

GREENWOOD CEMETERY ADVISORY BOARD

AGENDA

Friday, June 4, 2021, 10:00 A.M.
In-Person Meeting at Greenwood Cemetery
700-736 Oak Ave. Birmingham, MI

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 May 7, 2021

IV. Unfinished Business

V. New Business

- A. Review of tree planting considerations and landscaping in the cemetery
- B. Greenwood Cemetery Monument - Baseline Survey Planning
- C. Draft Goals for FY 2021-2022

VI. REPORTS

- A. Financial Reports
- B. Cemetery Sales & Activity
- C. Clerk's Office Update
- D. City Managers Report (April)

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

VIII. BOARD COMMENTS

IX. ADJOURN

Next Meeting: July 9 – Virtually on Zoom

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
Friday, May 7, 2021, 10 A.M.
Virtual Meeting**

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)(arrived 10:07 a.m.)
Laura Schreiner (location: Bloomfield Township, MI)
George Stern (location: Birmingham, MI)
Margaret Suter (location: Birmingham, MI)
Joseph Vercellone (location: Rochester Hills, MI)

Absent: None

Administration: City Clerk Alex Bingham; Museum Director Leslie Pielack

Guests: None

III. APPROVAL OF THE MINUTES

A. Review of the Minutes of April 5, 2021

In the second to last paragraph on page two, Ms. Suter recommended 'this' be changed to 'the' in the first line and that 'of obstruction' be added after 'issue' in the same line.

Ms. Suter also asked that the statements in the fourth paragraph on page four be verified in terms of content and speakers.

Chair Buchanan noted that her name was misspelled on page two of the minutes and asked that it be corrected. On the same page, Chair Buchanan asked that 'and Chair Buchanan' be removed from the first line of the fourth paragraph from the bottom.

MOTION: by Suter, seconded by Schreiner:

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

VOTE: Yeas, 6
Nays, 0
Abstain, Vercellone

IV. UNFINISHED BUSINESS

None.

V. NEW BUSINESS

A. Review of Goals

City Clerk Bingham reviewed the item.

After discussion, the Board recommended that their goals be sorted into short-term and long-term, with additional designations of the goals being 'critical' or 'desired'. They decided these classifications would better reflect their work than a simple ranking.

The Board also concurred to add their work on the Cemetery's Rules and Regulations, the supervision and coordination of grave releases, and their other current projects. They decided to retain GPR as a goal, but said it might be more of a 'desired' goal than a 'critical' one at this point.

Ms. DeWeese suggested that the Board should have an industry expert in GPR give a presentation on the potential uses of the technology sometime in the future, since there might have been changes since the last time the Board spoke to someone in the industry.

City Clerk Bingham said she would sort the goals accordingly and would return with the sorted goals for further Board feedback.

B. Greenwood Cemetery Rules and Regulations Discussion

City Clerk Bingham reviewed the item.

Overall Language and Definitions

The Board stated:

- 'City' should be used to mean any City Staff;
- 'Contractor' should be used to mean both the contractor and various subcontractors;
- Monuments, markers and memorials should be removed from definitions and included, with dimensional specifications, in the appropriate sections;
- All gendered language should be replaced with they/their/them as appropriate;
- 'Person driving' should be changed to 'Driver or operator';
- All units of measurement should be written out (e.g., 'inches', not in. or ");
- Numbers up to nine should be written out, and numbers 10 or more should be written with numerals (with some exceptions, such as numbers describing time or measurements); and,
- 'Outside' should be changed to 'outer burial'.

Lot Sales

This topic was tabled to the July 2021 GCAB meeting.

C. Locating Unmarked Burial Areas and Cemetery Terminology

Museum Director Pielack reviewed the item.

After Board discussion, Museum Director Pielack concurred with Dr. Vercellone that it would be worthwhile to consider the similarities and differences between the unmarked graves Birmingham has and a traditional understanding of a 'Potter's Field' since Birmingham kept more records of the burials than was typical.

She said it would also be worthwhile to consider some kind of recognition of those who were buried in the unmarked graves.

D. Planning for Future Meetings

The Board decided to discuss trees and landscaping, gravestone inventory, and goals at their June 2021 meeting.

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

There were no public comments.

VIII. BOARD COMMENTS

City Clerk Bingham confirmed that she would verify that the payments for the second and third rites of burial go into the perpetual care fund.

Ms. DeWeese commended both the Staff and the Board on their progress towards the Board's goals.

Chair Buchanan:

- Offered thanks for the completed obstruction notation list;
- Noted that there are grass seeds that grow well under trees and that the City should look into using them in the Cemetery;
- Asked that statistics for private grave sales be included in the agenda packets moving forward; and,
- Updated the Board on the Pewabic pottery tile for Mary Chase Stratton.

