



Agenda
Greenwood Cemetery Advisory Board Regular Meeting
Friday, March 6, 2026 8:30 AM
151 Martin Street, Birmingham, MI
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

2. ROLL CALL

Alexandria Bingham, City Clerk

3. INTRODUCTION OF GUESTS

4. APPROVAL OF MINUTES

- a. Motion to approve the meeting minutes of December 5, 2025.

5. UNFINISHED BUSINESS

6. NEW BUSINESS

- a. Cemetery Signage Update
- b. Introduction to the Public Portal
- c. Greenwood Cemetery Advisory Board Composition Discussion
Discuss the pros and cons of the options below:
 - Changing the meeting date and time to potentially increase the availability and participation of potential board members and members of the public
 - Allowing no more than half of the board membership (three of seven) to consist of non-residents with an interest in the cemetery or skills/qualifications that would benefit the board
 - Reducing the board membership to five members, leaving one vacancy for now and a new minimum quorum of three members

Board members are also welcome to present any other ideas and possible solutions at this time which are related to improving membership and participation.

- d. Periodic Review of the Greenwood Cemetery Operational Procedures, Conditions and Regulations
- e. Future Business
 - i. May 1, 2026
 - Reevaluate grave pricing and proposed grave release.
 - ii. June 5, 2025

7. REPORTS

- a. Update from Museum Director Leslie Pielack (when applicable)
- b. Update from the Clerk's Office
- c. Financial Reports
- d. Cemetery Sales & Activity
- e. City Manager's Reports

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

9. BOARD COMMENT

10. ADJOURN

Next Meeting: May 1, 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:

Telephone Meeting Access: 929 205 6099 US Toll-free

Meeting ID Code:

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)



Minutes
Greenwood Cemetery Advisory Board Regular Meeting
Monday, December 5, 2025 - 8:30 a.m.
City Commission Room 205
151 Martin Street, Birmingham, MI

1. Call To Order

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

2. Roll Call

Present: Chair Linda Buchanan, Vice Chair Linda Peterson; Board Members Laura Schreiner, Margaret Suter

Absent: None

Staff: City Clerk Bingham

3. Introduction of Guests

Cheri Arcome, Creative Collaborations, David Carter, Carter's Preservation, and Paul Connell, former GCAB member, were acknowledged.

4. Approval of the Minutes

MOTION: by Buchanan, seconded by Schreiner:
To accept the minutes of October 3, 2025.

VOTE: Yeas, 4
Nays, 0

5. Unfinished Business

None.

6. New Business

A. Presentation from Creative Collaborations and Carter's Preservation

Ms. Arcome and Mr. Carter presented the item and answered questions from the Board.

Board members raised the following points during discussion:

- If a funeral is occurring in one section when Mr. Carter is on-site, he performs repairs in a different section so as not to disturb the proceedings.
- Board members have received positive feedback about the maintenance of the headstones.
- It seemed that photographs of the cleaned and repaired gravestones were being uploaded to the Find a Grave website.

Public Comment

Paul Connell asked about causes of gravestone breakage.

B. Fiscal year 2026-2027 recommended cemetery budget requests

CC Bingham and Ms. Arcome presented the item and answered questions from the Board.

MOTION: by Buchanan:

All in favor of agreeing that these items should be put forward as budget requests.

VOTE: Yeas, 4
Nays, 0

C. Follow up on columbarium opportunities

Mr. Connell introduced the item. Mr. Connell, CC Bingham, and Ms. Arcome answered questions from the Board.

Board members raised the following points during discussion:

- Since storage of maintenance items would still be an issue, the gazebo/columbarium combination might not be able to replace the garage.
- The gazebo/columbarium combination could likely be built smaller or customized in other ways.
- The gazebo/columbarium combination was attractive.
- The Board must determine whether this is something the Board is interested in pursuing before Mr. Connell does further work.
- While nice doors could be added to allow for storage, people may be disinclined to use the columbarium if they knew storage items were co-located there.
- There might be better locations available.
- It would be important to figure out what the breakeven investment and the potential profit would be.
- It could be possible to have smaller niches throughout the Cemetery.
- Per the information provided by CC Bingham, the Commission seems to have a number of pressing financial priorities at the moment.
- It would be difficult to ensure that all the niches would be sold.
- People usually expect to pay less for a niche than a plot.
- The City would not likely be interested in demolishing the garage at this moment since there are competing financial priorities.

- There may be a need for places to put cremated remains in the Cemetery in addition to what is already allowed in a regular plot.
- It might be possible to build a columbarium in phases, and to see how the first phase sells.
- DPS told the Board at the May 2025 meeting it likely could not have less storage on-site than the garage already accommodates.
- The area by the garage is not a large area.
- It would be necessary to know the annual maintenance costs for maintaining a columbarium.
- The possibility of creating a columbarium is likely a longer-term exploration.
- Mr. Connell received thanks for his efforts so far, and would be returning with cost estimates.

The Board lost quorum at 9:41 a.m. The Board regained quorum at 9:43 a.m.

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
 - iii. Board Composition (Requested by the Chair)

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

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

9. Board Comments

Chair Buchanan described her efforts to recruit new members to the Board.

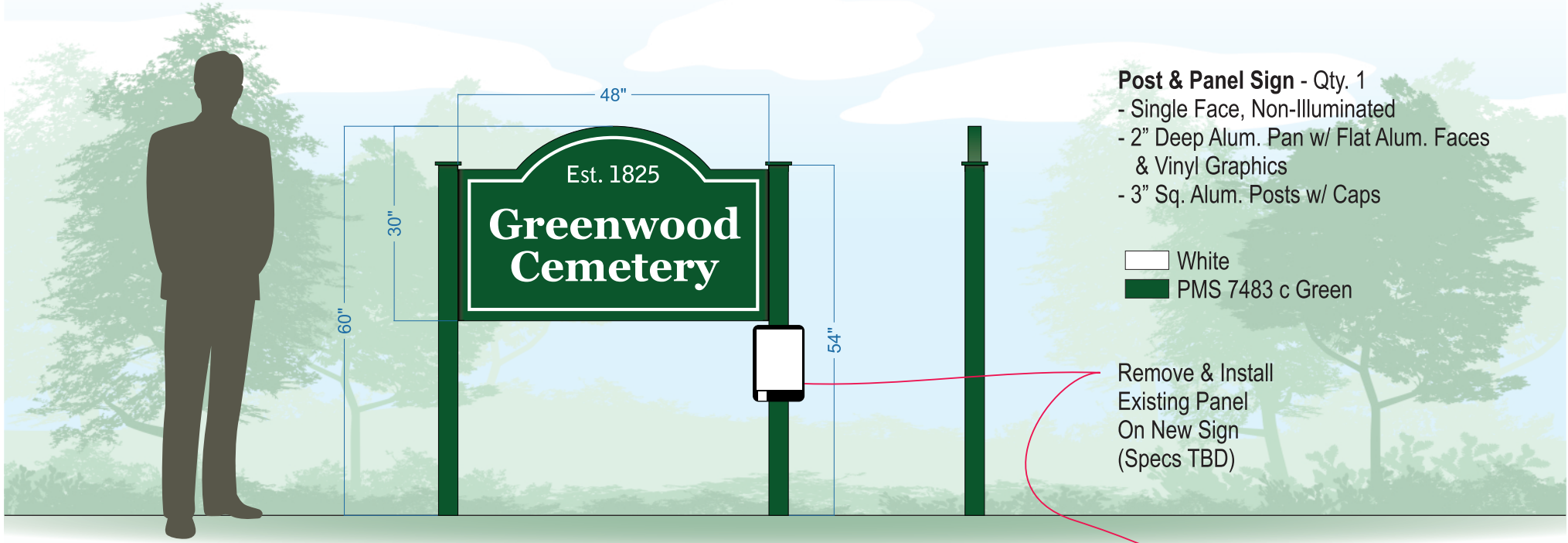
10. Adjournment

The Board motioned to adjourn at 10:07 a.m.

