



The Shopping District

**Birmingham Shopping District Agenda
Thursday, June 2, 2022 8:30 a.m.**

**The Community House
380 South Bates Street, Birmingham, MI 48009**

**Zoom Meeting ID: 841 0531 6781
OR**

Join by Phone: 877 853 5247 US

Per the CDC, COVID-19 Community Level for Oakland County is currently Low. The City continues to recommend the public wear masks while attending city meetings. These precautions are recommended while risks for COVID-19 transmission remain from new variants. All City employees, commissioners and board members must wear a mask while indoors when 6-feet of social distancing cannot be maintained. The City continues to provide KN-95 respirators for all in-person meeting attendees.

Call to order and Roll Call of Board

1. Recognition of Visitors
2. Presentations
 - a. Business Anniversary – Carl Sterr By Design
3. Approval of Minutes – May 5, 2022
4. Board Member Comments
5. Reports:
 - a. Finance Report & Assessment Renewal - Markus
 - b. Executive Director Report - Ecker
 - c. Committee Reports:
 - i. Special Events – Astrein
 - a. Minutes
 - b. Special Event Application Report – **Action Required**
 - ii. Marketing & Advertising – Pohlod
 - a. Minutes
 - b. Nomination of committee member to Wayfinding and Gateway Signage Committee – **Action Required**
 - iii. Maintenance and Capital Improvements – Lipari
 - a. Minutes
 - iv. Business Development – Surnow
 - a. Minutes
 - b. Birmingham Bucks – Summer Bucks Weekend Promotion June 24-26, 2022 – **Action Required**
 - c. Birmingham Tenant Update
 - v. Executive Board – Hockman
 - d. Parking Report - Astrein
6. Approval of Vouchers
7. Unfinished Business
 - a. Retail Recruiting Contract Update
8. New Business
 - a. Art Walk Event – Thursday, October 13, 2022
 - b. Parking Contract 690 South Old Woodward Avenue
9. Information
 - Announcements – Executive Director Search
 - a. Letters, Board Attendance & Monthly Meeting Schedule
10. Public Comments
11. Adjournment

Birmingham Shopping District Mission Statement

We strive to provide leadership in marketing, advertising and promotion of the Birmingham Shopping District.

We actively work to promote a district that is exciting, clean, safe and pedestrian-friendly and ensure that the district continues to serve as a center for business, service, social and community activities.

Notice: Persons with disabilities that may require assistance for effective participation in this public meeting should contact the City Clerk's Office at the number (248) 530-1880, or (248) 644-5115 (for the hearing impaired) at least one day before the meeting to request help in mobility, visual, hearing, or other assistance.

Las personas con incapacidad que requieren algún tipo de ayuda para la participación en esta sesión pública deben ponerse en contacto con la oficina del escribano de la ciudad en el número (248) 530-1800 o al (248) 644-5115 (para las personas con incapacidad auditiva) por lo menos un día antes de la reunión para solicitar ayuda a la movilidad, visual, auditiva, o de otras asistencias. (Title VI of the Civil Rights Act of 1964).



Birmingham Shopping District
Meeting Date: 6/2/2022
151 Martin Street
Birmingham, MI 48009
248-530-1200
ALLINBirmingham.com

MEMORANDUM

DATE: May 25, 2022
TO: Birmingham Shopping District Board
FROM: Jana Ecker, Interim Executive Director
SUBJECT: Carl Sterr By Design Anniversary

The Birmingham Shopping District would like to recognize the anniversary of Carl Sterr by Design, custom men's clothier, celebrating 40 years in Downtown Birmingham.

Congratulations to Carl Sterr by Design on this milestone anniversary! The Birmingham Shopping District recognizes the value of this long term business, which has provided high quality custom clothing options for men with exemplary customer service, contributing to the diverse retail experience in Downtown Birmingham. Carl Sterr By Design has helped to make the downtown a vibrant place for people to work, live, visit, and dine.

City of Birmingham
Birmingham Shopping District Meeting Minutes
Thursday, May 5, 2022 - 8:30 a.m.
The Community House
Birmingham, MI 48009

Minutes of the meeting of the Birmingham Shopping District Board held Thursday, May 5, 2022, at 8:33 a.m. at The Community House

1. CALL TO ORDER AND ROLL CALL OF BOARD

PRESENT: Astrein, Eid, Hockman, Kay, Lipari, Lundberg, Markus, McKenzie, Pohlod, Quintal, Roberts, Surnow; Director Emeritus Fehan

ABSENT: none

ALSO PRESENT: Ecker, Fairbairn, Stuart Jeffares, Cindy Ciura, Natalie Price

ADMINISTRATION: Brook, Bassett

2. RECOGNITION OF VISITORS

3. PRESENTATIONS

Ciura gave a presentation on behalf of CC Consulting. She shared her personal background and what she has done to help the BSD bring new retailers to town in the last 3 years. She listed some of her signed deals including CB2, Johnny Was, Brilliant Earth, and State and Liberty. She also shared a few deals that have gotten close, but not completed.

When asked, Ciura stated that she does not think that Birmingham needs any more home goods stores. She would like to see a bookstore come to town as well as more stores for kids.

4. APPROVAL OF MINUTES

MOTION: Motion by Kay, seconded by Surnow to approve the minutes dated April 7, 2022.

VOTE: Yeas: Astrein, Eid, Hockman, Kay, Lipari, Lundberg, Markus, McKenzie, Pohlod, Quintal, Roberts, Surnow

Nays: none

Absent: none

4. BOARD MEMBER COMMENTS

none

5. REPORTS

a. FINANCE REPORT – GERBER

Gerber reported that the March data shows a fund balance of \$1.2 Million. There is still over \$100,000 in special assessments left to collect. This is about a 90% collection rate. The City Commission has approved moving delinquent bills to the July tax roll.

March is 75% of the way through the fiscal year. Revenue is currently about 89% of the budgeted amount and expenses are all under 75%. Gerber stated that, overall, the BSD is in good shape.

Astrein asked about the cap for the special assessment per property. Gerber answered that it is about \$15,000 and is adjusted based on inflation. He added that the assessment needs to be renewed this year. Markus asked Gerber to attend the next board meeting to discuss the plan for the assessment renewal.

b. EXECUTIVE DIRECTOR REPORT - HOCKMAN

Hockman reported that the TextMyGov program is moving forward and that the City budget hearing is scheduled for May 7.

c. COMMITTEE REPORTS:

SPECIAL EVENTS – ASTREIN

Astrein reported that the Spring Stroll was very successful. Over 200 people attended and 29 merchants participated. We have received very positive feedback. Farmers Market opened for its 20th season on May 1.

He also shared that Wells Fargo Advisors has confirmed a \$10,000 Movie Night sponsorship for the series of four movies. The committee is also discussing events to take place during S. Old Woodward construction.

MARKETING & ADVERTISING - POHLOD

Pohlod shared that the materials for the Spring Campaign are complete. You will start seeing the video soon.

The committee discussed signage for the S. Old Woodward reconstruction project. They also discussed a Birmingham Bucks promotion. They would like to spread the dollars out over a more extended timeline.

The TextMyGov program is being rolled out. Staff is being trained and sign-ups and communications should be able to start very soon. The board shared that communication during construction is a top priority.

The committee will look at incorporating the new City logo into the BSD logo after construction.

MAINTENANCE/CAPITAL IMPROVEMENTS - LIPARI

Lipari reported extra concrete planters were placed in the triangle district. Others have gone to the golf course, the library and the museum.

Although an RFP was posted, no bids were received for construction valet services. There was discussion about the need for valet in that area.

BUSINESS DEVELOPMENT - SURNOW

Surnow shared that changes have been made to the retail recruiter's contract to address some of the concerns that Markus shared at the last board meeting. The contract will be discussed more under new business.

EXECUTIVE BOARD REPORT - HOCKMAN

No report given.

d. PARKING REPORT - ASTREIN

Astrein reported that there would be a Planning Board meeting on Wednesday, May 11, 2022 to discuss outdoor dining. He said that the Planning Board wants to protect the parking system and street parking is a vital part of that system. He shared that the waiting list for permits to park in the structures has been significantly reduced. He also reported that they expect to spend about \$6 million on maintenance and repairs for the five parking structures over the next few years.

e. CHAMBER REPORT

There was no report from the Chamber.

f. COMMUNITY HOUSE REPORT

There was no report from The Community House.

6. APPROVAL OF VOUCHERS

MOTION: Motion by Astrein, seconded by Kay to approve the vouchers, dated May 5, 2022.

VOTE: Yeas: Astrein, Eid, Hockman, Kay, Lipari, Lundberg, Markus, McKenzie, Pohlod, Quintal, Roberts, Surnow

Nays: none

Absent: none

7. UNFINISHED BUSINESS

None.

8. NEW BUSINESS

a. Retail Recruiter Contract

Hockman explained that the contract that the retail recruiter had been working under expired. The business development committee is recommending that the board approve a new one-year contract that more clearly defines roles, payments, and reporting expectations.

Markus added that he feels that this version of the contract does a better job of addressing many of his concerns.

MOTION: Motion by Surnow, seconded by Pohlod to approve a new agreement with CC Consulting with a maximum compensation of \$77,000, a term of one (1) year, subject to any revisions by the City Attorney, and authorizes the Executive Director to execute the contract.

VOTE: Yeas: Astrein, Eid, Hockman, Kay, Lipari, Lundberg, Markus, McKenzie, Pohlod, Quintal, Roberts, Surnow
Nays: none
Absent: none

b. Birmingham Bucks Promotion for Construction

Pohlod explained that the Marketing Committee would like to see a Birmingham Bucks program during the S. Old Woodward construction project. They would like to allocate \$30,000 – Program 1 is \$20,000 that would be earned by shoppers- \$10 for each \$100 spent in the construction zone. Program 2 is an additional \$10,000 that would be saved for possible distribution as e-gifts for residents who are in the area and significantly affected. There will be limits to how much individuals can earn each month and overall during construction.

Kay pointed out that the grid in the board packet is not accurate. Pohlod agreed and asked board members to disregard it.

MOTION: Motion by Astrein, seconded by Pohlod to approve the recommended program for Birmingham Bucks during the South Old Woodward Construction area, to authorize the expenditure of \$30,000 to Yiftee for Program 1 with shoppers earning \$10 per \$100 spent, and an additional \$10,000 for Program 2 for residents affected by construction and to authorize the Executive Director to administer to the program.

