

GREENWOOD CEMETERY ADVISORY BOARD

AGENDA

Friday, May 7, 2021, 10:00 A.M.

VIRTUAL MEETING

Meeting ID: 989 8385 6041

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

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

I. CALL TO ORDER

Chairperson, Linda Buchanan

II. ROLL CALL

City Clerk, Alexandria Bingham

III. APPROVAL OF THE MINUTES

- A. Approval of meeting minutes of April 5, 2021

IV. Unfinished Business

V. New Business

- A. Review of Goals
- B. Greenwood Cemetery Rules and Regulations Discussion
 - a. Overall Language
 - b. Definitions
 - c. Lot Sales
- C. Locating Unmarked Burial Areas and Cemetery Terminology
- D. Planning for Future Meetings

VI. REPORTS

- A. Financial Reports
- B. Cemetery Sales & Activity
- C. Clerk's Office Update
- D. Grave Release Update
- E. Tree Update
- F. City Managers Report (March)

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

VIII. BOARD COMMENTS

IX. ADJOURN

Next Meeting: June 4, 2021 – In Person - Outside on the Cemetery Grounds

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

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

**Greenwood Cemetery Advisory Board
Meeting Minutes
Monday, April 5, 2021, 10 A.M.
Virtual Meeting ID: 989 8385 6041**

I. CALL TO ORDER

Linda Buchanan, Chair, called the meeting to order at 10:00 A.M.

II. ROLL CALL

Present: Chair Linda Buchanan (location: Birmingham, MI)
Pam DeWeese (location: Birmingham, MI)
Linda Peterson (location: Birmingham, MI)
Laura Schreiner (location: Bloomfield Township, MI)
George Stern (location: Birmingham, MI)
Margaret Suter (location: Birmingham, MI)

Absent: Joseph Vercellone

Administration: City Clerk Alex Bingham; Museum Director Leslie Pielack

Guests: None

III. APPROVAL OF THE MINUTES

A. Review of the Minutes of March 5, 2021

On page three, Chair Buchanan asked that "Chair Buchanan said the discussion at the May meeting should find a way to clarify that the City no longer offers payment plans." be changed to "Chair Buchanan said the discussion at the May meeting should find a way to clarify whether the City still has and wishes to continue with a payment plan."

Ms. Schreiner asked that the spelling of her name be corrected in the body of the minutes.

MOTION: by DeWeese, seconded by Suter:

To approve the minutes of March 5, 2021 as amended.

VOTE: Yeas, 6
Nays, 0

IV. UNFINISHED BUSINESS

None.

V. NEW BUSINESS

A. Review of Goals as outlined in Yearly Report

Clerk Bingham reviewed the item.

Board members agreed to individually submit their GCAB goal recommendations for the upcoming year to Clerk Bingham in advance of the May meeting.

Clerk Bingham said she would compile the recommendations and have them ready for presentation at the meeting.

B. Review of Grave Sales & Next Grave Release Recommendation

Clerk Bingham reviewed the item.

Chair Buchanan said fewer than 54 graves should be released since the question of tree locations had not yet been determined. She stated that 38 graves would be more appropriate. She also noted that Ms. Arcome still had an additional five graves available from the last release, bringing the total of available graves to 43 if Chair Buchanan's modified resolution passes.

The Board requested that Chair Buchanan attend the meeting on April 15, 2021 with Clerk Bingham, DPS, the City arborist, and Museum Director Pielack for a preliminary discussion on likely tree locations.

Clerk Bingham clarified that the April 15 date for that meeting was still tentative, but that she would check with DPS to solidify the timing and see if it would be possible for Chair Buchanan to attend.

If the meeting occurs on April 15, Clerk Bingham said she and Chair Buchanan would write a memorandum to inform the Board about the meeting that they could review in advance of their May meeting. Clerk Bingham reminded the Board what kinds of communication about the memorandum would run afoul of the Open Meetings Act.

A number of Board members expressed frustration that the grave map provided to them by Ms. Arcome was and remains inaccurate in terms of grave availability. It was noted that some graves marked available are actually obstructed by trees. Clerk Bingham clarified that the map was initiated by Museum Director Pielack and updated by Clerk Bingham.

Ms. Suter noted that this issue comes up every time a grave release is discussed, and that trying to rely on inaccurate information adds unnecessary work to the Board's workload. She asked that Ms. Arcome be directed to generate accurate information regarding which graves remain unavailable for use due to trees or other issues, so that the Board can trust the information they are working with moving forward.

The Board agreed to discuss limiting how long a grave sale can be pending as part of their upcoming Rules and Regulations review.

MOTION: by Suter, seconded by Peterson:

To recommend that the Commission release 38 graves in Greenwood Cemetery, Section B, Rows 17-C, 16-C, 15-C, and 14-A.

VOTE: Yeas, 6
Nays, 0

Mr. Stern asked whether the Clerk's office was integrating his report regarding which graves might still be available for sale.

Clerk Bingham said she was not aware of his report.

Mr. Stern said he would provide the Clerk's Office with another copy.

C. Review of Fee Schedule

Clerk Bingham reviewed the item.

The Board asked Clerk Bingham to report back regarding how much Greenwood's subcontractors charge for the services listed in the fee schedule.

Mr. Stern said it might be worthwhile for the City to claim some of the difference between the subcontractor's charge and the listed fee for the Cemetery's perpetual care fund where appropriate. He also said it might be worthwhile to direct Ms. Arcome to go out for bids on the services listed in the fee schedule.

Clerk Bingham noted that these are contractual issues with Ms. Arcome, and that per the City Attorney no significant changes to her contract can be made until the next RFP cycle, which is the 2022-2023 fiscal year. She said that if the Board had concerns about issues like this they could prepare them for inclusion in the next RFP.

Chair Buchanan stated that former Board member Kevin Desmond stated that \$1,400 for an internment or disinterment was a standard rate, and that the Board adopted that amount based on Mr. Desmond's recommendation.

MOTION: by DeWeese, seconded by Suter:

To recommend that the City Commission approve the suggested revisions to the Greenwood Cemetery Fee Schedule effective immediately.

VOTE: Yeas, 6
Nays, 0

D. Cemetery Services Contract

Clerk Bingham reviewed the item.

For the GCAB to recommend the renewal of the cemetery services contract with Creative Collaborations for the 2021-2022 fiscal year.

Clerk Bingham reiterated the guidance from the City Attorney that no significant changes could be made to the Cemetery Services contract until the next RFP cycle which would come for the 2022/23 FY. She also reiterated that in the interim the Board could prepare the changes they would like to recommend the Commission consider regarding the contract renewal. She said that coming up with recommended changes could be one of the Board's goals if they saw fit.

There was Board comment that they had not seen, reviewed, or endorsed the letter from Ms. Arcome to former Asst. City Manager Gunter that was included as an addendum to the contract. A number of Board members confirmed that there were changes they would recommend for the contract in general if given the opportunity.

Mr. Stern and Ms. Suter said they wanted it made clear to the Commission that the Board's likely affirmative vote on this item was a "rubber stamp", per Mr. Stern. They explained the Board would likely vote affirmatively because the City needed to maintain continuity of service for the Cemetery, even though some Board members had reservations regarding the contract.

Clerk Bingham said she would indicate that in her memorandum presenting the item to the Commission. She stated that the Commission must have been aware of the letter from Ms. Arcome to former Asst. City Manager Gunter because it was included in previous Commission agenda packets.

MOTION: by DeWeese, seconded by Buchanan:

To recommend the renewal of the cemetery services contract with Creative Collaborations for the 2021-2022 fiscal year.

Mr. Stern then recommended that the Board consider a six-month contract renewal instead of a year.

Ms. DeWeese said it would be unfair to Ms. Arcome to only grant a six-month renewal.

Ms. Schreiner said that the current contract renewal cycle had previously been decided on based on when services were needed, the Board's schedule, and the Clerk's Office's schedule.

Clerk Bingham said that a six-month renewal would likely be too much for the Clerk's Office to handle along with the November election.

VOTE: Yeas, 5
Nays, 1 (Stern)

E. Discussion on what to prepare for the May GCAB meeting

Clerk Bingham reviewed the item.

The Board agreed to review the Language, Definitions and Lot Sale Policy aspects of the Greenwood Cemetery's Rules and Regulations at their May 2021 meeting.

VI. REPORTS

- A. Updates from Museum Director Leslie Pielack
- B. Financial Reports
- C. Cemetery Sales & Activity
- D. Clerk's Office Update
- E. City Manager's Report (February)

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

There were no public comments.

VIII. BOARD COMMENTS

Ms. Suter said the GCAB meetings should be kept to their scheduled first Friday of the month whenever possible. She said that rescheduling the meeting placed a burden on her and likely other Board members, as they are all busy. She asked that the Clerk's Office not do it again unless totally necessary.

Chair Buchanan complimented DPS on the work being done in the Cemetery. She said a wrought iron gate might be considered to replace the pole and chain in Section F that she has previously addressed as being an eyesore.

IX. ADJOURN

Chair Buchanan adjourned the meeting at 11:44 AM.

Next Meeting: May 7, 2021

DATE: April 30, 2021

TO: Greenwood Cemetery Advisory Board

FROM: Alexandria Bingham, City Clerk

SUBJECT: Goal Setting for the 2021-22 Reporting Cycle

INTRODUCTION:

- At the November 6, 2020 Greenwood Cemetery Board meeting Museum Director Leslie Pielack was filling the role of staff liaison and guiding the board through the discussion and production of the 2019/2020 GCAB Annual Report and goal setting for the 2020/2021 year.
- The last report was structured to cover an 18-month period to align GCAB's reporting cycles with the city's fiscal year.
- GCAB has been very active and productive in the 3rd quarter for the 2020-2021 fiscal year and as we are approaching the 4th quarter, it is time to prepare the next annual report and set goals for the 2021-2022 FY.
- Although we will be revising and setting goals now, conversations should be ongoing. Goals that require funds from the city should be researched and revisited in board discussions so that requests can be finalized in October or November. City staff can submit the requests to the finance department in December of 2021 for the 2022-23 FY Budget Hearing.
- Furthermore as we proactively plan and work through our GCAB goals and priorities we can develop a long-range plan that can help us be even more proactive in planning maintenance, upgrades, and activities for the Historic Greenwood Cemetery.
- GCAB should plan on completing and recommending the report for submission to the City Commission for a July or August meeting.

PROCESS:

Item	Execution
Review and reflect upon the action items as laid out in the plan for 2020/2021	Introduced in the April meeting & HW given to stimulate the discussion at the May meeting.
Propose, revise, and prioritize goals for 2021/2022 by completing homework and returning your input to the Clerk for discussion at the next GCAB meeting.	Where we are now.
The clerk's office will provide quarterly data on sales, burials and fund balances.	<i>In progress</i>
The clerk's office will write up the narrative components of the report and present drafts to GCAB for revision and input.	<i>In progress</i>
The final draft should have recommendation to go to the Commission after the July or August 2021 GCAB meeting.	<i>Coming soon</i>

LEGAL REVIEW:

- None.

FISCAL IMPACT:

- None.

PUBLIC COMMUNICATIONS:

- Meetings have been properly noticed and packets have been made available on the city's website. The public is always welcome to participate but we regularly see little to no participation from the public in GCAB meetings.
- Cemetery updates are also published as part of the monthly City Manager's Report.

SUMMARY

- GCAB is working towards updating their goals for the 2021-22 FY and drafting the annual GCAB report of the 2020-21 FY.

ATTACHMENTS:

- GCAB Combined Action Items/Goal Reflection Homework Responses 2020-2021
- GCAB Combined Action Items/Goal Setting Homework Responses 2021-2022
- 2019-2020 GCAB annual report

SUGGESTED ACTION/RESOLUTION:

- For the City Clerk to continue preparing the 2020-2021 Annual Report for Greenwood Cemetery Advisory Board including the goals as discussed today. The clerk will provide a draft report to GCAB for their review at the next reasonable meeting.

REFLECTION ON GOALS 2020/2021 – GCAB COMBINED RESPONSES

Action Items	Reflection
1) Ground Penetrating Radar to verify records and establish available plots Continue to work toward the completion of this project as the GIS project is completed and GPR can be initiated.	Continue to keep on as an Action Item. RFP to be revisited upon completion of GIS project. I am lukewarm about Goal 1, at least until the GIS is completed and we assess it. I am not sure the returns are worth the cost. Even if we find gravesites, if they are on plots owned by someone, we have to go through a process of finding the ownership etc.. Please have a GPR company in to discuss the process and outcome/deliverables. The GCAB members were told that we couldn't proceed with GPR because of the GIS project being done by City staff. If city staff need help, ask for volunteers from GCAB. Please prioritize completion of GIS so we can get on with the GPR.
2) Establish baseline of plots sold and unsold Continue to work toward the completion of establishing this inventory. The final integration of existing records with the GIS mapping project (see #4) will yield a better understanding of the exact location of sold and unsold plots.	Continue with project- high need Goal 2 seems to come first so we have an inventory of plots before looking for more unused gravesites. Goals 2 and 4 seem key to everything else although we are dependent on Planning Dept to also prioritize this project. We need to have verified information about plots sold and areas that may be available to sell. Prioritize completion of GIS and GPR.
3) Locate Potter's Field at Greenwood Continue to work toward defining boundaries of Greenwood's Potter's Field in Section C, in coordination with the GIS mapping project.	Sec. C-Boundaries as stated in 1966 research (by B'ham Hist, Soc.) Width E. side of Row 20A to W. side of row 18A. Length from Fence to plot sites 17-18-cutting across the above width dimensions Yes to finding boundaries of Potters Field (GIS Again), doing an inventory of markers and making a long term plan.-Goals 3, Isn't "Potter's Field" known? Prioritize completion of GIS and GPR
4) Create digitized map of the cemetery Continue to work with the Planning Department toward the completion of the GIS mapping project. This will aid in online access to the database for the public and in planning.	Continue work on project-high need couple with base line plots (Action Item #2) Prioritize completion of GIS.

5) Undertake a study to inventory historic markers A complete inventory and condition assessment will permit the establishment of baseline conditions and identify the need for restoration or training for appropriate care and preservation.	Project to begin Summer of 2021-will be ongoing The historic information is important and some of that information should be put into the GIS map. The restoration/training is N/A to the board except for the board's recommendation to the commission to hire the appropriate people to handle the actual work; the actual work should always be done by cemetery professionals trained in such work. Involve GCAB, Historical museum and DAR
6) Develop a long-term plan for the cemetery Data from the GIS mapping project and other relevant information such as the changing cultural and fiscal environment can be incorporated into a long-term plan for the management and preservation of the cemetery as an important cultural and historic resource.	Include preservation of markers, landscaping sites. Aesthetic improvements (perhaps ironwork) The tone of this sounds like there is a change in direction. This is an active cemetery; historic and current information should be preserved and, in an appropriate manner, made available on a limited basis. Prioritize completion of GIS
OVERALL COMMENTS	Honestly looking over the list of Goals, I am not sure we have made much headway on any of the initiatives. They are all good goals that should remain a focus. Therefore, I believe we should not add additional goals until some of the prior are completed.

Member 1	Member 2	Member 3	Member 4	Member 5	Member 6	Member 7
1. Establish baseline of plots sold and unsold, <i>occupied and vacant</i> Include all relevant dates. Include next of kin information Explore utilizing common industry cemetery information packages that are maintained and updated continuously <u>Rationale:</u> Need base of data to determine the supply of graves and cremation space Need next of kin information to market services and to facilitate reclamation Need an industry information package to minimize IT expense and permit easy adaptation of marketing opportunities	Completing baseline & digitized map-incorporate upgrading cemetery records <u>Rationale:</u> Numerous uses aid in planning & update of records & public access-ongoing project	Develop a long-term plan for the cemetery which is reflective of the historic nature but also allows for the changes in burial cultures/beliefs. <u>Rationale:</u> This sets the direction for everything.	Ground Penetrating Radar to verify records and establish available plots Establish a deadline date for the completion of the GIS and initiate GPR immediately thereafter. <u>Rationale:</u> The GIS project was established by city management almost a year ago. The GIS project appears to be stalled. GCAB hasn't received updates for some time. The GIS project appears to be a priority by the city, but has caused unnecessary delays with most GCAB actions plans. Action items can happen simultaneously. Please do not delay all action items because one action item is not completed. These delays are interfering with some of our action plans.	2) Establish baseline of plots sold and unsold Continue to work toward the completion of establishing this inventory. The final integration of existing records with the GIS mapping project (see #4) will yield a better understanding of the exact location of sold and unsold plots. <u>Rationale:</u> Goal 2 seems to come first so we have an inventory of plots before looking for more unused gravesites.	Carry over all 6 goals from 2020-2021 <u>Rationale:</u> Honestly looking over the list of Goals, I am not sure we have made much headway on any of the initiatives. They are all good goals that should remain a focus. Therefore, I believe we should not add additional goals until some of the prior are completed.	No response
2. Develop a long-range plan for Greenwood Cemetery ...long-term plan for the management and preservation <i>and growth</i>... <u>Rationale:</u> After assessing the supply of spaces, it is important to assess demand for both full body and cremation remains, and plan how the two can be reconciled.	Historic Marker Inventory <u>Rationale:</u> Important ongoing project as much of Greenwood's charm lies in its history and it's vital to preserve that-could match records w/headstones.		Establish baseline of plots sold and unsold Continue to work toward the completion of this inventory. The final integration of existing records with the GPR and GIS mapping project (see #4) will yield a better understanding of the exact location of sold and unsold plots. <u>Rationale:</u> The baseline of the plots sold and unsold should be well established by now and updated as plots are sold. Burials should be recorded as they happen to complete the picture. Ask for help from GCAB members to review documents and input information to free up city staff for other needs.	4) Create digitized map of the cemetery Continue to work with the Planning Department toward the completion of the GIS mapping project. This will aid in online access to the database for the public and in planning. <u>Rationale:</u> Goals 2 and 4 seem key to everything else although we are dependent on Planning Dept to also prioritize this project.		
3. Develop a marketing plan to provide profitable services. <u>Rationale:</u> to make Greenwood Cemetery more attractive and valuable to Birmingham families and grow the cemetery reserve fund.	Maintenance/Landscaping "Tree keeper" integrated into G's map. <u>Rationale:</u> Future tree planting areas could be noted on map-will assist in future planning & sales.		Locate Potter's Field at Greenwood Continue to work toward defining boundaries of Greenwood's Potter's Field in Section C, in coordination utilizing the GPR and GIS mapping project. <u>Rationale:</u> Action items can happen simultaneously. Ask for help from GCAB members to review documents	3) Locate Potter's Field at Greenwood Continue to work toward defining boundaries of Greenwood's Potter's Field in Section C, in coordination with the GIS mapping project. <u>Rationale:</u>		

	Replace Pole/Chain (Sec F) used to deter vehicles to that area. (Fiscal Expenditure) <u>Rationale:</u> Perhaps some sort of ironwork gate (5' x 12') (could have ivy vine)-adds to beauty of cemetery rather than detract		Create digitized map of the cemetery Continue to work with the Planning Department toward the completion of the GIS mapping project. This will aid in online access to the database for the public and in planning. <u>Rationale:</u> Action items can happen simultaneously. Ask for help from GCAB members. We are capable of entering data and information.	Inventory of Markers		
	GPR <u>Rationale:</u> Only lowered on list due to postponement of any action until completion of GIS mapping/research		Undertake a study to inventory historic markers A complete inventory and condition assessment will permit the establishment of baseline conditions and identify the need for restoration or training for appropriate care and preservation. <u>Rationale:</u> Action items can happen simultaneously. Engage GCAB, and DAR members to inventory and assist assessment and evaluation and give us training materials for the care and preservation of the historical markers.	Make a Long Term Plan		
	Review cemetery management agreement <u>Rationale:</u> Good time for this action as a RFP will be sent out (2022-23) & perhaps the contract language could be simplified		Develop a long-term plan for the cemetery Data from the GPR and GIS mapping project and other relevant information such as the changing cultural and fiscal environment can be incorporated into a long-term plan for the management and preservation of the cemetery as an important cultural and historic resource. <u>Rationale:</u> Developing a long-term plan does not rely on GIS mapping. Goals can be established now. Change is inevitable and can happen at any time. Adjustments to the Plan can be made as needed. Action items can happen simultaneously.	1) Ground Penetrating Radar to verify records and establish available plots Continue to work toward the completion of this project as the GIS project is completed and GPR can be initiated. <u>Rationale:</u> I am lukewarm about Goal 1, at least until the GIS is completed and we assess it. I am not sure the returns are worth the cost. Even if we find gravesites, if they are on plots owned by someone, we have to go through a process of finding the ownership etc..		
	Long term plan <u>Rationale:</u> -preservation aspects -financial needs How are sales etc? Continued maintenance of grounds/roads-management responsibilities					



MEMORANDUM

Clerk's Office

DATE: December 7, 2020

TO: Joseph A. Valentine, City Manager

FROM: Leslie Pielack, Museum Director
Alexandria Bingham, City Clerk Designee

SUBJECT: Greenwood Cemetery Advisory Board 2019-2020 Annual Report

INTRODUCTION:

The Greenwood Cemetery Advisory Board submits a report to the City Commission of activities at the Greenwood Cemetery on an annual basis that includes a summary and update of the cemetery's status, related finances, and the GCAB's planned activities for the next year. To align with the City's fiscal year, the current GCAB's report covers the period from January 1, 2019 through June 30, 2020.

