024

V. UNFINISHED BUSINESS

VI. NEW BUSINESS

A. 2025 Meeting Topic Plan
B. Future Business
   a. March 7, 2025
   b. April 4, 2025
   c. May – No meeting scheduled
   d. June – No meeting scheduled
   e. 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 (December & January)

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

IX. BOARD COMMENTS

X. ADJOURN

Next Meeting: March 7, 2025

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

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

Greenwood Cemetery Advisory Board Minutes
December 6, 2024
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, Linda Peterson, Laura Schreiner, Margaret Suter

Absent: Jacqueline Patt, Joseph Vercellone

Staff: City Clerk Bingham; Finance Director Designee Chavez (left 8:50 a.m.), Finance Director Gerber (left 8:50 a.m.)

III. Introduction of Guests

The Chair introduced FD Gerber and FDD Chavez.

FD Gerber gave a report on the Cemetery's finances and answered informational questions from the Board.

IV. Approval of the Minutes

MOTION: by Buchanan, seconded by Connell:
To move acceptance of the September 6, 2024 minutes.

VOTE: Yeas, 5
Nays, 0

MOTION: by Buchanan, seconded by Schreiner:
To move acceptance of the minutes of October 11, 2024.

VOTE: Yeas, 5
Nays, 0

V. Unfinished Business

A. Review of the 2023-2024 DRAFT GCAB Annual Report

CC Bingham introduced the item and answered informational questions from the Board.

The Board recommended updates to the draft. CC Bingham integrated the recommended updates into the draft during discussion.

Additional Board comments were as follows:

- The report was well done and easy to read.

DRAFT

MOTION: by Buchanan, seconded by Connell:
Acceptance of the 2023-2024 annual report, as amended.

VOTE: Yeas, 5
Nays, 0

VI. New Business

A. Recommendation for Grave Release

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

Board member comments were as follows:

- If graves continue to be sold at the same pace, soon there will be no more graves to sell. The Cemetery may become stagnant at that point.
- Land is a diminishing resource, and it is to be expected that eventually there will be no more space available.
- There will continue to be ways of raising funds for the Cemetery.
- Private sales and second and third burial rights would both remain options for people to be buried in the Cemetery.
- Some of the presently obstructed graves may not remain obstructed permanently, and reclamation could be explored for the future.

MOTION: by Suter, seconded by Connell:
A release of ten more graves.

VOTE: Yeas, 5
Nays, 0

B. 2025 Proposed Meeting Schedule

The following points were raised during Board discussion:

- Meetings must be held quarterly.
- It would be preferable to have more meetings during better weather than during bad weather.
- It is important to have meetings at the end of the year.
- Meeting more often than once a quarter is beneficial.
- Last minute changes to the schedule may mean that certain members would not be able to attend those meetings.

MOTION: by Schreiner, seconded by Suter:
To adopt the meeting schedule as written, knowing that if we need to add, we can add, as well as if we need to take something away.

VOTE: Yeas, 5
Nays, 0

C. Future Business

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a. January 3, 2025 – Cancel
b. February 7, 2025
c. March 7, 2025
d. 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 (October & November)

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

IX. Board Comments

The following points were raised during Board discussion:

- There were some concerns regarding a Board member's absences, and how to proceed.
- Said Board member has made valuable contributions when in attendance.
- The City has provided useful documentation on the City's ethical requirements in the past, and Board members should take the time to review the documentation.
- A brief biographical snapshot of Solomon Caswell, who is buried in the Cemetery, was provided.

X. Adjournment

The meeting was adjourned at 9:40 a.m.

Alexandria Bingham, City Clerk

Laura Eichenhorn, City Transcriptionist

DRAFT

BIRMINGHAM
A WALKABLE CITY

Greenwood Cemetery Advisory Board
2025 Meeting Topics

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

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2. *Capital Improvements: As to what capital improvements should be made to the cemetery.*
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The Greenwood Cemetery Advisory Board shall hold at least one public meeting in each quarter.

February 7, 2025	• Approve Minutes • Plan meeting topics • Updates/Reports
March 7, 2025	• Approve Minutes • ? • Updates/Reports
April 4, 2025	• Approve Minutes • ? • Updates/Reports
May 2, 2025	NOT SCHEDULED
June 6, 2025	NOT SCHEDULED
July 4, 2025	DO NOT SCHEDULE
August 1, 2025	DO NOT SCHEDULE (possible special election)
September 5, 2025	• Approve Minutes • Review Annual Report • Updates/Reports
October 3, 2025	• Approve Minutes • Review Annual Report • Updates/Reports
November 7, 2025	DO NOT SCHEDULE (general election)
December 5, 2025	• Approve Minutes • Make recommendation on any capital improvement budget requests for FY 2026-2027 • Updates/Reports

Other Topics to Consider/Schedule

- Invite Cheri to speak from Creative Collaboration on her insights to cemetery needs/trends
- Invite Carrie from DPS to speak on her insights to ongoing cemetery maintenance and trees
- Invite David Carter to present some of his restoration work before and after pictures
- Work on critical goals
    - Short Term
        - Developing and updating any needed policy
- Work on desired goals
    - Short Term
        - Inventory and proposed updates to cemetery signage
    - Long Term
        - Capital improvement Projects
- Discuss grave prices and remaining inventory/grave releases

February Updates

Clerk's Office Update

Budgeting Cycle 2025-2026 FY	
The Creative Collaborations Contract is budgeted for	$45,600
Mowing, Spring and Fall Cleanup is budgeted for	$26,790
Preservation Work (Carter's Preservation) is scheduled to continue for the next several years	$17,500
Marking plots/snow stake installation & removal is budgeted at	$9,000
Garage upgrades, gutters and siding	$12,500
Tree maintenance and planning	$5,000
Total	**$116,390**

Department level budget meetings took place in early January in preparation for presenting the budget to the City Commission at the annual Budget Hearing scheduled for Saturday, April 26, 2025 at 8:30 a.m. The City Commission will consider and hear presentations from city staff regarding the budget proposals of each city department and seek comment from the public regarding the proposed budget. The 2025-2026 Budget will likely be presented for approval at a regular City Commission meeting in May of 2025.