VOTE: Yeas: Astrein, Eid, Hockman, Kay, Lipari, Lundberg, Markus, McKenzie, Pohlod, Quintal, Roberts, Surnow
Nays: none
Absent: none

c. Executive Director Resignation

Hockman shared that Kammer, the BSD Executive Director has resigned, Tuesday night, effective immediately.

MOTION: Motion by Markus, seconded by Hockman, to accept Kammer's resignation and to name Assistant City Manager, Jana Ecker, as Acting Interim Executive Director, and to move forward with the process of filling the vacancy.

Markus publicly thanked Kammer for his time and effort as the Executive Director of the BSD. He explained that there had been some issues, but that he felt that they had been addressed and that Kammer would be able to move forward.

Markus acknowledged some of Kammer's frustrations related to communication with the board and the contract with the retail consultant. He said that he was surprised by the resignation as he felt that the committee meeting earlier that day had been very productive and had resolved the issues. He asked the board to set the tone that the Executive Director should be the one in charge. He reminded everyone that committees make recommendations and the BSD Board of directors makes the decisions.

VOTE: Yeas: Astrein, Eid, Hockman, Kay, Lipari, Lundberg, Markus, McKenzie, Pohlod, Quintal, Roberts, Surnow
Nays: none
Absent: none

9. INFORMATION

- a. Retail Activity**
- b. Announcements**
- c. Letters, Board Attendance & Monthly Meeting Schedule**

10. PUBLIC COMMENTS

Jeffares shared that he is working with NEXT to plan a big band fundraising event in October. He would like to have the BSD as a sponsor. He plans to share more information with the Special Events Committee at their next meeting.

11. ADJOURNMENT – 10:26 A.M.

Respectfully submitted,
Jaimi Brook (back-up notes on file)

Fund 247 PRINCIPAL SHOPPING DISTRICT

GL Number	Description	Balance
*** Assets ***		
247-000.000-005.0000	CASH AND INVESTMENTS	1,180,712.27
247-000.000-028.0000	MISCELLANEOUS	24,692.72
247-000.000-028.9999	ALLOW FOR DOUBTFUL ACCTS.	(1,613.72)
247-000.000-045.0887	PSD PEC ASSESS 21-22 #887 RECEIVAE	100,116.49
247-000.000-048.0886	PSD 2020-2021 DELQ SAD	1,409.13
Total Assets		1,305,316.89
*** Liabilities ***		
247-000.000-202.0000	ACCOUNTS PAYABLE	17,598.66
247-000.000-255.0001	GIFT CERTIFICATES	600.00
247-000.000-367.0300	DEFER. INFLOWS - MISCELLANEOUS INV	23,079.00
247-000.000-367.0700	DEFER. INFLOWS - SPECIAL ASSESSMEN	100,116.49
247-000.000-367.0800	DEFER. INFLOWS - DELQ SPECIAL ASSE	1,409.13
Total Liabilities		142,803.28
*** Fund Balance ***		
247-000.000-391.0000	RETAINED EARNINGS	967,182.61
Total Fund Balance		967,182.61
Beginning Fund Balance		967,182.61
Net of Revenues VS Expenditures		195,331.00
Ending Fund Balance		1,162,513.61
Total Liabilities And Fund Balance		1,305,316.89

REVENUE AND EXPENDITURE REPORT

PERIOD ENDING 04/30/2022

*NOTE: Available Balance / Pct Budget Used does not reflect amounts encumbered.

GL NUMBER	DESCRIPTION	2021-22 AMENDED BUDGET	YTD BALANCE 04/30/2022	ACTIVITY FOR MONTH 04/30/2022	AVAILABLE BALANCE	% BDGT USED
Fund 247 - PRINCIPAL SHOPPING DISTRICT						
Revenues						
Dept 000.000						
USE OF FUND BALANCE						
247-000.000-400.0000	APPROP FUND BAL/RET EARN	74,560.00	0.00	0.00	74,560.00	0.00
USE OF FUND BALANCE		74,560.00	0.00	0.00	74,560.00	0.00
FEDERAL GRANTS						
247-000.000-528.0000	OTHER FEDERAL GRANTS	0.00	0.00	0.00	0.00	0.00
FEDERAL GRANTS		0.00	0.00	0.00	0.00	0.00
CHARGES FOR SERVICES						
247-000.000-641.0585	CHARGES TO AUTO PARKING SYSTEM	25,000.00	0.00	0.00	25,000.00	0.00
CHARGES FOR SERVICES		25,000.00	0.00	0.00	25,000.00	0.00
INTEREST AND RENT						
247-000.000-664.0000	INVESTMENT INCOME	13,700.00	4,042.23	427.04	9,657.77	29.51
INTEREST AND RENT		13,700.00	4,042.23	427.04	9,657.77	29.51
SPECIAL ASSESSMENTS						
247-000.000-666.0001	SPECIAL ASSESSMENT INTEREST	0.00	521.42	0.00	(521.42)	100.00
247-000.000-672.0247	FUTURE SPECIAL ASSESSEMENTS - PSD	1,030,930.00	0.00	0.00	1,030,930.00	0.00
247-000.000-672.0885	PSD SPEC ASSESS REVENUE 2019-2020	24,040.00	0.00	0.00	24,040.00	0.00
247-000.000-672.0886	PSD SPECIAL ASSESS REV 2020-2021	0.00	1,797.76	0.00	(1,797.76)	100.00
247-000.000-672.0887	PSD SPECIAL ASSESS REV 2021-2022	0.00	959,084.82	1,429.72	(959,084.82)	100.00
SPECIAL ASSESSMENTS		1,054,970.00	961,404.00	1,429.72	93,566.00	91.13
OTHER REVENUE						
247-000.000-674.0009	PROCEEDS FROM FUNDRAISING	0.00	0.00	0.00	0.00	0.00
247-000.000-676.0001	CONTR FROM PRIVATE SOURCE	100,000.00	186,960.00	23,138.00	(86,960.00)	186.96
247-000.000-677.0001	SUNDRY & MISCELLANEOUS	0.00	0.00	0.00	0.00	0.00
OTHER REVENUE		100,000.00	186,960.00	23,138.00	(86,960.00)	186.96
Total Dept 000.000		1,268,230.00	1,152,406.23	24,994.76	115,823.77	90.87
TOTAL REVENUES		1,268,230.00	1,152,406.23	24,994.76	115,823.77	90.87
Expenditures						
Dept 298.000 - PUBLIC RELATIONS						
PERSONNEL SERVICES						
247-298.000-702.0001	SALARIES & WAGES DIRECT	21,490.00	16,951.66	1,677.00	4,538.34	78.88
247-298.000-702.0002	OVERTIME PAY	0.00	0.00	0.00	0.00	0.00
247-298.000-702.0003	LONGEVITY	0.00	0.00	0.00	0.00	0.00
247-298.000-706.0000	LABOR BURDEN	0.00	0.00	0.00	0.00	0.00
247-298.000-706.0001	FICA	1,650.00	1,067.24	105.93	582.76	64.68
247-298.000-706.0002	HOSPITALIZATION	4,710.00	0.00	0.00	4,710.00	0.00
247-298.000-706.0007	WORKER'S COMPENSATION	70.00	53.29	5.26	16.71	76.13
247-298.000-706.0012	RETIREMNT-DEF CONTR EMPLR	2,050.00	0.00	0.00	2,050.00	0.00

PERIOD ENDING 04/30/2022

*NOTE: Available Balance / Pct Budget Used does not reflect amounts encumbered.

GL NUMBER	DESCRIPTION	2021-22 AMENDED BUDGET	YTD BALANCE 04/30/2022	ACTIVITY FOR MONTH 04/30/2022	AVAILABLE BALANCE	% BDGT USED
Fund 247 - PRINCIPAL SHOPPING DISTRICT						
Expenditures						
247-298.000-706.0013	RET HLTH SVGS CONTR EMPLR	690.00	0.00	0.00	690.00	0.00
PERSONNEL SERVICES		30,660.00	18,072.19	1,788.19	12,587.81	58.94
Total Dept 298.000 - PUBLIC RELATIONS						
		30,660.00	18,072.19	1,788.19	12,587.81	58.94
Dept 441.005 - DOWNTOWN MAINTENANCE						
PERSONNEL SERVICES						
247-441.005-702.0001	SALARIES & WAGES DIRECT	57,440.00	44,638.67	3,093.48	12,801.33	77.71
247-441.005-702.0002	OVERTIME PAY	27,770.00	18,040.03	1,613.31	9,729.97	64.96
247-441.005-702.0003	LONGEVITY	340.00	172.36	0.00	167.64	50.69
247-441.005-702.0004	HOLIDAY PAY	0.00	0.00	0.00	0.00	0.00
247-441.005-706.0000	LABOR BURDEN	0.00	0.00	0.00	0.00	0.00
247-441.005-706.0001	FICA	6,810.00	4,682.38	349.50	2,127.62	68.76
247-441.005-706.0002	HOSPITALIZATION	12,510.00	7,494.68	622.66	5,015.32	59.91
247-441.005-706.0003	LIFE INSURANCE	200.00	216.55	18.57	(16.55)	108.28
247-441.005-706.0004	RETIRE CONTRIB HEALTH	8,840.00	6,178.05	598.55	2,661.95	69.89
247-441.005-706.0005	DENTAL/OPTICAL	660.00	545.34	46.02	114.66	82.63
247-441.005-706.0006	LT/ST DISABILITY	670.00	501.56	42.32	168.44	74.86
247-441.005-706.0007	WORKER'S COMPENSATION	1,640.00	1,081.89	84.04	558.11	65.97
247-441.005-706.0008	SICK TIME PAYOUT	0.00	0.00	0.00	0.00	0.00
247-441.005-706.0009	DEFERRED COMPENSATION	0.00	0.00	0.00	0.00	0.00
247-441.005-706.0010	RETIREMENT EMPLOYER CNTB	9,610.00	7,702.50	770.25	1,907.50	80.15
247-441.005-706.0011	HRA BENEFIT	100.00	0.00	0.00	100.00	0.00
247-441.005-706.0012	RETIREMNT-DEF CONTR EMPLR	2,340.00	4,321.60	371.25	(1,981.60)	184.68
247-441.005-706.0013	RET HLTH SVGS CONTR EMPLR	1,040.00	1,308.83	106.55	(268.83)	125.85
PERSONNEL SERVICES		129,970.00	96,884.44	7,716.50	33,085.56	74.54
OTHER CHARGES						
247-441.005-941.0000	EQUIPMENT RENTAL OR LEASE	43,000.00	32,668.71	2,276.23	10,331.29	75.97
OTHER CHARGES		43,000.00	32,668.71	2,276.23	10,331.29	75.97
Total Dept 441.005 - DOWNTOWN MAINTENANCE						
		172,970.00	129,553.15	9,992.73	43,416.85	74.90
Dept 748.000 - PRINCIPAL SHOPPING DISTRICT						
PERSONNEL SERVICES						
247-748.000-702.0001	SALARIES & WAGES DIRECT	242,220.00	181,056.52	16,500.57	61,163.48	74.75
247-748.000-702.0002	OVERTIME PAY	0.00	495.70	0.00	(495.70)	100.00
247-748.000-702.0003	LONGEVITY	0.00	0.00	0.00	0.00	0.00
247-748.000-706.0000	LABOR BURDEN	0.00	0.00	0.00	0.00	0.00
247-748.000-706.0001	FICA	18,530.00	13,667.53	1,235.21	4,862.47	73.76
247-748.000-706.0002	HOSPITALIZATION	37,340.00	17,994.49	2,871.82	19,345.51	48.19
247-748.000-706.0003	LIFE INSURANCE	950.00	748.72	72.34	201.28	78.81
247-748.000-706.0004	RETIRE CONTRIB HEALTH	6,420.00	5,350.00	535.00	1,070.00	83.33
247-748.000-706.0005	DENTAL/OPTICAL	1,700.00	0.00	0.00	1,700.00	0.00
247-748.000-706.0006	LT/ST DISABILITY	1,020.00	645.01	62.32	374.99	63.24
247-748.000-706.0007	WORKER'S COMPENSATION	760.00	844.27	77.65	(84.27)	111.09
247-748.000-706.0008	SICK TIME PAYOUT	0.00	0.00	0.00	0.00	0.00
247-748.000-706.0010	RETIREMENT EMPLOYER CNTB	8,140.00	6,783.30	678.33	1,356.70	83.33