BACKGROUND:

The Greenwood Cemetery Advisory Board was established on October 13, 2014 by the City Commission. Its role is to oversee the general activities, operation, and condition of the cemetery and to meet at least quarterly. Previous annual reports were submitted on a calendar basis but the GCAB has determined that using a fiscal year schedule is better aligned with the city's needs; therefore this report covers an eighteen-month period from January 1, 2019 through June 30, 2020.

During the period, there was a relatively high level of grave sales in early 2019, followed by a gradual slowing of sales until the 2020 coronavirus pandemic disrupted activity in the last three months of the period. However, earlier sales reduced available grave plots, and more sites will be needed for the anticipated demand in the coming year.

The provider for cemetery services changed during the period from Elmwood Cemetery to Creative Collaborations, LLC on December 1, 2019. Although formerly, Elmwood retained 25% of all revenues as compensation, under Creative Collaborations, revenues are remitted directly to the City, which then makes payments for services performed. Grave sale proceeds are transferred to the Greenwood Cemetery Perpetual Care Fund, which has seen substantial growth during the period.

During the period, the Greenwood Cemetery Advisory Board has established a number of project priorities to help better define available grave sites, locate the boundaries of the former Potter's Field, and develop a GIS database of graves to make information available to the city and the public. These priorities are ongoing and will be continued in the next year. In addition, the GCAB has added project activities for documenting baseline

conditions for historic grave markers and for developing a long-term plan for the cemetery. These priorities are further detailed in the 2019/2020 Annual Report.

LEGAL REVIEW:

None.

FISCAL IMPACT:

None.

SUMMARY

The Greenwood Cemetery Advisory Board continues to work toward improving the City's records and understanding the needs of the cemetery and the public. The 2019/2020 Annual Report summarizes their activities and discusses progress made toward the GCAB's goals and project priorities for the coming year to more effectively plan for the cemetery's future. Due to the depletion of available grave plots, the report recommends that the City Commission release an additional 50 graves in Sections B & C for future sale, and will be bringing that item separately before the Commission for its review.

ATTACHMENTS:

1. Greenwood Cemetery Advisory Board 2019/2020 Annual Report

GREENWOOD CEMETERY ADVISORY BOARD



2019/2020 ANNUAL REPORT

December 1, 2020

Linda Buchanan, Chair
Linda Peterson, Vice Chair
Pam DeWeese
Laura Schreiner
George Stern
Margaret Suter
Joseph Vercellone

INTRODUCTION

The Greenwood Cemetery Advisory Board was established by the Birmingham City Commission on October 13, 2014. One of its duties is to submit a report to the Commission on an annual basis of the general activities, operation, and condition of the cemetery for the preceding 12-month period. The Greenwood Cemetery Advisory Board 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.

To align with the City's fiscal year, the current GCAB's report covers the period from January 1, 2019 through June 30, 2020.

GENERAL ACTIVITIES

Meetings

The Greenwood Cemetery Advisory Board is required to meet at least quarterly; during the report period, the board met eight times in 2019 and three times in the first half of 2020. Board activities focused primarily on established project priorities for the period.

2019/2020 Project Priorities

Priorities set by the GCAB for the period and their current status are noted below:

1. Ground Penetrating Radar to verify records and establish available plots

To make the most efficient use of Ground Penetrating Radar, pursuing a RFP for GPR services will be deferred pending the outcome of the GIS mapping project (see #4). This will enable focused study of those areas of the cemetery that are of greatest uncertainty after the GIS study is complete.

2. Establish baseline of plots sold and unsold

The final integration of existing records with the GIS mapping project (see #4) will yield a better understanding of the exact location of sold and unsold plots.

3. Locate Potter's Field at Greenwood

Because the location of Greenwood's Potter's Field is in Section C, it is hoped that the outcome of the GIS mapping project (see #4) will provide some clarification of exact boundaries that can be followed up with further study.

4. Create digitized map of the cemetery

City Planner Brooks Cowan has identified 904 lots and 5,158 graves through a GIS digital mapping project. When complete, this project will integrate data from other city records on individual graves to identify which graves are open and additional information. The interactive digitized map with associated data will allow online access to the public in a manner similar to a property parcel map, with geo referencing for exact location information in its first phase. Data for sales, biographical information, and other data can be integrated into the map in the future. This will offer a beneficial tool for use by the public as well as the City.

Of the approximately 3,500 individuals on record buried at Greenwood, initial data on approximately half of them has been integrated into the database thus far. It is anticipated that this phase of the project will be complete in the next couple of months.

OPERATION

Sales and Financial Information

Cemetery services, including lawn care and grounds maintenance, were provided by Elmwood Cemetery in recent years. On December 1, 2019, **Creative Collaborations, LLC** became transitional provider for cemetery services, with the exception of grounds maintenance, which was 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. Records and funds previously managed by Elmwood Cemetery were transferred to the City of Birmingham's Clerk's Office upon termination of their contract. Grounds maintenance continues to be provided by DPS.

By December 31, 2018, 199 of 240 graves released for sale by the City Commission in 2015 had been sold in Sections B and C. During the period from January of 2019 through June 30 of 2020, grave sales slowed; an additional 50 graves were sold, 42 of which were in Sections B and C. This total of 241 graves sold exceeds the threshold of 240 set by the commission in 2018 for the GCAB to review and recommend additional release of graves. Therefore, the GCAB is recommending the release of 50 additional graves (see Recommendations).

On January 14, 2019, the City Commission approved a payment plan policy for cemetery plots that requires full payment within 24 months. During the period from January 1, 2019 through June 30, 2020, no new payment plans were initiated. Five (5) payment plans are expected to be completed in 3Q 2020 and the remaining two (2) payment plans in 4Q 2020. Those 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.

Grave Sales Detail, January 2019 - June 2020

	1Q 19	2Q 19	3Q 19	4Q 19	1Q 20	2Q 20	TOTAL	Sec B	Sec C	B + C + *	Sec D	Sec K	Sec L	Sec O	Other
# sold by Section								32	10	42			2	4	2
Resident	4	n/a	3	2		3	12 known								
Non-Res	3	n/a	6	11	5		25								
Comp'd PmtPlans	3														
Total	10	10	9	13	5	3	50								
BEGINNING INVENTORY, 1Q 2019								261	20	281	6	0	2	4	?
TOTAL REMAINING, end of 2Q 2020								229	10	239	6	0	0	0	?

**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 instituted. 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.*

During the period January 1, 2019 through November 30, 2019, Elmwood Cemetery managed cemetery services and grave sales, remitting 75% to the City as revenue and retaining 25% as compensation. Beginning December 1, 2019, Creative Collaborations, LLC, remits 100% of revenue to the City, which then makes payments to the contractor for services performed.

Burials and Inurnments, January 2019 - June 2020

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

	1Q 19	2Q 19	3Q 19	4Q 19	1Q 20	2Q 20	TOTAL	Sec B	Sec C	B + C	Sec D	Sec K	Sec L	Sec O	Other
Burials	4	0	2	6	4	0		9	0	9	1	0	3	0	3
Inurn- ments	2	5	4	2	1	2		6	1	7	1	1	0	1	6
Total	6	5	6	8	5	2		15	1	16	2	1	3	1	9

Perpetual Care Fund

After expenses, revenues from grave sales are used to increase the Perpetual Care Fund for Greenwood Cemetery, with investment earnings remaining with the PCF. This has contributed to substantial growth of the fund.

Detail for January 2019 through June 2020:

2019 Q Ending March 31

Proceeds from cemetery plot sales	22,500.00
Investment income	<u>4,013.40</u>
Revenue for Perpetual Care Fund	26,513.40

2019 Q Ending June 30

Proceeds from cemetery plot sales	29,250.00
Investment income	5,334.14
Gain on investment	53.51
Unrealized gain	<u>39,122.15</u>
Revenue for Perpetual Care Fund	35,509.80

2019 Q Ending September 30

Proceeds from cemetery plot sales	0.00
Investment income	<u>5,169.42</u>
Revenue for Perpetual Care Fund	5,169.42

2019 Q Ending December 31

Proceeds from cemetery plot sales	28,740.00
Investment income	6,137.05
Gain on investment	<u>156.56</u>
Revenue for Perpetual Care Fund	35,033.61

2020 Q Ending March 31

Proceeds from cemetery plot sales	2,702.00
Investment income	<u>4,474.13</u>
Revenue for Perpetual Care Fund	7,176.13

2020 Q Ending June 30

Proceeds from cemetery plot sales	22,636.00
Investment income	7,541.11
Unrealized gain (loss)	<u>(3,058.53)</u>
Revenue for Perpetual Care Fund	27,118.58

Total Fund Balance, Period ending June 30, 2020	791,940.71
Net of Revenues vs. Expenditures	<u>74,497.74</u>
Ending Fund Balance	866,438.45

CONDITION

- During the period, the city's Department of Public Services has overseen cemetery landscape maintenance.
- In April of 2019, DPS planted three sugar maple trees in the cemetery in Section A near the east gate and one in Section B south of Martha Baldwin's grave.
- The Department of Public Services built and painted a new cemetery map display case and stand to replace the previous case and stand, which was deteriorated

PLAN FOR 2020/2021

The Greenwood Cemetery Advisory Board has prioritized the following action items for 2020/2021:

1) Ground Penetrating Radar to verify records and establish available plots

Continue to work toward the completion of this project as the GIS project is completed and GPR can be initiated.

2) Establish baseline of plots sold and unsold

Continue to work toward the completion of establishing this inventory. The final integration of existing records with the GIS mapping project (see #4) will yield a better understanding of the exact location of sold and unsold plots.

3) Locate Potter's Field at Greenwood

Continue to work toward defining boundaries of Greenwood's Potter's Field is in Section C, in coordination with the GIS mapping project.

4) Create digitized map of the cemetery

Continue to work with the Planning Department toward the completion of the GIS mapping project. This will aid in online access to the database for the public and in planning.

5) Undertake a study to inventory historic markers

A complete inventory and condition assessment will permit the establishment of baseline conditions and identify the need for restoration or training for appropriate care and preservation.

6) Develop a long-term plan for the cemetery

Data from the GIS mapping project and other relevant information such as the changing cultural and fiscal environment can be incorporated into a long-term plan for the management and preservation of the cemetery as an important cultural and historic resource.

SUMMARY AND RECOMMENDATIONS

In 2015, the City Commission released 240 graves for sale from a recently identified total of 530 available in Sections B, C, D, L, K, and O. The Commission also directed the Greenwood Cemetery Advisory Board to review and make a recommendation for additional release when the threshold of 200 in sales was reached. 199 plots had been sold by January 1, 2019, and at its June 7, 2019 meeting, the Board recommended that the city release an additional 60 plots for sale in Sections B and C.

At its July 7, 2019 meeting, the City Commission requested additional information about pricing and expressed concern about releasing additional plots in Section B. Subsequently, at their August 19, 2019 meeting, the Greenwood Cemetery Advisory Board reviewed the pricing and recommended 1) that the Commission leave the price of \$3,000 unchanged and 2) that sales in Section B be suspended, but 30 plots be released in Section C. However, this recommendation was not brought to the City Commission for review and action. Grave sales continued through 2019 and early 2020, and by June 30, 2020, 50 more grave plots had been sold, exceeding the original 2015 threshold of 240 by 1.

The GCAB revisited the issue at their November 6, 2020 meeting and revised its recommendations based on the available data that there were 229 sites remaining in Section B and 10 in Section C, for a total of 239 remaining in the two Sections. Therefore, the Board voted to recommend that the City Commission release an additional 50 plots in Sections B and C. This would leave 189 sites remaining in Sections B and C and 6 in Section D, or a total of 195 plots in reserve that can be made available in the future.

DATE: May 3, 2021

TO: Greenwood Cemetery Advisory Board

FROM: Alexandria Bingham, City Clerk

SUBJECT: Review of Cemetery Regulations and Procedures – Language, Definitions & Lot Sales Policy

INTRODUCTION:

- At the January 2021 Greenwood Cemetery Board Members expressed a need to review the current rules and regulations and how that information is distributed to the visitors and owners of space at Greenwood Cemetery.
- At the February 2021 GCAB meeting members were given time to study and rank the sections of the Greenwood Cemetery Operational Procedures, Conditions and Regulations.
- The revision process will be a collaborative project that will take time and effort from all of the GCAB members, the City Clerk, the Museum Director, the City's legal counsel, and input from other valuable sources.
- Today as we look specifically at language and definitions:
 - Are there and trends or inconsistency with language that we notice? This will allow us to create rules for consistency as we comb through the document.
 - If we see a phrase (or something similar in meaning), replace it with ____.
 - As we go through each section, we may find more key terms to add to section 1. Definitions.
 - Understand that the drafting and revising process can be fluid, as we go through the ruled and regulations more good ideas may come up that we need to apply throughout the document.

BACKGROUND:

In October 1971 the City formalized rules and regulations for Greenwood Cemetery since then the document has been reviewed and amended several times.

- 1971 Resolution # 1434-71
- 1984 Resolution # 02-97-84
- 2009 Resolution # 02-52-09
- 2012 – A revision was adopted in regards to the number of cremated remains allowed in a grave
- 2015 – Lot resale and various other wording changes throughout the document were approved
- 2017 – Addressing F-North Monuments
- 2019 – Payment Plans Updated
- 2021 – Full Review by GCAB – *In Progress*

LEGAL REVIEW:

- None at this time.

FISCAL IMPACT:

- None

PROCESS:

- Prioritize sections of the rules and regulations to consider for revision.
- Review the agreed upon sections, submit homework to the clerk, be ready to discuss.
- At the predetermined meeting offer opinions and advice on updating the sections of the Greenwood Cemetery Rules and Regulations
- The Clerk will take consensus and direction from the board to make discussed changes and present the next drafts as needed.
- The drafting cycle will repeat as we address every section until the board is satisfied and we have a fully updated document to present to the commission for their approval.

ATTACHMENTS:

- The current Greenwood Cemetery Rules and Regulations with page and line numbers.
- Combined GCAB homework for language and definitions.

SUGGESTED RESOLUTION:

- For the City Clerk to return a draft of the rules and regulations to GCAB with all discussed language and definition changes as well as suggested revisions to the Lot Sales Policy redlined

AND

to prepare to review the next sections as prescribed by GCAB.

CITY OF BIRMINGHAM
GREENWOOD CEMETERY OPERATIONAL PROCEDURES,
CONDITIONS AND REGULATIONS

I. DEFINITIONS:

The following words and phrases, for the purposes of these sections, have the meanings respectively ascribed to them, except in those instances where the context clearly indicates a different meaning.

- a. "Cemetery" shall mean Greenwood Cemetery.
- b. "Superintendent" shall mean the City Manager or his/her designee.
- c. "Marker" shall mean a stone or object denoting the location of a grave and which does not exceed eighteen (18) inches in height, sixteen (16) inches in width, and twenty-four (24) inches in length.
- d. "Monument" shall denote a memorial stone or object of a size in excess of that of a marker.
- e. "Permanent outside container" shall be a container which encloses a casket. The following are considered permanent outside containers: concrete boxes, concrete, copper or steel burial vaults.

1 f. "Department" shall mean the Department of Public Services.

2

3 g. "Memorial" shall mean monuments or markers.

4

5 **II. CONDUCT OF PERSONS**

6

7 Every person entering the cemetery shall be responsible for any damage caused by such
8 person while within the cemetery. No person under eighteen years of age shall enter
9 the cemetery grounds unless accompanied by an adult responsible for his/her conduct,
10 or unless permission has been granted by the Superintendent.

11

12 No person shall:

13

14 a. Enter the cemetery except through an established gate, and only during the
15 hours from 8:00 A.M. to sundown.

16

17 b. Deposit or leave rubbish and debris on any part of the cemetery grounds.

18

19 c. Pick, mutilate, remove, or destroy any living plants or parts thereof, whether wild
20 or domestic, on the cemetery grounds, except in the work of maintenance by
21 City employees or its designated contractor.

22

23 d. Break, injure, remove, or deface any monument or marker on the cemetery
24 grounds.

25

- 1 e. Bring any dog or animal into the cemetery grounds, unless in compliance with
2 applicable leash law.
3
- 4 f. Bring or discharge any firearm on the cemetery grounds, except in the conduct
5 of military funerals.
6
- 7 g. Carry intoxicants into the cemetery grounds, or consume such while in the
8 cemetery.
9
- 10 h. Advertise on cemetery grounds unless permitted by the City.
11
- 12 i. Conduct her/himself in any other than a quiet and respectful manner while on
13 the cemetery grounds.
14

15 **III. TRAFFIC REGULATIONS**

16

17 All traffic laws of the City of Birmingham that are applicable to the operation of vehicles
18 in cemeteries shall be strictly observed. Every person driving a vehicle into the
19 cemetery shall be responsible for any damage caused by such vehicle.
20

21 No person shall:

22

- 23 a. Drive a vehicle within the cemetery at a speed in excess of ten (10) miles per
24 hour.
25

b. Drive or park a vehicle on other than established driveways except for the purpose of maintenance or construction.

c. Turn a vehicle around within the cemetery except by following established driveways.

d. Use a cemetery driveway as a public thoroughfare.

IV. MAINTENANCE AND PERPETUAL CARE

The City and/or its designated Contractor 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 and remove trees and shrubs, apply fertilizer as necessary, and in general maintain the cemetery as a place of natural beauty devoted to the burial of the dead.

The City and/or its designated Contractor 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 and/or its designated Contractor shall not contract or agree to give special care to any section, lot or burial space except as above provided. The City shall maintain the integrity of damaged historical markers, prior to January 1, 1875, through the perpetual care fund.

V. OPERATIONAL REGULATIONS

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

2
3 a. Corners of all lots will be marked by the City, or its designated contractor, with
4 permanent markers set flush with the ground surface, and these shall not be
5 disturbed.

6
7 b. The erection of any fence, railing, wall, coping, curbing, trellis, or embankment,
8 or the planting of any hedge, on any lot or grave is prohibited. No cutting of
9 paths shall be permitted.

10
11 c. The City, or its designated contractor, shall have the right to remove from any lot
12 any objects, including trees and shrubs and flower pots that are not in keeping
13 with the appearance of the cemetery.

14
15 d. Ironwork, seats, vases, and planters shall be allowed on lots, providing that the
16 same shall be kept in good repair and well painted. If not kept in good repair
17 and painted, the Superintendent shall have power and authority to remove same
18 from cemetery, and shall not be liable for any such removal.

19
20 e. Planters of iron or granite for the planting of flowers will be removed from lots
21 and put in storage if not filled by July 1st. Planters so removed will be sold for
22 cartage and storage charges, or destroyed, if not claimed within a period of one
23 year.

1 f. No person shall plant, cut down, remove, or trim any tree, shrub, or plant within
2 the cemetery except by permission of the Superintendent, or a person authorized
3 by him/her to act in his/her stead in matters pertaining to the cemetery.

4

5 g. The planting of flowers on any lot, or otherwise disturbing the sod, shall release
6 the City or its designated contractor from all obligation to resod without extra
7 charge therefore. The planting of spirea, rose bushes, peonies, or shrubs that
8 grow over three feet in height, will not be permitted.

9

10 h. As soon as flowers, floral pieces, potted plants, flags, emblems, etc., used at
11 funerals or placed on grave at other times, become unsightly or faded, they will
12 be removed, and no responsibility for their protection will be assumed, except for
13 special groups upon notification to the City or its designated contractor.

14

15 i. The Superintendent reserves the right to remove from beds, graves, vases,
16 planters, or other containers, all flowers, potted plants, or other decorations, that
17 are set out and then not kept properly watered, trimmed and free from weeds,
18 and to do so as soon as they become objectionable.

19

20

21 **VI. MONUMENTS, GRAVE MARKERS AND FOUNDATIONS**

22

23 **MONUMENTS**

24

1 Monuments will be permitted only on two adjoining side by side graves under one
2 ownership. No more than one monument shall be erected on any lot.