Ms. Schreiner verified that the owner of Ms. Stratton's grave had been asked for permission for the installation of the tile.

Chair Buchanan said that she was not aware of any direct descendants of Ms. Stratton and so no owner or descendent had been contacted.

Ms. Schreiner clarified that since graves are privately owned, permission must be obtained from the owners to make permanent changes to a grave. She said exceptions tended to be Cemetery-wide changes, like the numbers used to identify people in Greenwood, or temporary items, like Veterans' Day memorial items.

After further discussion, the Board asked City Clerk Bingham to seek clarification from the City Attorney regarding the legality of installing the tile from Pewabic at Ms. Stratton's grave. They also asked that the City Attorney provide the Board guidance on similar memorial acts more generally.

It was noted that the tile could also be installed elsewhere in the Cemetery or elsewhere in the City as appropriate.

The Board then discussed the upcoming Cemetery tour on May 15, 2021.

Museum Director Pielack said she had consulted Emergency Manager/Fire Chief Paul Wells regarding the appropriate Covid-19 cautions for the outdoor tour and that he had said the tour could host as many attendees as desired with masks and social distancing.

IX. ADJOURN

Chair Buchanan adjourned the meeting at 12:04 p.m.

Next Meeting: June 4, 2021



MEMORANDUM

Department of Public Services

DATE: May 28, 2021

TO: Greenwood Cemetery Advisory Board

FROM: Carrie Laird, Parks and Recreation Manager

CC: Lauren Wood, Director of Public Services

SUBJECT: Greenwood Cemetery Landscaping and Tree Planting Considerations Review

Review of Current Maintenance Operations and Duties performed by the Department of Public Services (DPS) at Greenwood Cemetery:

- Oversight of Lawn Mowing Contractor including weekly cuts and spring and fall cleanup
- Oversight of Forestry Contractor for Tree Maintenance as directed by DPS
- Maintain Tree Inventory Program
- Lawn Fertilization twice a year
- Burial Topsoil and Seeding- Spring and Fall
- As Needed General Clean Up: Grave Blankets, Old Flowers, Fallen Branches
- Trash Removal: 2 to 3 times per week
- Maintain water system- start up, winterize, repair as needed
- Repair turf as needed
- Remove Snow Stakes
- Snow Removal
- Raise and Level Markers/Monuments or approve arrangement with Vendor
- Building/Fencing/Road Maintenance as needed

The following page displays a snapshot of activity for Greenwood Cemetery from DPS's new Operations Management Software System, Cartegraph. DPS implemented this system in mid-February of 2021. Fiscal Year Costs (beginning July 1, 2020) prior to Cartegraph implementation total \$4,833.81, bringing the total to date costs to \$12,076.92. Please note this does not include Lawn Maintenance costs (\$525 per cut x approximately 26 cuts), Spring and Fall Clean Up (\$1,550), or Tree Maintenance Costs (variable).

Asset Summary

ID	Street	Cost to Date	Estimated Condition
GREENWOOD CEMETERY		\$7,243.11	

Relevant Dates

Installed

Replaced

Last Inspected On

Common Activities (Average Cost)

Activity	Average Cost
Maintenance	\$3,003
Fertilization/ Herbicide	\$1,050
Cemetery Maint	\$687
Greenwood Cer	\$699
Snow Removal	\$309
Irrigation	\$120

Last 30 Days

Task ID	Activity	Total Cost
649	Irrigation	\$119.88
687	Cemetery Maintenance	\$1,390.81
839	Cemetery Maintenance	\$131.58
Total Cost Last 30 Days		\$1,642.27

Review of Tree Planting Considerations:

A memo detailing a summary of the meeting held April 14, 2021 at the Historic Greenwood Cemetery provided by Alex Bingham, presented at the May 7, 2021 Greenwood Cemetery Advisory Board Meeting is attached for your review. This memo describes in detail the numerous and variable considerations taken into account when planting trees in a cemetery.

City Staff and Ms. Arcome of Creative Collaborations, LLC will be available to answer questions pertaining to these considerations.

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.



MEMORANDUM

Museum

DATE: June 4, 2021

TO: Greenwood Cemetery Advisory Board

FROM: Leslie Pielack, Museum Director

SUBJECT: Greenwood Cemetery Baseline Survey Planning

Implications and Use of Survey Data:

As part of its priority action list, the GCAB has indicated the need for gathering data on the existing conditions and markers at the cemetery by conducting a survey. The uses of such a survey include:

1. Baseline documentation of historic markers to be used for ongoing monitoring
2. Determination of need for professional intervention on seriously threatened/deteriorating markers (to develop a professional scope of work for a future RFP)
3. Comparison of physical data with recorded data to improve data accuracy and recordkeeping
4. Providing data that can be incorporated into electronic and GIS maps for use by the public and by the City
5. Integration of findings into long term care planning for the cemetery