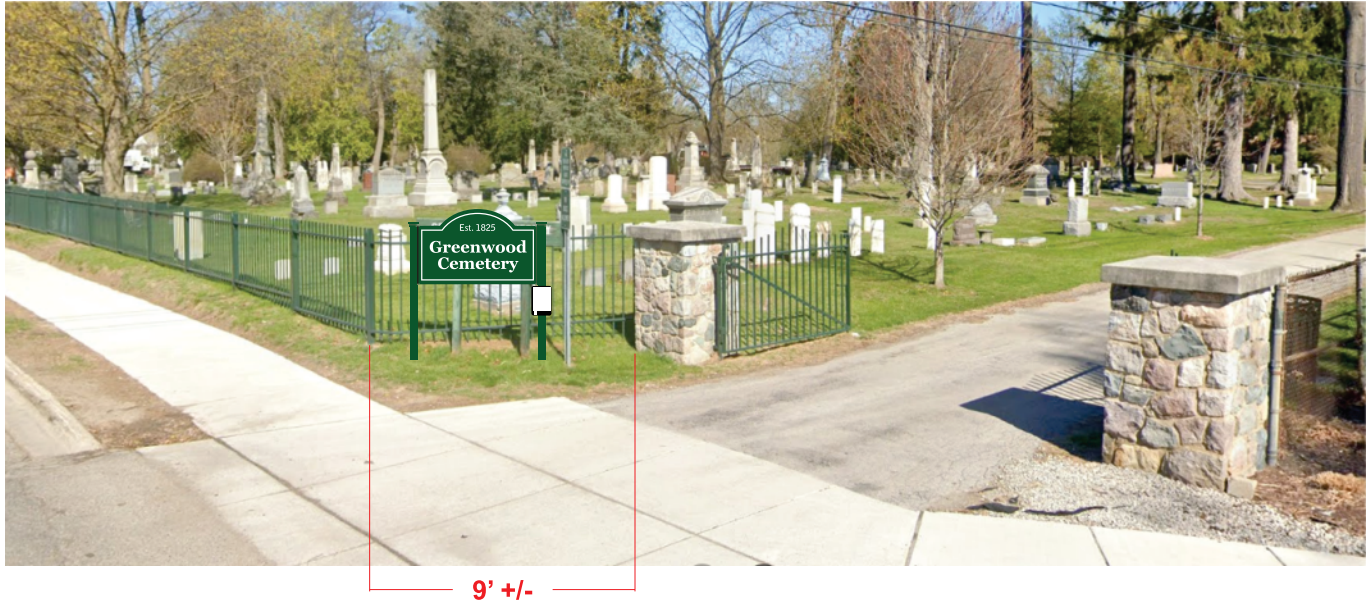
Alexandria Bingham, City Clerk



Laura Eichenhorn, City Transcriptionist



Proposed Sign



Existing Sign



Color Disclaimer: Colors displayed on screens or printed documents may appear differently than the final product. Variations can also occur due to material differences and production processes.

Design: Our estimates include the initial design and up to three revisions. Additional design work may be billed at \$90 per hour.

READY FOR PRODUCTION

X
 Signature for approval of artwork - Proceed to production as shown



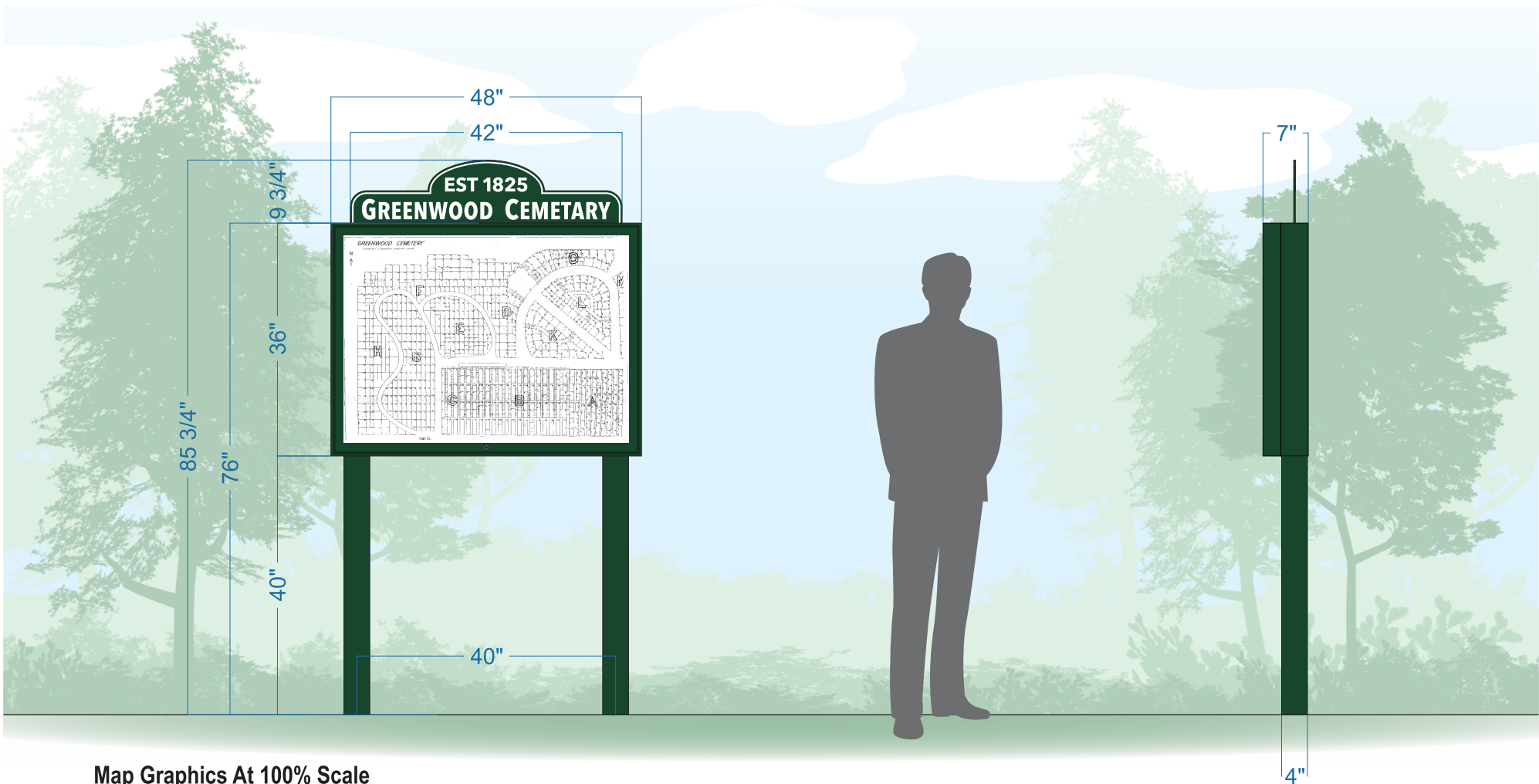
4145 Market Place
 Flint, Michigan 48507
 810-487-0000
 www.SignsByCrannie.com

Customer: Greenwood Cemetery
Address: 699 Oak Ave
 Birmingham, MI

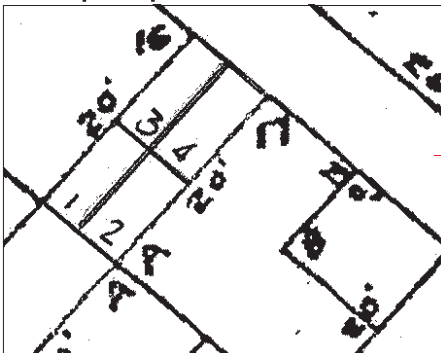
Salesperson: Nick Trifon
Date: 12-9-25
Drawn By: G. Alumbaugh
Scale: 1/2"=1'-0"

Filename: GreenwoodCemetery-25-Post&Panel
Revision: X





Map Graphics At 100% Scale



Map Graphics Provided By Customers,
& To Be Approved By Customers

Map Sign - Qty. 1

- Single Face, Non Illuminated
- Alum. Cabinet w/ Opening & Locking Face
- Clear Polycarbonate Outer Face
- Inner Face Flat Alum. Panel w/ Printed Map Graphics
- (x2) 4" Sq. Alum. Posts

Color Disclaimer: Colors displayed on screens or printed documents may appear differently than the final product. Variations can also occur due to material differences and production processes.

Design: Our estimates include the initial design and up to three revisions. Additional design work may be billed at \$90 per hour.

READY FOR PRODUCTION

X
Signature for approval of artwork - Proceed to production as shown



4145 Market Place
Flint, Michigan 48507
810-487-0000
www.SignsByCrannie.com

Customer: Greenwood Cemetery
Address: Oak Ave,
Birmingham, MI 48009

Salesperson: Nick Trifon
Date: 3-3-26
Drawn By: K.Wright
Scale: 1/2"=1'-0"

Filename: GreenwoodCemetery-26-MapSign
Revision: X





Navigating the New Public Portal

For meeting materials of the City Commission
and other City Boards

Presented by: Clerk's Office

Date: 2026

Viewing Meeting Materials Online

The City of Birmingham Clerk's Office is rolling out a new public portal to search and view City Commission and most City board meeting materials such as agendas, minutes, and notices.

The new portal contains all of the same information that was previously uploaded and available on the City website.

This presentation will cover how to navigate and find the publically available meeting materials.

