



Agenda
Greenwood Cemetery Advisory Board Regular Meeting
Friday, December 5, 2025 - 8:30 AM
151 Martin Street, Birmingham, Michigan
City Commission Room 205

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.

1. CALL TO ORDER

Linda Buchanan, Chairperson

2. ROLL CALL

Alexandria Bingham, City Clerk

3. INTRODUCTION OF GUESTS

- A. Cheri Arcome, Creative Collaborations
- B. David Carter, Carter's Preservation

4. APPROVAL OF MINUTES

- A. Approval of the meeting minutes of October 3, 2025.

5. UNFINISHED BUSINESS

6. NEW BUSINESS

- A. Presentation from Creative Collaborations and Carter's Preservation
- B. Fiscal year 2026-2027 recommended cemetery budget requests
- C. Follow up on columbarum opportunities
- D. Future Business
 - a. February 6, 2026
 - i Board Member Portal — How to use digital packets
 - ii Rules and Regulations Review & Look at Goals/Priorities for 2026

b. Other Items for Consideration

7. REPORTS

- A. Update from Museum Director Leslie Pielack (when applicable)
- B. Update from the Clerk's Office
- C. Financial Reports
- D. Cemetery Sales and Activity
- E. City Manager's Reports ([October](#), [November](#))

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

9. BOARD COMMENT

10. ADJOURN

Next Meeting: February 6, 2026

City boards and committees meet in person, and most have a virtual option available to the public. Members of the public may attend the Cemetery Advisory Board meeting in person at Birmingham City Hall or attend virtually.

Link to Access Virtual Meeting: <https://zoom.us/j/98983856041>

Telephone Meeting Access: 929 205 6099 US Toll-free

Meeting ID Code: 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.

City Hall is open to the public during regular business hours, Monday through Friday from 8 a.m. – 5 p.m. The Police Department lobby entrance on the east side of City Hall on Pierce Street operates as the after-hours public entrance.

Individuals requiring assistance to enter the building should request aid via the intercom system at the parking lot entrance gate on Henrietta Street.

Persons who require mobility, visual, hearing, or other assistance for effective participation in this public meeting should contact the City Clerk's Office at (248) 530-1880, or (248) 644-3405 (TDD) at least one day before the meeting to request help.

Las personas con incapacidad que requieren algún tipo de ayuda para la participación en esta sesión pública deben ponerse en contacto con la oficina del escribano de la ciudad en el número (248) 530-1800 o al (248) 644-3405 (para las personas con incapacidad auditiva) por lo menos un día antes de la reunión para solicitar ayuda a la movilidad, visual, auditiva, o de otras asistencias. (Title VI of the Civil Rights Act of 1964)

**Greenwood Cemetery Advisory Board Minutes
October 3, 2025
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, Vice Chair Linda Peterson; Board Members Laura Schreiner, Margaret Suter

Absent: None

Staff: City Clerk Bingham

III. Introduction of Guests

Prior GCAB member Paul Connell was in attendance.

IV. Approval of the Minutes

MOTION: by Buchanan, seconded by Suter:

To move that the minutes from September 5th, 2025 be accepted as amended.

VOTE: Yeas, 4
Nays, 0

V. Unfinished Business

VI. New Business

A. Draft 2024-2025 Annual Report

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

Board discussion was as follows:

- At the close of the fiscal year, Paul Connell was on the Board.
- The report was well done.

MOTION: by Buchanan, seconded by Suter:

To move acceptance of the draft of the annual report for '24-'25 as amended.

VOTE: Yeas, 4
Nays, 0

B. Greenwood Cemetery Advisory Board Ordinance Discussion regarding Board Composition

Board discussion was as follows:

- The day and time should remain the same.
- The Board should largely maintain its resident-only composition.
- The Board could consider opening up one or two spots to non-residents with some defined interest in the City or Cemetery.
- It could be appropriate to allow a non-resident funeral professional, since professional perspectives are valuable. It might be challenging to find a resident funeral professional interested in serving on the Board.
- Since the Board has had a difficult time filling positions, allowing one or two non-resident members or reducing the size of the Board could be appropriate.
- Alternatively, the Board should pursue increased publication of its vacancies before changing the Board composition.
- Other City boards and committees also have vacancies.
- A Board with seven members, versus fewer, adds more credibility to the Board discussions and votes.
- While the historical aspect of the Cemetery is a component of the Board's purview, it is not the Board's primary charge.
- It would be beneficial to get younger members on the Board.
- Paul Connell has been participating as a member of the public, which has been helpful.
- Public input should be encouraged.
- The ordinance should remain as-is for now, with future re-discussion being an option.