As the cemetery is already listed on the state's historic register, the survey does not need to be done in accordance with State Historic Preservation Survey requirements (which generally focus on extensive mapping and physical marker data such as dimensions, materials, detailed assessment of condition, etc.) Only that information determined to be useful to the GCAB, the City of Birmingham, and the public need be included in the survey. However, the Board may decide that it is important to include data about physical characteristics and size of markers such as that done as historical surveys. **The objective of this baseline survey is to establish existing conditions accurately, not to make field judgements.** Later analysis of the baseline data will help provide guidance for developing a scope of work and/or involving professionals to determine needed interventions. A sample check sheet (Michigan Monument Record Form) that follows the standard practices for historic monument surveys is attached for reference.

General Approach and Timeline:

Participant surveyors will be trained before the project begins to ensure continuity and consistency. Volunteers will work in teams and methodically go through the cemetery, section by section by assignment. The process will involve physical inspection of each gravesite using a map reference, and will use a combination of electronic (shared doc spreadsheets) and manual

recording (paper/pencil check sheets). Surveyors will use cell phones/personal devices and clipboards and work in teams. Digital photos will be taken of each marker, and inscriptions and condition will be noted. Electronic data will be uploaded using cell phones and check sheets will be collected and processed by hand. Due to the extensive area to be covered, it is expected that teams will make numerous visits to complete their designated section. Teams will transmit information and check sheets to designated city staff when complete, and survey materials will be stored/housed/maintained by the city. Project completion is anticipated in the fall of 2021.

Resources Available:

City staff will support and coordinate project, prepare survey materials, collect and house data, and provide initial analysis to GCAB to enable further cemetery planning. Volunteers are asked to use personal devices/cell phones for photography and data transmission to shared online spreadsheets. Scheduling of survey work will be as mutually agreeable within teams.

Determination of Survey Parameters:

The range of data to be collected needs to be determined in advance so the survey materials and process is as efficient as possible. Obviously, the more information being collected, the longer the survey will take. However, consideration of the most useful information to include will optimize the effort. There is no right answer about how much, or what, to collect. Some possible questions are noted below:

- Should all gravesites be documented, or only those with historic markers (what would the cutoff date be if only historic markers are surveyed)?
- Should surveyors make notations about trees, significant plantings, surface roots, depressions, bare ground, and other landscape information?
- How much demographic information should be collected, and is it more important to collect demographic info on historic markers than recent ones?
- Should this survey be considered a first phase survey to establish basics, with future surveys for collecting more detailed information? Or, should it try to answer as many needs as possible as a one-off?

Finalizing the Survey & Project Process:

1. Survey materials and procedures will be developed by city staff based on the GCAB's finalization of the survey's objectives.
2. Volunteers will be recruited and availability established.
3. Training: teams will be determined, sections assigned, procedure reviewed (via Zoom meeting if not in person). Site training at the cemetery to troubleshoot.
4. Teams will begin collecting data and maintain contact with city staff coordinator
5. Shared online spreadsheet data regularly reviewed and backed up by city staff; hard copies of check sheets regularly transmitted to city staff during survey period
6. Analysis of survey data to identify areas of concern and/or possible intervention with threatened/deteriorated markers
7. Develop scope of work and seek professional guidance for intervention where needed
8. Integrate data into digitized/GIS mapping database for internal city use and external public use

MICHIGAN INDIVIDUAL MONUMENT RECORD FORM

Cemetery or Graveyard Name _____

Municipal unit/county _____

Address or location _____

1. Monument number (from grid) _____

2. Monument type/shape
☐ head ☐ foot ☐ tomb ☐ family ☐ obelisk ☐ pedestal with urn ☐ block
☐ beveled ☐ flush ☐ marker/small tablet ☐ ledger stones ☐ box ☐ table
☐ rustic ☐ sculptural memorial ☐ columnar ☐ cross
Tablet: ☐ rectangular ☐ semicircular ☐ with shoulders ☐ in base
☐ other (describe) _____

3. Material
☐ marble ☐ granite ☐ sandstone ☐ limestone ☐ fieldstone ☐ concrete
☐ white bronze (zinc) ☐ bronze ☐ iron ☐ other _____

4. Carver or manufacturer _____

5. Number of carved surfaces _____

6. Carving technique used: ☐ incised ☐ relief ☐ three dimensional

7. Decorative carving motif(s)
☐ urn and willow ☐ urn ☐ willow ☐ heart ☐ hands clasped ☐ hand pointing upward
☐ hand reaching down ☐ angel ☐ botanical ☐ lamb ☐ open book
☐ other (describe) _____