3

4 The erection of all monuments shall be subject to the following conditions:

5

6 a. Each monument shall be supported on a concrete foundation not smaller than
7 the base of the monument it supports. Such foundation shall be constructed
8 only by the City or its designated contractor after payment therefore has been
9 made. Foundations will be installed April to November, weather dependent, as
10 determined by the Superintendent. Requests received after November 1st will be
11 held until conditions allow for installation.

12

13 b. Designs for monuments must be submitted to the Superintendent or to a person
14 designated by him/her to act in his/her stead, when application is made for
15 construction of foundations. A form with the size, material and design must be
16 submitted to the City or its designated contractor for approval and all installation
17 fees must be paid in full prior to delivery of the memorial.

18

19 c. No monument of artificial stone, sandstone, limestone, or soapstone will be
20 permitted.

21

22 d. All contractors and workers engaged in setting monuments shall be under the
23 supervision of the Superintendent or a person designated by him/her, and they
24 will be held responsible for any damage resulting from their negligence or

1 carelessness. No work of setting monuments shall be started that cannot be
2 completed by the end of the day following the start of such work.

3

4 e. No monuments shall be allowed in the flush sections.

5

6 **MARKERS**

7

8 a. Markers shall not exceed 1 ½ feet in height and shall have a minimum horizontal
9 dimension at the base of not less than half of the height. All markers shall be in
10 one piece, and shall be dressed on the bottom at right angles to the vertical axis.
11 These measurements do not apply to government issue markers.

12

13 b. Individual markers can be sod set without a concrete foundation.

14

15 c. A form with the size, material and design must be submitted to the City or its
16 designated contractor for approval and all installation fees must be paid in full
17 prior to delivery of the memorial. Installation will not occur between November
18 1st and March 31st unless weather permits.

19

20 **FLUSH MEMORIAL SECTION – AREAS PLOTTED AFTER JANUARY 1, 2015**

21

22 a. On grave spaces in Sections B, C, D, K, L, and O, all memorials on new lots
23 plotted after January 1, 2015, must be installed at lawn level. Memorials can be
24 individual markers measuring 24" x 12" x 4" or 16" x 24" x 4" or companion
25 memorials over two (2) graves measuring 48" x 12" x 4".

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- b. The memorials must be made of acceptable bronze or granite material and set at lawn level.
- c. 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. Installation will not occur between November 1st and March 31st unless weather permits.

VII. FUNERALS, INTERMENTS AND DISINTERMENTS

INTERMENTS

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

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.

City personnel, or its designated contractor, 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.

1 No grave shall be dug closer than six (6) inches from the line of any lot.

2

3 In all full burial interments, the casket shall be enclosed in a permanent outside
4 container. Such outside container shall be installed by the funeral director, vault
5 company, or the City's designated contractor.

6

7 In all interments of cremated remains, the container shall be installed by the City, its
8 designated contractor, funeral director or vault company. The size of the container
9 must be submitted with the request for burial.

10

11 All funerals within the cemetery shall be under the supervision of the City or its
12 designated contractor. No burials are to be made on Sunday or legal holidays, except
13 by permission of the Superintendent. Overtime charges will apply.

14

15 The City must be notified through the City Clerk or its designated contractor, of the time
16 and exact location of proposed interments in time to allow not less than ten (10) hours
17 of daylight to prepare the grave. If notification occurs less than 10 hours of daylight
18 prior to burial, overtime charges will apply.

19

20 Interments that involve preparation or follow-up work during other than regular working
21 hours will be done at an additional charge for the overtime portion of the time required.

22 The maximum charge shall not exceed the normal charges plus the weekend/holiday
23 fee. This fee is in addition to the normal interment or disinterment fee charged during
24 regular working hours.

25

1 Interments of the remains of any persons other than the owner or an immediate
2 member of his/her family will be permitted only after the written consent of the owner
3 or the owner's authorized agent has been filed with the City Clerk or the City's
4 designated contractor. In case of a minor being the owner, the guardian may give
5 consent upon proof of this authority to act.

6
7 Only one (1) interment in any one grave space shall be permitted, except in the case of
8 a parent and infant child, two (2) children dying at about the same time, or in such
9 other unusual cases as it shall seem to the Superintendent to be proper under the
10 circumstances. Such interments shall adhere to Section VIII Burial Rights Policy.

11
12 Up to two cremated remains may be placed in the same space if the owner of the grave
13 space or his/her heirs purchase the right to such inurnments. Should the owner permit
14 the burial of such cremated remains, only one additional memorial shall be permitted on
15 the grave space and such memorial shall not be larger than 24 x 12 x 4 inches and
16 installed at lawn level. Up to three (3) cremated remains (only) may be placed on a
17 single grave space.

18 19 **DISINTERMENTS**

20
21 Disinterment of a burial shall be facilitated by a Michigan licensed funeral director. Said
22 funeral director shall obtain a permit for such removal from the local health officer of
23 Oakland County. Said funeral director shall complete the removal form as required by
24 the City or its designated contractor. Disinterment shall not commence until after
25 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 disinterments 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 immediately be returned to a safe condition.

VIII. BURIAL RIGHTS POLICY

Lots purchased from the City after October 1, 2014:

Full grave

One casketed remains and two cremated remains

- or -

Up to three cremated remains

Cremation grave

3 x 2 feet one cremated remains

3 x 4 feet two cremated remains

Lots purchased prior to October 1, 2014:

Full grave

One burial right per grave (To add a burial right for cremated remains, must purchase each additional right of burial in the grave. Up to two cremated remains.)

- or -

One cremated remains (To add a burial right for cremated remains, must purchase each additional right of burial in the grave. Up to two cremated remains.)

1

2 **IX. LOT SALES – PAYMENT PLAN POLICY**

3

4 1. A payment agreement may be entered into to allow for the purchase price of
5 a plot(s) to be paid over a period of time not to exceed 24 months and the
6 period provided to cure a default. A copy of this Payment Plan Policy shall be
7 attached to all installment payment agreements and shall be provided to the
8 Purchaser.

9

10 2. Payment agreements require a 20% down payment of the total purchase
11 price, with the remaining balance to be spread into equal monthly payments for the
12 payment period. Such payment agreements shall be interest free. There shall be no
13 prepayment penalty to the Purchaser.

14

15 3. A plot(s) being purchased under a payment agreement may not be used for
16 interment until the full purchase price of the plot(s) has been paid. The Purchaser may
17 apply all payments made on the plan to the plot(s) needed for burial. Should this
18 application of funds to the burial plot reduce the balance in the Purchaser's account
19 below 20% of the value of the remaining plots, the Purchaser shall be given a grace
20 period of up to six months to repay the 20% deposit on the remaining plot(s).

21 4. In the event a Purchaser fails to make an installment payment, the Purchaser
22 shall have 90 days from the default to cure the deficiency and bring the payments
23 current.

24

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

7
8 **X. LOT RESALE POLICY**

9
10 All graves sold by the City after October 1, 2014 can only be returned to the
11 City. Such graves cannot be transferred from the original purchaser to an unrelated
12 third party. Graves can only be transferred to family according to the Rules of
13 Consanguinity with supporting genealogical documentation.

14
15 All graves returned to the City shall receive 50% of the original purchase price from the
16 Greenwood Cemetery Perpetual Care Fund. Upon return of the graves, the City
17 may resell the graves.

18
19 (For the purpose this policy, immediate family shall mean the immediate family of the
20 purchaser(s) – spouse, children, grandchildren, parents, siblings, nieces/nephews,
21 grandparents, aunts/uncles, step-children.)

22
23 **XI. SCHEDULE OF FEES AND CHARGES**

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

3

4 **XII. REVISIONS**

5

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

8

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

Language Homework Combined

Pg. #	Line	Current Language	Suggested Revision
1	7	sections	Operational procedures, conditions, and regulations
1	8	except in those instances where the context clearly indicates a different meaning.	Strike this – it leads to arguments about interpretation.
1	13	Superintedent his/her	Or use City Manager instead the City manager's
1	13	Superintendent	Does this also include the contractor or only a city employee who was designated by the City Manager? Shouldn't there only be one "Superintendent" who then has other sub designees/contractors?
1	13	his/her	The City Manager's designee.
1	13	<u>Superintendent</u> shall mean the City Manager or <u>his/her</u> designee...	<u>City</u> shall mean the City Manager or City Managers designee...
1	13	his/her designee	their designee
1	15	"Marker" shall mean a stone or object denoting the location of a grave and which	"Marker" shall mean a stone or object, denoting the location of a grave, which
1	16	does not exceed eighteen (18) inches in height, sixteen (16) inches in width, and	does not exceed 18" in height, 16" in width, and
1	17	twenty-four (24) inches in length.	24" in length.
1	24	concrete, copper or steel burial vaults.	or concrete, copper or steel burial vaults.
1	d	Monument	Think that maximum dimensions should be stated here too.
1	Sec 2, line 3	his/her	their
2	1	Memorial	I would suggest that this be restated as: "Memorial" shall mean all monuments and markers which are defined further as follows: 1. "Flush Memorial" shall mean an object denoting the location of a grave installed at lawn level and shall be further governed in accordance with the rules and regulations set forth supra 2. "Marker" shall mean an object denoting the location of a grave which is not installed at lawn level but does not exceed eighteen (18) inches in height, sixteen (16) inches in width, and twenty-four (24) inches in length and shall be further governed in accordance with the rules and regulations set forth supra. 3. "Monuments" shall mean an object exceeding the dimensions of a marker but shall not exceed _____ and shall be further governed in accordance with the rules and regulations set forth supra.

Pg. #	Line	Current Language	Suggested Revision
2	9	His/her	...said minor's conduct ...
2	9	...accompanied by an adult responsible for <u>his/her</u> conduct	...accompanied by an adult responsible for the <u>minor child's</u> conduct
2	9	his/her conduct	their conduct
2	10	...granted by the <u>Superintendent.</u>	Granted by the <u>City.</u>
2	10	Advertise on cemetery grounds unless permitted by the City.	Advertise on cemetery grounds, unless permitted by the City.
2	12	Conduct her/himself in any other than a quiet and respectful manner while on	Conduct themselves in any other than a quiet and respectful manner while on
2	21	its	the City's/Superintendent's/?
2	Sct 2, i	her/himself	themselves
3	12	Conduct her/himself in any	Display any conduct
3	12	Conduct her/himself ...	Behave in any manner other than a quiet and respectful manner while on the cemetery grounds.
3	12	...conduct <u>her/himself</u> in any other than a quiet...	...conduct <u>themselves</u> in any other than...
3	18	Person driving	Every person or entity in control, as owner, as driver, and/or as operator who has engaged autopilot, of a vehicle which has entered onto the cemetery grounds shall be jointly and severely liable for any damage caused by such vehicle.
3	23	Drive	Operate
3	Sct. V	him/her	their/them
4	1	Drive	Operate
4	1	Drive or park a vehicle on other than established driveways except for the	Drive or park a vehicle on other than established driveways, except for the
4	2		as authorized by the Superintendent (or whomever we designate as in charge of maintenance ...)

Pg. #	Line	Current Language	Suggested Revision
4	4	Turn a vehicle around within the cemetery except by following established driveways	Turn a vehicle around within the cemetery by performing a u-turn within established driveways.
4	12	drainage and fences.	drainage, and fences.
4	14	and in general	and, in general,
4	18	any particular section, lot or burial space or for the maintenance or repair of any	any particular section, lot, or burial space, or for the maintenance or repair of any
4	19	monument, marker or planting	monument, marker, or planting
4	20	section, lot	section, lot,
4	21	or burial space except as above provided.	or burial space, except as above provided.
4	22	damaged historical markers, prior to January 1, 1875, through the perpetual care fund.	damaged historical markers, established prior to January 1, 1875, through the perpetual care fund.
4	Sct. VI, b	him/her, his/ her	them, their
5	12	including trees and shrubs and flower pots	including trees, shrubs, and flower pots
5	17	and painted, the <u>superintendent</u> shall have power...	and painted, the <u>City</u> shall have power...
6	2	... permission of the <u>superintendent</u> or a person...	...permission of the <u>City</u> or a person authorized...
6	3	Him/her	The superintendent omit
6	3	...by <u>him/her</u> to act in <u>his/her</u> stead in matters...	...by <u>the City or the City Designee</u> to act in matters...
6	3	by him/her to act in his/her stead	by them to act in their stead
6	8	height, will not be permitted.	height will not be permitted.
6	15	The <u>Superintendent</u> reserves the right...	The <u>City</u> reserves the right...
6	16	or other decorations, that	or other decorations that
6	17	trimmed and free from weeds,	trimmed, and free from weeds,
6	2 & 3	His/her	or a person authorized by the Superintendent to act in said Superintendent's place and stead in matters pertaining to the cemetery.
6	Sct.VII	his/her	their
7	1	side by side	side-by-side
7	10	...determined by the <u>Superintendent</u> ...	...determined by the <u>City</u> ...
7	13	...submitted to the <u>Superintendent</u> or to a <u>person</u> ...	...submitted to the <u>City</u> or to a <u>City designee</u> ...

Pg. #	Line	Current Language	Suggested Revision
7	13	him/her to act in his/her stead,	the Superintendent to act in their stead,
7	14	...designated by <u>him/her</u> to act in <u>his/her</u> stead, when...	...to act in <u>the City's</u> stead...
7	15	size, material and design	size, material, and design
7	16	approval and all installation	approval, and all installation
7	22	A person designated by him/her they	A designee the said workers
7	23	all of d needs to be re-written for clarity as well as to eliminate the "him/her" and "they" But the way It is written it also ties everything back to the City's liability ...	All contractors/vendors (do we mean the City's designated Contractor or the sub-contractor) (and the worker's of such contractor) engaged in setting monuments shall have prior approval for the setting of any monument from the Supervisor 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) negligence or carelessness. Further, all monument installations shall be completed at the close of each business day (alternatively, no monument installation shall remain unfinished at the close of the business day?)
7	23	...supervision of the <u>Superintendent</u> or a <u>person designated by him/her...</u>	...supervision of the <u>City</u> or <u>the City Designee</u> , and they...
7	23	supervision of the Superintendent or a person designated by him/her, and they	supervision of the Superintendent or a person designated by the Superintendent, and the contractors
8	8	not exceed 1 1/2 feet in height	not exceed 18" in height
8	Ln.8	--	Add "partner".
9	5	A form with the size, material and design	A form with the size, material, and design
9	6	approval and all installation fees must	approval, and all installation fees must
9	15	Appropriate memorials to the dead	Memorials as previously defined/outlined/herein before delineated.
9	23	Tents, lowering devices and other materials	Tents, lowering devices, and other materials
10	1	No grave shall be dug closer than six (6) inches from the line of any lot.	No grave shall be dug closer than 6" from the line of any lot.
10	8	designated contractor, funeral director or vault company.	designated contractor, funeral director, or vault company.
10	13	...by permission of the <u>Superintendent</u> .	...by permission of the <u>City</u> .

Pg. #	Line	Current Language	Suggested Revision
10	15	The City must be notified through the City Clerk or its designated contractor, of the time	The City must be notified through the City Clerk, or its designated contractor, of the time
10	16	ten (10) hours	10 hours
11	2	Of his/her	Of the owners
11	2	his/her	Said owner's
11	2	...member of <u>his/her</u> family...	...member of the <u>owner's</u> family...
11	2	written consent of the owner	written consent of the owner,
11	3	or the owner's authorized agent has been filed	or the owner's authorized agent, has been filed
11	5	minor & this	In the case of a person under a disability (including a minor or someone under another legal disability wherein a court has appointed a legal representative) being the owner, then after proof of such authority as acceptable to the Superintendent (or whomever we decide), the legal representative (or we could use guardian or conservator as the case may be), may give the requisite/forementioned written consent.
11	7	one (1) interment	one interment
11	8	two (2) children dying	two children dying
11	13	His/her	The owners
11	13	His/her heirs	Said owner's heirs/assignees (but really, when the original owner dies, aren't the burial rights transferred thus it is the "new" owner ... so can't we just strike the "his/her heirs")
11	13	...space or <u>his/her</u> heirs purchase...	...space or <u>the owner's</u> heirs purchase...
11	13	space or his/her heirs purchase	space or their heirs purchase
11	15	24 x 12 x 4 inches	24" x 12" x 4"
11	16	Up to three (3) cremated remains (only) may be placed on a	Up to three cremated remains only may be placed on a
11	21	Michigan licensed funeral director.	Michigan-licensed funeral director.
12	14	3 x 2 feet	3' x 2'
12	15	3 x 4 feet	3' x 4'
13	5	a plot(s) to	plots
13	15	A plot(s) being purchased	Plots being purchased
13	16	purchase price of the plot(s) has been paid.	purchase price of the plots has been paid.
13	17	plot(s) needed for burial.	plots needed for burial.
13	18	application of funds to the burial plot	application of funds to the burial plots
13	20	the remaining plot(s).	the remaining plots.
14	3	forfeiture of the unpaid plot(s) and	forfeiture of the unpaid plots and

Pg. #	Line	Current Language	Suggested Revision
14	4	completely pay for a plot(s),	completely pay for the plots,
14	5	to purchase said plot(s) with those available funds. Fifty percent of the remaining funds	to purchase said plots with those available funds. 50% of the remaining funds
14	13	Rules of Consanguinity with supporting genealogical documentation	-not just language- have law dept. review
14	20	Do not replace "spouse"	Just add "and or partner"
1 to 2	11 to 3		I would suggest re-organizing list the defined terms alphabetically
	f		
	Ln 2		
	Ln.9, ln. 18	his/her	their
	Sct VI,d, ln 2	him/her	them, or "a person they delegate"
		His/her stead in	
			or "their designee"

Definitions Homework Combined

Term	Suggested Language Change or Addition
"Superintendent"	"City Manager" and or City Manager's Designee
	I think we need consistency and clarification as to The City (See IV Maintenance and perpetual care and thereafter) City Manager Superintendent City Designee Department Contractor/its designated contractor City Personnel Vendors Subcontractors
Superintendent	City
"Permanent outside container"	"Permanent outer burial container" shall be a container which encloses a casket. The following are considered permanent outer burial containers: concrete boxes, or concrete, copper, or steel burial vaults.



MEMORANDUM

Museum

DATE: May 7, 2021

TO: Greenwood Cemetery Advisory Board

FROM: Leslie Pielack, Museum Director

SUBJECT: Greenwood Cemetery's Unmarked Burial Areas and Cemetery Terminology

Unmarked Burial Areas and Source Material

One of the stated priorities of the Greenwood Cemetery Advisory Board has been to identify the exact location of Greenwood's 'potter's field.' In the history of the cemetery, many references and different records exist that refer to 'potter's field' in the general vicinity of Sections B and C, where a number of individuals have been buried over time without markers or accurate records to identify their exact location.

In addition, several graves in Section I (designated by a rectangular boundary running east and west, just north of sections B and C) do not have markers, and this area has sometimes been confused with Greenwood's former 'potter's field.' However, we have sufficient records of the 39 grave plots and burials in Section I to determine that this area was probably never part of Greenwood's 'potter's field.'

There are four main sources of Greenwood burials that reference 'potter's field.' These are:

- 1) A burial ledger book of sexton Henry Benedict from 1893 to 1908
- 2) An interment record and cemetery notes by Henry Benedict from 1892-1900, which seems to have been transcribed in part into the main burial ledger book
- 3) A DAR/Piety Hill Chapter's 1948 Greenwood Cemetery survey/book (which apparently includes some city record information)
- 4) A 1984 Birmingham Historical Society publication that is the most recent compilation and reference manual, with index and main book with some city record information.

The attached map shows where various notes and references describe the location of 'potter's field.' The sources all agree on four lots in **Section C—56, 57, 58 and 59**. There is one reference for one burial in Section C-20, but it does not appear to be accurate, and later notes that reference this have not been substantiated by any further information. Therefore, it is reasonable to restrict the focus for Greenwood's former 'potter's field' to be in the four lots mentioned.

A cross referenced list of named individuals and/or unknown burials in 'potter's field' shows that the earliest burials involved a few in 1848 and 1850, with the majority from the 1870s

to about 1907, with burials decreasing through the 1910s, and the final noted 'potter's field' burial in 1933. The two Benedict ledgers cover the period from 1892 to 1908 and have good notes as to who was buried and the year, and in some cases, measurement locations for their 'potter's field' graves from what was the 'south fence' at the time. After Benedict's time, further notes indicate additional burials in 'potter's field' decreasing except during the latter 1910s. Several markers were placed at some point to recognize individuals buried in 'potter's field,' presumably in close proximity to the actual burial site (see reference attachments.)

