



Plymouth Cemetery Board of Trustees

Special Meeting Agenda

March 10, 2025 - 5:00 p.m.
Riverside Cemetery, 680 Plymouth Rd.

Department of Municipal Services
1231 Goldsmith
Plymouth, Michigan 48170

www.plymouthmi.gov
Phone 734-453-7737
Fax 734-455-1666

- 1) CALL TO ORDER
- 2) CITIZEN COMMENTS
- 3) APPROVAL OF THE AGENDA
- 4) APPROVAL OF THE MEETING MINUTES
 - a. Approval of October 28, 2024 meeting minutes
- 5) COMMISSION COMMENTS
- 6) OLD BUSINESS
- 7) NEW BUSINESS
 - a. Review design development plan for columbarium and mausoleum improvements
- 8) REPORTS AND CORRESPONDENCE
- 9) ADJOURNMENT

Citizen Comments - This section of the agenda allows up to 3 minutes to present information or raise issues regarding items not on the agenda. Upon arising to address the Commission, speakers should first identify themselves by clearly stating their name and address. Comments must be limited to the subject of the item.

Persons with disabilities needing assistance should contact the City Clerk's office at 734-453-1234 Monday through Friday from 8:00 a.m. -4:30 p.m., at least 24 hours prior to the meeting. An attempt will be made to provide reasonable accommodation.

City of Plymouth Strategic Plan 2022-2026

GOAL AREA ONE – SUSTAINABLE INFRASTRUCTURE

OBJECTIVES

1. Identify and establish sustainable financial model(s) for major capital projects, Old Village business district, 35th District Court, recreation department, and public safety
2. Incorporate eco-friendly, sustainable practices into city assets, services, and policies; including more environmentally friendly surfaces, reduced impervious surfaces, expanded recycling and composting services, prioritizing native and pollinator-friendly plants, encouraging rain gardens, and growing a mature tree canopy
3. Partner with or become members of additional environmentally aware organizations
4. Increase technology infrastructure into city assets, services, and policies
5. Continue sustainable infrastructure improvement for utilities, facilities, and fleet
6. Address changing vehicular habits, including paid parking system /parking deck replacement plan, electric vehicle (EV) charging stations, and one-way street options

GOAL AREA TWO – STAFF DEVELOPMENT, TRAINING, AND SUCCESSION

OBJECTIVES

1. Create policies and programs that support staff recruitment/retention, including a coordinated recruitment program, flexible scheduling, and an internship program
2. Increase staff levels to appropriately support city services and departments
3. Provide staff/board/volunteer trainings and programming with a focus on improving understanding on issues of diversity, equity, and inclusion and emphasizing working with and serving diverse communities

GOAL AREA THREE – COMMUNITY CONNECTIVITY

OBJECTIVES

1. Engage in partnerships with public, private, and non-profit entities
2. Increase residential/business education programs for active citizen engagement
3. Robust diversity, equity, and inclusion programs
4. Actively participate with multi-governmental lobbies (Michigan Municipal League, Conference of Western Wayne, etc.)

GOAL AREA FOUR – ATTRACTIVE, LIVABLE COMMUNITY

OBJECTIVES

1. Create vibrant commercial districts by seeking appropriate mixed-use development, marketing transitional properties, and implementing Redevelopment Ready Communities (RRC) practices
2. Improve existing and pursue additional recreational and public green space opportunities and facilities for all ages
3. Develop multi-modal transportation plan which prioritizes pedestrian and biker safety
4. Improve link between Hines Park, Old Village, Downtown Plymouth, Plymouth Township, and other regional destinations
5. Maintain safe, well-lit neighborhoods with diverse housing stock that maximizes resident livability and satisfaction
6. Modernize and update zoning ordinance to reflect community vision
7. Implement Kellogg Park master plan



Plymouth Cemetery Board of Trustees

Regular Meeting Minutes

Monday, October 28, 2024

Riverside Cemetery, 680 Plymouth Rd.

City of Plymouth
201 S. Main
Plymouth, Michigan 48170

www.plymouthmi.gov
Phone 734-453-1234
Fax 734-455-1892

1. CALL TO ORDER

Chair Hess called the meeting to order at 5:33 p.m.