The New Look

- Use the calendar to select a meeting
 - Any dates with grey have no meetings and the dates in black have meeting information available

The screenshot displays the Birmingham's Agenda and Minutes portal. At the top right, there is a 'SUBSCRIPTIONS' button. The main content area is divided into several sections:

- Calendar:** A calendar for December 2025 is shown. The date 15 is highlighted in black, indicating a meeting. Other dates are grey, indicating no meetings. Below the calendar are 'From Date' and 'To Date' input fields, both with a calendar icon and the placeholder 'mm/dd/yyyy'.
- Welcome Message:** A message stating: 'Welcome to Birmingham's Agenda and Minutes portal. To find a meeting please use the calendar widget or the following list of events. Scroll up to populate past meetings and scroll down to show future'.
- Event Categories:** A dropdown menu is set to 'City Commission'. There is also a search bar with a magnifying glass icon and a filter icon.
- VIEW TODAY:** A button with a calendar icon.
- Past Events:** A list of past events is shown. The first event is 'Monday Dec 15, 2025 at 7:30 PM EST' with a search bar above it. The event details include: 'December 15, 2025 Regular City Commission Meeting', 'City Commission Room 205 151 Martin Street Birmingham, MI', and 'Agenda Posted on: December 15, 2025 4:22 PM'. There are icons for video and download. The second event is 'Monday Jan 12, 2026 at 7:00 PM EST' with details: 'January 12, 2026 City Commission Meeting', 'City Commission Room 205 151 Martin Street Birmingham, MI', and 'Agenda Posted on: January 12, 2026 10:53 AM'. It also has video and download icons.

The New Look

- The date range box can also be used to look for meetings within a desired range

The screenshot displays the Birmingham Agenda and Minutes portal. At the top right, there is a 'SUBSCRIPTIONS' button. The main content area is divided into several sections:

- Calendar:** A calendar for December 2025 is shown, with the 15th highlighted in a dark green circle.
- Welcome Message:** A message stating: "Welcome to Birmingham's Agenda and Minutes portal. To find a meeting please use the calendar widget or the following list of events. Scroll up to populate past meetings and scroll down to show future".
- Event Categories:** A dropdown menu is set to "City Commission".
- Search:** A search bar with a magnifying glass icon and a filter icon.
- VIEW TODAY:** A button with a calendar icon.
- Past Events:** A section titled "Past Events" with a search bar and a list of events:
 - Monday Dec 15, 2025 at 7:30 PM EST**
 - [December 15, 2025 Regular City Commission Meeting](#)
 - City Commission Room 205 151 Martin Street Birmingham, MI
 - Agenda Posted on: December 15, 2025 4:22 PM
 - City Commission (with video and download icons)
 - Monday Jan 12, 2026 at 7:00 PM EST**
 - [January 12, 2026 City Commission Meeting](#)
 - City Commission Room 205 151 Martin Street Birmingham, MI
 - Agenda Posted on: January 12, 2026 10:53 AM
 - City Commission (with video and download icons)

The New Look

- The event categories box can be used to filter the visible meetings to a specific board
 - In this example the box is set to City Commission and therefore only City Commission meetings are visible

The screenshot displays the Birmingham Agenda and Minutes portal. At the top right, there is a 'SUBSCRIPTIONS' button. Below it, a welcome message reads: 'Welcome to Birmingham's Agenda and Minutes portal. To find a meeting please use the calendar widget or the following list of events. Scroll up to populate past meetings and scroll down to show future'. On the left, a calendar for December 2025 is shown, with the 15th highlighted. Below the calendar are 'From Date' and 'To Date' input fields, both set to 'mm/dd/yyyy'. On the right, an 'Event Categories' dropdown menu is highlighted with a purple box, showing 'City Commission' selected. Below this is a search bar and a 'VIEW TODAY' button. The main content area is titled 'Past Events' and lists two meetings: 'Monday Dec 15, 2025 at 7:30 PM EST' and 'Monday Jan 12, 2026 at 7:00 PM EST'. Each meeting entry includes the date, time, location ('City Commission Room 205 151 Martin Street Birmingham, MI'), and the agenda posting time. A 'City Commission' tag is visible at the bottom of each entry, along with video and download icons.

The New Look

- The search box can be used to search for a specific topic and will search all of the published documents within the specified Event Category
 - Using the search feature will open the results in the expanded view

The screenshot displays the Birmingham Agenda and Minutes portal. At the top right, there is a 'SUBSCRIPTIONS' button. Below it, a welcome message reads: 'Welcome to Birmingham's Agenda and Minutes portal. To find a meeting please use the calendar widget or the following list of events. Scroll up to populate past meetings and scroll down to show future'. The main content area is divided into several sections:

- Calendar:** A calendar for December 2025 is shown, with the 15th highlighted in a green circle. Below the calendar are two date selection fields: 'From Date' and 'To Date', both with a 'mm/dd/yyyy' format and a calendar icon.
- Event Categories:** A dropdown menu is set to 'City Commission'. To its right is a search box with a magnifying glass icon and a filter icon.
- VIEW TODAY:** A button with a calendar icon and the text 'VIEW TODAY'.
- Past Events:** A section titled 'Past Events' containing a list of events. The first event is 'Monday Dec 15, 2025 at 7:30 PM EST', which is expanded to show details: 'December 15, 2025 Regular City Commission Meeting', location 'City Commission Room 205 151 Martin Street Birmingham, MI', and 'Agenda Posted on: December 15, 2025 4:22 PM'. The second event is 'Monday Jan 12, 2026 at 7:00 PM EST', expanded to show: 'January 12, 2026 City Commission Meeting', location 'City Commission Room 205 151 Martin Street Birmingham, MI', and 'Agenda Posted on: January 12, 2026 10:53 AM'. Each event entry includes a 'City Commission' tag, a video camera icon, and a download icon.

The New Look

The screenshot displays the Birmingham Agendas & Minutes portal. On the left is a calendar for January 2026 with the 8th and 26th highlighted. Below the calendar are date selection fields. The main content area features a welcome message and a search bar containing 'Historic Preservation'. Below the search bar, a list of 13 results is shown for the 'City Commission' meeting on Monday, January 26, 2026, at 7:00 PM EST. The results include '20260126 CC Agenda Packet', '20260126 CC Agenda', 'Resolution - Historic Preservation Master Plan', 'Historic Preservation Master Plan 2026', and 'CC Minutes (DRAFT) - 1-12-26 (1)'. A scroll bar on the right side of the results list is highlighted with a blue box, and a purple arrow points to it from the text below. Green download arrows are visible to the right of each result item.

- Items matching the search terms will appear below the search bar
 - The scroll bar on the right hand side of the screen can be used to scroll between meetings for items that reoccur
 - Items can be downloaded using the green arrows to the right

The New Look

The screenshot displays the Birmingham Agendas & Minutes portal. On the left is a calendar for January 2026 with the 26th highlighted. Below the calendar are two date input fields. The main content area features a welcome message and a search bar. The search bar has a dropdown menu for 'Event Categories' with 'City Commission' selected, and a search input field containing 'Historic Preservation'. Below the search bar is a 'BACK' button. The search results section shows the date 'Monday, JAN 26, 2026, 7:00 PM EST' and the location 'City Commission Room 205 151 Martin Street Birmingham, MI'. It lists 13 results, with the following items visible: '20260126 CC Agenda Packet', '20260126 CC Agenda', 'Resolution - Historic Preservation Master Plan', 'Historic Preservation Master Plan 2026', and 'CC Minutes (DRAFT) - 1-12-26 (1)'. Each result has a download icon.

- Note: items will be filtered by the event category.
 - Changing the event category between the different boards may help narrow down the search results
 - Meanwhile, changing the event category to “All” will yield the most search results

The New Look

- The blue video recorder icon, when clicked, will open a new webpage directly to the meetings recording
 - This icon will not display until the link for the meeting has been uploaded

The screenshot displays the Birmingham Agenda and Minutes portal. At the top right, there is a 'SUBSCRIPTIONS' button. Below it, a welcome message reads: 'Welcome to Birmingham's Agenda and Minutes portal. To find a meeting please use the calendar widget or the following list of events. Scroll up to populate past meetings and scroll down to show future'. A 'VIEW TODAY' button is visible below the welcome message.

The main content area features a calendar for December 2025. The 15th is highlighted with a green circle. Below the calendar are two date selection fields: 'From Date' and 'To Date', both with a 'mm/dd/yyyy' format and a calendar icon.