REVENUE AND EXPENDITURE REPORT

PERIOD ENDING 04/30/2022

*NOTE: Available Balance / Pct Budget Used does not reflect amounts encumbered.

GL NUMBER	DESCRIPTION	2021-22 AMENDED BUDGET	YTD BALANCE 04/30/2022	ACTIVITY FOR MONTH 04/30/2022	AVAILABLE BALANCE	% BDGT USED
Fund 247 - PRINCIPAL SHOPPING DISTRICT						
Expenditures						
247-748.000-706.0011	HRA BENEFIT	0.00	0.00	0.00	0.00	0.00
247-748.000-706.0012	RETIREMNT-DEF CONTR EMPLR	10,770.00	6,807.16	657.70	3,962.84	63.20
247-748.000-706.0013	RET HLTH SVGS CONTR EMPLR	1,820.00	1,449.00	140.00	371.00	79.62
PERSONNEL SERVICES		329,670.00	235,841.70	22,830.94	93,828.30	71.54
OTHER CHARGES						
247-748.000-801.0200	LEGAL SERVICES	3,000.00	2,194.25	0.00	805.75	73.14
247-748.000-802.0100	AUDIT	760.00	766.75	0.00	(6.75)	100.89
247-748.000-811.0000	OTHER CONTRACTUAL SERVICE	2,000.00	1,573.01	100.00	426.99	78.65
247-748.000-828.0300	PARKING VALET SERVICES	15,000.00	0.00	0.00	15,000.00	0.00
247-748.000-829.0100	SNOW REMOVAL CONTRACT	59,000.00	64,200.00	0.00	(5,200.00)	108.81
247-748.000-829.0200	WEB SITE MAINTENANCE	10,000.00	8,637.50	1,107.50	1,362.50	86.38
247-748.000-851.0000	TELEPHONE	1,750.00	1,206.91	139.58	543.09	68.97
247-748.000-901.0000	PRINTING & PUBLISHING	0.00	0.00	0.00	0.00	0.00
247-748.000-901.0400	MARKETING & ADVERTISING	150,000.00	121,581.51	11,903.57	28,418.49	81.05
247-748.000-901.0500	PUBLIC RELATIONS	10,000.00	4,759.82	583.58	5,240.18	47.60
247-748.000-903.0000	TENANT RECRUITMENT	100,000.00	86,162.92	896.71	13,837.08	86.16
247-748.000-904.0000	PRINTING PSD MAGAZINE	60,000.00	37,680.00	0.00	22,320.00	62.80
247-748.000-909.0000	SPECIAL EVENTS	200,000.00	182,610.80	2,644.06	17,389.20	91.31
247-748.000-933.0200	EQUIPMENT MAINTENANCE	1,200.00	642.18	0.00	557.82	53.52
247-748.000-935.0200	MAINTENANCE SHOPPING DIST	70,000.00	21,904.39	0.00	48,095.61	31.29
247-748.000-941.0000	EQUIPMENT RENTAL OR LEASE	0.00	0.00	0.00	0.00	0.00
247-748.000-942.0000	COMPUTER EQUIPMENT RENTAL	23,620.00	19,683.30	1,968.33	3,936.70	83.33
247-748.000-944.0000	BUILDING OR FACILITY RENT	12,000.00	10,000.00	1,000.00	2,000.00	83.33
247-748.000-955.0100	TRAINING	1,000.00	0.00	0.00	1,000.00	0.00
247-748.000-955.0300	MEMBERSHIP & DUES	1,600.00	3,079.95	375.00	(1,479.95)	192.50
247-748.000-955.0400	CONFERENCES & WORKSHOPS	3,000.00	1,176.11	0.00	1,823.89	39.20
247-748.000-957.0400	LIAB INSURANCE PREMIUMS	4,500.00	3,750.00	375.00	750.00	83.33
247-748.000-962.0000	MISCELLANEOUS	0.00	12.52	0.00	(12.52)	100.00
OTHER CHARGES		728,430.00	571,621.92	21,093.33	156,808.08	78.47
SUPPLIES						
247-748.000-727.0000	POSTAGE	3,000.00	886.98	0.00	2,113.02	29.57
247-748.000-729.0000	OPERATING SUPPLIES	3,500.00	1,099.29	25.99	2,400.71	31.41
247-748.000-799.0000	EQUIPMENT UNDER \$5,000	0.00	0.00	0.00	0.00	0.00
SUPPLIES		6,500.00	1,986.27	25.99	4,513.73	30.56
CAPITAL OUTLAY						
247-748.000-972.0000	FURNITURE	0.00	0.00	0.00	0.00	0.00
CAPITAL OUTLAY		0.00	0.00	0.00	0.00	0.00
Total Dept 748.000 - PRINCIPAL SHOPPING DISTRICT		1,064,600.00	809,449.89	43,950.26	255,150.11	76.03
TOTAL EXPENDITURES		1,268,230.00	957,075.23	55,731.18	311,154.77	75.47

Fund 247 - PRINCIPAL SHOPPING DISTRICT:

REVENUE AND EXPENDITURE REPORT
PERIOD ENDING 04/30/2022

*NOTE: Available Balance / Pct Budget Used does not reflect amounts encumbered.

GL NUMBER	DESCRIPTION	2021-22 AMENDED BUDGET	YTD BALANCE 04/30/2022	ACTIVITY FOR MONTH 04/30/2022	AVAILABLE BALANCE	% BDGT USED
Fund 247 - PRINCIPAL SHOPPING DISTRICT						
TOTAL REVENUES		1,268,230.00	1,152,406.23	24,994.76	115,823.77	90.87
TOTAL EXPENDITURES		1,268,230.00	957,075.23	55,731.18	311,154.77	75.47
NET OF REVENUES & EXPENDITURES		0.00	195,331.00	(30,736.42)	(195,331.00)	100.00

PRINCIPAL SHOPPING DISTRICT
CASH FLOW
FOR THE MONTH OF APRIL 2022

	<u>DESCRIPTION</u>	<u>PROJECTED</u>	<u>ACTUAL</u>	<u>VARIANCE</u>
	BEGINNING CASH BALANCE	\$ 1,214,951	\$ 1,214,951	\$ -
	CASH RECEIPTS:			
	Special Assessments	-	1,430	1,430
	Interest Income	1,530	427	(1,103)
	Gift Certificates	-	-	-
	Advisory Parking Committee	-	-	-
	Special Event Revenue	<u>1,700</u>	<u>23,138</u>	<u>21,438</u>
	Sub-total cash receipts	3,230	24,995	21,765
	CASH DISBURSEMENTS:			
	OFFICE DISBURSEMENTS			
	PSD Personnel Costs	25,445	22,831	2,614
727.0000	Postage	400	-	400
729.0000	Supplies	280	145	135
801.0200	Legal	250	280	(30)
802.0100	Audit	-	-	-
811.0000	Other Contractual Service	-	100	(100)
933.0200	Equipment Maintenance	-	261	(261)
851.0000	Telephone	150	140	10
955.0100	Training	80	-	80
955.0300	Memberships & Dues	270	542	(272)
955.0400	Conferences & Workshops	-	-	-
942.0000	Computer Equipment Rental	1,969	1,968	1
957.0400	Liability Insurance	375	375	-
944.0000	Building Rent	1,000	1,000	-
962.0000	Miscellaneous	<u>-</u>	<u>-</u>	<u>-</u>
	Sub-total Office Disbursements	30,219	27,642	2,577
	PROGRAM DISBURSEMENTS			
	DPS Downtown Maintenance	6,210	9,993	(3,783)
	Promotion Personnel Costs	2,320	1,788	532
828.0300	Valet Services	-	-	-
829.0100	Snow Removal	5,000	10,700	(5,700)
935.0200	Maintenance PSD	7,000	1,950	5,050
901.0400	Marketing & Advertising	10,000	3,306	6,694
901.0500	Public Relations	1,000	-	1,000
903.0000	Tenant Recruitment	8,330	70	8,260
909.0000	Special Events	-	1,717	(1,717)
904.0000	PSD Magazine	-	-	-
829.0200	Web Site Maintenance	<u>-</u>	<u>2,068</u>	<u>(2,068)</u>
	Sub-total Program Disbursements	<u>39,860</u>	<u>31,592</u>	<u>8,268</u>
	Total Disbursements	70,079	59,234	10,845
	INCREASE (DECREASE) IN CASH BALANCE	<u>(66,849)</u>	<u>(34,239)</u>	<u>32,610</u>
	ENDING CASH BALANCE	<u>\$ 1,148,102</u>	<u>\$ 1,180,712</u>	<u>\$ 32,610</u>

