Plymouth Cemetery Board of Trustees
Regular Meeting Minutes
Wednesday, May 27, 2026
Riverside Cemetery, 680 Plymouth Rd.

City of Plymouth
201 S. Main
Plymouth, Michigan 48170

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1. **CALL TO ORDER**
   Chair Hess called the meeting to order at 5:00 p.m.
   Present: Chair Don Hess and Trustees Pat Grzywacz, Kathy Townsend, Jill Marecki, and Kathleen Hier
   Also present: City Comm. Liaison Brock Minton, Department of Municipal Services staff

2. **CITIZENS COMMENTS**
   None.

3. **APPROVAL OF THE AGENDA**
   Hier offered a motion, seconded by Townsend, to approve the agenda for May 27, 2026.

   There was a voice vote.
   MOTION PASSED 5-0

4. **APPROVAL OF THE MEETING MINUTES**
   Grzywacz offered a motion, seconded by Hess, to approve the minutes of the April 14, 2025 meeting, as amended.

   There was a voice vote.
   MOTION PASSED 5-0

5. **ELECTION OF OFFICERS**
   Townsend nominated Hess as Chair. There were no other nominations.

   There was a voice vote.
   MOTION PASSED 5-0

   Grzywacz nominated Hier as Vice-Chair. There were no other nominations.

   There was a voice vote.
   MOTION PASSED 5-0

6. **TRUSTEE COMMENTS**
   The board discussed school group clean-up volunteers.

7. **OLD BUSINESS**
   There was no old business.

8. NEW BUSINESS

a. Cemetery rules

The Board discussed hold times and if a deposit should be required. There were no comments on the other proposed changes.

The following Resolution was offered by Trustee Hess and seconded by Trustee Marecki.

WHEREAS The City of Plymouth owns and operates a public cemetery named Riverside Cemetery; and

WHEREAS The Department of Municipal Services administration performed an annual review of the rate structure; and

WHEREAS The annual review confirms that the rates for Riverside Cemetery are in-line with other publicly owned and operated cemeteries; and

WHEREAS The annual review confirms that the rates for Riverside Cemetery cover the cost of operation; and

WHEREAS The Cemetery Board reviewed the proposed rate structure.

NOW THEREFORE BE IT RESOLVED THAT the Cemetery Board does hereby recommend to the City Commission the adoption of the proposed City of Plymouth Riverside Cemetery Rate Structure 2026.

There was a voice vote.
MOTION PASSED 5-0

b. Cemetery rates

The Board discussed the change to the disinterment rates structure. It was confirmed that time payments were no longer available, but that credit card was an accepted payment method. There were no comments on the other proposed changes.

The following Resolution was offered by Trustee Townsend and seconded by Trustee Hess.

WHEREAS The City of Plymouth owns and operates a public cemetery named Riverside Cemetery; and

WHEREAS The Department of Municipal Services administration performed an annual review of the rules; and

WHEREAS The proposed changes ensure fair administrative function and safety of the cemetery grounds; and

WHEREAS The Cemetery Board reviewed the proposed changes to the rules.

NOW THEREFORE BE IT RESOLVED THAT the Cemetery Board does hereby recommend to the City Commission the adoption of the proposed City of Plymouth Riverside Cemetery Rules.

There was a voice vote.
MOTION PASSED 5-0

c. Mausoleum project

Staff updated the Board on the status of the mausoleum renovation project. The project was approved by the City Commission and is moving forward with a budget of roughly $1 million. The construction management team will be brought to a future board meeting to discuss the project and phasing in more detail.

9. REPORTS AND CORRESPONDENCE

a. Cemetery Ordinance update

Staff updated the Board on the progress of the City Commission's one year task to update the cemetery ordinance. Staff have been meeting with other municipal cemeteries to gather information and best practices to use in the update. The ordinance will be presented to the Board later in the year.

b. Policy and procedures update

Staff updated the Board on the various policies and procedures that need to be developed to improve cemetery operations. Some topics include buybacks and re-sale, tree planting, and bench placement and required approvals.

c. Cemetery walk through

The Board walked through the Cemetery grounds. They discussed the spoils area and the grass contractor.

10. ADJOURNMENT

Townsend offered a motion, seconded by Grzywacz, to adjourn the meeting at 6:36 p.m.

There was a voice vote.
MOTION PASSED 5-0