On the right side, there is an 'Event Categories' dropdown menu set to 'City Commission'. A search bar is also present. Below these are two event listings under the heading 'Past Events':

- Monday Dec 15, 2025 at 7:30 PM EST**
[December 15, 2025 Regular City Commission Meeting](#)
City Commission Room 205 151 Martin Street Birmingham, MI
Agenda Posted on: December 15, 2025 4:22 PM
City Commission [Video Recorder Icon]
- Monday Jan 12, 2026 at 7:00 PM EST**
[January 12, 2026 City Commission Meeting](#)
City Commission Room 205 151 Martin Street Birmingham, MI
Agenda Posted on: January 12, 2026 10:53 AM
City Commission [Video Recorder Icon]


The New Look

- This view of the public portal is a condensed version – clicking on a specific event/meeting date will open the a new window with the full scale version of the public portal
 - Seen on the next slide

The screenshot displays the Birmingham Agenda and Minutes portal. At the top right, there is a 'SUBSCRIPTIONS' button. The main content area is divided into several sections:


- Calendar:** A calendar for December 2025 is shown, with the 15th highlighted in a dark green circle. Below the calendar are two date input fields labeled 'From Date' and 'To Date', both with the placeholder 'mm/dd/yyyy' and a calendar icon.
- Welcome Message:** A message reads: 'Welcome to Birmingham's Agenda and Minutes portal. To find a meeting please use the calendar widget or the following list of events. Scroll up to populate past meetings and scroll down to show future'.
- Event Categories:** A dropdown menu is set to 'City Commission'. To its right is a search bar with a magnifying glass icon and a filter icon.
- VIEW TODAY:** A button with a calendar icon and the text 'VIEW TODAY'.
- Past Events:** A section titled 'Past Events' with a search bar and a 'Search all content...' button. It lists two events:
 - Monday Dec 15, 2025 at 7:30 PM EST**
 - [December 15, 2025 Regular City Commission Meeting](#)
 - City Commission Room 205 151 Martin Street Birmingham, MI
 - Agenda Posted on: December 15, 2025 4:22 PM
 - City Commission (with video and download icons)
 - Monday Jan 12, 2026 at 7:00 PM EST**
 - [January 12, 2026 City Commission Meeting](#)
 - City Commission Room 205 151 Martin Street Birmingham, MI
 - Agenda Posted on: January 12, 2026 10:53 AM
 - City Commission (with video and download icons)

The New Look – Expanded View

←  **Agendas & Minutes** December 15, 2025 Regular City Commission Meeting - December 15, 2025 SIGN IN

Meeting Overview Meeting Media Meeting Files Share Meeting

Agenda 1 of 4 Automatic Zoom



Agenda

City Commission Regular Meeting

Monday, December 15, 2025 - 7:30 PM
151 Martin Street, Birmingham, MI
City Commission Room 205

- CALL TO ORDER AND PLEDGE OF ALLEGIANCE**
Clinton Baller, Mayor
- ROLL CALL**
Alexandria Bingham, City Clerk
- PROCLAMATIONS, CONGRATULATORY RESOLUTIONS, AWARDS, APPOINTMENTS, RESIGNATIONS AND CONFIRMATIONS, ADMINISTRATION OF OATHS, INTRODUCTION OF GUESTS AND ANNOUNCEMENTS.**

ANNOUNCEMENTS

APPOINTMENTS

A. Board of Review

- Kathleen Devereaux
- Jill Stress

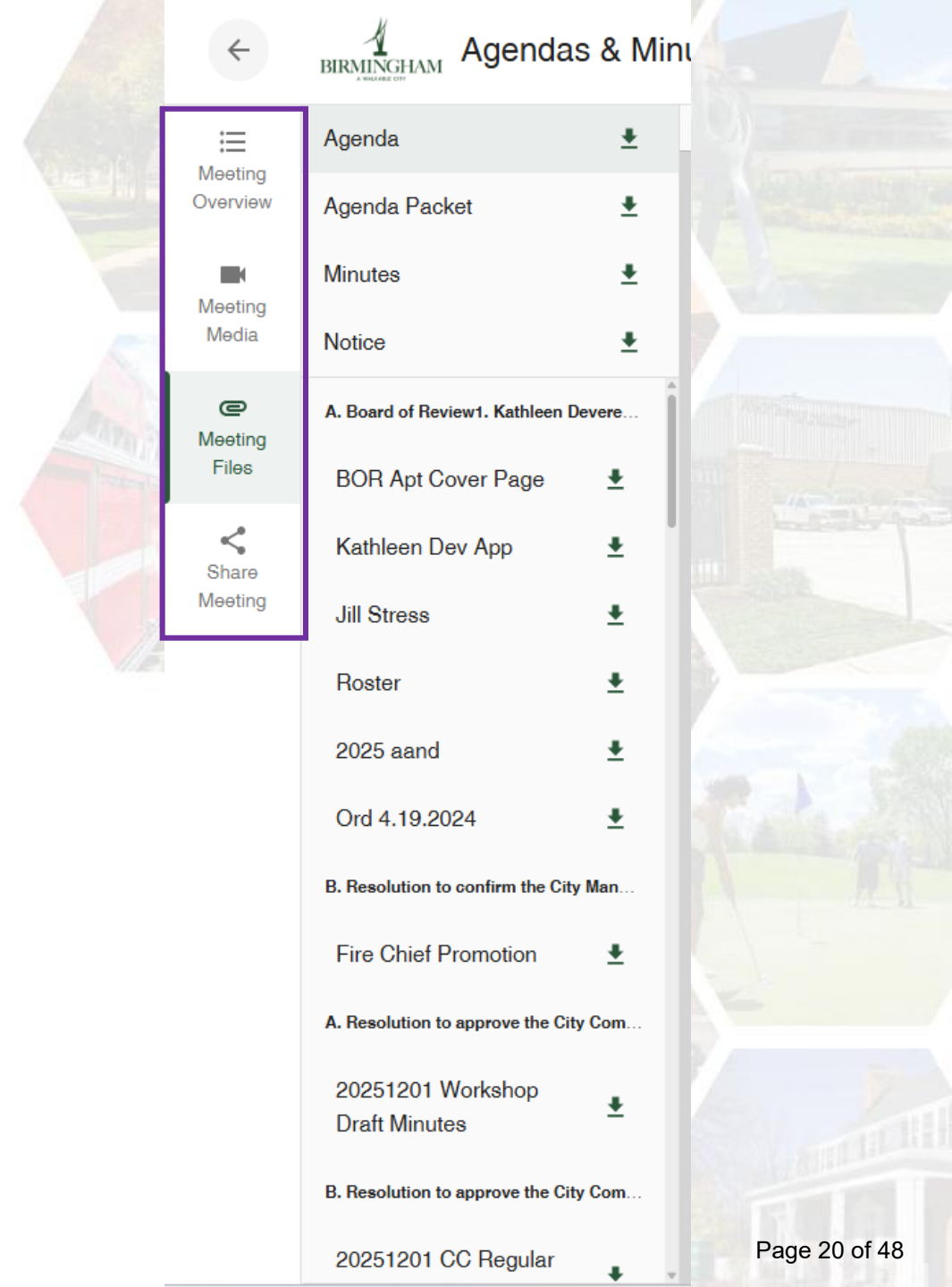
To appoint _____ as a regular member to the Board of Review to serve a three-year term to expire December 31, 2028.

To appoint _____ as a regular member to the Board of Review to serve a three-

A. Board of Review1. Kathleen Devere...
BOR Apt Cover Page
Kathleen Dev App
Jill Stress
Roster
2025 aand
Ord 4.19.2024
B. Resolution to confirm the City Man...
Fire Chief Promotion
A. Resolution to approve the City Com...
20251201 Workshop Draft Minutes
B. Resolution to approve the City Com...
20251201 CC Regular

Expanded View - Navigation Bar

- The Navigation Bar for the expanded view contains the
 - Meeting Overview
 - Meeting Media
 - Meeting Files
 - This section will not display until the link for the meeting has been uploaded
 - Share Meeting



Expanded View - Navigation Bar

- Meeting Overview
 - This view shows a simplified version of the agenda
 - Not a PDF
 - Sections can be click on to show or hide the items in that category

The screenshot displays the Birmingham Agendas & Minutes website interface. At the top right, the page title is "Agendas & Minutes" and the date is "December 15, 2025 Regular City C...". The Birmingham logo is visible in the top left of the page content. A navigation bar on the left side contains four items: "Meeting Overview" (highlighted with a purple box), "Meeting Media", "Meeting Files", and "Share Meeting". The main content area lists the following agenda items:

1. CALL TO ORDER AND PLEDGE OF ALLEGIANCE
2. ROLL CALL
3. PROCLAMATIONS, CONGRATULATORY RESOLUTIONS, GUESTS AND ANNOUNCEMENTS.

Below these are sections for "ANNOUNCEMENTS" and "APPOINTMENTS". Under "APPOINTMENTS", there is a sub-section "A. Board of Review" with two items:


1. Kathleen Devereaux
2. Jill Stress

Text below the items reads: "To appoint _____ as a regular member to the Board of Review to" (repeated twice). A list of links follows:

- ☞ BOR Apt Cover Page
- ☞ Kathleen Dev App
- ☞ Jill Stress
- ☞ Roster
- ☞ 2025 aand
- ☞ Ord 4.19.2024

At the bottom, a partially visible item "B. Resolution to confirm the City Manager's appointment of Assistant Fire Chief" is shown. The page number "Page 21 of 48" is visible in the bottom right corner.