PRINCIPAL SHOPPING DISTRICT
ACTUAL CASH FLOW
FOR THE TEN MONTHS ENDED APRIL 2022

	DESCRIPTION	PROJECTED	ACTUAL	VARIANCE
	BEGINNING CASH BALANCE	\$ 961,786	\$ 961,786	\$ -
	CASH RECEIPTS:			
	Special Assessments	1,047,760	1,026,051	(21,709)
	Interest Income	10,950	4,563	(6,387)
	Gift Certificates	-	150	150
	Advisory Parking Committee	25,000	-	(25,000)
	Special Event Revenue	95,000	188,451	93,451
	Sub-total cash receipts	1,178,710	1,219,215	40,505
	CASH DISBURSEMENTS:			
	OFFICE DISBURSEMENTS			
	PSD Personnel Costs	278,780	249,557	29,223
727.0000	Postage	2,000	887	1,113
729.0000	Supplies	2,940	891	2,049
801.0200	Legal	2,500	2,690	(190)
802.0100	Audit	760	767	(7)
811.0000	Other Contractual Service	-	1,574	(1,574)
933.0200	Equipment Maintenance	900	696	204
851.0000	Telephone	1,450	1,349	101
955.0100	Training	830	-	830
955.0300	Memberships & Dues	1,230	2,708	(1,478)
955.0400	Conferences & Workshops	2,500	1,176	1,324
942.0000	Computer Equipment Rental	19,682	19,680	2
957.0400	Liability Insurance	3,750	3,750	-
944.0000	Building Rent	10,000	10,000	-
962.0000	Miscellaneous	-	13	(13)
	Sub-total Office Disbursements	327,322	295,738	31,584
	PROGRAM DISBURSEMENTS			
	DPS Downtown Maintenance	144,040	136,352	7,688
	Promotion Personnel Costs	26,020	19,183	6,837
828.0300	Valet Services	15,000	-	15,000
829.0100	Snow Removal	59,000	64,200	(5,200)
935.0200	Maintenance PSD	54,000	37,405	16,595
901.0400	Marketing & Advertising	120,000	113,586	6,414
901.0500	Public Relations	8,000	4,176	3,824
903.0000	Tenant Recruitment	83,300	93,633	(10,333)
909.0000	Special Events	155,000	190,217	(35,217)
904.0000	PSD Magazine	60,000	37,680	22,320
829.0200	Web Site Maintenance	8,350	8,119	231
	Sub-total Program Disbursements	732,710	704,551	28,159
	Total Disbursements	1,060,032	1,000,289	59,743
	INCREASE (DECREASE) IN CASH BALANCE	118,678	218,926	100,248
	ENDING CASH BALANCE	\$ 1,080,464	\$ 1,180,712	\$ 100,248

CITY OF BIRMINGHAM
PRINCIPAL SHOPPING DISTRICT
CASH FLOW ANALYSIS
JULY 2021 TO JUNE 2022

DESCRIPTION	ACTUAL										PROJECTED		Total 21-22
	JULY 2021	AUGUST 2021	SEPTEMBER 2021	OCTOBER 2021	NOVEMBER 2021	DECEMBER 2021	JANUARY 2022	FEBRUARY 2022	MARCH 2022	APRIL 2022	MAY 2022	JUNE 2022	
BEGINNING CASH BALANCE	961,786	910,945	875,667	777,964	757,118	664,873	547,600	600,433	862,415	1,214,951	1,180,712	1,082,133	961,786
CASH RECEIPTS:													
2020 Assessment	19,313	45,855	-	1,798	-	-	-	-	-	-	7,210	-	74,176
2021 Assessment	-	-	-	-	-	-	146,894	380,239	430,522	1,430	-	-	959,085
Special Assessments	19,313	45,855	-	1,798	-	-	146,894	380,239	430,522	1,430	7,210	-	1,033,261
Interest Income	(81)	750	282	414	244	811	407	327	982	427	1,440	1,310	7,313
Gift Certificates	150	-	-	-	-	-	-	-	-	-	-	-	150
Advisory Parking Committee	-	-	-	-	-	-	-	-	-	-	-	-	-
Special Event Revenue	7,062	13,190	3,520	64,210	35,061	12,280	20,790	915	8,285	23,138	3,000	2,000	193,451
Sub-total cash receipts	26,444	59,795	3,802	66,422	35,305	13,091	168,091	381,481	439,789	24,995	11,650	3,310	1,234,175
CASH DISBURSEMENTS:													
OFFICE DISBURSEMENTS													
PSD Personnel Costs	32,749	22,606	24,764	20,926	21,225	36,903	21,151	23,122	23,280	22,831	25,445	25,445	300,447
727.00 Postage	-	-	-	-	-	-	-	887	-	-	400	600	1,887
729.00 Supplies	10	77	201	38	51	107	(89)	92	259	145	280	280	1,451
801.02 Legal	-	495	520	396	421	-	-	487	91	280	250	250	3,190
802.01 Audit	-	-	115	357	242	53	-	-	-	-	-	-	767
811.00 Other Contractual Service	-	200	100	100	162	100	612	100	100	100	-	2,000	3,574
933.02 Equipment Maintenance	54	-	-	155	-	-	226	-	-	261	-	300	996
851.00 Telephone	90	140	90	90	279	130	130	130	130	140	150	150	1,649
955.01 Training	-	-	-	-	-	-	-	-	-	-	80	90	170
955.03 Memberships & Dues	-	40	490	825	305	-	130	129	247	542	370	-	3,078
955.04 Conferences & Workshops	-	-	550	-	210	33	-	-	383	-	400	100	1,676
942.00 Computer Equipment Rental	1,968	1,968	1,968	1,968	1,968	1,968	1,968	1,968	1,968	1,968	1,969	1,969	23,618
957.04 Liability Insurance	375	375	375	375	375	375	375	375	375	375	375	375	4,500
944.00 Building Rent	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	12,000
962.00 Miscellaneous	-	-	-	-	-	-	-	13	-	-	-	-	13
Sub-total Office Disbursements	36,246	26,901	30,173	26,230	26,238	40,669	25,503	28,303	27,833	27,642	30,719	32,559	359,016
PROGRAM DISBURSEMENTS													
DPS Downtown Maintenance	22,525	16,131	19,102	14,441	10,309	15,698	9,540	8,980	9,633	9,993	6,210	22,720	165,282
Promotion Personnel Costs	2,554	1,726	1,726	1,726	1,726	2,662	1,788	1,788	1,699	1,788	2,320	2,320	23,823
828.03 Valet Services	-	-	-	-	-	-	-	-	-	-	-	-	-
829.01 Snow Removal	-	-	-	-	10,700	10,700	10,700	10,700	10,700	10,700	-	-	64,200
935.02 Maintenance PSD	-	16,422	638	2,146	2,145	6,461	-	6,889	754	1,950	8,000	8,000	53,405
901.04 Marketing & Advertising	-	10,583	13,119	1,250	5,725	13,774	24,226	33,112	8,491	3,306	15,000	15,000	143,586
901.05 Public Relations	-	1,500	-	245	-	-	1,500	517	414	-	1,000	1,000	6,176
903.00 Tenant Recruitment	-	11,026	17,278	14,433	3,198	4,876	8,463	23,723	10,566	70	8,330	8,370	110,333
909.00 Special Events	15,960	9,549	18,941	26,209	49,509	18,469	32,501	1,099	16,263	1,717	37,000	8,000	235,217
904.00 PSD Magazine	-	-	-	-	18,000	15,880	-	3,800	-	-	-	-	37,680
829.02 Web Site Maintenance	-	1,235	528	588	-	1,175	1,037	588	900	2,068	1,650	-	9,769
Sub-total Program Disbursements	41,039	68,172	71,332	61,038	101,312	89,695	89,755	91,196	59,420	31,592	79,510	65,410	849,471
Total Disbursements	77,285	95,073	101,505	87,268	127,550	130,364	115,258	119,499	87,253	59,234	110,229	97,969	1,208,487
INCREASE (DECREASE) IN CASH BALANCE	(50,841)	(35,278)	(97,703)	(20,846)	(92,245)	(117,273)	52,833	261,982	352,536	(34,239)	(98,579)	(94,659)	25,688
ENDING CASH BALANCE	910,945	875,667	777,964	757,118	664,873	547,600	600,433	862,415	1,214,951	1,180,712	1,082,133	987,474	987,474



Birmingham Shopping District
Meeting Date: 06/02/2022
151 Martin Street
Birmingham, MI 48009
248-530-1200
ALLINBirmingham.com

MEMORANDUM

DATE: May 26, 2022
TO: Birmingham Shopping District Board
FROM: Jana Ecker, Interim Executive Director
SUBJECT: Executive Director's Report

Wayfinding and Gateway Signage Committee

On April 25, 2022, the City Commission approved a new logo for the City (shown below), based on the report and recommendations of the Wayfinding and Gateway Signage Committee initiated by the BSD.



The Wayfinding Committee has been tasked with slowly rolling out the new City logo, and reviewing all applications to ensure a consistent branding image. All existing supplies using the former logo will be depleted, and any new supplies ordered will use the new logo. The committee has already approved six different versions of the logo for use to accommodate all applications (see attached). To date, the committee has reviewed and approved the use of the logo in the following applications:

- City letterhead
- Envelopes
- Memo templates
- PowerPoint presentation templates
- Public notice signs
- DPS equipment and vehicle decals
- DPS uniform options
- Park signage

At the next meeting of the Wayfinding Committee, the following logo applications will be reviewed:

- City water towers
- Parking meter signage
- City promotional products

In addition, at the next meeting the committee will continue to develop a comprehensive Style Guide to ensure consistent branding.

On April 25, 2022, the City Commission also approved the issuance of an RFP to update the City's 2002 Wayfinding Plan to incorporate the new logo and refresh the plan. Funds have been requested in the upcoming FY22-23 budget for the wayfinding refresh. If the new budget is approved by the City Commission on June 13, 2022, an RFP will be issued to solicit proposals after the start of the new fiscal year on July 1, 2022.