During this nearly 75-year period, the cemetery was enlarged several times, so there seems to have been little pressure to develop plots in the 'potter's field' area. Around the turn of the 20th century, it was treated as a general area, with at least one fence line at Oak Street and probably other recognizable boundaries on the surface. However, as the cemetery became increasingly full, it appears that the area was incorporated into burial plots for the original Section C in lots 56-59 when that section was laid out. In addition, surviving records indicate that several identified graves are actually located within the pathways between these four lots (see list). Furthermore, when new graves were laid out in 2015, an additional 32 graves were plotted in the N-S paths around C-56 and C-57 (in rows 18-A, 19-A, and 20-A) Except for those in 20-A, the majority of these new graves have now been sold and interments have taken place. Trees have been planted in the former 'potter's field' in the past century as well. During all this additional ground activity in the past 100 years or so in the area, there has been no report of any unexpected disturbance of earlier remains. This suggests that the integrity of Greenwood's 'potter's field' has remained intact and is not under threat of disturbance in the anticipated future (see updated map showing oldest known grave and recent sales).

Limited Value of Ground Penetrating Radar for Greenwood's Unmarked Graves

Ground Penetrating Radar (GPR) has been suggested as a tool to identify remains and unused areas of Greenwood Cemetery that could be used to create new plots or to locate the boundaries of unmarked burial areas such as the former potter's field. However, GPR does not have the capability of locating specific remains or definitively identifying unmarked graves or burials older than about 150 years (in Greenwood, 1870s burials and older). GPR can identify ground disturbances, but does not distinguish between types of disturbance, e.g., movement of roots, seismic or hydrologic movements, animal burrowing, etc. In Michigan, **under ideal conditions** of low moisture, no clay, few rocks or stones, etc., GPR is able to get readings from 3 to 6 feet—usually only enough to pick up the top of a vault or casket. Its effectiveness to definitively determine remains or original burial sites in Greenwood's former 'potter's field' would appear to be quite limited (see attachments).

The best way to know the location and sites of Greenwood's burials is through cross-referencing existing records. The attached list includes all available information on Greenwood's former 'potter's field.' It lists the burial dates and individual names (when known) and is followed by a breakdown of the four lots previously identified as the location of 'potter's field' and the names and/or number of recorded burials there. In two cases, only names and the general location of 'potter's field,' are available. But, in most cases, there is a more information that helps pinpoint probable location and/or date interred. This appears to be sufficient to establish the overall location and most of the individuals who

were buried there, and when. It would seem that GPR cannot add very much to the existing information on the location of Greenwood's 'potter's field,' since this data is consistent and fairly conclusive in itself. The Greenwood Cemetery Advisory Board is now in a position to decide what, if any, further study is warranted beyond what is now firmly established about the status of Greenwood's former 'potter's field.'

Cemetery Terminology for Unmarked Burial Areas

For centuries, cemeteries have had 'potter's fields'—separate areas for burials of indigent citizens, immigrants, infants, or individuals from marginalized cultural or social groups. Their graves are often shallow, unmarked and crowded together. The funeral industry appears to be avoiding using the term because of this negative connotation. However, when looking at Greenwood Cemetery, it is important to see the use of this term in its historic context. It appears in our source material and is specific and descriptive in nature. There is no practical way to change the existing records, and it is not clear that doing so would be helpful or necessary.

In a review of terminology currently in use in historic cemeteries, many continue to use the term 'potter's field' as a reference point and for research and/or study. There does not appear to be a movement to change terminology in these older cemeteries. That said, the Greenwood Cemetery Advisory Board may wish to consider other terminology to refer to the former 'potter's field' in the future and in official reports and communications. Here are some suggestions for consideration:

1. "Public Burial Ground"—This label is used by some historic cemeteries in lieu of the 'potter's field' term. It is descriptive of the nature of the non-standard burials or lack of individual markers in these areas.
2. "Unmarked Burial Ground/Area"—simple and descriptive; this term could also be used as the equivalent of 'former potter's field.'

Summary

- The location of Greenwood Cemetery's 'potter's field' is in the area bounded by Sections C 56-59, and includes burials in the east-west paths between 56-57 and 58-59.
- In the Section C area mentioned, the majority of grave plots have been sold and interments have been taking place. During the past 100 years and more, activity has taken place in the 'potter's field' area, the original Section C and additional 2015 plots have co-existed without any known incident of disturbance of remains.
- Ground Penetrating Radar (GPR) would not be able to identify individual remains to pinpoint burials with any degree of confidence or accuracy beyond the existing data and would not appear to justify the expense for this purpose.
- In light of the findings of this report, the Greenwood Cemetery Advisory Board can determine what, if any, further study is warranted of the former Potter's Field area
- The Greenwood Cemetery Advisory Board may wish to consider adopting a more general term to refer to the 'potter's field' area of Greenwood cemetery in official reports and communications, but for reasons of historic context, the term is attached to specific records and is useful for research and identification purposes.

Greenwood 'Potter's Field' Burial List

Last Name	First Name	Year	Age	Location Info	Comments	Benedict Ledger-1	Benedict Ledger-2	DAR book	BHS Book
Hyatt	Joseph W	1848	11	stone in C-57, #2	also listed as PF; also noted as 1933 but transcr error			x	x
Cowan/Cowen	Emily	1848	4	stone in C-20 #6	also listed as PF			x	x
Lord	Malinda	1850	43	stone in C 58 #6				x	x
Baringer	Mary E	1854	20	C 56				x	x
Blanchard	William H	1858	21	C 59				x	x
Child-	found on RR	1872							x
Woodin	Child	1873						x	x
Woodin	Child	1873			?duplicate entry?			x	x
Wilde	Charles	1875							x
Howland	Child of Frank	1875						x	x
Adams	Mrs	1875							x
McKale	Hannah	1881							x
Child-		1882			removed from Perrin lot				x
Warner	children	1882							x
Fall	Child of William	1883							x
Riffenburg	William	1883		C 59 #10	veteran of CW			x	x
Johnson	William	1884							x
Woodruff	Mrs	1884							x
Hutton	Child	1886							x
Kelcher	Child	1887							x
Carron	Child	1889							x
Munson	Mrs	1889							x
Clark	James	1891							x
Messer	Alouice (sp)	1892			NEW: (HB-2 p 13; p16)		X		
Smith	Louis	1892			(HB-2 p 13)		x		x
Shadbolt	Child	1897						x	x
Clark	Mrs	1899		C 56/C 59	in path between C 56 and 59; (HB-1- p 20; HB-2 p 25)	x	x	x	x
Eagle	Child of	1901		C 56	('foot of grave' HB-1 p26)	x			
Moore	Harry E	1901		C 56	('49 ft S." HB-1 p 25)	x			

Last Name	First Name	Year	Age	Location Info	Comments	Benedict Ledger-1	Benedict Ledger-2	DAR book	BHS Book
Heyden/Hayden	Child of Frank	1901		C 57/C 58	Buried in pathway betw C 57 & 58 ; ('5 ft, 3in. North-Potter's Field" HB-1 p24)	x		x	x
Courtney	Henry S	1903		C 56	('57' from South Fence to center Grave' HB-1 p 29)	x			
Ferguson	Child of	1903			see also 1906 ("child of Robert Furgison -Potters Field - 60 ft from South Fence to center Grave'-HB-1 p 30)	x			
Howe, Valvia	baby ?	1906		C 56	("Valvia Howe Baby-Potters Field-60 ft South Fence to head of Grave at foot of 2 Furgison Babys Graves" -HB-1 p 38)	x		x	x
Ferguson	Child (of Stanley)	1906		C 56	Flossie? Marie? ('Stanly Furgison Baby-Potters Field-63 ft S Fence to center Grave' HB-1, p36)	x			x
Grayson	Child of Stanley	1906		C 56					
Johnston/Johnson	John J	1907	70	C 56	('Mr John Johnson-Potters Field-62 ft frome South Fence to center Grave' HB-1 p39)	x		x	x
Pepperall	Child	1912							x
Sorter	Carl	1914	4 das.						x
Sorter	Mrs	1914	29						x
Perrin	Cynthia	1915							x
Ferguson	Levi M	1916	11 mos.						x
Ferguson	Cecil	1917							x
Pepperall	Walter Gordon	1917	3 mos.		Cynthia-Gordon?				x
Ferrier	Clarence	1919							x
Riffenburg	Clarence	1933	50	C 58				x	x
unk				C 56					x
unk				C 56					x
unk				in path between C 57 & 58					x

Last Name	First Name	Year	Age	Location Info	Comments	Benedict Ledger-1	Benedict Ledger-2	DAR book	BHS Book
unk				in path between C 57 & 58					x
unk				in path between C 57 & 58					x
unk				in path between C 57 & 58					x
unk				in path between C 57 & 58					x
Gilligan	Sarah			C 58				x	x
unk				C 59					x
unk				C 59					x
unk				C 59					x
unk				C 59					x
Perrin	Mrs							x	x
Saur	Georgina							x	x

1906 Greenwood

		Sec	Lot
Aug 16	Mr Austin Parks - Baby 18 ft 4 in South End center Grave	G	31
Sept 23	Mrs Emily Waring 14 ft South End center Grave	B	70
Oct 10	John Blakeslee Removed 15 ft 6 in South End center Grave	A	17
Oct 11	Mr Stephen Cooper 2 ft South End center Grave	G	32
Oct 19	Mrs Stephen Coopes Removed 5 ft 9 in South End center Grave	G	32
Oct 25	Mrs Mary Ann Lawrence 7 ft 10 in South End center Grave	E	19 North half
Nov 24	Mr Alfred J Morrow	I	18
Dec 4	Harold Gardner Baby South End	I	19
Dec 17	Valvia Howe Baby 60 ft South Fence to head of Grave at foot of 2 Ferguson Babys Graves	Potters	Field

1892 Interments

1892 13

Cemetery Society

				Or
Sept 1 st	Miss Kittie Stone on			Paid
	Mr Logan lot No 65	65	\$ 3	00
	Mr A. Louise Messler			
Oct 17	Lucie Smith Pottery Field		\$ 3	00
Oct 14	Mr Saunders Lot	13	\$ 2	50
	Mrs Dainer Lot	70	\$ 3	00
Nov 30	Mr Albert Nixon Lot	49	\$ 3	00
				Paid

1893

January 1st 1893

Buried Mrs William Paid \$ 3.00

Riffenburg on Lot No 1 Dec B

Jan 12 1893 Received of
S. O. Trowbridge the
sum of ten Dollars
for procuring facilities
for Mrs. A. C. Wallace

Paid
\$ 10.00

Jan 12 Jan I signed a receipt for
S. O. Trowbridge for \$11.50
for eleven dolls and fifty cts
for which \$ 10.00 was mine
and one half fifty \$1.50 belongs
to the society

1893

Mr Benedict

Feb 18 Cash by J. O. Beatty \$3.00

Jan 21 Mr Robert M. Masters Paid \$ 3.00
On Lot No 31

Feb 14 Mrs John Cromwell Paid \$ 3.00
on lot No 28

Apr 20 Mrs. R. E. Trowbridge 63 Paid 3.00

July Greenwood Interments

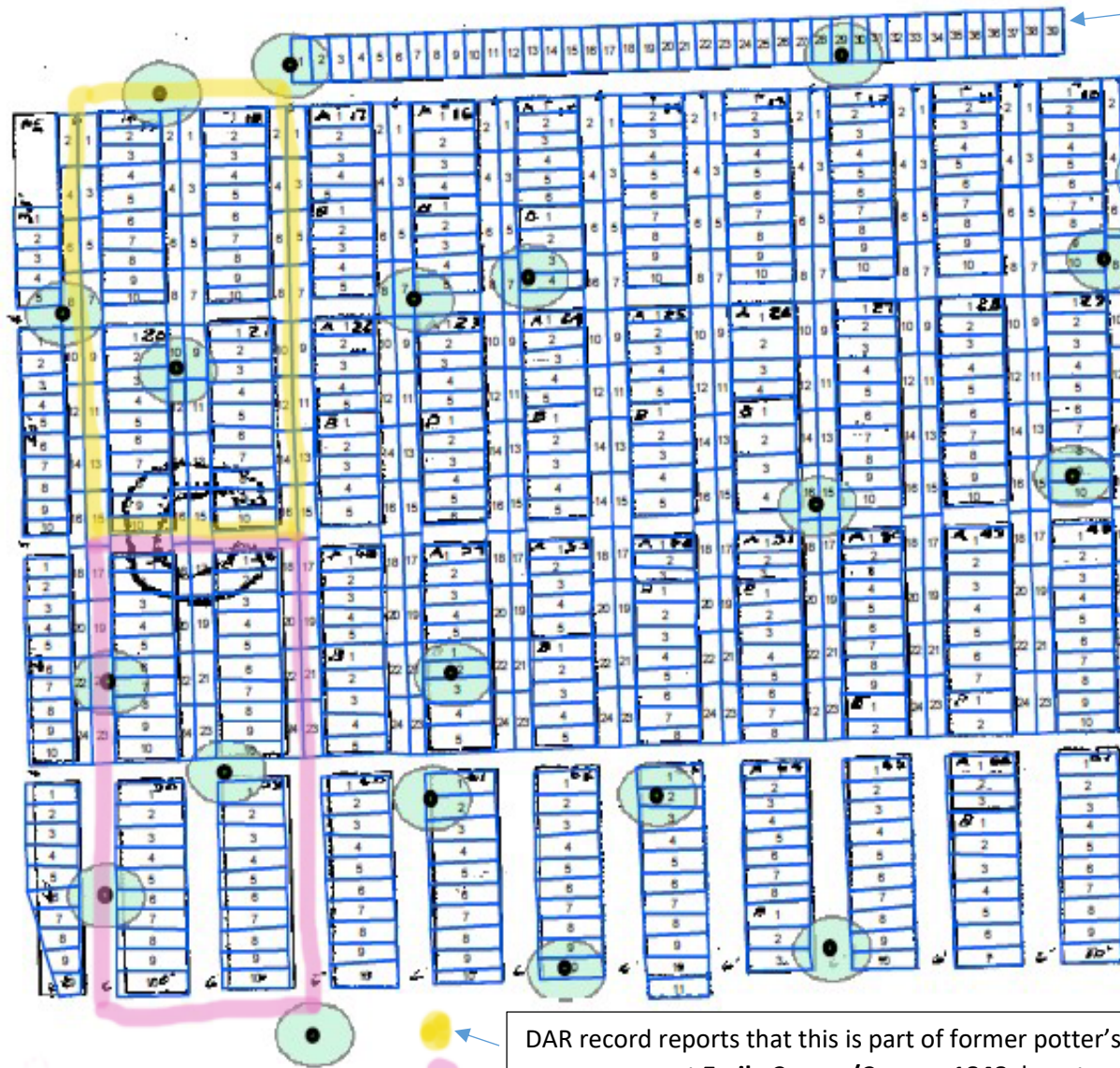
No Sec

July	3	Wm. Snitcher Infant Child	8	D	\$250	Paid
- - -	7	Maisy Hoffman	54	B	\$300	Paid
Sept	20	Mrs. John. Brown			10 \$300	Paid
Nov	25	James Hanna	39	G	\$250	Paid
Dec	1	Eli S Wooster	47	B	\$600	Paid
...	8	Lyle Willson. Or by cash	22	B	\$200	Paid
		Nov 20 \$1.00. beal Dec \$1.50				
Jan	18	1899 Mr Wm Smith	9	D	\$300	Paid
...	29	1899 Child Rbt. Barnes	8	G	\$250	
		Or to cash \$1.00				
...	30	Mrs Clark. Pottersfield			300	Paid
Feb	10	Mrs. Ely Baker.	48	E	\$300	Paid
...	21	Mrs William Carter	35	E	\$300	Paid
...	28	Mr Jay Reynolds	2	E	\$300	Paid
...	28	Mr Wheelstone Child	11	B	250	Paid
Mar	3	Mr Mortimer Smith	19	B	\$300	Paid
		By \$1.55 paid \$1.50				
...	16	Mrs Rachel. Bookham	16	B	\$300	Paid
...	22	Mr Joseph Allen	42	E	\$500	Paid
...	25	Mrs Keyser Margaret				
...	28	Mrs Margaret. Keyser	6	D	\$300	Paid
...	30	Mrs Anson Wright	11	G	\$300	Paid
...	31	Mr Edward. Crawford			\$300	Paid
Apr	14	Mr James. Goinley	72	B	\$500	



At the turn of the century, when this photo was taken, Greenwood Cemetery had large open areas, and there was very little pressure on developing the 'potter's field' area. *Birmingham Museum Collection.*

Greenwood Cemetery General Location of 'Potter's Field'



Section I - many graves unmarked but no evidence it was ever potter's field

Sources:

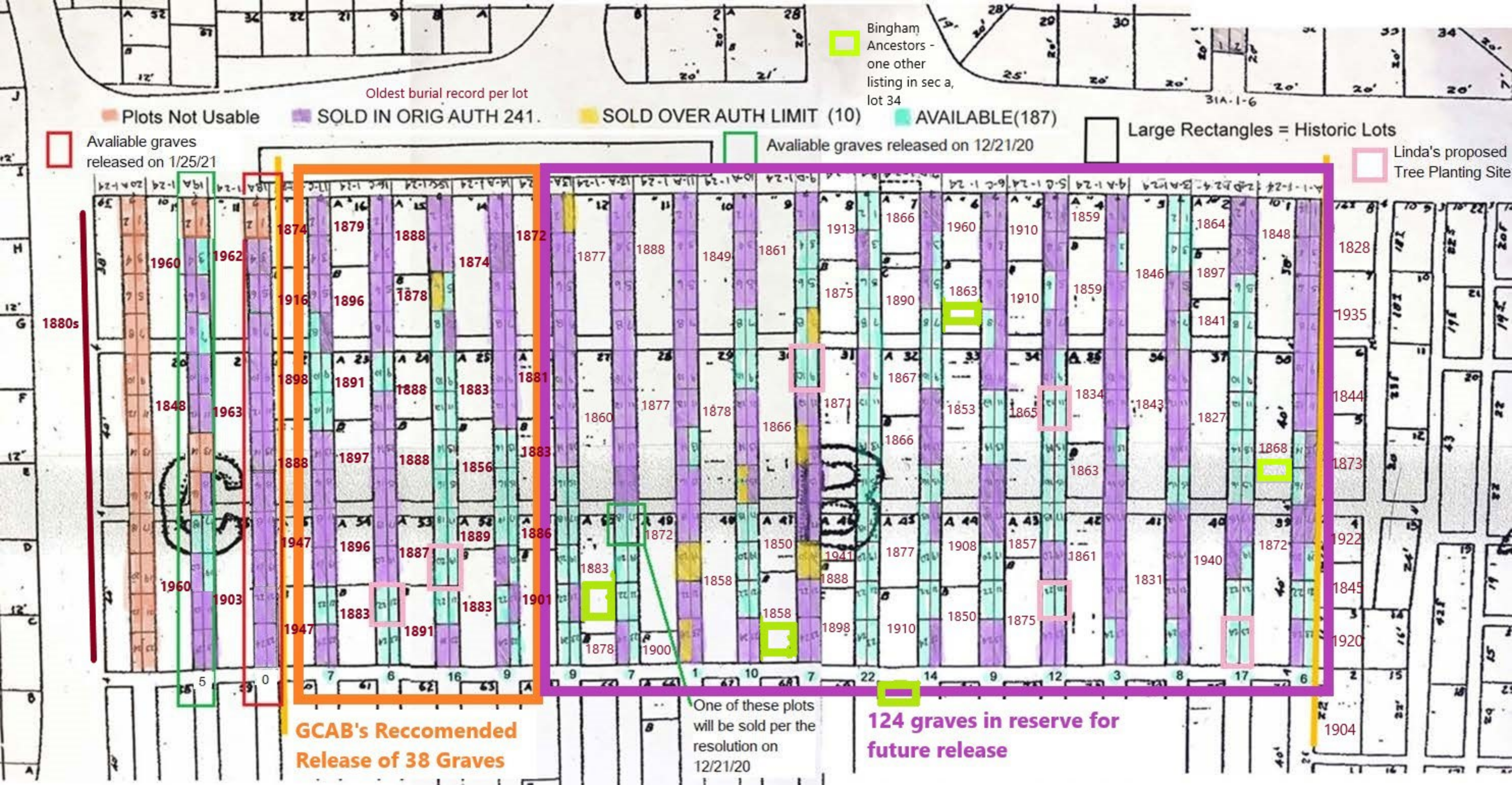
Benedict, Henry. Ledger Book of Greenwood Burials, 1893-1913. *Birmingham Museum Collection.*

Daughters of the American Revolution, Piety Hill Chapter. "Records of Greenwood Cemetery," 1848. *Birmingham Museum Collection.*

Birmingham Historical Society. "The Greenwood Cemetery: Its Inscriptions and Burials." 1984. *Birmingham Museum Collection.*

DAR record reports that this is part of former potter's field-inconsistent with burial records, probably an error except **Emily Cowan/Cowen, 1848**; has stone in Lot 20, #6, but noted elsewhere as a potter's field burial.