Expanded View - Navigation Bar

←  **Agendas & Minutes** December 15, 2025 Regular City Commission Meeting - December 15, 2025

Meeting Overview

Meeting Media

Meeting Files

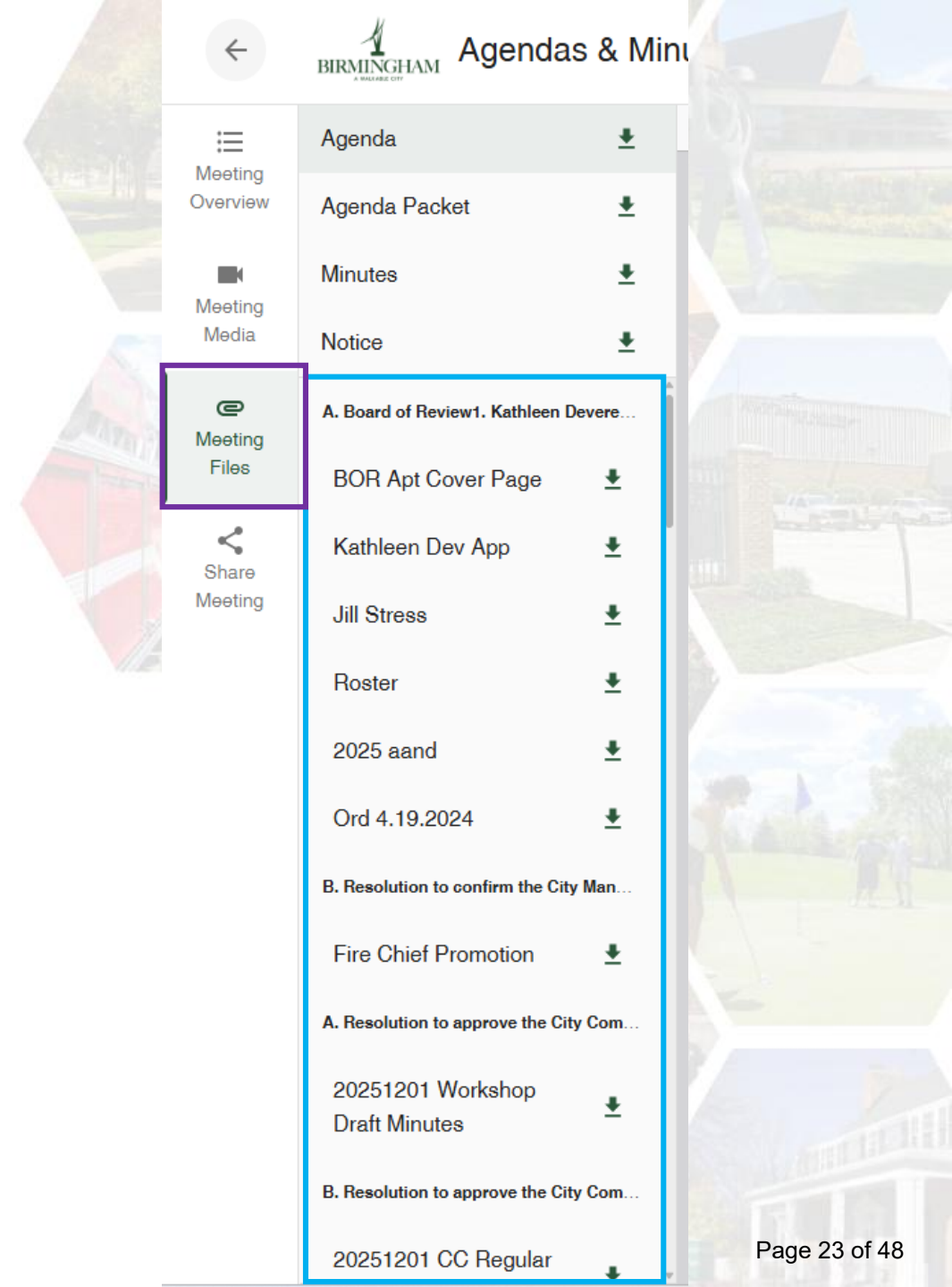
Share Meeting

- Meeting Media
 - This is the host location for the vimeo link to the meeting recording
 - This section will not display until the link for the meeting has been uploaded

<https://vimeo.com/1146723070>

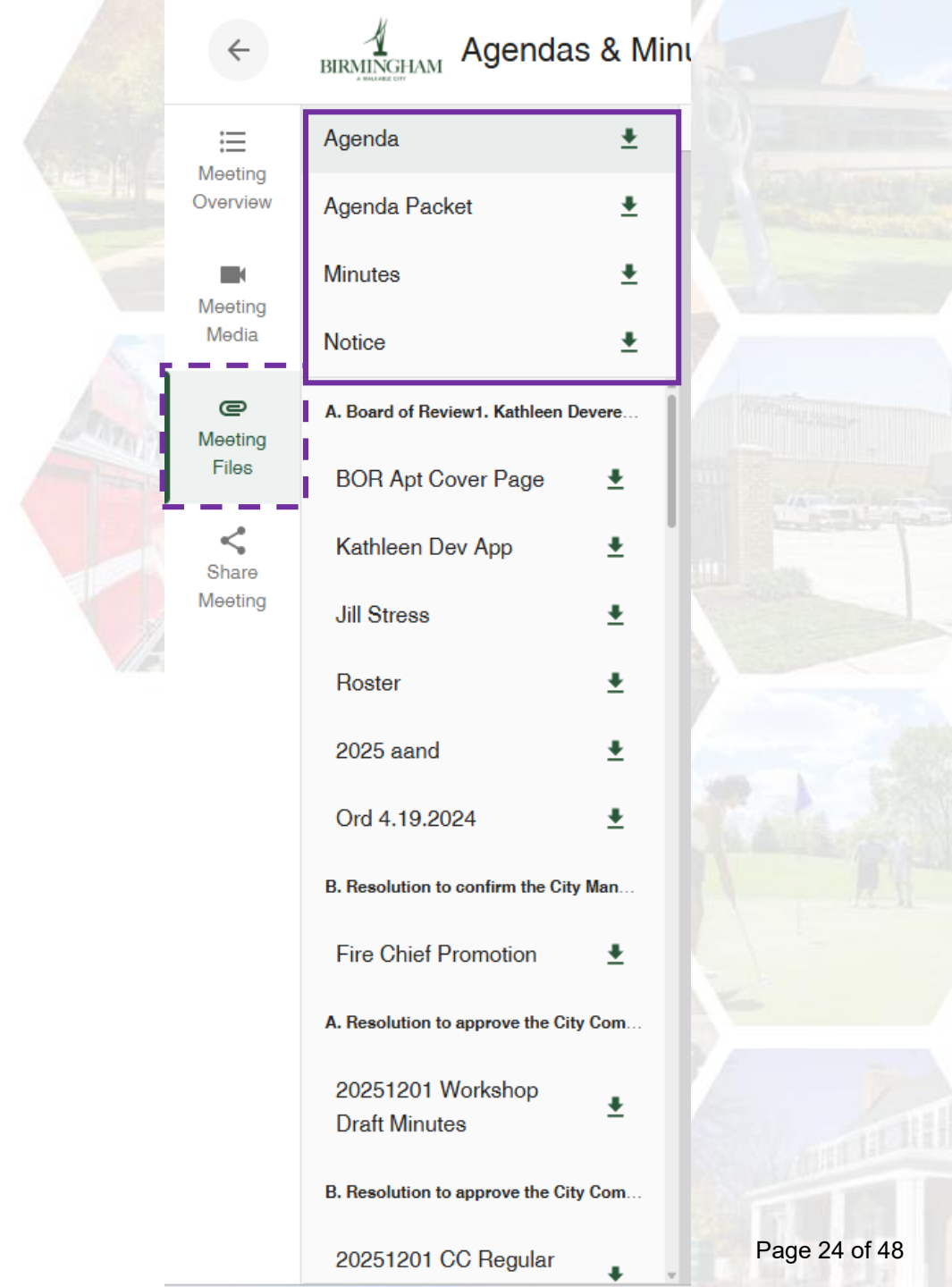
Expanded View - Navigation Bar

- Meeting Files
 - This is the default displayed section when the expanded view is opened
 - This section will be used for navigation of the PDF version of the agenda and agenda packet
 - The user can click through the various sections of the agenda using the bookmarks in the right hand column