Elections

Based on recent discussion at City Commission meetings the City Clerk's office does not anticipate a special May 5, 2025 election, the deadline for proposal language for a May election is early February 2025.

There is still a possibility of a special August 6, 2025 election, the deadline for proposal language for an August election is early May 2025.

There will be a local general election on November 4, 2025.

*Petition Filing Deadline: July 22, 2025 by 4:00 p.m. (for candidates)

- City Commission - Vote for no more than three, 4-year terms
- Library Board - Vote for no more than three, 4-year terms

Proposal language would be due in early August 2025.

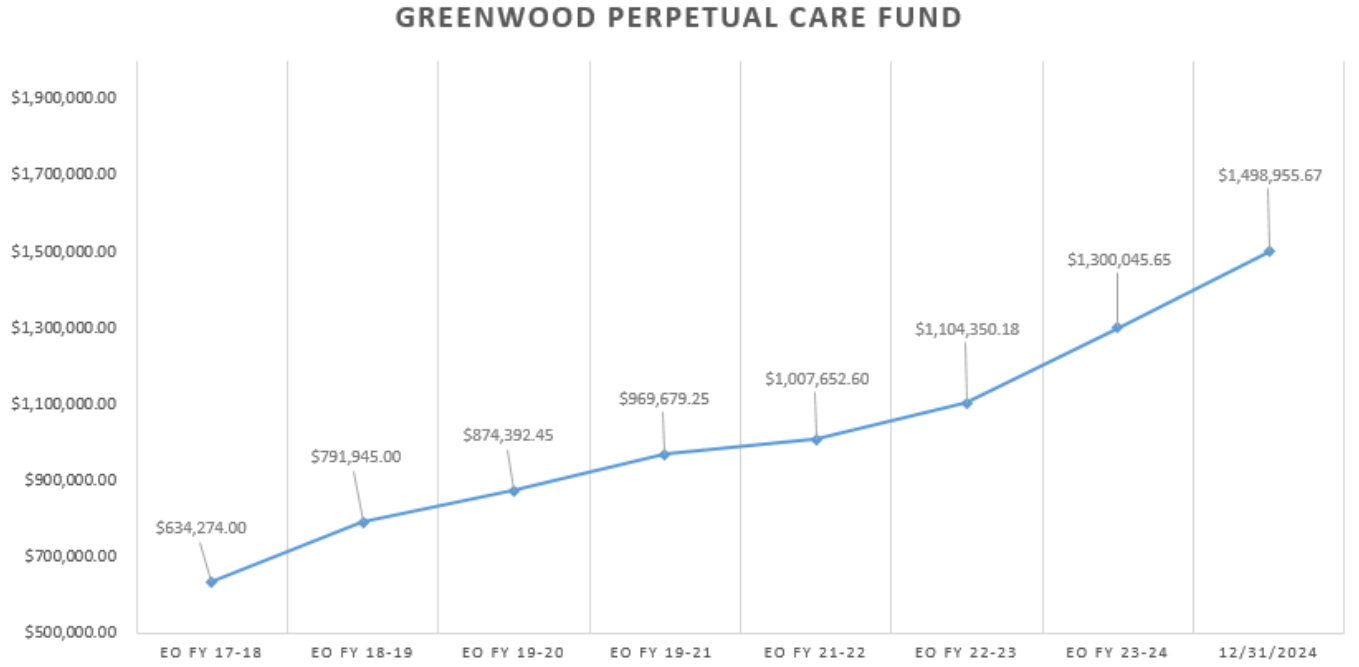
DPS Updates

Trees to be removed at Greenwood Cemetery Winter 2025

1. 33" DBH Eastern White Pine – Numerous storm damages, near historical monuments
2. 19" Norway Maple – Multiple Storm Damages, Prohibited Species, Near historical monuments
3. 29" Silver Maple- Storm damages, severe lean, Prohibited Species, Near historical monuments
4. 7" Arborvitae- Rotten base and near historical monuments
5. 27" Norway Maple- Multiple Storm Damages, Missing Canopy, Prohibited Species
6. 32" Norway Maple- Weak Limb Attachments, Multiple Storm Damages, Prohibited Species
7. 29" Norway Maple- Decay in trunk, Multiple Storm Damages, Prohibited Species
8. 25" Norway Maple- Major Cavity, Multiple Storm Damages, Prohibited Species
9. 24" Norway Maple- Hollow, Split, Multiple Storm Damages, Prohibited Species
10. 23" Norway Maple- Split in trunk, Multiple Storm Damages, Prohibited Species
11. 25" Norway Maple- Decay in trunk, Multiple Storm Damages, Prohibited Species

The DPS Forestry Team will continue to monitor conditions of all the trees in the cemetery and plant new trees as opportunities arise.

Perpetual Care Fund Update



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				
March 2025				
April 2025				
May 2025				
June 2025				
Total Sold				
Available Under Current Authorization	**10**			
Total Available	**72**			

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								
March 2025								
April 2025								
May 2025								
June 2025								
Totals	6	4	1	1	4	5	11	10

FY 24-25 Grand Totals	
Sales in B	8
Sales in C	1
Sales in Other	0
Resident Purchases	3
Non-Resident Purchases	6
Payment Plans Initiated	0
Total Graves Sold	**9**
Transfer of Ownership Filed	5
Additional Burial Rights Purchased	1