The Wayfinding Committee is seeking a member of the BSD's Marketing and Advertising Committee to attend and participate in these meetings. At this time, the Wayfinding Committee meets every other Monday at 1:00 p.m. at City Hall.

BSD Budget

The proposed budget for the 2022/2023 fiscal year was presented to the City Commission at the annual budget hearing on Saturday, May 7, 2022. The City Commission did not express any concerns with the BSD's budget proposal.

Approval of the City's FY 22/23 budget, including the BSD's budget, is anticipated at the City Commission meeting to be held on June 13, 2022.

Merchants Meeting

A merchant meeting was held on Wednesday, May 25, 2022 at 9:00 a.m. at Hastens Birmingham. The meeting was well attended by BSD merchants. This meeting was an opportunity to introduce myself as the Interim Director of the BSD, and to meet many local business owners. Updates were provided to the merchants regarding the S. Old Woodward construction project, public parking opportunities and promotional events during construction. An update was also provided on upcoming special events in the downtown this summer. A special thank you to Hastens for welcoming our group into their store, and generously providing pastries and beverages.

The next merchant meeting is planned to be held in June.

S. Old Woodward Parking

Coldwell Banker Weir Manual has recently leased the property at 690 S. Old Woodward from Central Park Property (the former Don Thomas Sports space) to relocate their existing real estate office. During the summer months they will be renovating the space for their use, and are willing to lease 18 of their 20 private parking spaces to the BSD for public parking on a month to month basis. The approval of this lease will be discussed in detail under New Business later in the meeting. This parking is proposed to be free of charge to the public during construction, with a two hour maximum time limit.

Additional property owners are also being contacted within the S. Old Woodward construction area, and efforts continue to attempt to negotiate additional leases of private parking spaces for public use.

In addition to any private parking that the BSD is able to secure, the Engineering Department has also added new, temporary on-street parking on Bowers, Hazel and Frank Street that will be available free of charge to the public during construction, with a two hour maximum time limit.

Retail Recruitment Contract Update

After the BSD approved a new one year contract for a retail recruitment consultant on May 5, 2022, I reached out to Cindy Ciura of CC Consulting to finalize execution of the contract. Ms. Ciura reviewed the contract as approved by the BSD and requested responses to the following questions/comments (paraphrased below) with my responses in blue type:

1. Can you ensure that I will have updated marketing materials?
Yes, updated marketing materials can be done and are subject to my approval (or future Executive Director, once hired).
2. Would a lease with a local retailer that I had been working with since before Covid that was signed during the past 30 days be considered for compensation when my contract was on hold? Would my insurance that I paid for in March 2022 be covered under the pending contract?
This is a separate issue unrelated to the current contract.
3. Section 3 D is a little vague, but my insurance costs will be reimbursed as long as it is within the \$77,000 cap. Is this correct? **Section 3 (d) of the contract does allow for insurance reimbursement, with the amount paid for all commissions, reimbursements etc. not to exceed \$77,000. Insurance costs paid for the actual term of the contract may be reimbursed.**
4. Regarding reimbursement requests discussed in Section 3(G), would a portion of trade organizations meetings be included in those potential reimbursements? There is a retail conference later this year that I would be interested in attending and wondered if a portion of those expenses would be considered for reimbursement.
Trade organization meetings may be eligible for reimbursement if approved by the Executive Director. I would review all such requests on a case by case basis, regarding their value and relevance to Birmingham.
5. In Section 4, would it be possible to add a line about the Executive Director giving recruiter pertinent information regarding tenant updates? For example, if the City finds out a tenant is leaving or closing for business due to renovation.
If you wish to request any change to the contract language, this will have to be considered by the BSD board at their next meeting. If we leave as is, we can execute the contract immediately. I will agree to provide tenant update information on a regular basis. Of course, you are always welcome to call me and request this information if needed between updates.
6. I kept alive several deals throughout Covid that ended up getting signed. I received only one commission in 2020 due to Covid, but in 2021 I signed several national leases. This was unfortunate for me since I had a \$75,000 cap and I was not compensated for all my deals. I understand and I accept that fact. BUT, I was not paid my contracted \$75,000 because Sean included my insurance expenses in that amount (and a few others that were out of pocket) and in last year's contract, when they were considered "out of pocket." I would like to be paid the \$2,224.66 that I am owed.
This is a separate issue unrelated to the current contract.

After receiving my responses, Ms. Ciura indicated that she was unable to sign the contract until she had been paid for all prior contracted amounts. Ms. Ciura's position is that she is currently owed \$2,224.66. This issue will be discussed in detail under New Business later in the meeting.

Main City Logo

Birmingham Font: Big Caslon Medium
A Walkable City Font: ITCAvantGardeStd-Md

1



2



Logo Variations

3



4



5



6



Special Events Committee Meeting Minutes
151 Martin Street, Conference Rooms 202 & 203
May 13, 2022

Chairperson Astrein called the meeting to order at 8:35 a.m.

In Attendance: R. Astrein, D. Fehan, Z. Kay, S. Lipari, J. Ecker, B. Hussey, C. Galli,
J. Brook, S. Jeffares

Absent: A. Pohlad and K. Cummings

Spring Stroll:

Ms. Brook advised that it was a great success with over 200 participants and about 28 participating merchants.

Ms. Brook shared some feedback from merchants and participants with the committee.

Mr. Fehan asked about the positive and negative feedbacks and possible sales at our starting merchant location.

Art Walk:

Ms. Brook presented August 4, 2022 as a possible date and suggested the Public Arts Board help with planning and advised the BBAC would offer a stipend for 6-8 artists.

Committee members discussed having the BSD coordinate the stores, and discussed interest of restaurants to participate. Committee members requested having a member of the Public Arts Board attend the next meeting.

Construction:

Ms. Brook advised that a groundbreaking was not planned as this is phase 3. The possibility of a touch a truck event at the middle or end of construction is being considered.

Scavenger hunt:

The committee discussed holding a scavenger hunt to focus more on the S. Old Woodward businesses. The committee suggested having weekdays as an option for participants.

Painting the barricades:

The same set-up as a few years ago will be provided. Artists will supply their own materials and the BSD will offer prize money in the form of Birmingham Bucks.

Ms. Lipari brought up the idea of using extra hanging baskets that were already paid for that were to be used in the construction zone and giving them away as prizes, giving them to the merchants within the construction zone, or hanging them at the edges of the construction zone.

Day on the Town:

Ms. Brook advised that the merchant application is live on the website for sign-up for businesses within the event footprint, and for space within the event area for businesses located within the BSD, but outside of the event area.

Movie Nights:

Four Movie Nights are scheduled for this year. They will be:

- June 10 - Sing 2
- July 15 - Home Alone (Christmas in July)
- August 12 - Moana
- September 16- Willy Wonka and the Chocolate Factory

Rain dates will be the next day (Saturday) for each movie. Wells Fargo is once again the primary sponsor.

Other:

Mr. Jeffares talked about an event he is working on with NEXT and possible sponsorship from the BSD. Discussions included specifics of timing, food, venue, and sponsors. Ms. Ecker suggested contacting the Daxton Hotel for sponsorship with room rental and food. Ms. Ecker offered to reach out to the Daxton to ask about sponsorship.

Meeting adjourned at 9:43 a.m.

NEXT MEETING: Friday, June 10, 2022 at 8:30 a.m.



Birmingham Shopping District
Meeting Date: 06/02/2022
151 Martin Street
Birmingham, MI 48009
248-530-1200
ALLINBirmingham.com

MEMORANDUM

DATE: May 23, 2022
TO: Birmingham Shopping District
FROM: Jaimi Brook, Operations & Events Manager
SUBJECT: Special Event Applications

The BSD has submitted special event applications to the City Clerk's office for the Birmingham Cruise Event, Santa House & Small Business Saturday, and Winter Markt. They will be reviewed by commission at their regular meeting on Monday, June 13 at 7:30 p.m.

Suggested action:

To concur with special event applications as submitted to the City Clerk's office and to authorize staff to move forward with planning the Birmingham Cruise Event, Santa House & Small Business Saturday, and Winter Markt.

CITY OF BIRMINGHAM
APPLICATION FOR SPECIAL EVENT PERMIT
PARKS AND PUBLIC SPACES

IMPORTANT: EVENTS UTILIZING CITY SIDEWALKS AND/OR STREETS MUST MEET WITH POLICE DEPARTMENT SPECIAL EVENT OFFICE TO REVIEW PROPOSED EVENT DETAILS PRIOR TO SUBMITTING APPLICATION.

Police Department acknowledgement: _____

I. EVENT DETAILS

- **Incomplete applications will not be accepted.**
- **Changes in this information must be submitted to the City Clerk, in writing, at least three weeks prior to the event**

FEES:	FIRST TIME EVENT:	\$200.00
	ANNUAL APPLICATION FEE:	\$165.00

(Please print clearly or type)

Date of Application May 2022

Name of Event Birmingham Cruise Event

Detailed Description of Event (attach additional sheet if necessary) Car show and cruise with related activities including food vendors and sponsor displays

Location _____

Date(s) of Event Saturday, August 20, 2022 Hours of Event 9 a.m.- 5 p.m. Sponsor display 9 a.m.- 8 p.m.

Date(s) of Set-up Friday, August 19, 2022 Hours of Set-up beginning at 7 a.m.

NOTE: No set-up to begin before 7:00 AM, per city ordinance.

Date(s) of Tear-down day of event/ sponsor display 8/21 Hours of Tear-down city streets 6 p.m.- 8 p.m.
parking lots Sunday 8/21 7a.m.- 8 p.m.

Organization Sponsoring Event Birmingham Shopping District

Organization Address 151 Martin St., Birmingham MI 48009

Organization Phone 248-530-1200

Contact Person Jaimi Brook

Contact Phone 248-530-1254 Cell: 248-508-5518

Contact Email jbrook@bhamgov.org

II. EVENT INFORMATION


1. Organization Type city- BSD
(city, non-profit, community group, etc.)
2. Additional sponsors or participants (Provide name, address, contact person, status, etc. for all additional organizations sponsoring your event.) Chevy, WXYZ, WOMC, others TBD

3. ***The city encourages collaboration amongst non-profit organizations to bring the greatest benefit to the community. Please explain your efforts to do so** _____
We invite non-profits to sell water to raise funds in our event area.