All three records are in agreement about these four lots-#s 56, 57, 58, and 59 of Section C being used as potter's field from **1848-1933**.



Bingham Ancestors - one other listing in sec a, lot 34

Oldest burial record per lot

Plots Not Usable

SOLD IN ORIG AUTH 241.

SOLD OVER AUTH LIMIT (10)

AVAILABLE(187)

Large Rectangles = Historic Lots

Available graves released on 1/25/21

Available graves released on 12/21/20

Linda's proposed Tree Planting Site

1880s

GCAB's Reccomended Release of 38 Graves

One of these plots will be sold per the resolution on 12/21/20

124 graves in reserve for future release

Locating Unmarked Cemetery Burials

Office of the State Archaeologist, University of Iowa, Iowa City, IA 52242.
Burials Program: 319-384-0740.

This guide may be freely copied and distributed. Check the OSA web site for future updates (www.uiowa.edu/~osa/burials).

♦Introduction

Burials are often poorly marked in cemeteries, and many cemeteries suffer from poor or non-existent record keeping. Cemetery plots are typically treated as property, and conflicting claims on a plot can lead to legal headaches for everyone concerned. Likewise, the disturbance of an unmarked grave by a subsequent burial can be traumatic for all the families involved. For these reasons, it is important for the caretakers of a cemetery to do their best to verify that a plot is empty before someone is buried in it or before the plot is sold or traded.

This information is relevant only for the identification of graves which can reasonably be considered less than 150 years old. Older graves, including Native American and pioneer graves, fall under the jurisdiction of the Office of the State Archaeologist. If you are dealing with a grave you suspect is more than 150 years old, cease work immediately, cover any exposed remains, secure the area, and call the Burials Program of the Office of the State Archaeologist (319-384-0740).

This guide is intended to help cemetery caretakers and the general public understand the options that exist for locating unmarked graves in Iowa. The most common ways of locating graves are discussed, as well as their advantages and disadvantages. It should be noted that no process is foolproof in finding unmarked graves. There are specific laws related to disturbance of graves in Iowa. If you are unsure if you are allowed to conduct an investigation, please call one of the phone numbers at the end of this list before beginning work.

As cemetery caretakers well know, what you see on the surface does not always reflect what is below. Grave markers can be at the head, foot, or center of a grave, or can be some distance from the grave. Burials can be oriented in any direction relative to a marker or nearby burials. The markings on the grave stone may face towards or away from the burial. Multiple individuals may be buried under one marker. Many burials lack markers, typically because the original marker was made of wood or because of vandalism. Markers may be situated over empty graves. Well-maintained cemeteries typically do not have depressions over a grave; if there is a depression, it may be far larger or smaller than one would think necessary. Depressions are not always signifiers of graves, since grave diggers can borrow soil from nearby areas to fill in low spots, creating depressions that resemble graves.

In sum, you cannot assume that surface indications have anything to do with what is below the surface. If records are inadequate, some sort of remote sensing or subsurface testing is needed to locate burials. Described here are the most common techniques.

At the end of this report is a flowchart that explains some of the decision-making steps that an archaeologist or geophysicist go through to decide what survey technique to use, this chart may help you decide what survey technique is best for your situation.

◆Rod Probing

Probably the most common way to search for graves is to probe the soil in the area with a 6-foot-long rod with a blunt end and a T-shaped handle. These rods can be purchased commercially or be made by the user. The soil is probed in various spots looking for the resistance one would expect from a coffin or vault.

Advantages: Inexpensive, easy to use, generally accurate for recent burials in coffins or vaults.

Disadvantages: Invasive, so families may object. Cannot find burials that were not in coffins. Cannot find wooden coffins that have rotted, which is very common among graves from the 1800s and early 1900s. The coffin and remains decay and the coffin void fills in, leaving no resistance or voids to be found by the probe. Very difficult to find small coffins of infants or children. Rocks in the soil often give false readings, and it is very difficult to probe when the ground is hard or frozen.

◆Soil Coring

A more-exact method of probing is soil coring, in which a 3/4-inch or 1-inch diameter hollow tube is inserted into the ground above a suspected grave. The core is pulled out, and the soil examined for evidence of disturbance through comparisons with nearby undisturbed areas. This work should be done by a trained archaeologist or soils scientist, since the differences between a disturbed and undisturbed soil can be very subtle, especially if the soil is homogenous or very complex.

Advantages: better than rod probing, since it can detect burials even if the coffin is severely decayed. Cost is usually less than remote sensing. There are numerous qualified archaeologists in Iowa who can help; Iowa archaeology firms are listed at the end of this document.

Disadvantages: Invasive, so families may object. Requires an archaeologist or soils scientist, so cost is greater than rod probing. Difficult or impossible in rocky soil. Often, soil difference can be so subtle that even a trained archaeologist cannot tell if a grave exists for certain or not, especially if the original soil matrix is very homogenous or if the upper soil layers are disturbed by non-grave activity such as earth moving or burrowing animals. It is very difficult to core when the ground is hard or frozen.

◆Formal Excavation

The most-definitive way of determining if a burial exists in a plot is formal excavation. Formal excavation is different than grave digging; typically a grave digger will not notice if they are digging an occupied grave until it is too late and the coffin or burial is damaged or destroyed. Human remains are occasionally found in back dirt or borrow piles at cemeteries, since the grave digger cannot always tell if they have gone through an existing grave. Formal excavation is different than exhumation, in which a fairly-recent burial from a known grave is removed; many funeral parlors or medical examiners can arrange for exhumation. In contrast, formal excavation is the systematic removal of soil in a controlled fashion to locate suspected graves while causing minimal damage to them. Formal excavation is best performed by a trained archaeologist who has an understanding of soils and excavation methods. While there are many ways to perform formal excavation, a common way is to use a wide, toothless backhoe to slowly strip away the soil in

level layers a few inches at a time. This allows the archaeologist to check for evidence in the soil of a grave shaft (the filled-in grave hole) above the burial. Once evidence of a burial is encountered, archaeologists can map the burial and leave it in place. If a disinterment permit has been obtained from the Department of Public Health, an archaeologist can carefully excavate the remains for reburial elsewhere, after a consultation with the person who obtained the permit. If the remains and effects are removed, they can be studied to help determine the identity of the individual. Formal excavation can also stop well above the grave if there is evidence of a shaft.

Advantages: Almost fool-proof and, if properly done, will provide a definitive answer. Can be performed in any soil type, rocks are not a problem. Excavation can provide information about not just if a burial is located there, but can also provide information needed to determine the identity of the buried person. There are numerous qualified archaeologists in Iowa who can help; Iowa archaeologists are listed at the end of this document.

Disadvantages: Highly invasive, so families may object. Expensive; it requires an archaeologist and machinery, and possibly laboratory time. There is always a chance that a very ephemeral burial will be missed and destroyed by machinery, although this is unlikely.

◆Ground-Penetrating Radar (GPR)

With GPR, a radio or microwave signal is sent into the ground and the reflected signal is recorded. The time it takes for the signal to return reflects the depth of penetration, and the returning signal can be stronger or weaker depending on the type of material it is passing through and reflecting off. This data can be used to make an image of the subsurface. A GPR technician will walk an antenna over an area, recording data. This data is processed in a computer to create a two- or three- dimensional image of the subsurface. Under ideal conditions, the grave shaft and possibly the coffin or vault will be visible, but under normal conditions, only the upper part of the grave shaft is visible.

Advantages: GPR is non-invasive, so families typically do not object. Under ideal conditions, it can provide a highly-detailed image of the subsurface. GPR can often see through surface disturbances. GPR is probably the best form of remote sensing if the clay content of the soil is low. Services are available in Iowa, for a fee, from the Office of the State Archaeologist (319-384-0724). Other regional practitioners can be found at the web page listed at the end of this document, or by contacting one of the archaeologists listed.

Disadvantages: GPR's effectiveness depends on soil conditions; it does not work well in clay-rich, rocky, or saturated soils. GPR can be expensive.

◆Resistivity

Resistivity can often be useful in finding graves, it is based on the principle that soils have differing moisture retention properties and therefore will conduct electricity differently. A small electric charge is run between spikes placed in the ground, and the resistance is measured. When a soil is disturbed, as in a burial, different types of soil are brought near the surface which have very slight differences in electrical resistivity. The surveyor will probe at close intervals over a large area collecting data, which is then downloaded into a computer to show areas of disturbed soils. In a cemetery, these often correspond to marked and unmarked graves.

Advantages: The spikes only penetrate a few inches into the soil, so it is relatively non-invasive and families typically do not object. Can give some idea if disturbances are deep or not. Under ideal circumstances, resistivity is quite effective.

Disadvantages: Resistivity is ineffective if the upper level of soil is disturbed over a large area (for example, by previous bulldozing), and it is ineffective under certain conditions, such as when the soil is very wet or very dry. Can be expensive. May be adversely affected by rocky soil. Currently, there are no practitioners in Iowa; for regional practitioners, see the web page listed at the end of this document. Likewise, qualified archaeologists can also help you find a practitioner, a list of Iowa archaeologists is included at the end of this document.

◆Conductivity

Conductivity is often effective in finding graves. It works by applying a magnetic field to the ground surface. This magnetic pulse causes the soil to generate a secondary magnetic field, which is recorded to make a map. When a soil is disturbed, as in a burial, different types of soil are brought near the surface which have very slight differences in conductivity. The surveyor will walk an instrument over a large area collecting data, which is then downloaded into a computer to show areas of disturbed soils. In a cemetery, these often correspond to marked and unmarked graves.

Advantages: Conductivity is non-invasive, so families typically do not object. Can cover a large area in a fairly short period of time. It can be very effective under the proper conditions. Suitable instruments are often available from local soil scientists, but one must be certain the operator understands how to identify variation associated with graves.

Disadvantages: Conductivity is ineffective if the upper level of soil is disturbed over a large area. It is ineffective in the presence of ferrous metal (iron, steel, etc.), so the survey area has to be very clean and checked with metal detectors; metal markers, vases, etc., must be removed. It can be less effective if the soil is saturated, very dry, or rocky. It is affected by nearby power lines. Currently, there are no practitioners in Iowa; for regional practitioners, see the web page listed at the end of this document. Likewise, qualified archaeologists can also help you find a practitioner, a list of Iowa archaeologists is included at the end of this document.

◆Magnetometry

A sometimes effective way to quickly identify graves is with the use of magnetometers. Magnetometers are devices that measure minute changes in the magnetic properties of soil. When a soil is disturbed, as in a burial, different types of soil are brought near the surface which have very slight differences in magnetism. The surveyor will walk a magnetometer over a large area collecting data, which is then downloaded into a computer to produce maps that show areas of disturbed soils. In a cemetery, these often correspond to marked and unmarked graves.

Advantages: Magnetometry is non-invasive, so families typically do not object. Can cover a large area in a fairly short period of time. Can be very effective under the proper conditions.

Disadvantages: Magnetometry is ineffective if the upper level of soil is disturbed over a large area. Soils need to have significant iron oxide content, or it will not work. Ineffective in the presence of ferrous metal (iron, steel, etc.), so the survey area has to be very clean and checked

with metal detectors; metal markers, fences, vases, etc., must be removed. Because of its limitations, magnetometry is often less effective than conductivity or resistance. Magnetometry can be expensive. Currently, there are no practitioners in Iowa; for regional practitioners, see the web page listed at the end of this document. Likewise, qualified archaeologists can also help you find a practitioner, a list of Iowa archaeologists is included at the end of this document.

♦Dowsing/ Witching

A common way to search for graves is dowsing, or as it is frequently called in the Midwest, “witching,” or occasionally “divining”. The dowser walks over an area with two copper wires or rods bent in an L shape, holding the short ends in each hand and pointing the long ends forward. Dowsers believe the wires will cross over a grave. This practice is ultimately derived from an old English and German folk belief that willow or hazel sticks have an uncontrollable desire for water and will point to underground reservoirs. In America, the willow was replaced with copper rods and used not only to find water, but also graves. One common folk belief is that the two rods will converge if the grave is of a male, and diverge if it is female.

Supposedly the magnetic properties of disturbed soil or coffin hardware attract the copper rods. However, this is illogical. First, soil and coffin hardware do not attract metal, as simple experimentation will show. Soil is so weakly magnetic that a hyper-sensitive magnetometer is required to measure it reliably. Second, even if soil or coffin hardware were strongly magnetic, they would not attract copper wire, which is unaffected by magnetism—experimentation at home will show that you can’t move a copper wire or penny with a magnet. Third, even if soil or coffin hardware were magnetic, and non-copper rods were used, the rods would *never* cross when exposed to a magnetic field; long metal objects always run *parallel* with strong magnetic fields. Remember the grade-school science project with iron filings on a glass plate over a magnet? The filings line up parallel and curve with the field, they do not cross each other. All credible scientific trials of dowsing have shown that dowsing is no better than random luck or common-sense intuition at finding graves or water (for further information, refer to Robert Todd Carroll’s reviews of scientific tests of dowsing in the Skeptic’s Dictionary [John Wiley & Sons, 2003], www.skeptdic.com/dowsing).

Advantages: There are no advantages to dowsing.

Disadvantages: Dowsing is no better at finding graves than common-sense intuition. Dowsing could put yourself or your organization at legal and financial risk and could lead to public embarrassment. When you make determinations about the presence or absence of burials in a plot you are making decisions about other people’s property which carries legal and financial liabilities. The court of law does not recognize folklore such as dowsing as valid scientific practice. While other technologies and methods described here are not foolproof, they can at least be explained and justified in court because they are based on scientific or observational principles.

◆Numbers to Call for Burials Issues:

Office of the State Archaeologist Burials Program (burials older than 150 years, can also answer general questions):

Shirley Schermer— 319-384-0740

Regulated Industries Unit, Iowa Securities Bureau (oversight of active cemeteries):

Dennis Britson, Director— 515-281-4441; Dennis.Britson@comm6.state.ia.us

State Medical Examiners Office:

Jerri McLemore, Associate State Medical Examiner—515-281-6726; jmclemor@idph.state.ia.us

Department of Public Health, Office of Vital Statistics:

Jill France, Chief, Bureau of Vital Records—515-281-6762; jfrance@idph.state.ia.us

Carol Barnhill, Office Manager, Vital Records—515-281-7824

Attorney General's Office:

Mike Smith, Assistant Attorney General—515-281-5351; msmith@ag.state.ia.us

◆How to Contact Geophysicists (Remote Sensing Practitioners) and Archaeologists:

Remote Sensing. A list of regional practitioners of remote sensing (GPR, magnetometry, resistivity, conductivity) can be found at the North American Database of Archaeological Geophysicists web site, <http://www.cast.uark.edu/nadag/>. Since geophysics is an unregulated profession, be sure to ask for references and examples of final reports. Geophysicists affiliated with archaeological or engineering firms may be better choices, since archaeology and engineering are regulated professions. Many archaeologists, listed below, can subcontract a geophysicist on your behalf.

Archaeologists. A full list of qualified archaeologists working in Iowa, including out-of-state firms, is maintained by the Iowa State Historical Society on their web site: http://www.iowahistory.org/preservation/review_compliance/consultant_list.html

All Archaeology Firms Based in Iowa Listed with ISHS (as of 9/1/05):

Bear Creek Archaeology (563) 547-4545

Consulting Archaeological Services (641) 333-4607

Cultural Heritage Consultants (712) 239-9085

Gradwohl, David (515) 294-8427

Iowa State University Archaeology Laboratory (515) 294-7139

Louis Berger & Associates (319) 373-3043

Office of the State Archaeologist, University of Iowa (319) 384-0724

Prairie Archaeological Research Consultants (641) 757-7830

Tallgrass Historians (319) 354-6722

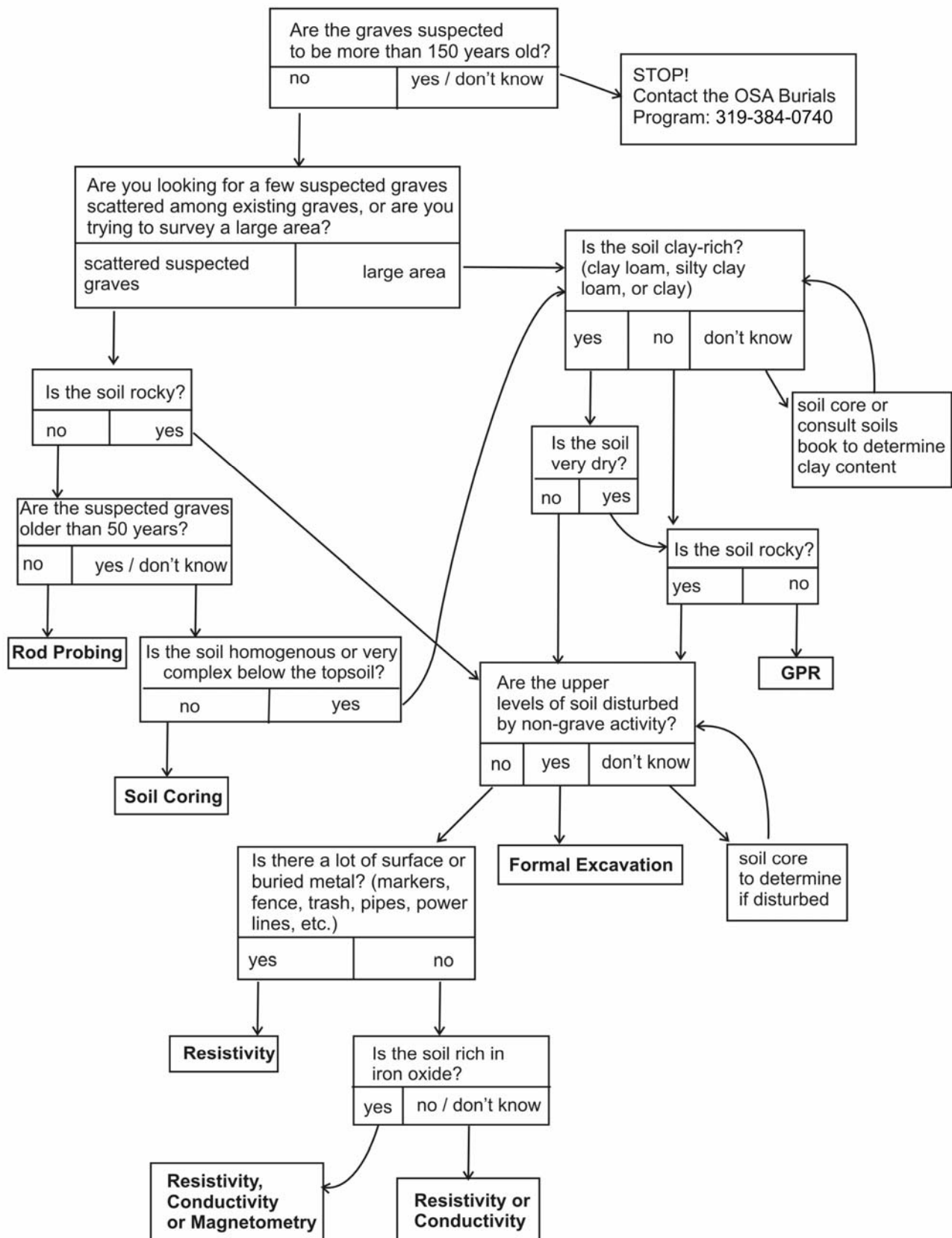
Wapsi Valley Archaeology (319) 462-4760

Weitzel, Timothy (319) 354-5290

First Version: 9/1/05, William E. Whittaker.