8. Number of people commemorated _____

9. Condition of marker
☐ sound ☐ chipped ☐ cracked ☐ crumbled ☐ eroded ☐ broken ☐ tilted ☐ sunken
☐ repaired ☐ in situ ☐ displaced ☐ encased in concrete ☐ overgrown (vines, weeds, brush)

10. Previous repairs
☐ cracks ☐ pins ☐ mortar ☐ adhesive ☐ girdling

11. Condition of inscription
☐ excellent ☐ clear but worn ☐ mostly decipherable ☐ mostly undecipherable

12. Dimensions
main body: height _____ width _____ thickness _____
base: height _____ width _____ thickness _____

13. Marker orientation
☐ N ☐ S ☐ E ☐ W ☐ NE ☐ SE ☐ NW ☐ SW

14. Master record number _____

15. Date of record _____

16. Name of recorder or group _____

17. Inscriptions

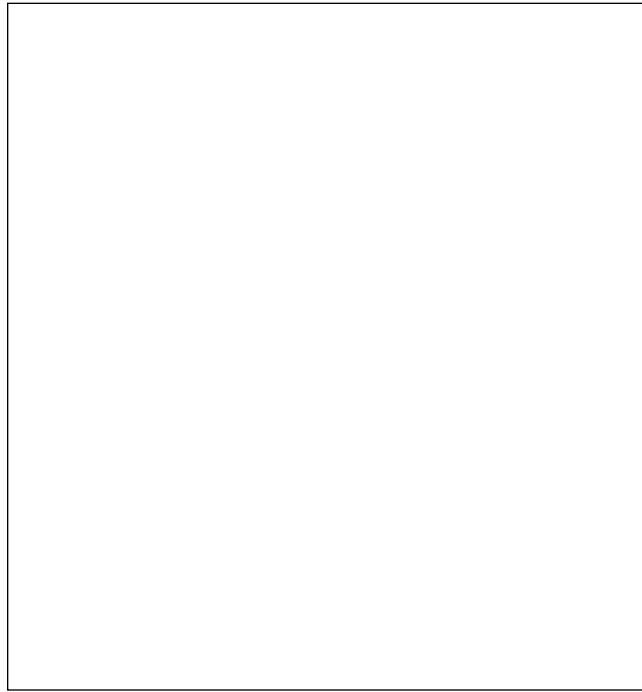
face _____

right _____

rear _____

left _____

18. Photographs (one or more per side)



Additional information _____

Recent cleaning/repairs (date) _____

DATE: May 28, 2021

TO: Greenwood Cemetery Advisory Board

FROM: Alexandria Bingham, City Clerk

SUBJECT: Goal Setting for the 2021-22 Reporting Cycle

INTRODUCTION:

- 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.
- At the last GCAB meeting there a healthy discussion reflecting upon prior goals and reorganizing goals going forward.
- The consensus at the May 7th meeting was not to sequence goals in a linear priority but to sort them in categories such as critical, desired, long term, and short term.
- 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. (Completed)
Propose, revise, and prioritize goals for 2021/2022	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:

- DRAFT Goals for 2021-2022

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.