4. Is the event a fundraiser? YES ☐ NO ☒
List beneficiary _____
List expected income _____ Attach information about the beneficiary.
5. First time event in Birmingham? YES ☐ NO ☒
If no, describe This is an annual event.

6. Total number of people expected to attend per day 50,000-75,000
7. The event will be held on the following City property: (Please list)
☒ Street(s) Haynes from Walgreens driveway to Adams, Worth from Haynes to Woodward and Webster from Woodward to Adams.
☐ Sidewalk(s) _____
☐ Park(s) _____

8. Will street closures be required? YES ☒ NO ☐

(Police Department acknowledgement prior to submission of application is required) (initial here) 

What parking arrangements will be necessary to accommodate attendance?

Describe city parking structures and street parking

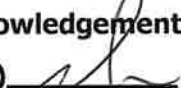
9. Will staff be provided to assist with safety, security and maintenance? YES ☒ NO ☐

If yes, please provide number of staff to be provided and any specialized training received.

Describe BSD event staff will be on-site throughout the event as well as approximately 45 event volunteers

who will be trained by BSD staff

10. Will the event require safety personnel (police, fire, paramedics)? YES ☒ NO ☐

(Police Department acknowledgement prior to submission of application is required.) (initial here) 

Describe We would like police officers on-site during the event to help with crowd control and security. We would also like to have paramedics on-site for medical safety concerns.

11. Will alcoholic beverages be served? YES ☐ NO ☒

If yes, additional approval by the City Commission is required, as well as the Michigan Liquor Control Commission.

12. Will music be provided? YES ☒ NO ☐

Live Amplification x Loudspeakers

Recorded Time music will begin 9 a.m.

Time music will end 8 p.m.

Location of live band, DJ, loudspeakers, equipment must be shown on the layout map.

13. Will there be signage in the area of the event? YES ☒ NO ☐

Number of signs/banners TBD

Size of signs/banners TBD

Submit a photo/drawing of the sign(s). **A sign permit is required.**

14. Will food/beverages/merchandise be sold? YES ☒ NO ☐

- Peddler/vendor permits must be submitted to the Clerk's Office, **at least two weeks prior to the event.**
- You must obtain approval from the Oakland County Health Department for all food/beverage sales/donations. Contact ehclerk@oakgov.com or 248-535-9612 to obtain Health Department approval.
- There is a \$50.00 application fee for all vendors and peddlers, in addition to the \$10.00 daily fee, per location.

LIST OF VENDORS/PEDDLERS

(attach additional sheet if necessary)

VENDOR NAME	GOODS TO BE SOLD	WATER HOOK-UP REQUIRED?	ELECTRIC REQUIRED?
EA Graphics	official merchandise	no	no
TBD	Food		
TBD	Drinks/bottled water		
TBD	Auto related products		

III. EVENT LAYOUT

- Include a map showing the park set up, street closures, and location of each item listed in this section.
- Include a map and written description of run/walk route and the start/finish area

1. Will the event require the use of any of the following municipal equipment?
(show location of each on map)

EQUIPMENT	QUANTITY	COST	NOTES
Picnic Tables		6 for \$500.00	A request for more than six tables will be evaluated based on availability.
Trash Receptacles		\$10.00 each includes 1 bag For additional bags, the cost is \$32/per case.	Trash box placement and removal of trash is the responsibility of the event. Additional cost could occur if DPS is to perform this work.
Dumpsters		\$350.00/per dumpster per day	Includes emptying the dumpster one time per day. The City may determine the need for additional dumpsters based on event requirements.
Utilities (electric)	# of vendors requiring utilities	Varies	Charges according to final requirements of event.
Water/Fire Hydrant		\$224.75/per hydrant Includes the use of 5,000 gallons of water. Any additional water usage will be billed.	Applicant must supply their own means of disposal for all sanitary waste water. Waste water is NOT allowed to be poured into the street or on the grass.
Meter Bags / Traffic Cones / Barricades	# to be determined by the Police Department.		

2. Will the following be constructed or located in the area of the event? ☒ YES ☐ NO
(show location of each on map) NOTE: Stakes are not allowed.

TYPE	QUANTITY	SIZE
Tents/Canopies/Awnings (A permit is required for tents over 400 square feet)	10 +/-	Various
Portable Toilets	10	Regular and Handicap
Rides		
Displays	TBD	
Vendors	TBD	
Temporary Structure (must attach a photo)		
Other (describe)		

SIGNATURE OF APPLICANT REQUIRED

EVENT NAME Birmingham Cruise Event

EVENT DATE August 20, 2022

The Birmingham City Commission shall have sole and complete discretion in deciding whether to issue a permit. Nothing contained in the City Code shall be construed to require the City Commission to issue a permit to an applicant and no applicant shall have any interest or right to receive a permit merely because the applicant has received a permit in the past.

As the authorized agent of the sponsoring organization, I hereby agree that this organization shall abide by all conditions and restrictions specific to this special event as determined by the City administration and will comply with all local, state and federal rules, regulations and laws.

 5/17/22
Signature Date

*By providing your e-mail to the City, you agree to receive news and notifications from the City.
If you do not wish to receive these messages, you may unsubscribe at any time.*

IV. SAMPLE LETTER TO NOTIFY ANY AFFECTED PROPERTY/BUSINESS OWNERS

- Organizer must notify all potentially affected residential property and business owners of the date and time this application will be considered by the City Commission. (Sample letter attached to this application.)
- Attach a copy of the proposed letter to this application. The letter will be reviewed and approved by the Clerk's Office. The letter must be distributed at least two weeks prior to the Commission meeting.
- A copy of the letter and the distribution list must be submitted to the Clerk's Office at least two weeks prior to the Commission meeting.
- If street closures are necessary, a map must be included with the letter to the affected property/business owners.

VII. . CHECKLIST

ATTACHMENTS TO INCLUDE WITH SPECIAL EVENT APPLICATION

- Completed special event application
- Application fee (payable to "City of Birmingham")
- Map of event area detailing
 - street closures (**Police Department input required prior to submission of application**)
 - tents / canopies
 - tables
 - signs
 - trash receptacles / dumpsters
 - barricades
 - audio equipment / band
 - rides / inflatables
 - vendor booths
 - displays
 - portable toilets
 - layout of start/finish area (if on public property)
 - temporary structures or displays of any kind (picture required)
- Map of the route(s)
- Written route(s)
- Photo of display or temporary structure
- Sample of signs/banners – including size
- Hold Harmless Agreement (signed, on event sponsor's letterhead)
- Insurance certificate
- Letter to affected property owners (must include map of event area or route)*
- List of addresses the letter was distributed (includes all residential and businesses in the event area, along the route, and affected by street closures)*
- List of vendors
- If fundraiser: Information about the beneficiary

**Letter to affected property owners and list of addresses must be submitted to the clerk's office at least two weeks prior to the city commission meeting.*

OFFICE USE ONLY

Received _____ by _____

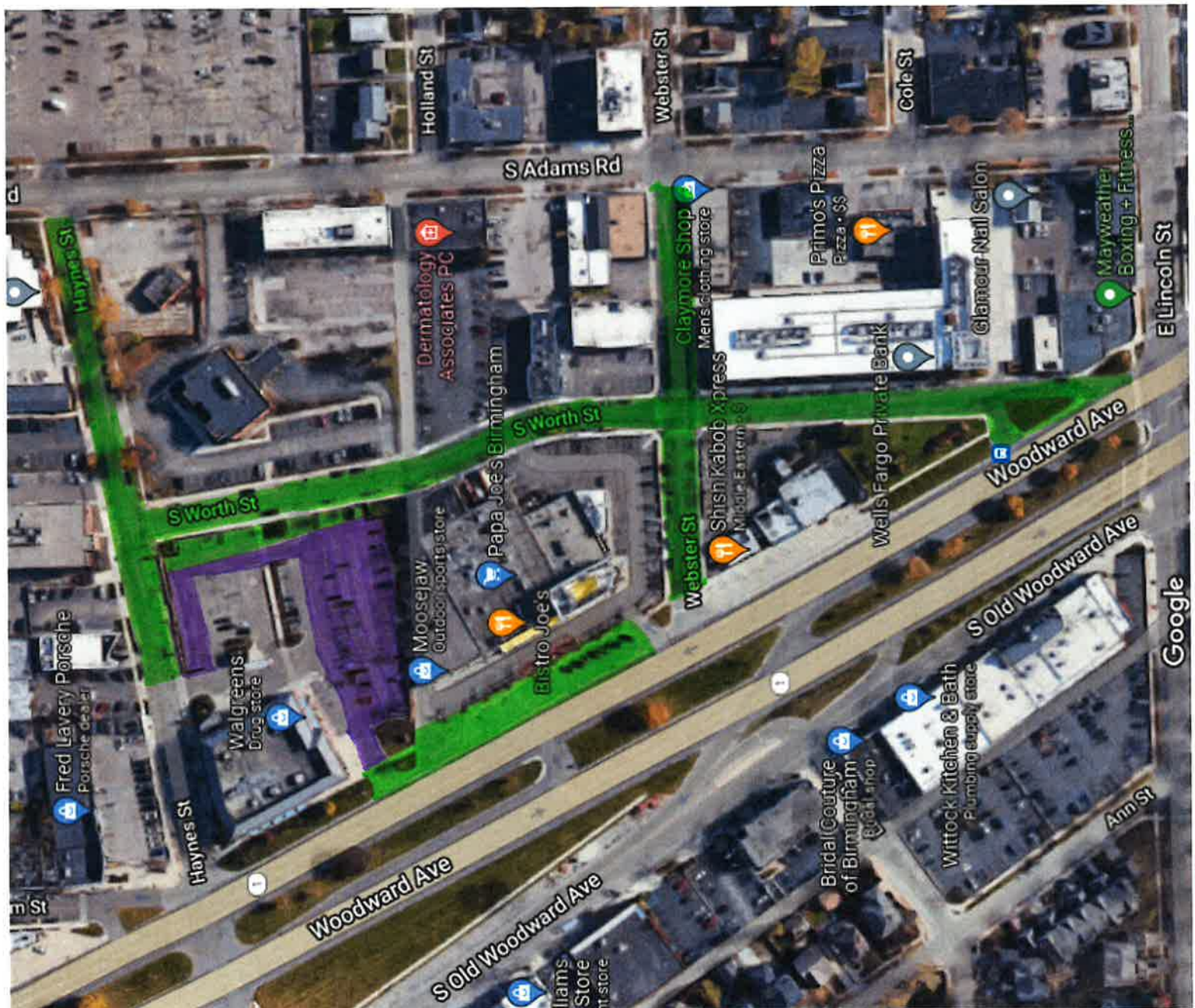
Date _____

License Number _____

The above highlighted items must be submitted by _____¹⁴

Date of Commission meeting _____

Green- Public Property
Purple- Private Property



Birmingham Cruise Event

Layout

- Classic cars will be displayed along Haynes, Worth, and Webster.
- We will place trash boxes throughout the event area.
- A limited number of vendors will be allowed to set-up, taking the place of a classic car(s) on Haynes, Worth, and Webster.
- WOMC will broadcast from the corner of Worth and Woodward Ave.
- Port-a-potties will be set-up on Webster at Adams and on Haynes at Adams.
- Barricades will be erected along Woodward Ave. at Worth and Webster and just east of the Walgreens driveway on Haynes. There will also be barricades at Haynes and Adams and Webster and Adams.
- An information tent will be placed on Worth.