Present: Chair Don Hess and Trustees Pat Grzywacz, Jill Marecki, and Kathleen Hier

Excused: Trustee Kathy Townsend

Also present: City Comm. Liaison Linda Filipczak Department of Municipal Services staff

2. CITIZENS COMMENTS

Bob Bake of 1303 Park Place expressed his dissatisfaction with various elements of the cemetery.

Jim Burrows of 1014 Dewey explained the Keep Plymouth Leafy project of physically tagging all of the trees within the cemetery.

3. APPROVAL OF THE AGENDA

Hess offered a motion, seconded by Marecki, to approve the agenda for October 24, 2024.

There was a voice vote.

MOTION PASSED 4-0

4. APPROVAL OF THE MEETING MINUTES

Marecki offered a motion, seconded by Grzywacz, to approve the minutes of the May 20, 2024 meeting.

There was a voice vote.

MOTION PASSED 4-0

5. TRUSTEE COMMENTS

Grzywacz asked if the spoils area could be fenced or blocked with shrubs. Gerlach responded that he could see if there was money in the budget to screen the area.

Marecki asked if material and equipment staging could be placed in a different location.

6. OLD BUSINESS

There was no old business.

7. NEW BUSINESS

a) Review design development plan for columbarium and mausoleum improvements

Gerlach presented the plan set. He explained the issues with the fastening system, roof, and waterproofing.

The Board discussed the project in detail.

- The fastening system is included in the project.
- The project comes with a minimum 1 year warranty.
- The outbuildings require a new roof, and the original mausoleum roof is in better repair and is not part of the scope of this project.

- Maximizing the wall space was discussed including if the desire was the replicate the existing or go in a different direction which may include additional height and/or depth.
- The rules and regulations for entombment were discussed and the demand from the community. It was explained that there is demand for variety and we need to clarify where we fit into the market. It was further stated that the mausoleum is not in-line with other geographically close cemeteries that were researched for comparison.
- There was consensus that more niches that are in different styles and sizes were desired.
- There was a desire for uniformity with singles in the middle and doubles on the outside.
- There was preference for marble inside the original mausoleum, not glass fronts, to keep it traditional.
- Marecki left at 6:58 p.m.
- There was agreement that a pronounced lower lip would assist with waterproofing and snow removal.
- There was preference for niches to be a single plate with fasteners at each corner.
- There was preference for uniformity with the new niches.

8. REPORTS AND CORRESPONDENCE

None.

9. ADJOURNMENT

Grzywacz offered a motion, seconded by Townsend, to adjourn the meeting at 7:21 p.m.

There was a voice vote.

MOTION PASSED 3-0



Department of Municipal Services

1231 Goldsmith, Plymouth, MI

734-453-7737

dms@plymouthmi.gov

To: Cemetery Board
From: Municipal Services Administration
Date: March 7, 2025
Re: Mausoleum Plan Update

BACKGROUND:

The Cemetery Board of Trustees has been discussing the future of the Mausoleum, specifically niches, for the past few years. In the 2024 City Commission Strategic Plan, the City Commission identified "Plan/budget for mausoleum repair project at Riverside Cemetery" as a one-year task under Goal Area #1 Sustainable Infrastructure. The City Commission considered the proposal from Ehresman Architects at their May 20 meeting. They awarded the contract to Ehresman to move the design concept previously completed to the next phase, which will include construction documents, bidding, and construction administration.

We have scheduled this meeting to continue discussions and review and refine design elements. The Cemetery Board of Trustees' feedback will be incorporated into the plan set prior to moving forward with construction documents. This is the second proposed meeting.

The Cemetery Board of Trustees needs to come to consensus on the following items:

1. What type of niches are going to be offered (single or companion or both)?
2. Does the board prefer a single style/size of niches or multiple styles/sizes (economy, midgrade, luxury)?
3. Will the new niches use engraving on the granite or nameplates?
4. Are we completing the interior improvements or not?
5. How are we going to structure the pricing (all inclusive or a la carte)?

Should you have any questions, please contact Adam Gerlach directly.