C. Set schedule for 2026

Board discussion was as follows:

- The schedule looked appropriate.

D. Future Business

- a. December 5, 2025
 - i. Updates from Cheri Arcome, Creative Collaborations & David Carter, Carter Preservation
 - ii. Discuss goals/priorities and give input on recommended budget requests for the cemetery for the 2026-27 FY
 - iii. Follow up on columbarium opportunities
- b. 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

Paul Connell commented regarding a potential columbarium and attendant details.

IX. Board Comments

Board discussion was as follows:

- The Cemetery needs turf, water, and rebuilding.
- There should be some information at the Cemetery linking to Find a Grave.
- Alternatively, that might not be appropriate since all of the buried individuals in the Cemetery are not listed on Find a Grave.
- Benches with niches should be discussed as a future topic.
- It would be helpful to have proposed measurements and any other available data about a proposed columbarium at a future meeting.
- A columbarium could be installed while a shed also remains on-site for storage. It would be important to determine if installing a columbarium near the shed might affect desirability.
- Ensuring that larger equipment could enter the shed would be necessary.
- It would be necessary to bid out a columbarium installation due to the cost.
- Getting advice from Cheri Arcome on a potential columbarium would be prudent.
- The shed should be enclosed and offer door access.
- The proposed columbarium installation area is near a number of graves.
- If the proposed columbarium were about the size of Pine Lakes', it might not be financially reasonable.
- The demand and the timing for a return on investment for the columbarium would be important to understand.
- Section F cannot be used for burial purposes according to a prior study, and it is likely also too unstable to be used for a columbarium.
- It would be worth asking Ms. Arcome whether other locations might support a columbarium.
- The Board appreciated Mr. Connell's work on providing the background information regarding a columbarium. The Board now needs to determine whether a columbarium is desirable, feasible, and cost-efficient.
- While a concern had been raised about whether the lettering on the restored headstones was becoming less legible during cleaning, it seems that is not the case.
- Carter Preservation has a very positive reputation for its restoration work.
- Frances Stern, wife of previous GCAB member George Stern, passed away. The Chair reached out to Mr. Stern to extend condolences.

X. Adjournment

The meeting was adjourned at 10:14 a.m.



Alexandria Bingham, City Clerk

Laura Eichenhorn, City Transcriptionist

DRAFT



MEMORANDUM

CLERK'S OFFICE

DATE: December 5, 2025
TO: Greenwood Cemetery Advisory Board
FROM: Alexandria Bingham, City Clerk
SUBJECT: Fiscal year 2026-2027 Recommended Cemetery Budget

INTRODUCTION:

All departments citywide are currently compiling information for requests for the 2026-2027 budget cycle.

BACKGROUND:

Specific recommended budget requests from city staff pertaining to cemetery maintenance and operation include:

- \$17,500 to continue preservation work throughout the cemetery.
- Estimates are still being gathered to project a funding request for two new cemetery signs to be placed at the entrances and exits as well as the map and signage in the center of the cemetery.
- Estimates are still being gathered to project a funding request for the installation of two bins for bulk materials (such as sand and soil). This is necessary to improve the aesthetics of the grounds and eliminate the current practice of covering random dirt piles with tarps.
- Estimates are still being gathered to project a funding request for Future Roadway Maintenance, which will likely be a capeseal treatment in 2026–2027 or a future fiscal year.

SUGGESTED COMMISSION ACTION:

Discuss the proposed budget requests and form a consensus or direction for the City Clerk to proceed with the proposed or revised requests.