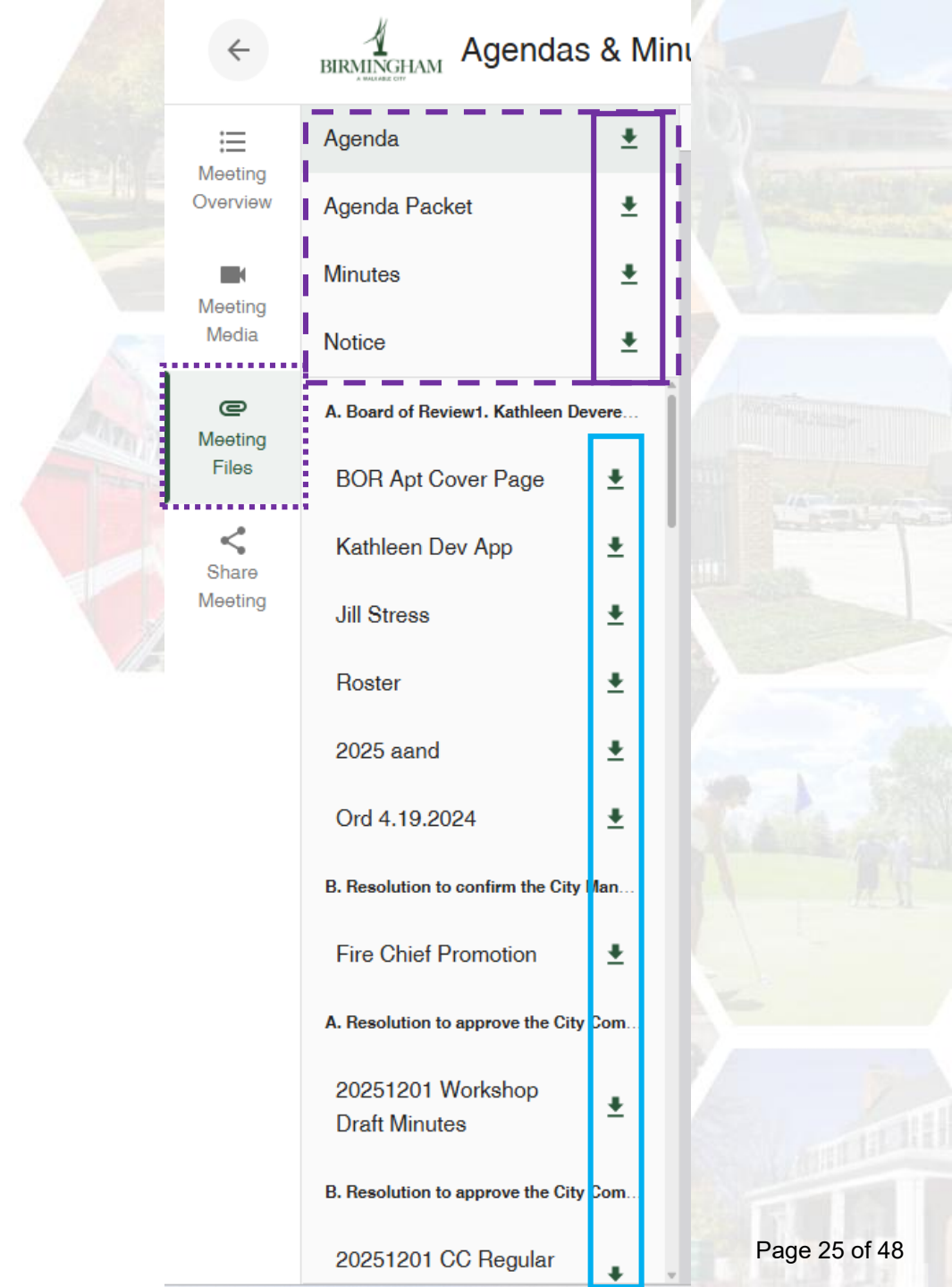
Expanded View – Meeting Files

- When meeting files is selected on the navigation bar, an additional navigation column opens directly to the right
- This column allows the user to flip between the various meeting documents
 - Agenda
 - Agenda Packet
 - Minutes (once approved)
 - Meeting notice



Expanded View – Meeting Files

- Any of the meeting documents can be downloaded using the green arrows to the right of the document type
- Any item attachments can also be downloaded using the green arrows to the right of the item



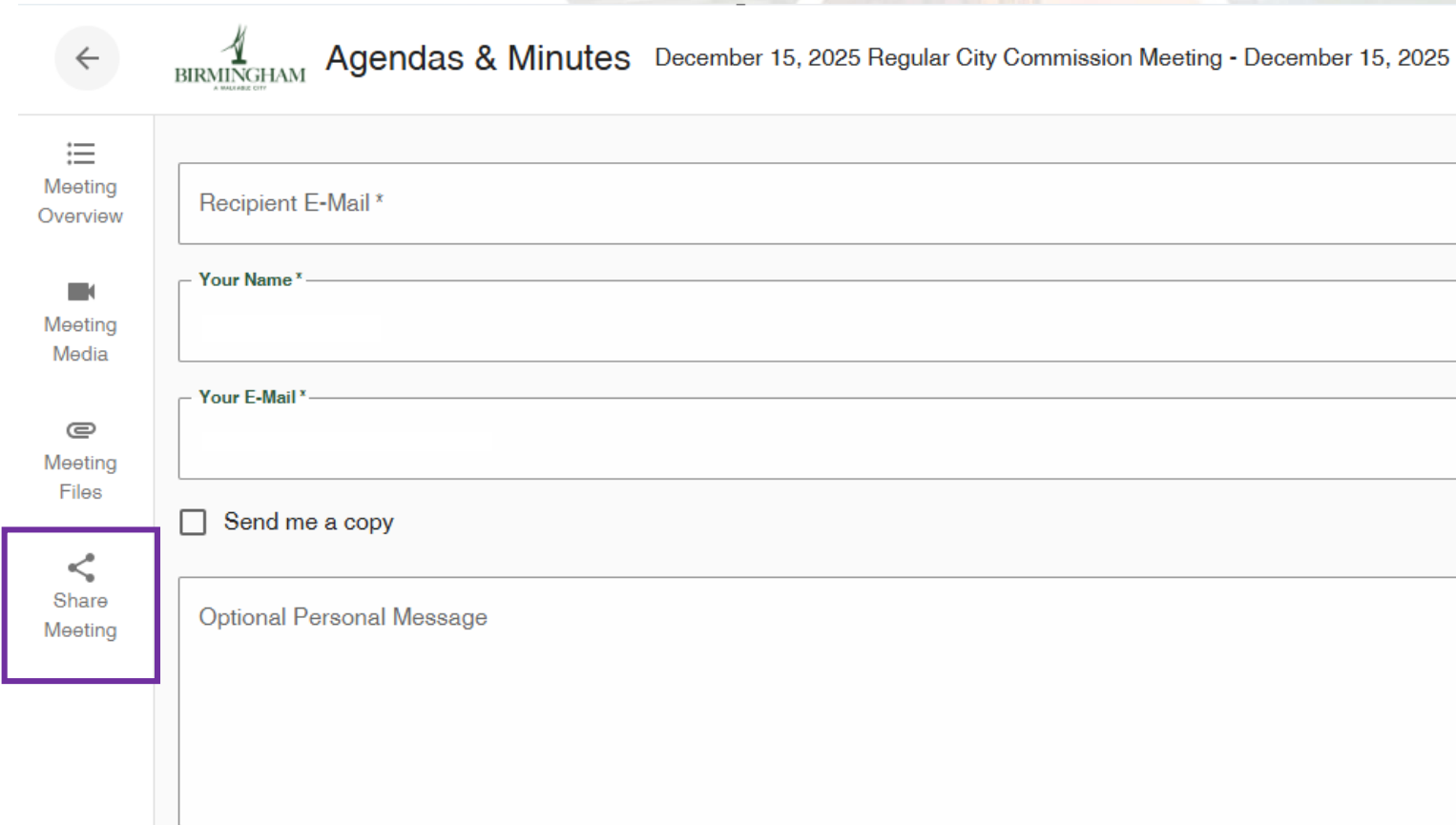
Expanded View - Navigation Bar

- Share Meeting
 - Use this tool to send the agenda to another interested party
 - Clicking on this will cause a pop up window to open
 - This window will prompt users to make an account
 - Making an account is entirely optional and is only required to use the share meeting function
 - Creating an account is free for those interested in doing so

The screenshot displays the Birmingham Agendas & Minutes mobile application. The navigation bar at the top includes a back arrow, the Birmingham logo, and the text 'Agendas & Minutes'. Below this, there are four main menu items: 'Meeting Overview', 'Meeting Media', 'Meeting Files', and 'Share Meeting'. The 'Share Meeting' item is highlighted with a purple box. A purple callout line connects this item to a 'Sign in' pop-up window. The pop-up window has a white background and a purple border. It contains the text 'Sign in' with a close button (X) in the top right corner. Below this, it says 'You must be signed in to share an event.' At the bottom of the pop-up, there are two buttons: a green 'SIGN IN' button and a grey 'CANCEL' button. The background of the app shows a list of meeting items, including 'A. Board of Review', 'BOR Apt Cover Page', 'Kathleen Dev App', 'Jill Stress', 'Roster', '2025 aand', 'Ord 4.19.2024', 'B. Resolution to confirm the City Man...', 'Fire Chief Promotion', 'A. Resolution to approve the City Com...', '20251201 Workshop Draft Minutes', 'B. Resolution to approve the City Com...', and '20251201 CC Regular'. Each item has a download icon (a green arrow pointing down) to its right.

