



Plymouth Cemetery Board of Trustees

Regular Meeting Agenda

Wednesday, July 22, 2026 - 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
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 Board of Trustees, speakers should first identify themselves by clearly stating their name and address. Comments must be limited to the subject of the item.
- 3) APPROVAL OF THE AGENDA
- 4) APPROVAL OF THE MEETING MINUTES
 - a. Approval of May 27, 2026 meeting minutes
- 5) TRUSTEE COMMENTS
- 6) OLD BUSINESS
 - a. Mausoleum project update
- 7) NEW BUSINESS
- 8) REPORTS AND CORRESPONDENCE
- 9) ADJOURNMENT

Meetings of the City of Plymouth are open to all without regard to race, sex, color, age, national origin, religion, height, weight, marital status, disability, or any other trait protected under applicable law. Any individual planning to attend the meeting who has need of special assistance under the Americans with Disabilities Act (ADA) should submit a request to the ADA Coordinator at 734-453-1234 ext. 234 at least two working days in advance of the meeting. The request may also be submitted via mail at 201 S. Main St. Plymouth, MI 48170, or email to clerk@plymouthmi.gov.

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

Wednesday, May 27, 2026

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 5:00 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