SPECIAL EVENT REQUEST NOTIFICATION

May 16, 2022

TO: Property Owners and Business Owners

The Birmingham City Code requires that we receive approval from the Birmingham City Commission to hold the following special event. The code further requires that we notify any property owners or business owners that may be affected by the special event of the date and time that the City Commission will consider our request so that an opportunity exists for comments prior to this approval.

NAME OF EVENT: Birmingham Cruise Event

LOCATION: Haynes from Walgreens driveway to Adams Rd, Worth from Haynes to Woodward and Webster from Woodward to Adams. Angled parking in front of 34200-34288 Woodward Ave.

DATE/TIME: Saturday, August 20, 2022 from 9 a.m. to 6 p.m.

DATE OF CITY COMMISSION MEETING: Monday, June 13, 2022 7:30 p.m.

The City Commission will meet in the Municipal Building. Should you have any statement regarding the above, you are invited to attend the meeting in person or virtually through ZOOM: <https://zoom.us/j/655079760> Meeting ID: 655079760 You may also present your written statement to the City Commission, City of Birmingham, 151 Martin Street, P.O. Box 3001, Birmingham, Michigan 48012-3001 prior to the hearing.

EVENT ORGANIZER: Birmingham Shopping District
ADDRESS: 151 Martin Street, Birmingham
PHONE: 248-530-1200

For questions on day of event, contact BSD Events Mgr, Jaimi Brook at 248-508-5518

SPECIAL EVENT REQUEST NOTIFICATION

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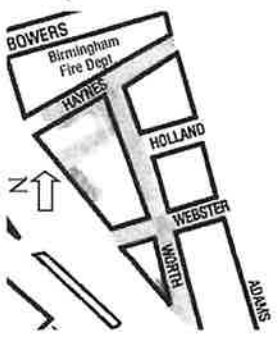
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Birmingham Shopping District
151 Martin Street
Birmingham, MI 48009

BIRMINGHAM CRUISE EVENT
2022



FLORENCE SHARE
333 W FORT ST FL 12TH
DETROIT MI 48226

(For Private Property)



City of Birmingham
A Walkable Community

Temporary Use Permit Application Planning Division

1. Applicant

Name: Birmingham Shopping District
Address: 151 Martin St
Birmingham MI 48009
Phone Number: 248-530-1200
Fax Number: _____

Property Owner

Name: Walgreens - Emily Birdsall
Address: 34300 Woodward Ave
Birmingham, MI 48009
Phone Number: 248-593-8450
Fax Number: _____

2. Project Information

Address/Location of Property: 34300 Woodward Ave
Birmingham MI 48009
Name of Development: Walgreens
Parcel ID #: 1936282006
Current Use: Parking
Area in Acres: approx 3 acres
Current Zoning: B-2

Name of Historic District site is in, if any: _____
Date of HDC Approval, if any: _____
Date of Application for Preliminary Site Plan: _____
Date of Preliminary Site Plan Approval: _____
Date of Application for Final Site Plan: _____
Date of Final Site Plan Approval: _____
Date of Revised Final Site Plan Approval: _____

4. Attachments

- Three (3) folded copies of site plan including location and type of temporary use and other site amenities (buildings, accessory structures, parking spaces, right-of-way, property lines, etc.)
- Authorization from Owner(s) (if applicant is not owner)
- Letter detailing temporary use

5. Details of the Request for Temporary Use Permit

We plan to use the parking lot for the Birmingham Cruise Event. Classic cars and sponsor vehicles will be displayed. We will leave access to the drive-thru as well as parking for customers and employees.

The undersigned states the above information is true and correct, and understands that it is the responsibility of the applicant to advise the Planning Division and / or Building Division of any additional changes to the approved site plan.

Signature of Applicant: Jaimi Brook Date: 5/13/2022

Office Use Only		
Application #: <u>PTU 22-003</u>	Date Received: _____	Fee: _____
Date of Approval: <u>5-18-22</u>	Date of Denial: _____	Reviewed by: <u>[Signature]</u>



Walgreen Co.
34300 Woodward Ave
Birmingham, MI 48009
P 248-593-8450
Walgreens.com

May 12, 2022

To Whom It May Concern,

The Birmingham Shopping District has been given permission to use our parking lot during the Woodward Dream Cruise on August 19th, 2022 (for setup), August 20th 2022, and August 21st, 2022 (for tear-down).

Emily Birdsall
Store Manager #15391

Subject: Papa Joes Parking Bay WDC 2022



Gough, Stacey (MDOT) <goughs@michigan.gov> Thu, Feb 24, 7:48 AM
to Scott Zielinski, Gough, Stacey (MDOT), Roeder, Fredrick (MDOT), Swanson, Lori (MDOT), Po;

You are viewing an attached message. City of Birmingham
MI Mail can't verify the authenticity of attached messages.

Scott,

I have spoken with our TSC management regarding the City of Birmingham's inquiry into use of the Papa Joes parking bay within MDOT ROW for 2022 WDC.

MDOT will not issue permits for use of MDOT ROW during the Dream Cruise nor will we review any proposed plans for use of MDOT ROW. If the City intends to utilize the parking bay during the Dream Cruise you are to keep it contained within the parking bay and not encroach onto the divider island (between parking bay and mainline M-1) or mainline M-1. The City would be responsible for all activities and maintaining the safety of pedestrian and motorists.

Thanks,
Stacey

Stacey Gough
MDOT Oakland TSC
Utility & Permit Engineer
800 Vanguard Dr.
Pontiac, MI 48341
Cell - 248-895-2558

From: Scott Zielinski <szzielinski@bhamgov.org>
Sent: Monday, February 21, 2022 9:49 AM
To: Gough, Stacey (MDOT) <goughs@michigan.gov>
Subject: Re: Thanks!

(MDOT ROW)



Michigan Municipal League

Liability & Property Pool

CERTIFICATE OF COVERAGE

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED AS LISTED BELOW.

Name and Address of Participant:

City of Birmingham

151 Martin St., PO Box 3001
Birmingham, MI 48012-3001

Coverage Afforded:

Michigan Municipal League Liability and Property Pool
1675 Green Road
Ann Arbor, MI 48105-2530

Name and Address of Service Provider:

Meadowbrook, Inc.
P.O. Box 2054
Southfield, MI 48037-2054

This is to certify that the coverage listed below has been issued to the participant named above and is in-force at this time. Notwithstanding any requirement, term or condition of any contract or other document with respect to which this certificate may be issued or may pertain, the coverage afforded herein is subject to all the terms, exclusions and conditions of the Pool contract.

Coverage	Contract Number	Expiration Date	Limits of Liability
<u>General Liability</u>	MML001444020	7/1/2022	\$10,000,000
<u>Automobile Liability</u>			Bodily Injury & Property Damage Combined Single Limit
<u>Other</u>			

Description of Operations/Locations/Vehicles:

Certificate Holder Additional Insured solely with respect to: Services provided on behalf of the City of Birmingham.

RECEIVED JUN 24 2021

CANCELLATION: Should any of the above described coverages be canceled before the expiration date thereof, the administrator will endeavor to mail 60 days' written notice to the certificate holder named below, but failure to mail such notice shall impose no obligation or liability of any kind upon the Pool.

Name and Address of Certificate Holder:

Birmingham Principal Shopping District
151 Martin St.
Birmingham, MI 48009

Date Issued: 6/15/2021

By: 
Authorized Representative

**CITY OF BIRMINGHAM
APPLICATION FOR SPECIAL EVENT PERMIT
PARKS AND PUBLIC SPACES**

IMPORTANT: EVENTS UTILIZING CITY SIDEWALKS AND/OR STREETS MUST MEET WITH POLICE DEPARTMENT SPECIAL EVENT OFFICE TO REVIEW PROPOSED EVENT DETAILS PRIOR TO SUBMITTING APPLICATION.

Police Department acknowledgement: _____

I. EVENT DETAILS

- **Incomplete applications will not be accepted.**
- **Changes in this information must be submitted to the City Clerk, in writing, at least three weeks prior to the event**

FEES: **FIRST TIME EVENT:** **\$200.00**
 ANNUAL APPLICATION FEE: **\$165.00**

(Please print clearly or type)

Date of Application May 2022

Name of Event Santa House and Small Business Saturday

Detailed Description of Event (attach additional sheet if necessary) See Attachment

Location Shain Park, Corner of Maple & Old Woodward, W. Maple, S. Old Woodward & Merrill

Date(s) of Event Weekends Nov. 26- Dec. 24, 2022 Hours of Event various

Date(s) of Set-up Week of November 14, 2022 Hours of Set-up details to be worked out with DPS

NOTE: No set-up to begin before 7:00 AM, per city ordinance.