Decision-Making Flow Chart for Finding Unmarked Burials

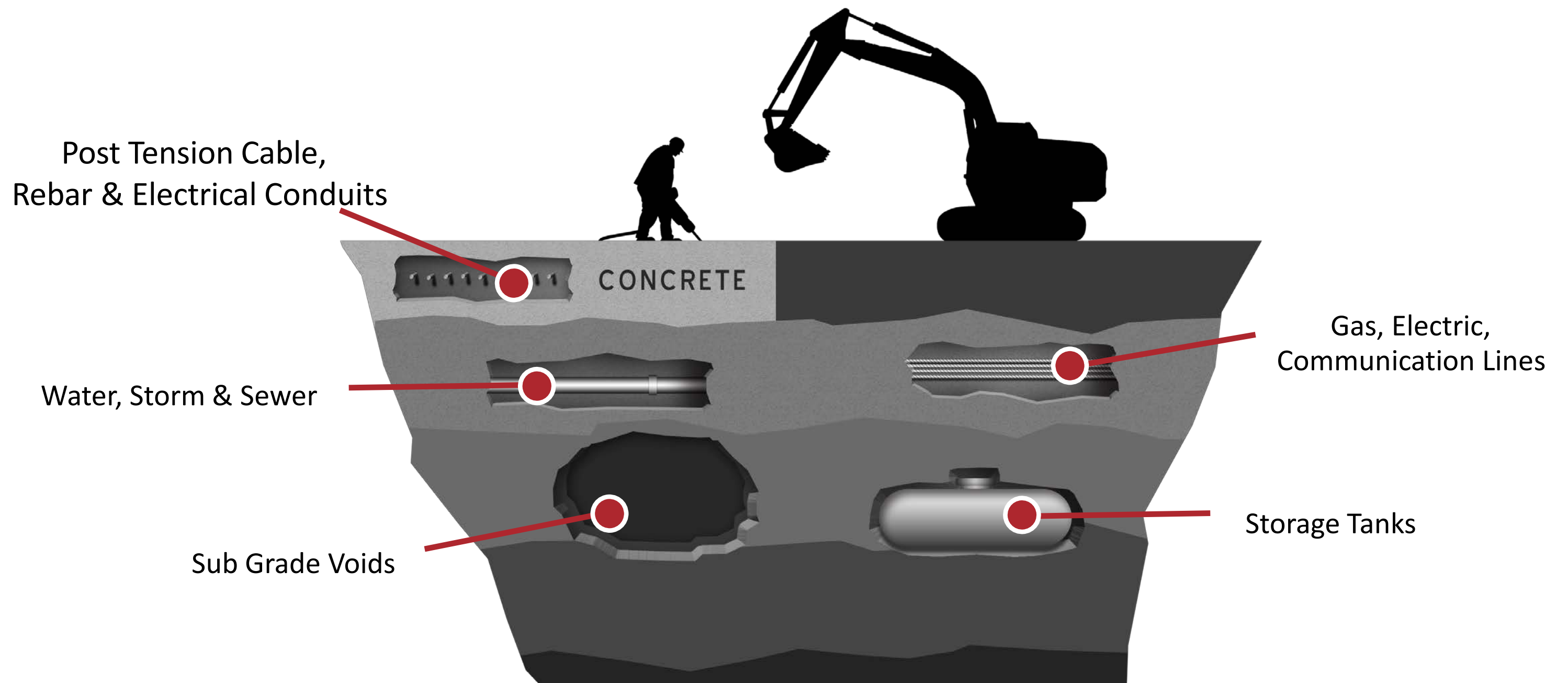
This chart presents some of the decision-making criteria archaeologists and geophysicists use in deciding a method for finding graves. Contact an archaeologist or geophysicist for more information.





WHEN YOU NEED TO KNOW WHAT'S BELOW

Unknowns **beneath** the surface



ABOUT GPRS



- 2001 – GPRS started in Toledo, OH
- 2007 – GPRS had 5 employees
- 2008 – GPRS began nationwide growth expansion efforts
- 2010 – GPRS grew to 35 employees
- 2018 – GPRS currently has over 289 employees

Since inception, GPRS has completed over 200,000 jobs as a company

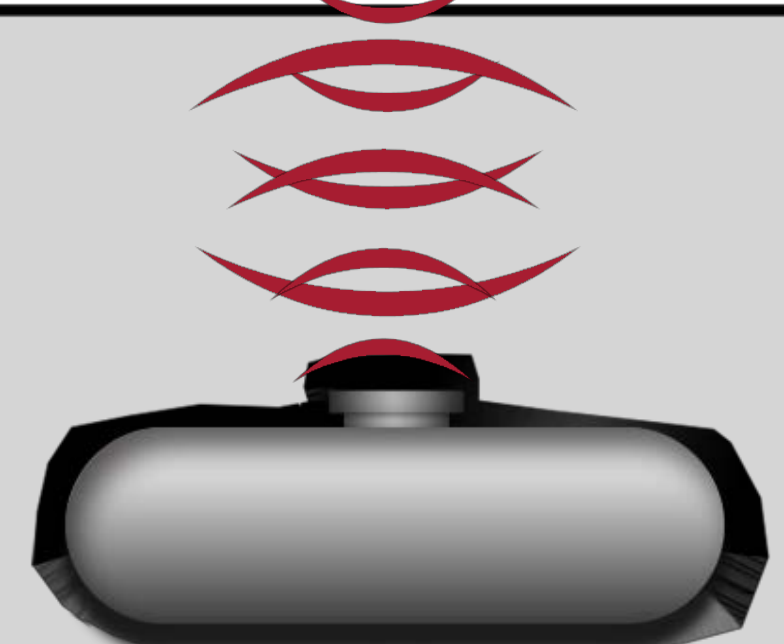
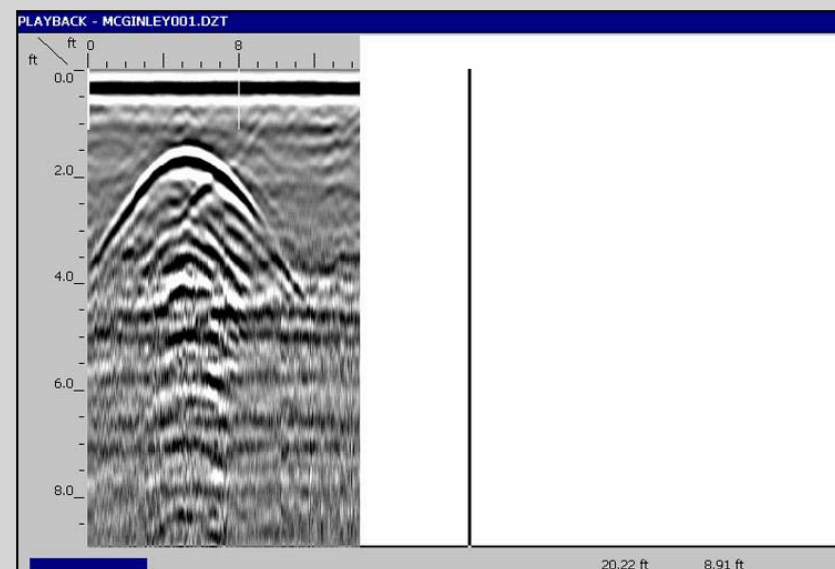




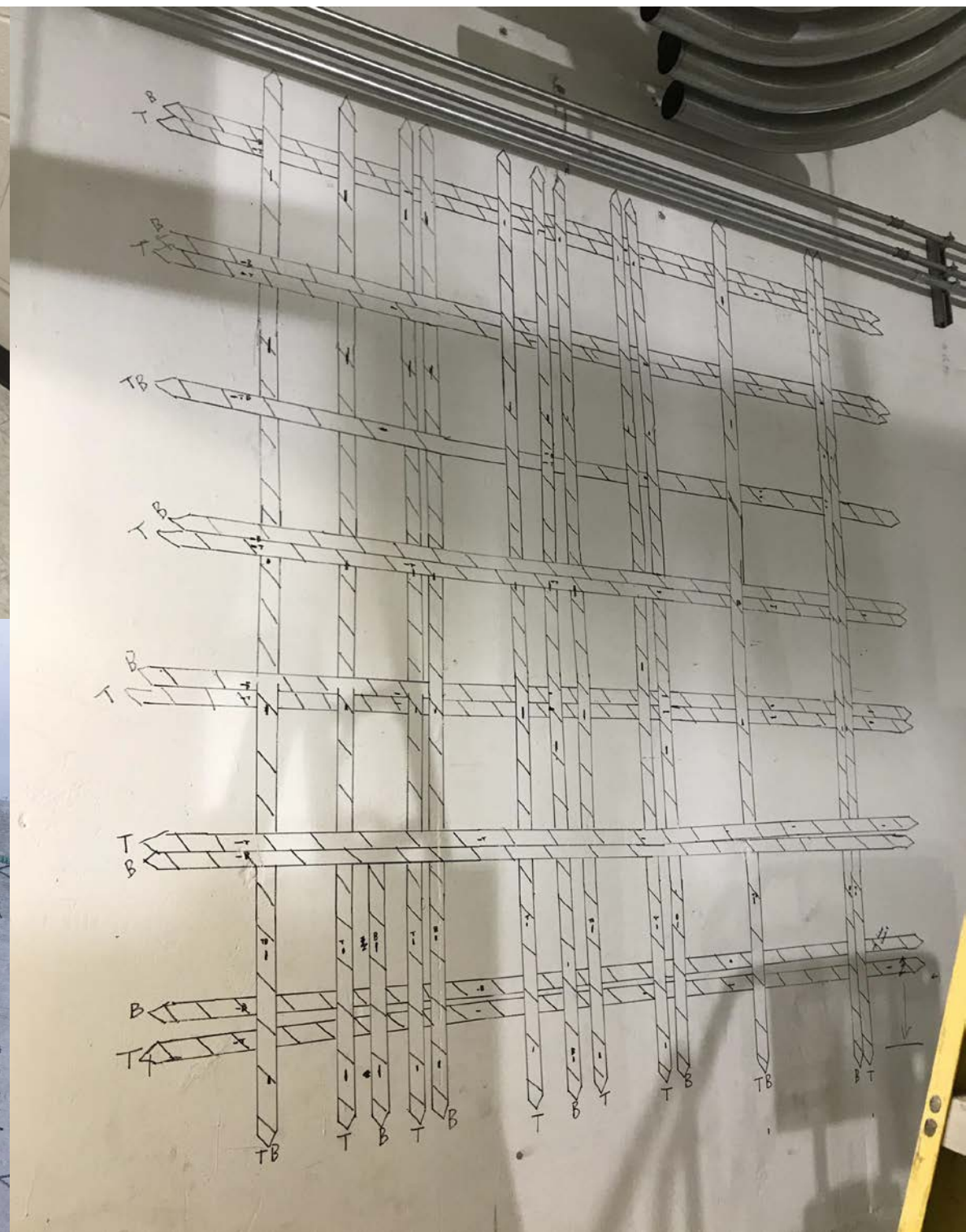
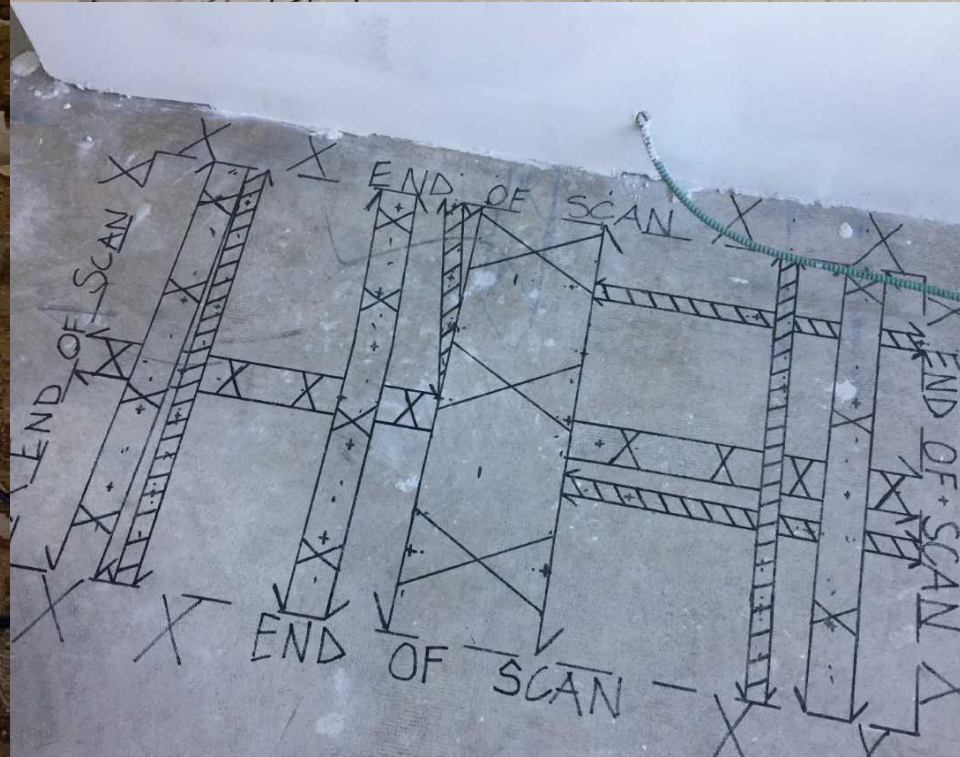
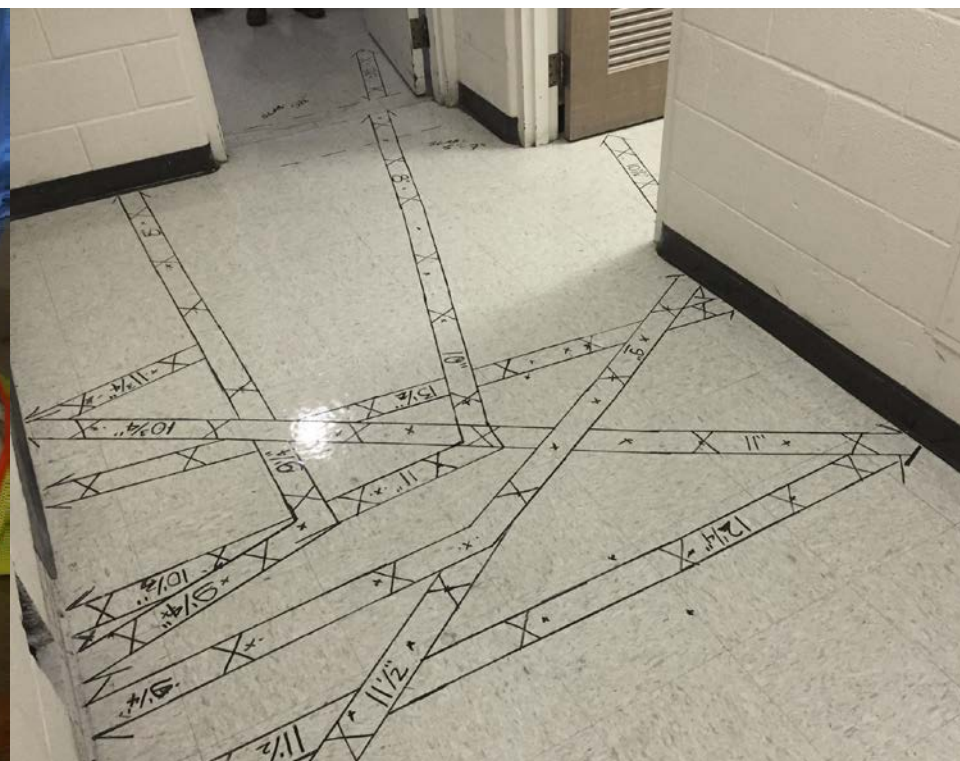
EQUIPMENT & APPLICATIONS



- GPR works by sending electro magnetic pulses of energy from an antenna into a particular medium such as the concrete or ground
- When the radar pulse contacts something other than the material, it generates a reflection back to the antenna.
- This reflection is displayed in real time for the operator to mark the item at the surface. Item depth is also noted



CONCRETE SCANNING



GPR LOCATING



Ground Penetrating Radar:

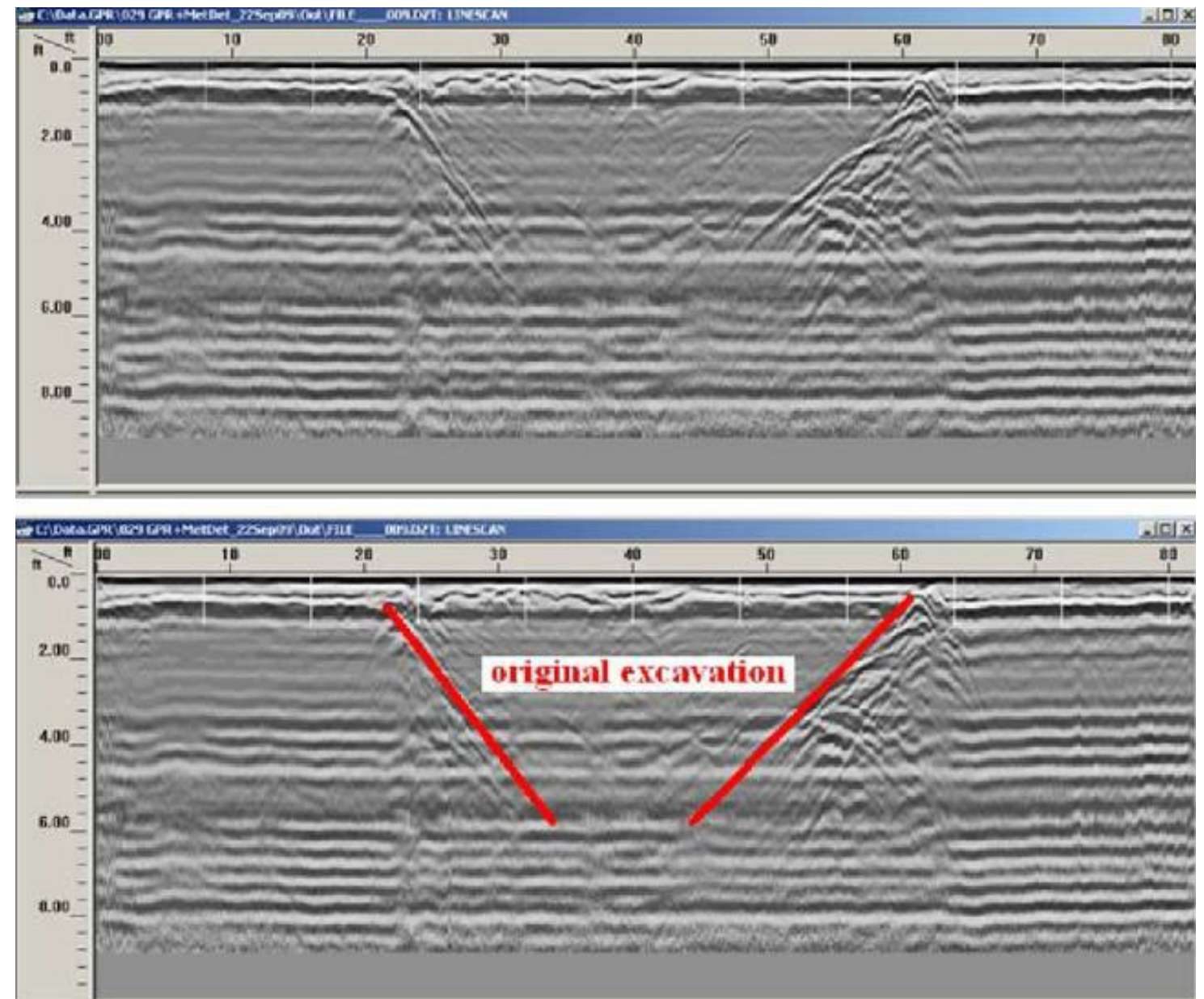
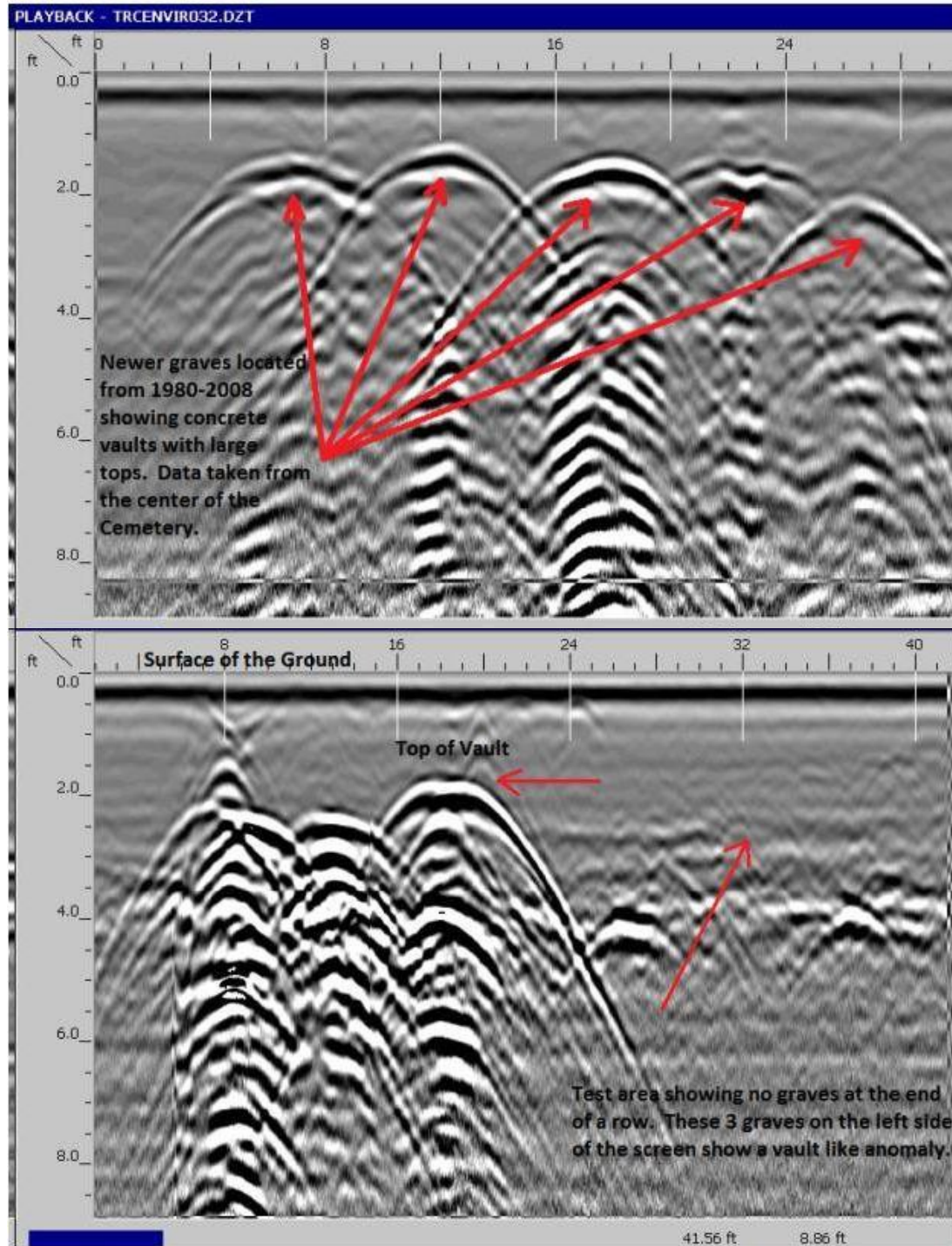
- Utilities, underground storage tanks, voids, obstruction/debris unmarked burials
- Standard GPR has a typical depth penetration of 3'-6' deep throughout the state of Michigan (site dependent)