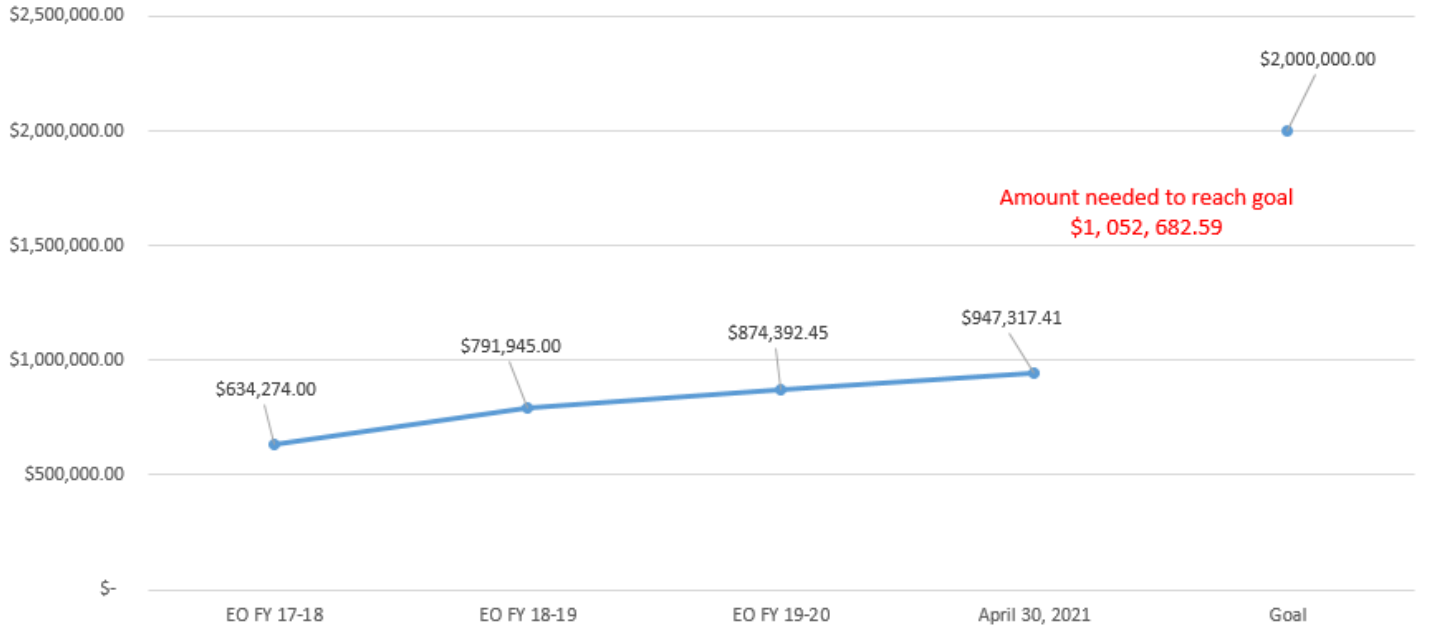
GOAL SETTING - 2021/2022

	Long Term	Short Term
C r i t i c a l	• Develop a long range plan for the cemetery • Confirm the baseline amount of known available plots in the cemetery • Monitor the continued growth of the perpetual care fund • Monitor the demand for cemetery services • Continue historic preservation efforts	• Review and update Greenwood Cemetery Operational Procedures, Conditions and Regulations • Review Cemetery Management Agreement
D e s i r e d	• Historical Marker Inventory • GIS Mapping – Launching a digital map for public reference • Determine capital outlay projects	• Replace pole & chain in section F • Reevaluate the effectiveness and possible need for GPR in the cemetery

REPORTS

Financial

Greenwood Perpetual Care Fund



Sales

Greenwood Cemetery Sales Activity and Availability				
	Sec B	Sec C	Other	Transfers
February 2021	0	0	-	-
March 2021	0	15 <i>*Paperwork in transit to the Clerk's Office</i>	-	-
April 2021	1	2	2	2
May 2021	<i>*Data available next month</i>			
Total Sold	1	17	2	2
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> <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)</i>				

Burials

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

Clerk's Office – Update on Ongoing Projects

City Clerk's Office

The Deputy City Clerk position is currently vacant, the City Clerk's office and HR department are working on the recruiting process and hope to introduce you to a new deputy at a future GCAB meeting.

City Clerk Bingham will be attending MAMC Institute the week of June 6th - this conference is part of a 3 year program to obtain municipal clerk certifications. City Clerk Bingham has also began work on a MPA program through Central Michigan University.

GIS Map & Data Reconciliation

The City Clerk's office conducted a 1/2-day training with BS&A on cemetery management software on Wednesday, May 19th. This training session was very informative in how the clerk's office can make better use of the database for future GIS map synchronization, data reconciliation and more efficient reporting.

City Attorney

The city attorney is reviewing the following items:

- Purchase agreements, language review
- Monument/memorial installation considerations for the Stratton and Taylor monuments
 - Language to build into the rules and regulations may be a result of this inquiry



CITY MANAGER'S REPORT

May 2021

Baldwin Public Library

The Library remains open for Grab and Go service and visits of 45 minutes or less. [Curbside Pickup](#) and Grab & Go are both available seven days per week during regular hours and [virtual programs](#) for all ages are ongoing. The Library is currently in the process of hiring a full-time Network Administrator. The second floor of the Library and the Grand Hall have been repainted using a generous donation from the Jane Van Dragt Trust. The annual summer reading program begins on June 11 and runs through August 8.

The Birmingham Museum

As many rock 'n' roll fans know, Chad Smith, drummer for the Red Hot Chili Peppers, grew up in the area and played at venues around Birmingham as an up and coming musician. Chad went on to become one of the best known rock drummers in the world--a genius among an elite few. A few years ago, he and his family participated enthusiastically in a Birmingham Museum exhibit and public event, resulting in a special award for the museum and a lasting friendship with Chad.

Chad and his family have decided to donate artifacts and personal materials to the Birmingham Museum to preserve an archive of his formative years in the area. Preliminary plans include a virtual exhibit and online retrospective, which would include family photos, documents, and early recordings and interviews. Chad would also like to plan a public appearance at the museum when the exhibit launches. We anticipate that this project will take many months to prepare, but hope to have an update sometime in the next year. We are honored to be selected for this special distinction and look forward to telling Chad's story as just one of the many stories that make Birmingham special.