Expanded View - Navigation Bar

- Share Meeting
 - If the user has made a free account, the user can then enter a recipient email and a message
 - This function does require the user to make a free account



The screenshot shows the Birmingham Agendas & Minutes website interface. At the top, there is a navigation bar with a back arrow, the Birmingham logo, and the page title "Agendas & Minutes December 15, 2025 Regular City Commission Meeting - December 15, 2025". Below the navigation bar is a sidebar with four menu items: "Meeting Overview", "Meeting Media", "Meeting Files", and "Share Meeting". The "Share Meeting" item is highlighted with a purple box. The main content area contains a form with the following fields: "Recipient E-Mail *", "Your Name *", "Your E-Mail *", a checkbox labeled "Send me a copy", and a text area labeled "Optional Personal Message".

Expanded View - Navigation Bar

- Back arrow
 - The arrow at the top of the navigation bar will take the user out of the meeting specific page to the main page of the public portal where all past and future meetings can be seen

The screenshot displays the Birmingham Agendas & Minutes portal. At the top, a navigation bar includes a back arrow, the Birmingham logo, and the page title "Agendas & Minutes December 15, 2025 Regular City Commission Meeting - December 15, 2025". Below the navigation bar, there are sections for "Meeting Overview" and "Meeting Media". The main content area features a calendar for January 2026, a search bar for event categories, and a "VIEW TODAY" button. The "Past Events" section lists a 7:00 PM EST City Commission meeting. The "Coming Up" section lists three upcoming meetings: Birmingham Shopping District Board on Feb 5, 2026 at 8:30 AM EST; February 9, 2026 - City Commission Workshop - P3 Projects on Feb 9, 2026 at 5:30 PM EST; and February 9, 2026 Regular City Commission Meeting on Feb 9, 2026 at 7:00 PM EST.

Please contact the Clerk's office for any additional inquiries or assistance regarding the public portal

Agendas and minutes prior to 2014 can be made available upon request.

Presented by: Clerk's Office

Date: 2026





MEMORANDUM

City Clerk's Office

DATE: March 6, 2026
TO: Greenwood Cemetery Advisory Board
FROM: Alexandria Bingham, City Clerk
SUBJECT: Membership and Participation Considerations for the Greenwood Cemetery Advisory Board

INTRODUCTION:

The City Code dictates the required composition of the Greenwood Cemetery Advisory Board (GCAB) as follows:

Chapter 34 – Cemeteries, Article II – Greenwood Cemetery, Sec. 34-30 – Establishment of the Greenwood Cemetery advisory board (a)

- 1. Composition. There is hereby established the Greenwood Cemetery advisory board for the city which shall consist of seven members who shall serve without compensation. Members must be chosen from among the citizens of Birmingham and, insofar as possible, represent diverse interests, such as persons with family members interred in Greenwood Cemetery; owners of burial sites within Greenwood Cemetery intending to be interred in Greenwood Cemetery; persons familiar with and interested in the history of Birmingham; persons with familiarity and experience in landscape architecture, horticulture, law or cemetery or funeral professionals. The city manager or his/her designee shall serve as *ex officio*, non-voting members of the board.*

Meeting times are not mandated by the ordinance but traditionally the meetings are held at 8:30 a.m. on the first Friday of the month.

The board is required to meet at least once per quarter.

BACKGROUND:

Two members of the Greenwood Cemetery Advisory Board resigned in December of 2024 and there has not been any qualified candidates to fulfill those roles for more than a year.

One of those members resigned due to attendance issues related to work schedule conflicts in respect to the majority of the board's preference to meet on Friday morning.

Additionally, at the September 5, 2025 GCAB meeting another member of the board was obligated to resign due to not being able to fulfill the residency requirement.

The current needed quorum for a board of seven is four members. Given the current state of the roster, all four of the existing members must be present for the GCAB to be able to conduct business.

LEGAL REVIEW:

The City Attorney will be consulted and assist in preparing any proposed ordinance amendments for the City Commission to consider.

FISCAL IMPACT:

None.

SUSTAINABILITY:

None.

DESIGN CONSIDERATIONS:

The GCAB may discuss the pros and cons of requesting a change to the ordinance or meeting schedule to increase participation and membership.

- Changing the meeting date and time to potentially increase availability and participation of potential board members and members of the public
- Allowing no more than half of the board membership (three of seven) to consist of non-residents with an interest in the cemetery or skills/qualifications that would benefit the board
- Reducing the board membership to five members, leaving one vacancy for now and a new minimum for quorum of three members

PUBLIC COMMUNICATIONS:

All meetings are noticed pursuant to the Open Meetings Act. Members of the public are welcome to attend and make comment at meetings in the public comment sections and as invited by the presiding officer.

SUMMARY:

Discuss the pros and cons of the options below:

- Changing the meeting date and time to potentially increase availability and participation of potential board members and members of the public
- Allowing no more than half of the board membership (three of seven) to consist of non-residents with an interest in the cemetery or skills/qualifications that would benefit the board
- Reducing the board membership to five members, leaving one vacancy for now and a new minimum for quorum of three members

Board members are also welcome to present any other ideas and possible solutions at this time which are related to improving membership and participation.

ATTACHMENTS:

1. Sec._34_30.____Establishment_of_the_Greenwood_Cemetery_advisory_board.

SUGGESTED COMMISSION ACTION:

GCAB should engage in a discussion to confirm their recommended meeting dates and times to best accommodate participation and consider potential ordinance changes that could be presented to the City Commission for consideration that could improve the board’s membership, attendance, and ability to function.

Sec. 34-30. Establishment of the Greenwood Cemetery advisory board.

- (a) *Composition.* There is hereby established the Greenwood Cemetery advisory board for the city which shall consist of seven members who shall serve without compensation. Members must be chosen from among the citizens of Birmingham and, insofar as possible, represent diverse interests, such as persons with family members interred in Greenwood Cemetery; owners of burial sites within Greenwood Cemetery intending to be interred in Greenwood Cemetery; persons familiar with and interested in the history of Birmingham; persons with familiarity and experience in landscape architecture, horticulture, law or cemetery or funeral professionals. The city manager or his/her designee shall serve as ex officio, non-voting members of the board.
- (b) *Terms of members.* Each member shall be appointed for a term of three years ending on the first Monday of July of the third year after appointment, or upon the appointment of his successor, whichever is later, except that in the first instance three of the members shall be appointed for a one-year term and two shall be appointed for two-year terms. Vacancies occurring other than through the expiration of term shall be filled for the unexpired term by the city commission.
- (c) *Removal of members.* Members of the Greenwood Cemetery advisory board shall hold office at the pleasure of the city commission and can be removed at any time with or without cause.
- (d) *Organization.* The Greenwood Cemetery Advisory Board shall elect a chairperson and vice-chairperson from its membership annually at its first meeting after the first Monday of July.
- (e) *Meetings.* The Greenwood Cemetery Advisory Board shall hold at least one regular public meeting in each quarter on such date and at such time and place as may be established by resolution of the Greenwood Cemetery advisory board. The Greenwood Cemetery advisory board shall keep a written or printed record of its proceedings which shall be a public record and property of the city.
- (f) *Expenditures and assistance.* The Greenwood Cemetery advisory board may call upon the city manager for such services and data from the various departments as it may require. The Greenwood Cemetery advisory board may recommend to the city commission the securing of such professional and consulting services as it may require, however, the Greenwood Cemetery advisory board shall not have any authority to authorize or otherwise obligate the city to incur expenses and/or approve contracts. Requests for expenditures shall be routed through the ex-officio member(s) of the board to the city commission for consideration.
- (g) *Powers and duties.* In general, it shall be the duty of the Greenwood Cemetery advisory board to provide 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; and
 - (4) *Day to day administration.* The day to day administration of the cemetery shall be under the direction and control of the city, through the city manager or his/her designee.
- (h) *Reports.* 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.

-
- (i) *Protection of property.* No person shall take, use, or occupy the Greenwood Cemetery except in accordance with such rules and regulations governing such as may from time to time be authorized by the city commission.