Limitations:

- **Size of target** – typically, a target (utility) must be at least 1" in diameter per 1' of depth in order for it to be located with GPR.
- **Soil conditions** – clay soils, wet soil or soil which contains high amounts of debris can limit the effectiveness of GPR.
- **Surface conditions** – brush, standing water, metal plating, or anything which blocks direct access to the area to be scanned will limit the ability to perform GPR



GPR LOCATING



GPR LOCATING



GPRS

The image displays two devices showing engineering plans for a site. The laptop screen on the left shows a detailed site plan with various utility lines (sewer, water, electrical, storm drain) and structures (E. BOX, E. BANK, E. PURP. LIFT STATION). The tablet screen on the right shows an aerial view of the same site with overlaid utility lines and labels indicating distances from trees and a lift pump (LP).

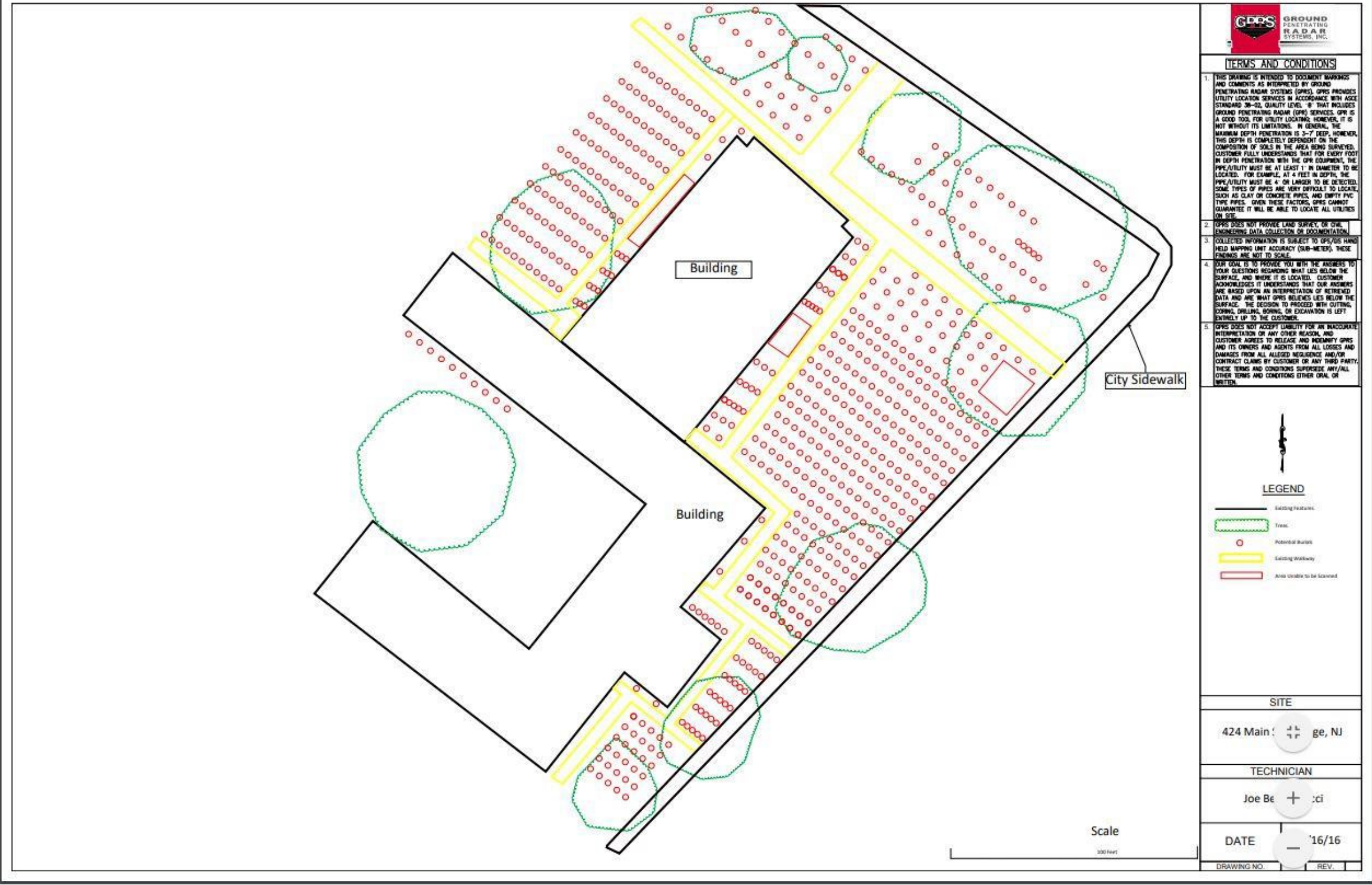
Laptop Screen Content:

- Utility lines: COMM - 20" D, SEWER - 54" D, WATER - 24" D, COMM - 30" D, ELECTRICAL - 20" D, COMM - 24" D, STORM DRAIN - 26" & 40" D.
- Structures: E. BOX, E. BANK - 40" D, E. PURP. LIFT STATION.
- Coordinates: N 44901.457, E 23100.719, N 44776.580, E 23881.320.
- Other labels: 30' from curb, 20', 22', 24' from log corner, 10' from log, 10' from log.

Tablet Screen Content:

- Aerial view with overlaid utility lines.
- Labels indicating distances from trees and LP: 12', 22' from tree, 10' from tree, 7', 20' from LP.
- Utility lines: Com-56" d, E-24" d, W-30" d, W-28" d, W-24" d, W-18" d, Com-42" d.
- Other labels: 2-30" d, 2-12" d, 2-48" d, 2-24" d.

REPORTING SERVICES





For more information visit
Gprsinc.com

Planning & Progress on Reviewing Greenwood Cemetery Operational Procedures, Conditions & Regulations

March 2021

- Prioritizing & Planning Topics to Discuss

April 2021

- Fee Schedule

May

- Language
- Definitions
- Lot Sales

Proposed Next Topics

- Lot Resale Policy
- Operational Regulations
- Maintenance and Perpetual Care

Section	Total points	# of Responses	Average Priority Score (Lowest score = highest priority)	Planned/Tentative Date to Discuss
XI. Schedule of Fees and Charges	13	4	3.25	4-April
IX. Lot Sales Policy	20	4	5	5-May
I. Definitions (ongoing)	49	6	8.167	5-May
V. Operational Regulations	14	6	2.333	6-June
X. Lot Resale Policy	27	5	5.4	6-June
IV. Maintenance and Perpetual Care	22	6	3.667	7-July
VI. Monuments, Grave Markers and Foundation Monuments	21	4	5.25	8-August
VII. Funerals, Interments & Disinterment	27	5	5.4	8-August
VIII. Burial Rights Policy	22	4	5.5	9-August
II. Conduct of Persons	41	5	8.2	10-September
III. Traffic Regulations	36	4	9	10-September

Upcoming GCAB Meetings – General Topics

June 4th (at Greenwood Cemetery)

- Trees & Landscaping Discussion
- Gravestone Inventory Collaboration Project
- Rules and Regs
- Annual Report DRAFT

July 2nd or 9th (Virtual)

- Selection chair & co-chair
- Rules and Regs
- Annual Report DRAFT

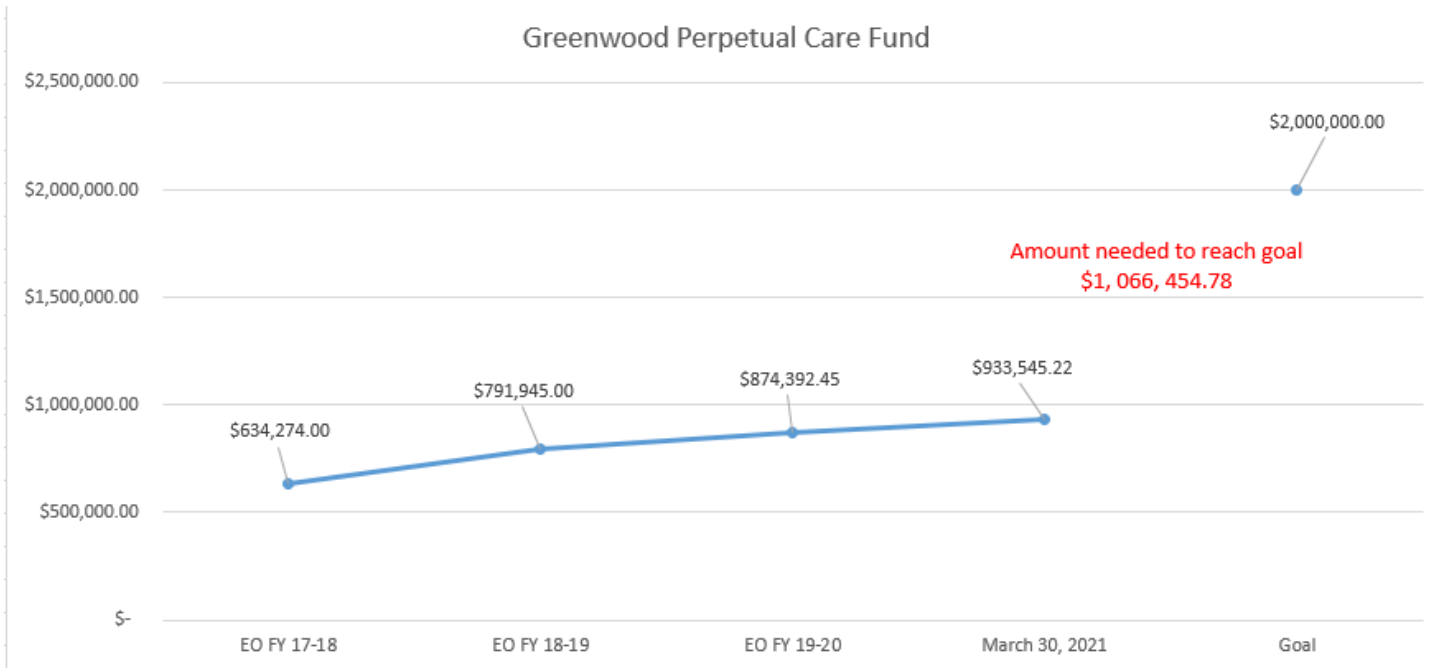
August 6th (Virtual)

- Rules & Regs

REPORTS

Financial

Greenwood Perpetual Care Fund



Sales

Greenwood Cemetery Sales and Availability		
	Sec B	Sec C
January 2021	1* from approved grave release on 12/21/20	0
February 2021	0	0
March 2021	0	14 COMPLETE 1 PENDING <i>*Paperwork in transit to the Clerk's Office</i>
April 2021	<i>*Data available next month</i>	
Total Sold	1	~
Total Available Under Current Authorization	38 *	5
Total Available (Not Released)	124	
<i>* Data provided as of 3/25/2021</i> <i>*On 1/29/21 Cheri noted that graves 1 & 2 in Section C rows 18-A & 19-A are not able to be used due to obstructions.</i> <i>* on 3/25/21 Row 19-A 1,2,13,14,16 Obstructed by Trees</i> * Grave Release Approved by Commission on April 26 – Section B, Rows 17-C, 16-C, 15-C & 14-A for a total of 38 Graves, 9 of which are obstructed)		

Burials & Activity

	Sec B		Sec C		Other		Total by Month	
	Full	Crem	Full	Crem	Full	Crem	Full	Crem
January 2021					2		2	
February 2021					1		1	
March 2021			1				1	
April 2021 (data will be reported by next GCAB meeting)								
Rolling Quarter Total by Sections	0	0	1	0	3	0	4	0

Clerk's Office – Update on Ongoing Projects

City Commission

On April 26, 2021 the City Commission approved 3 recommendations from GCAB.

Fee schedule changes will be in effect on May 9, 2021, as soon as the newly approved ordinance in regards to fee schedule changes is posted and published in the newspaper. The fee schedule updates passed with a 7-0 vote, motion by Sherman, second by Host.

The grave release passed with a vote of 6-1. Motion by Host, second by Nickita. (Hoff-nay)

The service contract passed with a 7-0 vote. Motion by Longe, second by Host.

GIS Map & Data Reconciliation

The City Clerk's office is planning to schedule a 1/2 day training with BS&A and work with their programmers to update the Cemetery Management database software. This training session will help the Clerk's office and IT department figure out how to do some reprogramming to make it easier to synch BS&A data with the GIS map and so that it will be more user friendly for the Clerk's office as they continue to verify records and upload documents into the system.

City Attorney

One of the directives from the April 26, 2021 Commission meeting was to have the City Attorney review the purchase agreement documents we are currently using. The documents have been shared with the City Attorney and the Clerk's Office will provide an update when available.



MEMORANDUM

City Clerk's Office

DATE: April 23, 2021

TO: Thomas M. Markus, City Manager

FROM: Alexandria Bingham

SUBJECT: Greenwood Cemetery – Grave Obstructions

SUMMARY

On Wednesday, April 21, 2021 City Manager Thomas M. Markus directed City Clerk Bingham to expedite the survey of graves that could potentially be obstructed prior to the City Commission's consideration of releasing the graves for the regular meeting scheduled on Monday, April 26, 2021.

City Clerk Bingham gathered advice from the contracted cemetery service provider and worked with Parks and Recreation Manager Carrie Laird.

DPS was able to complete a visual site inspection, the results are attached.

Of the 38 graves being requested 9 graves have been found to have some sort of obstruction.

The Clerk's office has requested that DPS schedule time to review the rest of the rows in section B for potential obstructions at their earliest convenience.

ATTACHMENTS:

- Email from Parks & Recreation Manager Carrie Laird
- Updated map of the anticipated grave release



Alex Bingham <abingham@bhamgov.org>

Greenwood Cemetery Obstruction Survey Request

1 message

Carrie Laird <Claird@bhamgov.org>
To: Alex Bingham <abingham@bhamgov.org>
Cc: "Wood, Lauren" <Lwood@bhamgov.org>

Fri, Apr 23, 2021 at 3:15 PM

Alex,

Upon notice of your request received late afternoon of 4/21/21, DPS was able to complete a visual site inspection survey of the requested areas at Greenwood. Please be aware, these findings do not include any unforeseen obstructions or future potential obstacles.

Below is a summary of obstructions that DPS was asked to identify.

Row 17-C: **Graves 9 and 11** are affected by a 16" Red Maple located at the east edge of both graves. Graves 8, 10, 12, 21 and 22 look good- no obvious obstructions.

Row 16-C: All requested (Graves 9, 10, 21, 22, 23, 24) appear to be unobstructed.

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. Graves 8, 9, 11, 12, 13, 14, 15, 16, 18, 19, 20, 21 appear unobstructed.

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. Graves 18, 22, and 23 look good.

A total of 9 graves across the rows identified above have some sort of obstruction.

Please let me know if you have any questions. Thank you!

--

Carrie A. Laird
Parks & Recreation Manager
851 S. Eton
Birmingham, MI 48009
248-530-1714

Important Note to Residents

Let's connect! Join the Citywide Email System to receive important City updates and critical information specific to your neighborhood at www.bhamgov.org/citywideemail.

DATE: April 14, 2021

TO: Greenwood Cemetery Advisory Board

FROM: Alexandria Bingham, City Clerk

SUBJECT: Planning for Future Trees & Landscaping

INTRODUCTION:

- A meeting was held at the Historic Greenwood Cemetery on Wednesday, April 14, 2021 to discuss the current status of trees planted in Greenwood Cemetery and plans for future planting.
- Attendees:
 - City Clerk's Office
 - Alexandria Bingham, City Clerk
 - Abrial Hauff, Deputy Clerk
 - Cheri Arcome, Contracted Cemetery Service Provider
 - Department of Public Services
 - Lauren Wood, Director of Public Services
 - Carrie Laird, Parks & Recreation Manager
 - Brendan McGaughey, Parks and Forestry Foreman
 - Larry Jennex, Contract City Forester
 - Museum
 - Leslie Pielack, Museum Director
 - Greenwood Cemetery Advisory Board
 - Linda Buchanan, Chair Person

SUMMARY:

The group met and discussed various aspects about the current trees in Greenwood Cemetery for about 1.5 hours. A walk through of section B was done and conversation on every proposed tree planting location from GCAB took place.

ITEMS TO CONSIDER WHEN PLANTING TREES IN A CEMETERY:

Planting trees in Greenwood Cemetery takes a lot of patience, strategy, and flexibility.

Issues to be aware of in the planning and location of trees:

1. The City seeks to follow best practices in planting and maintaining the trees at Greenwood. Trees are evaluated to determine their condition and need for care on a regular basis. The majority of the trees in the cemetery are mature but in good condition. There are species that are preferred and/or recommended by the City based on their health, growth characteristics, care, and management.
2. Ongoing practice is for DPS to evaluate and hopefully replace any tree lost in the cemetery (e.g., age, storm, etc.) on a case-by-case basis because of numerous factors:
 - a. Trees can't be planted in the same place, because of the obstruction of existing root systems and depletion of nutrients. Therefore, to re-plant a lost tree, DPS

looks at available sites in the immediate vicinity, which may or may not be appropriate. Each location, each tree, the impact on the surrounding graves, whether nearby grave sites are available, all are considered.