Birmingham Shopping District

- The Birmingham Shopping District is pleased to welcome Sean Kammer as the new executive director.
- The 19th season of the Farmers Market is off to a great start. Shoppers and vendors are happy to be back to a walkable market.

- The first Movie Night of the season is scheduled for June 11th and will feature "The Little Mermaid". In an effort to keep the event as low-risk as possible, we are working with Chief Wells on plans for a drive-in format at Seaholm High School.

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 congratulate departing Deputy Clerk Abby Hauff on her acceptance of a new position in St. Clair Shores. In the past year she has handled a mountain of tasks and has been of great service to the city and its residents. We wish her well on her future endeavors.

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

Future Agenda Topics for the Greenwood Cemetery Advisory Board

June 4 - In person at Greenwood Cemetery

- Trees, Landscaping & Gravestone Inventory, Goals for 2022-23, Annual Report

July (date TBD) - Virtually on Zoom

- Selection of chair and co-chair, rules and regulations

Board Vacancies & Upcoming Appointments

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

-Historic District Study Committee

-Board of Ethics

-Hearing Officer

-Retirement Board

-Museum Board

-Greenwood Cemetery Board

Government Day

The City Clerk's Office is celebrating our board members in a safe way with an appreciation video that includes each board/commission's accomplishments and photos of members. The video was released on May 16, 2021. We encourage everyone to view the appreciation video on our website: www.bhamgov.org/parade.

City Manager's Office

Communications

Engage Birmingham

[Engage Birmingham](#) has more than 200 registrants, and 114 people have engaged with one or more projects. The pickleball survey has more than 60 responses! New projects coming soon include: residents making a difference, pickleball second round, name the newsletter final survey, Adams Park, and more.



Website

The website team consists of seven staff members representing different city departments. The team is working hard to develop a website that residents and City Commissioners will be proud of. The team has been submitting information to Revize LLC in preparation for the project kickoff meeting.

Videos

The communications team is working on a new video to promote Engage Birmingham. We recently published our Board & Committee appreciation video from the Clerk's Office, and the behind-the-scenes Department of Public Services video. Thank you to Jamil Alawadi for his hard work on these videos! View them on our YouTube channel at www.youtube.com/birminghammi.

Miscellaneous:

Letter to Oppose New Short-Term Rental Bill

City Manager Tom Markus recently sent a letter to Representative Mari Manoogian and Senator Mallory McMorrow to express opposition to House Bill (HB) 4722. The proposed legislation seeks to eliminate a municipality's ability to regulate short-term rentals. Learn more about HB 4722 at

[https://www.legislature.mi.gov/\(S\(o1dtrkdlpefzs30cpxlnbaml\)\)/mileg.aspx?page=getObject&objectName=2021-HB-4722](https://www.legislature.mi.gov/(S(o1dtrkdlpefzs30cpxlnbaml))/mileg.aspx?page=getObject&objectName=2021-HB-4722).

City Commission Workshops

City Commission workshops will not be held in July and August so that everyone can enjoy their summer vacations. Workshops will resume in September.

Department of Public Services

- A Garlic Mustard Pull by volunteers at Quarton Lake was a success on May 16. Nine volunteers pulled 19 bags of Garlic Mustard, along with some patches of Dame's Rocket and Yellow Rocket.
- The Rouge River Annual Clean Up was held on May 15 targeting invasive species along the Rouge River Trail Corridor.

- Take a quick survey about Pickleball on [Engage Birmingham](#). The survey is open until May 31, 2021.
- Ice Arena - A Dashboard is available at www.bhamgov.org/icearena. It shows the Ice Arena project highlights along with a look ahead schedule, and pictures during the demolition phase.
- Adams Park - Plan coming soon to Engage Birmingham! Keep an eye out on engage.bhamgov.org.
- Check out the [virtual DPS Open House](#)!
- May 16-22, 2021 was National Public Works Week.

Engineering Department

Chris Morton Promotion

We are proud to announce the promotion of Chris Morton to the Senior Engineering Tech position. Chris has been with the department for over seven years, and will now serve a leading role in the engineering permitting process, and in a supervisory capacity over construction inspection activities for both private developments and city projects.

Cranbrook Road Construction

The Road Commission for Oakland County (RCOC) will be starting a paving project on Cranbrook Road between 14 Mile and Maple in mid to late-June., with a scheduled completion date in late August. Please visit RCOC's website, www.rcocweb.org/, and go to their "Road Projects" page to get [more information](#). RCOC's Customer Service Department may be contacted by phone at (877) 858-4804 or by email at mdcsmail@rcoc.org for more information.