(Ord. No. 2146, 10-13-14)



MEMORANDUM

City Clerk's Office

DATE: March 6, 2026
TO: Greenwood Cemetery Advisory Board
FROM: Alexandria Bingham, City Clerk
SUBJECT: Periodic Review of the Greenwood Cemetery Operational Procedures, Conditions and Regulations

INTRODUCTION:

The Greenwood Cemetery Advisory Board may recommend changes to the Greenwood Cemetery Operational Procedures, Conditions and Regulations as prescribed in the [City Code - Chapter 34, Article II, Sec. 34-30 \(g\)\(1\)](#).

(g) Powers and duties. In general, it shall be the duty of the Greenwood Cemetery advisory board to provide recommendations to the City Commission:

(1) Modifications. As to modifications of the rules and regulations governing Greenwood Cemetery;

To ensure that the Greenwood Cemetery Operational Procedures, Conditions and Regulations remain current, GCAB maintains a desired long-term goal of reviewing the document.

BACKGROUND:

November 4, 2022 was the last time GCAB voted to make amendments to the Greenwood Cemetery Operational Procedures, Conditions and Regulations. The changes adopted in November of 2022 with City Manager approval involved the following:

- Removal of gender-based language
- Correcting grammatical errors
- Simplifying language
- Added definitions
- Revised traffic regulations
- Minor changes regarding fertilization and trees in the Maintenance and Perpetual Care section
- Revised language in the Operational Regulations pertaining to plants and decorations
- Added language for markers of historical significance
- Adjusted language regarding monument installations and in regard to noticing time before an interment or disinterment

In August 2023, GCAB considered policy language on the topic of memorial preservation and

repair. No official changes were voted on or advanced toward implementation at that time.

LEGAL REVIEW:

The City Attorney would be consulted on any proposed language changes.

FISCAL IMPACT:

None.

SUSTAINABILITY:

None.

DESIGN CONSIDERATIONS:

Greenwood Cemetery Operational Procedures, Conditions and Regulations should be designed with simple and practical language that the average person can comprehend.

PUBLIC COMMUNICATIONS:

All meetings are noticed pursuant to the Open Meetings Act. Members of the public are welcome to attend and make comment at meetings in the public comment sections and as invited by the presiding officer.

SUMMARY:

GCAB periodically conducts a review of the Greenwood Cemetery Operational Procedures, Conditions and Regulations to ensure that the policy document remains current and addresses the needs of the cemetery.

ATTACHMENTS:

1. GREENWOOD CEMETERY REGULATIONS AND PROCEDURES - CURRENT

SUGGESTED COMMISSION ACTION:

- Perform a brief review of the rules and regulations
- With consensus on direction from GCAB, the City Clerk will work with the City Attorney to bring any proposed language adjustments to a future GCAB meeting for consideration and approval.



GREENWOOD CEMETERY

OPERATIONAL PROCEDURES, CONDITIONS, AND REGULATIONS

Updated November 4, 2022

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.

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, 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.

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. November 4, 2022, Greenwood Cemetery Advisory Board, with City Manager Approval



Greenwood Cemetery Advisory Board

2026 Meeting Dates

Fridays at 8:30 a.m.

Meeting requirement: once per quarter

January 2, 2026	DO NOT SCHEDULE (Near New Year Holiday)
February 6, 2026	<ul style="list-style-type: none"> • Review Rules and Regulations
March 6, 2026	
April 3, 2026	DO NOT SCHEDULE (Good Friday)
May 1, 2026	
June 5, 2026	
July 3, 2026	DO NOT SCHEDULE (Near 4 th of July Holiday)
August 7, 2026	DO NOT SCHEDULE (August 4, 2026 Election)
September 4, 2026	<ul style="list-style-type: none"> • Chair and Co-Chair Nominations • Review Draft Annual Report
October 2, 2026	<ul style="list-style-type: none"> • Finalize Annual Report
November 6, 2026	DO NOT SCHEDULE (November 3, 2026 Election)
December 4, 2026	<ul style="list-style-type: none"> • Plan Budget Requests for FY 2027-2028

March Updates

Clerk's Office Update

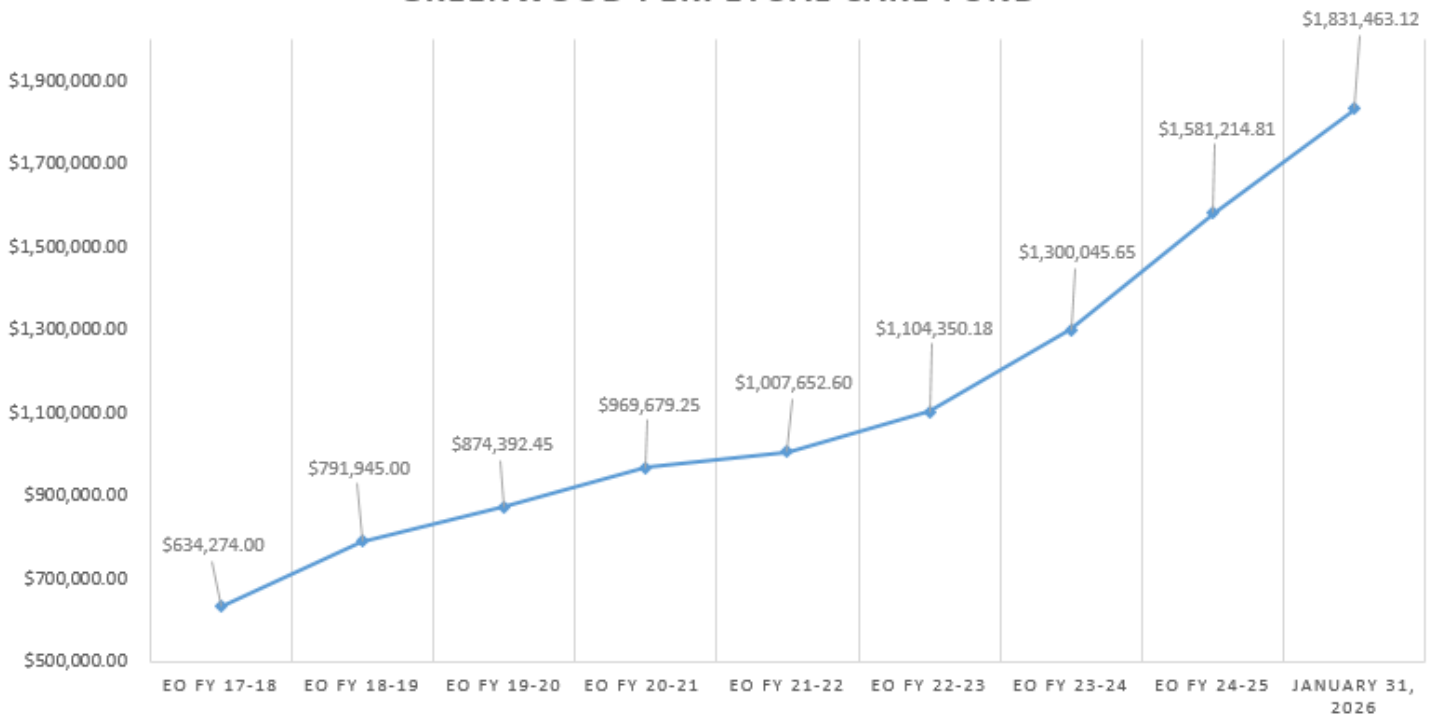
The Clerk's Office is working on the wrapping up annual licenses, planning the 2026 Celebrate Birmingham Party and Parade, implementing new agenda management software for all city boards and commissions, preparing for the 2026 election cycle, and various other projects.

DPS Update

DPS will begin a cleanup of the cemetery, including removing grave blankets on Tuesday, March 24th (weather permitting). In advance of this, city staff will post signs asking residents to please remove any items they would like to save. The City will also utilize the city's website, social media, and other available communication platforms to inform the public.

Perpetual Care Fund Update

GREENWOOD PERPETUAL CARE FUND



FY 25-26 Grand Totals	
Sales in B	11
Sales in C	1
Sales in Other	0
Resident Purchases	4
Non-Resident Purchases	8
Payment Plans Initiated	1
Total Graves Sold	12
Transfer of Ownership Filed	3
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	3	0	0	3
January 2026	0	0	0	0
February 2026	3	0	3	0
March 2026				
April 2026				
May 2026				
June 2026				
Total Sold	11	1	4	8
Available Under Current Authorization	9			
Total Available	50			

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	3	0	0	0	0	1	3	1
January 2026	0	1	0	0	0	0	0	1
February 2026	0	2	0	1	0	0	0	3
March 2026								
April 2026								
May 2026								
June 2026								
Totals	4	7	0	4	3	10	7	21