- b. The life span of the existing trees in the cemetery is not easy to predict. Trees have a wide duration of life spans depending on if they stay healthy or if they are subject to any damage or disease.
 - c. Trees can't be planted in locations that prevent access for the equipment needed to dig graves. Obstacles include other trees, upright markers, and ground/flat markers that can be damaged by heavy equipment (even when precautions are taken for flat markers).
 - d. Tree planting requires the space of four adjacent graves (2 X 2) to accommodate the tree and its planned growth if we are to designate space now for future plantings. Taking that many graves out of inventory may not be necessary as situations are assessed on a case-by-case basis. As the cemetery loses a tree DPS and forestry will plan for a practical replacement.
 - e. Shade and organic material that drops from trees can contribute to accelerated deterioration of historic markers. Mature trees can develop root systems that can affect ground levels and lift or tilt historic headstones.
 - f. Shade from trees can affect the health and ability to grow grass.
 - g. For security reasons, trees should not be planted in areas that impair visibility from the road into the cemetery to help deter vandalism and other criminal behaviors.
 - h. Because of the changing nature of many of these factors, planning for tree replacement is ideally flexible, assessed every few years so that reasonable tree life cycles are anticipated and existing tree conditions reviewed.
3. Other factors include:
- a. Recent purchasers of existing grave sites may have purchased their site/s based on the physical proximity or character of a nearby tree, or amount of sun, ability to grow grass, view from the site, etc. When a tree is lost, it could be located on an owned grave plot, and the owner may have concerns about any changes. People who have recently purchased graves are rarely neutral about the specific physical characteristics of the site.
 - b. The City's goal is to balance the introduction of new trees while accommodating families wishing to secure final resting space in Greenwood Cemetery and to continue the necessary sales of available graves. The city regularly monitors and revisits all of these issues as conditions are constantly evolving.

NEXT STEPS:

- The Department of Public Services regularly maintains data about all of the trees in the cemetery. The last widespread survey was completed in 2017; since it has been about 5 years they plan on reevaluating and updating their data in the near future.
- When more current data is collected by DPS, city staff and arborists can work together to evaluate the data and further assess potential sites for planting.
- City staff regularly evaluates the cemetery and will continue to introduce new trees to the cemetery on an as-needed, case-by-case basis.

- The GCAB can further discuss and develop their long range plan which can include a section on trees and landscaping.
- DPS & the Clerk's office will continue to communicate and report to GCAB on tree activity in the cemetery.
- The June GCAB Meeting will be held at the cemetery. One of the main topics will be Trees and Landscaping. Representatives from the Clerk's Office, DPS, the museum, & Cheri Arcome will be available to review information about trees, answer questions and continue to work on next steps with GCAB in regards to landscaping issues that can be addressed in a long term plan for the cemetery.



CITY MANAGER'S REPORT

April 2021

Baldwin Public Library

The Library remains open for Grab and Go service. Curbside Pickup and Grab & Go services are both available seven days per week and virtual programs for all ages are ongoing. H Jennings has started as Baldwin's new Head of Adult Services. She has worked in the Adult Services department since 2016. Librarian Mick Howey has been promoted to a full-time librarian in the Adult Services Department. The Library is currently in the process of hiring a part-time Adult Services Librarian and a full-time Network Administrator. Director Rebekah Craft recently completed a six-week course with the Library of Michigan called "Surviving and Thriving as a New Library Director," facilitated by consultant Maxine Bleiweis. At the Library Board meeting on April 19, resident David Bloom submitted a request for a public art project, entitled "Zip US Up," to be displayed along the top edge of the north, east, and south sides of the Youth Room.

The Birmingham Museum

Beginning in May, the museum will be featuring free "Porch Pop Up" exhibits every Friday from 1 to 4 p.m. on the Allen House front porch. This pedestrian-friendly format will offer a different set of artifacts each week to connect Birmingham's past with its present using a monthly theme. Museum staff will be on hand to discuss the objects and answer questions. Masks are required and social distancing, sanitizing, and public health safety guidelines will be strictly followed.

May's theme will be "The Museum's Changing Landscape," which will feature historical information about the buildings and site as well as our planned landscape restoration, which will begin this spring. Museum Board members will also be on site in May during the pop ups to greet the public and discuss current and future projects on the museum grounds.

Birmingham Shopping District

The Birmingham Shopping District is proud to announce the launch of a new, more user friendly, website - still at www.AllinBirmingham.com. A spring fashion promotional campaign is currently underway. Keep an eye out for the video on our website and social media.

We are looking forward to opening day at the Farmers Market on Sunday, May 2. We will require masks and have other safety precautions in place. Approximately 40 vendors are scheduled to attend.

We are pleased that, even during very challenging times, new businesses are opening within the BSD and Birmingham continues to be a sought after destination for retailers looking for new locations. A new BSD Executive Director should be in place soon.

Building Department

The [Building Department's monthly report](#) provides an update on the following construction activity: building permits issued, building inspections conducted, trades permits issued and trades inspections conducted.

City Clerk's Office

Recognition of Staff

The City Clerk's Office would like to thank Laura Eichenhorn for her efficient production of quality minutes. Laura scribes minutes for the City Commission, Ethics Board, Greenwood Cemetery Advisory Board and various other boards throughout the city. Her work and support is very much appreciated.

The City Clerk's Office would like to thank Brooks Cowan for his ongoing efforts and many hours spent on a digital map for the Historic Greenwood Cemetery.

Elections

Candidate filing packets for the November 2, 2021 election are available at the Clerk's office for anyone who is interested in running for City Commission or the Library Board. The Clerk's office will send confirmation letters to past election inspectors in August, recruit additional workers in September, and train all election inspectors in October in preparation for the election on November 2, 2021.

Greenwood Cemetery

Planning for Trees & Future Landscaping

A meeting was held at the Historic Greenwood Cemetery on Wednesday, April 14, 2021 to discuss the current status of trees planted in Greenwood Cemetery and plans for future planting. [Download the memo](#) summarizing the outcome of the meeting.

Future Agenda Topics for GCAB

May - Rules & Regulations, Goals for the 2022-23 Annual Report

June - Trees, Landscaping & Gravestone Inventory

Special Events

Special event applications are available on our website. We want to remind all applicants to provide a COVID-19 plan with their special event applications. After applications are approved they are reviewed 30 and 15 days prior to the event to review the current COVID-19 guidelines and see if the event can still be held or if it will be canceled.

Board Vacancies & Upcoming Appointments

There are upcoming board appointments in May and June for the following Boards:

-Board of Building Trades Appeals

-Martha Baldwin Park Board

- Historic District Study Committee
- Board of Ethics
- Hearing Officer

Government Day

The city's annual Celebrate Birmingham Hometown Parade is a beloved tradition that regularly occurs in May. The celebration serves in part to recognize residents who give their time and talents as members of city boards and commissions. In light of the current statistics and progression of the COVID-19 pandemic, the in-person gathering of the celebration is canceled. The City still wishes to show gratitude for its volunteers and has an alternative way to celebrate Birmingham. The City Clerk's Office will celebrate our board members in a safe way with an appreciation video that includes each board/commission's accomplishments and photos of members with a scheduled release date of May 16, 2021. We encourage everyone to view the appreciation video on our website: www.bhamgov.org/parade.

City Manager's Office

Communications

- **Bang the Table – Engage Birmingham**

The communications and website teams are getting ready to launch the City's new public engagement tool, Engage Birmingham. We would like to thank Melissa Fairbairn for her hard work on this project.



- **Website**

The website team recently interviewed companies for the City's Website Redesign & Hosting services. A recommendation will be presented to the City Commission in May.

- **E-Newsletter**

The Communications Team is working on a new and improved layout for the City's monthly e-newsletter (Around Town). Keep an eye out for the new version this spring.

- **Print Newsletter**

Within the past six months, we have made improvements to the print newsletter such as transitioning to full color, gloss paper stock. Additional improvements are coming soon! The City's graphic designer, Karen Bota, is working on a new design which will be unveiled in the summer edition.

- **City Style Guide**

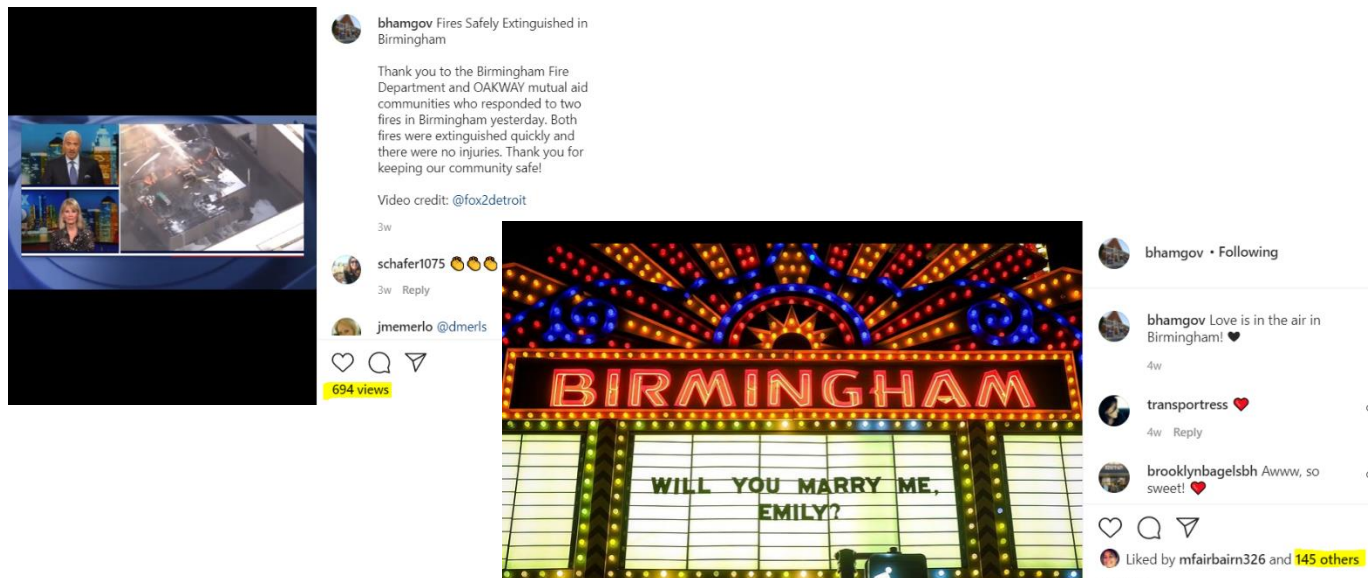
The Communications Team is working on a Style Guide to ensure all City documents and publications look cohesive and professional. The color palette and fonts selected for the new website will be included in the Style Guide and incorporated into the updated e-newsletter, print newsletter and all future publications.

- **Videos**

Continuing with our video series, the team is working on a Department of Public Services (DPS) behind-the-scenes video in lieu of the in-person DPS Open House event. Also, in lieu of the Celebrate Birmingham Parade, we will assist the Clerk's office with an appreciation video scheduled for release on May 16, 2021.

- **Social Media**

We launched the City's Instagram account last fall and are pleased to have more than 1,100 followers with steady growth. Our top two posts from the past month are shown below. Follow us on Instagram @bhamgov.



Human Resources

- Joseph Lambert has been promoted from the position of Human Resources Generalist to Human Resources Manager. Joe graduated from Oakland University with a Bachelor of Arts in Psychology, and a minor in Employment Systems and Standards (more commonly known as Labor Studies). While at college, he interned at Easter Seals Michigan's Human Resources Department as a general HR Intern, specializing in onboarding, and followed up with a post-college internship at Quicken Loans' Payroll department. Joe's professional career in Human Resources began at A-Line Staffing Solutions, a medical and pharmaceutical staffing company, as a Human Resources Representative, providing oversight to staffing recruitment functions. Joe began working for the City as the Human Resources Generalist in November of 2017. We are pleased to congratulate him on his new role as Human Resources Manager.
- The [attached advertisement](#) for the Assistant City Manager is now on the Michigan Municipal League website under "Classified" and will be in the International City/County Managers Association newsletter that is emailed to all members every week. Applications will be reviewed after Friday, May 14, 2021. The vetting process will include interviews by

department heads and part of the review process will require finalists to submit a written and oral report before the City Commission.

- The Human Resources Department is working on many recruitments. [Download a memo](#) highlighting recent noteworthy staffing changes and updates.
- The Teamsters won the unit representation election (for Public Services positions) over the Technical, Professional and Officeworkers Association of Michigan maintaining their current representation of that group.
- With COVID-19 cases increasing across the state, indoor dining remains at 50% capacity and Governor Whitmer has asked for an indoor dining pause. The City's COVID-19 relief initiative allowing expanded outdoor dining is set to conclude on June 30, 2021. The City Commission may want to consider extending this relief initiative. However, as part of any approval to extend this type of relief, it needs to be reiterated to restaurants that this is a temporary situation and the City hopes to return to the previously approved 2019 outdoor dining layout as soon as practical.

Miscellaneous:

City Commission Workshops

No City Commission workshops will be held in July or August so that everyone can enjoy their summer vacations. Workshops will resume in September.

Indigent Counsel Program

City attorney Mary Kucharek recently submitted a memo regarding changes to the state's indigent counsel program. The City of Birmingham has agreed to become the lead community to administer the new program for the 48th District Court. [Download the memo](#) to learn about these changes and next steps.

Department of Public Services

Below are some noteworthy happenings in the Department of Public Services (DPS).

- The Birmingham Ice Arena construction project is scheduled to begin April 27, 2021. Our Ice Arena General Contractor – CE Gleeson kick-off meeting was held on April 20, 2021 to discuss items such as: Construction phasing plan, Two week look ahead schedule, Long lead item approvals, Site containment plan/sub parking, Abatement, Securing the job site, Approval process for change orders, Owner direct trade coordination and Communication protocol.
- At a recent City Commission meeting, mention was made about weddings in Shain Park. Does the City allow private events in Shain Park? The City Commission adopted the Wedding Rental Agreement (Ceremony Only) on June 27, 2011. There is a permit process in place along with associated fees, depending whether the wedding is at Shain Park, Museum or another City Park. Only a portion of the park can be reserved and for a limited period. A universal calendar is used for reserving these events between the Clerk's Office and DPS. In addition, consideration is always given to the reoccurring events held in Shain Park when reserving a wedding. Reviewing records for the past six years, Shain Park averages four (4) weddings per year. The Wedding Rental Agreement will be referred to the Parks and Recreation Board to consider this issue along with making other updates.

- Mike Jurek, Assistant Foreman Parks/Forestry has announced his retirement beginning next month. Mike served as our resident landscape architect with the City of Birmingham for over 24 years. He has left his mark with the beautification and landscape enhancements made during his career throughout the entire community. His dedication and strong work ethic will be missed. We wish Mike much happiness in his future endeavors.
- Barnum Park electrical additions and upgrades included lighting bollards between the Barnum arch and the promenade and new electrical outlets have been added to each pergola. In addition, new lighting was added to the flagpole and sculpture as part of this project.
- New donation bench opportunities will be available shortly at Barnum Park. Nine (9) sites have been designed to the park plan to add five (5) benches on the walkway between the arch and the promenade and four (4) are on the Pierce St. side.

Engineering Department

Upcoming Construction Project at Parking Lot #5 (behind North Old Woodward Parking Deck) - department heads and staff had a recent meeting to kick-off a discussion for planning the reconstruction of the parking lot. Much like the work done at Parking Lot #6 a couple years ago, there are opportunities to make beneficial enhancements at this public space that could include better vehicle circulation, pedestrian accessibility, landscaping, lighting, and storm water management. In the coming months, the City's engineering consultant HRC, who was involved with the Parking Lot #6 project, will begin developing concept plans to get feedback from the various City Departments, Committee's and Boards, as well as the public (via Engage Birmingham platform). Two City residents have volunteered some ideas for the parking lot, and we will be taking those into consideration as the concepts are developed.

Finance Department

Credit Card Policy

Finance is working on an update to the City's credit card policy. In today's business environment and especially since COVID, more and more business transactions are handled strictly by digital means either by ACH or credit card. Currently, the City's credit card policy is very restrictive and inefficient. Finance would like to revise the policy to allow for easier and more efficient processing of transactions while still providing adequate controls over those transactions. This revised policy will likely be brought to the City Commission this summer.

Parks & Recreation Bonds

Since the commission approved the sale of the 1st series of park bonds on March 22nd, the Manager's Office and Finance Department has been working with our consultants Bendzinski & Co. and Miller, Canfield, Paddock and Stone, PLC to prepare for the sale. This has included providing schedules for the Preliminary Official Statement, reviewing the Preliminary Official Statement, and having a joint call with Standards & Poors (S&P) in order to have the City's rating reviewed and determined for the bond sale.

It is anticipated that the sale of the bonds will take place on May 4th with the bond closing taking place on May 20th. At which time, a bank account will need to be opened to hold the bond funds until they are used. A budget amendment will also be coming forward to record the budget proceeds and the allocation of expenses for the bond issue and the ice arena project.

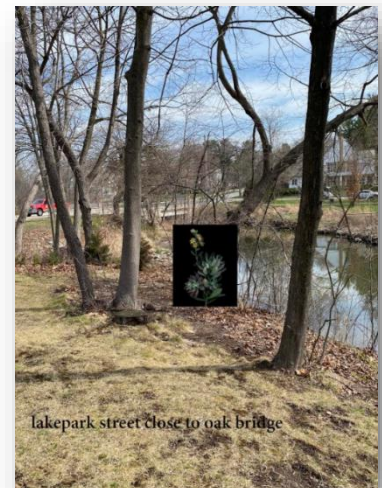
Fire Department

On April 14th, 2021 OAKWAY Mutual Aid Group received a HazMat foam trailer. The purchasing of the trailer happened with budgeted OAKWAY funds. This was a year-long process that Chief Wells led. In the past ten years, there have been a half-dozen tanker spills and/or fires that resulted in a delay of mitigation due to having to borrow a private chemical company's foam trailer. The HazMat foam trailer will be housed in Birmingham at Station One (Adams Station) where it can be rapidly deployed anywhere in the County. The foam concentrate is mixed with water to create an environmentally safe foam blanket used to prevent flammable fuel spills and to also extinguish fuel fires such as gasoline tanker fires. When this specialized piece of equipment is used on a spill, the OAKWAY mutual aid group is able to be reimbursed through cost recovery. Birmingham Fire has a very active and leading role in both the OAKWAY Tech Rescue and HazMat teams.



Planning Department

Laurie Tennent's temporary art exhibit "City Bloom" consisting of nine photographs placed throughout the City's park landscape was approved in August of 2020 to be installed for one year. One of the photographs was placed near the waterfall in the background of the gazebo facing Quarton Lake. The artist has indicated that she does not want her artwork to interfere with photo shoots occurring at the Gazebo near the waterfall, and has proposed to move it along Quarton Lake path closer to Oak Street. Staff has approved the relocation of the artwork to the location pictured at right (image is Photoshopped – not actual).



Police Department

1. The police department received information that a business located in the 200 block of Willits Alley was operating as a bar. An investigation was conducted that determined that patrons paid

a cover charge of anywhere from \$20 to \$50 per person to enter the business. Once inside, the business served alcoholic beverages to patrons that included beer, wine coolers and liquor. The business also had live music and dancing. The owner, a 52 year old man from Keego Harbor, was issued (16) City ordinance violations (police, fire and building). The case has been turned over to the City Attorney for prosecution. The business is no longer operating.

2. Acting on resident concerns of suspicious activity, the police department opened an investigation of a residence in the 2400 block of Buckingham. Subsequent to that investigation, the police department determined that the residence was being used for prostitution and other possible crimes. The resident, a 33 year old Birmingham woman, has not been charged pending further investigation. Upon completion, the case will be turned over to the Oakland County Prosecutor's Office for warrant review.

3. The joint Mental Health Co-Response Program with the City of Auburn Hills, Bloomfield Township and the Oakland County Health Network continues to move forward. Grant applications to support the pilot program have been completed and submitted to the Community Foundation of Southeast Michigan and the Substance Abuse and Mental Health Services Administration (SAMHSA) with the assistance of Congresswoman Haley Stevens.

4. In a joint meeting with Birmingham, Bloomfield Hills, Bloomfield Township, the Oakland County Sheriff's Office (OCSO) and the Michigan State Police (MSP), all agencies agreed to work together to address negative driving behaviors and the issue of noise on Woodward Ave. Birmingham and Bloomfield Township have added patrols to Woodward Ave and both the OCSO and MSP have agreed to increase their patrols on Woodward Ave. The City of Royal Oak is also stepping up enforcement efforts on Woodward.

5. The police department hosted two assessors from the Michigan Association of Chiefs of Police (MACP) for the department's final accreditation assessment on April 20 and 21, 2021. The Accreditation Program Director (Mr. Neal Rossow) selected a team of trained assessors, free from conflict of interest with our department, that conducted an on-site review of our department. On-site assessments take two days to complete. The first day included file reviews, a tour of the department, ride-alongs with officers and interviews of department personnel (City Manager Markus, HR Manager Lambert). The second day included further file reviews (policies, procedures, standards and proofs), additional ride-alongs, a public call-in session and a final exit interview with Chief Clemence, the department's accreditation manager (Lt. Greg Wald) and the rest of the department's accreditation support team. Chief Clemence was notified by the assessing team that the department was in compliance with all MACP standards and proofs and will be recommended to the MACP Accreditation Commission for final approval and certification on June 26, 2021.

Future Agenda Items

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

Future Workshop Items

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