Grant Street Paving Project Update

The Grant Street Paving Project has started, with construction activity focused on the blocks between Lincoln and Humphrey, and Bird and 14 Mile. The work is scheduled to be completed in late July. Work includes sewer and water main improvements, followed by new concrete paving. Isolated pavement patching/repairs are planned for the blocks in between the work zones. The work also includes construction of a relief sewer across part of St. James Park, so we caution residents and guests using the park to be aware of the activity, and be respectful of the construction fencing defining the work area.

Fire Department

In-Home COVID-19 Care

The Birmingham Fire Department is working with Royal Oak Beaumont on providing in-home COVID-19 care for our residents. Birmingham Paramedics will administer Monoclonal Antibody medication infusions to residents that are COVID-19 positive and are in high-risk categories of having a severe reaction. The treatment will help keep residents from needing to be admitted to the hospital so they can rest and heal at

home. This coordination will help keep the hospitals from getting too overcrowded and also provide comfort to residents in their own home. The cost for the medication is free and the procedure to administer the treatment is covered by medical insurance and Medicare, which will help pay for the at-home service.

Public Assistance Reimbursement

On May 12th, 2021 the Fire Department, in coordination with Assistant Finance Director Wickenheiser, submitted approximately \$230,000.00 to FEMA for Public Assistance reimbursement for COVID-19 related expenses. Download our [COVID-19 Grant Summary Spreadsheet here](#). These eligible emergency action expenses were primarily attributed to overtime and payroll related to COVID-19 quarantine and isolation through March 31, 2021. FEMA has waved the 25% cost sharing and is expected to reimburse 100% of the expenses submitted. The City has submitted \$1,767,511.09 in COVID-19 related grants and received \$747,398.37 to date.

Assistant Fire Chief Bartalino and Assistant Finance Director Wickenheiser have done an amazing job over the last 13 months gathering all the data required to be successful with all the different grants. Many of the grants require additional information, sometimes with small turnaround time frames, and Matt and Kim are always quick to respond. We are fortunate to have such hard working staff working on these projects. The team will continue to collect COVID-19 related expenses and apply every 2-3 months for reimbursements under FEMA Public Assistance.

Thank you, Fire Marshal Joel Campbell

Fire Marshal Joel Campbell will retire on May 15, 2021, concluding a 25-year career with the city. Joel held many positions with the city, including Firefighter, Firefighter/Inspector, Deputy Fire Marshal and retired as Fire Marshal. We thank him for his service and wish him all the best in retirement!

Planning Department

Storefront Glazing

The Zoning Ordinance currently requires clear glazing for all first floor windows, with no tinting permitted, and a minimum Visible Light Transmission ("VLT") level of 80% or greater. These standards are designed to ensure that all first floor storefronts can be viewed by patrons walking by to create an interactive pedestrian experience.

A complaint was recently received regarding the visibility into the storefront windows on the new Daxton Hotel at S. Old Woodward and Brown Street. The Planning Division conducted an inspection of the first floor glazing, and reviewed the approved plans and glazing specifications. The glazing used for the first floor of the Daxton Hotel is Guardian Ultraclear, with a low iron content, low reflectance, and 89% VLT. While this glazing does meet the current ordinance requirements for storefront glazing, the Daxton Hotel owners had originally discussed using clear glazing with a low-e coating and a light grey tint, as the project obtained Final Site Plan and Design Review approval prior to the new glazing standards being approved by the City Commission. Ultimately, the Daxton Hotel owners installed the glazing noted above that meets the new requirements. It is important to note that low interior light levels and the selection of a dark interior color palette within

the first floor of the Daxton Hotel can affect the visibility into the hotel at different times of the day, particularly in bright sunlight.

Update on Oakland County's Participation in the Triangle District Corridor Improvement Authority (CIA)

The Triangle District is located between Adams Road and Woodward Avenue, south of Maple Road. Land uses in the district include a mix of commercial, office uses, and some residential uses. The district is adjacent to a single-family neighborhood that is not included in the proposed Tax Increment Financing (TIF) District. Most of the higher intensity uses are located along Woodward, with other fine stores and offices found throughout the district.

In 2007, the Triangle District Urban Design Plan ("Triangle Plan") was developed and approved to revitalize the district with the intention to create a unified framework for development that improved the economic, social and pedestrian environments while protecting the central neighborhood that exists within the District.

After the adoption of the Triangle Plan in 2007, the City of Birmingham established the City of Birmingham Corridor Improvement Authority (the "CIA") pursuant to Act 280, Public Acts of Michigan, 2005, the Corridor Improvement Authority Act, to provide for the use of tax increment financing with the objective of stimulating and encouraging economic development activities within the established district. The City and CIA began work on a Development and Tax Increment Finance Plan ("TIF Plan") for the Triangle District to outline improvements necessary to realize the vision established in the Triangle Plan. Since the **need for improved parking was identified as the primary development impediment within the Triangle District**, the City began to assess the feasibility of providing public parking in the Triangle District. It was and is the primary goal of the Development Plan and TIF Plan to provide organized public parking that will improve the business vitality in the district by attracting new development, and bringing more business and residents into the district.