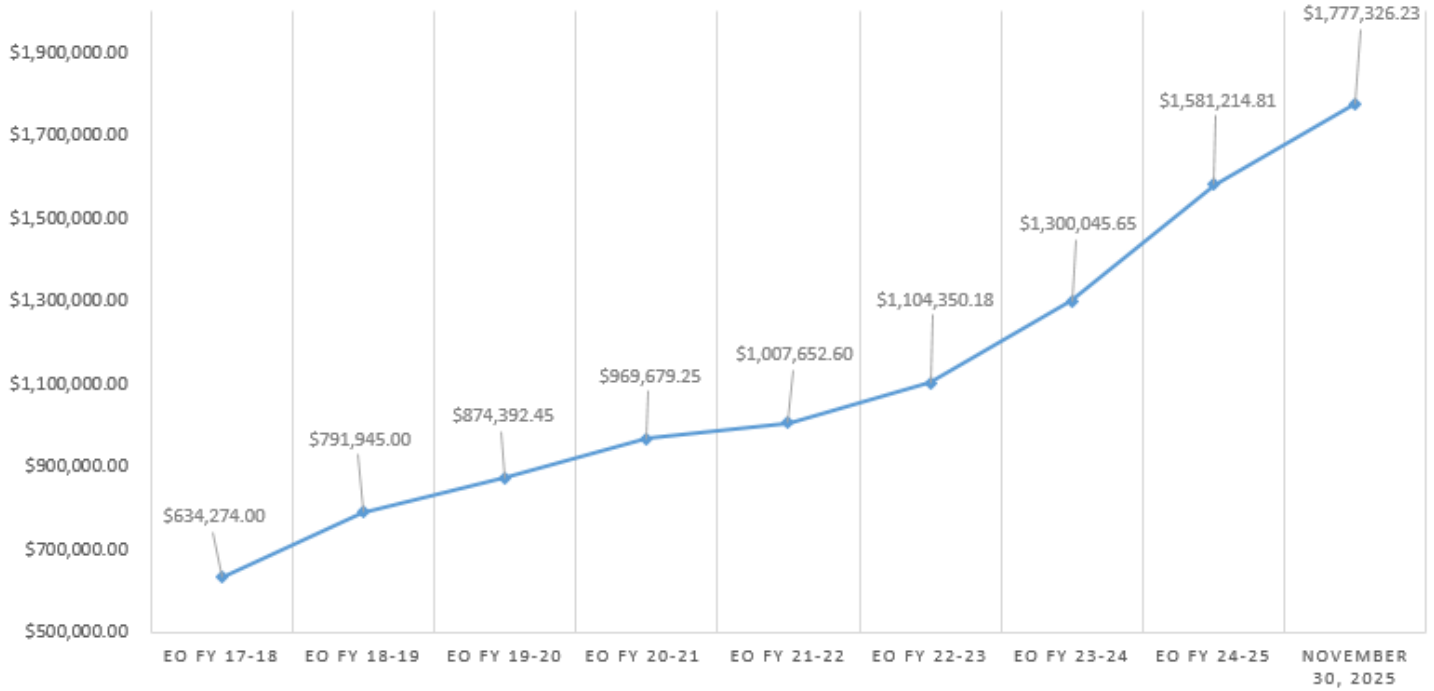
December Updates

Clerk's Office Update

The Clerk's Office is working on the 2026-2027 budget proposals, annual licenses, planning the 2026 Celebrate Birmingham Party and Parade, implementing new agenda management software for all city boards and commissions, along with various other projects.

Perpetual Care Fund Update

GREENWOOD PERPETUAL CARE FUND



FY 25-26 Grand Totals	
Sales in B	5
Sales in C	1
Sales in Other	0
Resident Purchases	1
Non-Resident Purchases	5
Payment Plans Initiated	1
Total Graves Sold	6
Transfer of Ownership Filed	2
Additional Burial Rights Purchased	6

Greenwood Cemetery Sales and Availability				
	Sec B	Sec C	Resident	Non-Resident
July 2025	0	0	0	0
August 2025	0	0	0	0
September 2025	3	0	1	2
October 2025	1	1	0	2
November 2025	1	0	0	1
December 2025				
January 2026				
February 2026				
March 2026				
April 2026				
May 2026				
June 2026				
Total Sold	5	1	1	5
Available Under Current Authorization	15			
<i>Total Available</i>	53			

Cemetery Burials								
	Sec B		Sec C		Other		Total by Month	
	Full	Crem	Full	Crem	Full	Crem	Full	Crem
July 2025	1	1	0	0	1	6	2	7
August 2025	0	0	0	1	0	1	0	2
September 2025	0	0	0	2	1	1	1	3
October 2025	0	3	0	0	1	1	1	4
November 2025	0	0	0	0	0	0	0	0
December 2025								
January 2026								
February 2026								
March 2026								
April 2026								
May 2026								
June 2026								
Totals	1	4	0	3	3	9	4	16