Although the City and CIA began work on the TIF Plan in 2008 and 2009 and had discussions with Oakland County about the proposed TIF Plan and projects at that time, the approval of the TIF Plan was put on hold due to the downturn in the economy and the decline in property tax values. The City and CIA decided in early 2015 to move forward with the approval of the TIF Plan by May 2015 in order to be able to use the 2014 taxable values as the initial assessed value of the proposed District to begin collecting funds under the TIF Plan to fund the construction of public parking in the Triangle District.

After a public hearing on the Development and TIF Plan and the corresponding notices were sent to the taxing jurisdictions, Oakland County changed their policy for supporting and contributing to TIF Plans, and immediately passed a resolution to opt out of participation in the Birmingham TIF Plan to support the economic development of the Triangle District. Oakland County informed the City that Birmingham would have to re-apply for their support under their updated policy for TIF Plans.

After much debate as to the application of the new county policy to the Birmingham TIF Plan, the City of Birmingham submitted a new application for county support under the amended TIF policy. The City prepared a detailed report to demonstrate that the Triangle District TIF Plan met all of the requirements as laid out in Public Act 280 for TIF Plans in Michigan, as well as all of the evaluation criteria established in Oakland County's recently adopted policy. The report made the case for Oakland County to contribute to the maximum level of 75% capture as provided in their amended policy for supporting and contributing to TIF Plans.

On October 15, 2015, the Oakland County TIF District Review Committee voted in favor of supporting Birmingham's TIF Plan, finding that it met all criteria outlined in the amended county policy, to the maximum level of 75% tax capture. On November 12, 2015, the Oakland County Board of Commissioners also voted to support the TIF Plan through tax capture and directed the county attorneys to negotiate a contract with the City. The City and county spent over a year attempting to negotiate a contract, but did not reach an agreement. There was no expiration date included with the approval granted by the Oakland County Board of Commissioners, nor is there an expiration clause contained in the amended [county TIF policy](#) that remains in force.

Thus, the City recently commenced discussion with Oakland County to attempt to resolve the previous stalemate on the contract negotiation and have Oakland County participate in the TIF Plan as previously approved in 2015. City Attorney Kucharek, Planning Director Ecker and myself met with Ingrid Tighe, Bret Rasegan, and Tim Colbect from Oakland County's Economic Development Department on May 3, 2021.

Please see the [attached correspondence](#) received from Oakland County advising that the City will be required to completely restart the county TIF review process despite the previous approval of the TIF Plan. Doing so will result in a further delay in commencing tax capture to support economic development in the Triangle District, and is likely to impact the amount of tax dollars available for capture.

New Employee

The Community Development Department is pleased to announce a new administrative member of our team. Michelle Francis started working for the City on a part time basis on May 7, 2021. Michelle will be assisting both the Planning and Engineering Divisions with a wide variety of administrative tasks, and has an impressive array of experience in the creative, technological and financial realms of business administration. Michelle originally hails from Down Under, but has been raising her family in metro-Detroit for the past 7 years.

Police Department

Suspect Arraigned in Fatal Accident

After an extensive search, investigators located the suspect vehicle and driver, Steven Fowlow, a 52-year-old man from Davisburg, Michigan involved in the accident that killed Wesley Stamps. Fowlow had placed the vehicle in the rear of his property and was attempting to repair the vehicle himself. On May 6, 2021, Fowlow was arraigned at the

48th District Court for failure to stop at the scene of an accident resulting in death. Magistrate Nelson-Klein issued a \$10,000 cash/surety/10% bond for Fowlow.

Lieutenant Ray Faes receives Bravery Award

On May 10, 2021 our department was made aware of an award received by Lt. Ray Faes issued by the Royal Oak Police Department. Lt. Faes received a "Bravery Award" which stated the following: Officers responded to the report of a suicidal subject armed with a rifle. The subject was reporting he intended to engage responding officers with the rifle and to commit "suicide by cop." Birmingham Police Department's Lt. Faes responded to the scene and offered his service as a negotiator. Lt. Faes was patched into an ongoing phone conversation between the suspect and dispatch. For over 15 minutes, Lt. Faes built a rapport with the subject and calmly continued his attempts to get the suspect to surrender. As the negotiation progressed, the suspect terminated the phone call and began advancing toward officers where a close proximity armed standoff ensued. Lt. Faes remained calm and kept the suspect verbally engaged in attempts to de-escalate the situation with police officers on scene. Lt. Faes' negotiation and de-escalation efforts were a significant contribution to the overall team effort that brought this dangerous incident to a safe conclusion.

Future Agenda Items

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

Future Workshop Items

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