Date(s) of Tear-down week of January 9, 2023 Hours of Tear-down details to be worked out with DPS

Organization Sponsoring Event Birmingham Shopping District

Organization Address 151 Martin St., Birmingham, MI 48009

Organization Phone 248-530-1200

Contact Person Jaimi Brook

Contact Phone 248-530-1254

Contact Email jbrook@bhamgov.org

II. EVENT INFORMATION

1. Organization Type city- BSD
(city, non-profit, community group, etc.)
2. Additional sponsors or participants (Provide name, address, contact person, status, etc. for all additional organizations sponsoring your event.) TBD
3. ***The city encourages collaboration amongst non-profit organizations to bring the greatest benefit to the community. Please explain your efforts to do so** We will invite
non-profits to have their volunteers staff Santa House. In exchange for their volunteer hours, they will benefit from the donations
that visitors make when they see Santa.
4. Is the event a fundraiser? YES ☒ NO ☐
List beneficiary TBD
List expected income TBD Attach information about the beneficiary.
5. First time event in Birmingham? YES ☐ NO ☒
If no, describe Santa House has been located in Shain Park for many years.
6. Total number of people expected to attend per day 200
7. The event will be held on the following City property: (Please list)
☐ Street(s)
☒ Sidewalk(s) Corner of Maple & Old Woodward for a 10'x10' tent
☒ Park(s) Shain Park

8. Will street closures be required? YES ☐ NO ☒
(Police Department acknowledgement prior to submission of application is required) (initial here) 

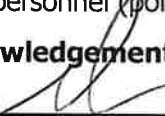
What parking arrangements will be necessary to accommodate attendance?

Describe On November 26 only, there will be free parking at the meters and the structures. Other days will be regular parking.

9. Will staff be provided to assist with safety, security and maintenance? YES ☒ NO ☐
If yes, please provide number of staff to be provided and any specialized training received.

Describe At least one BSD staff member will be on-site as well as 2 volunteers per shift to help with Santa visits and photos.

All will receive training prior to the start of their shift.

10. Will the event require safety personnel (police, fire, paramedics)? YES ☒ NO ☐
(Police Department acknowledgement prior to submission of application is required.) (initial here) 

Describe To assist with morning Santa Walk on Saturday, November 26, 2022

11. Will alcoholic beverages be served? YES ☐ NO ☒
If yes, additional approval by the City Commission is required, as well as the Michigan Liquor Control Commission.

12. Will music be provided? YES ☐ NO ☒
 Live Amplification Loudspeakers

Recorded Time music will begin

Time music will end

Location of live band, DJ, loudspeakers, equipment
must be shown on the layout map.

13. Will there be signage in the area of the event? YES ☒ NO ☐

Number of signs/banners ³⁻⁵ _____

Size of signs/banners 2'x3' _____

Submit a photo/drawing of the sign(s). **A sign permit is required.**

14. Will food/beverages/merchandise be sold? YES ☐ NO ☒

- Peddler/vendor permits must be submitted to the Clerk's Office, **at least two weeks prior to the event.**
- You must obtain approval from the Oakland County Health Department for all food/beverage sales/donations. Contact ehclerk@oakgov.com or 248-535-9612 to obtain Health Department approval.
- There is a \$50.00 application fee for all vendors and peddlers, in addition to the \$10.00 daily fee, per location.

LIST OF VENDORS/PEDDLERS

(attach additional sheet if necessary)

VENDOR NAME	GOODS TO BE SOLD	WATER HOOK-UP REQUIRED?	ELECTRIC REQUIRED?

III. EVENT LAYOUT

- Include a map showing the park set up, street closures, and location of each item listed in this section.
- Include a map and written description of run/walk route and the start/finish area

1. Will the event require the use of any of the following municipal equipment?
(show location of each on map)

EQUIPMENT	QUANTITY	COST	NOTES
Picnic Tables		6 for \$500.00	A request for more than six tables will be evaluated based on availability.
Trash Receptacles		\$10.00 each includes 1 bag For additional bags, the cost is \$32/per case.	Trash box placement and removal of trash is the responsibility of the event. Additional cost could occur if DPS is to perform this work.
Dumpsters		\$350.00/per dumpster per day	Includes emptying the dumpster one time per day. The City may determine the need for additional dumpsters based on event requirements.
Utilities (electric)	# of vendors requiring utilities	Varies	Charges according to final requirements of event.
Water/Fire Hydrant		\$224.75/per hydrant Includes the use of 5,000 gallons of water. Any additional water usage will be billed.	Applicant must supply their own means of disposal for all sanitary waste water. Waste water is NOT allowed to be poured into the street or on the grass.
Meter Bags / Traffic Cones / Barricades	# to be determined by the Police Department.		

2. Will the following be constructed or located in the area of the event? YES NO
(show location of each on map) NOTE: Stakes are not allowed.

TYPE	QUANTITY	SIZE
Tents/Canopies/Awnings (A permit is required for tents over 400 square feet)	2	10'x10'
Portable Toilets		
Rides		
Displays		
Vendors		
Temporary Structure (must attach a photo)		
Other (describe)		


SIGNATURE OF APPLICANT REQUIRED

EVENT NAME Santa House + Small Business Sat.

EVENT DATE Weekends November 26 - December 24, 2022

The Birmingham City Commission shall have sole and complete discretion in deciding whether to issue a permit. Nothing contained in the City Code shall be construed to require the City Commission to issue a permit to an applicant and no applicant shall have any interest or right to receive a permit merely because the applicant has received a permit in the past.

As the authorized agent of the sponsoring organization, I hereby agree that this organization shall abide by all conditions and restrictions specific to this special event as determined by the City administration and will comply with all local, state and federal rules, regulations and laws.

 5/19/22
Signature Date

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- A copy of the letter and the distribution list must be submitted to the Clerk's Office at least two weeks prior to the Commission meeting.
- If street closures are necessary, a map must be included with the letter to the affected property/business owners.

Santa House

Santa House is located in Shain Park and offers an opportunity for children to visit with Santa and have their picture taken. A warming tent will be erected next to Santa House.

We will have a special welcome for Santa at 9:30 a.m. on Saturday, November 26. This will involve Santa walking around the block starting at the corner of W. Maple and Bates. The group will head east to Old Woodward and turn right. Another right turn will be made at Merrill to bring the group to Shain Park and Santa House. Per conversation with the BPD, it will not involve any street closures.

Complimentary horse drawn carriage rides will be offered with similar hours to Santa House.

The BSD has also invited the Birmingham Public Arts Board to collaborate on this event by having their volunteers decorate the spherical bollards in the park with holiday themed yarn/knit covers from November 20, 2022 through January 9, 2023.

Small Business Saturday & other Saturdays

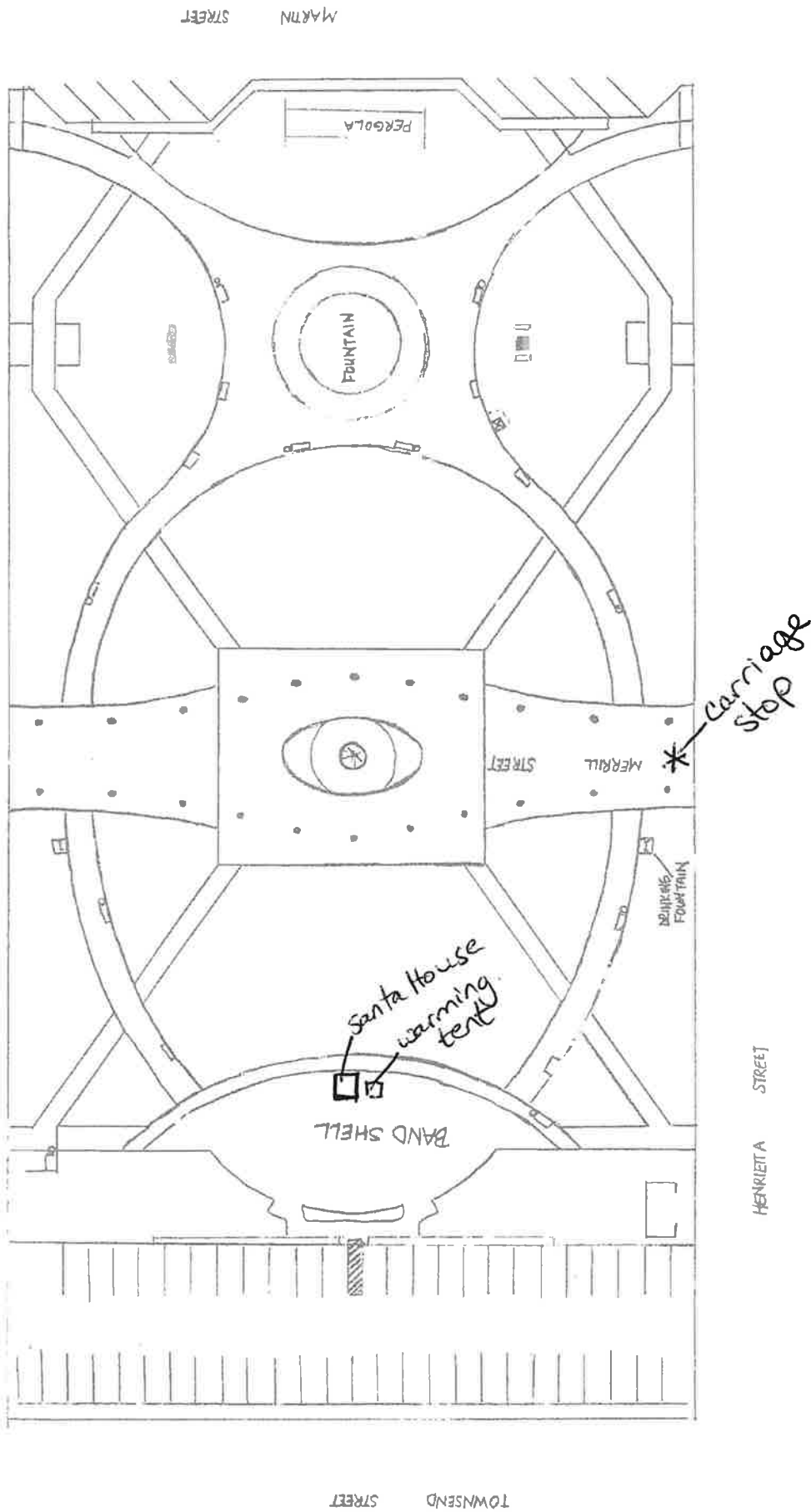
In addition to welcoming Santa on Saturday, November 26, many merchants will be offering specials and incentives to encourage shoppers to shop local.

Saturdays, November 26, December 10, and December 17 the BSD will set-up a 10'x10' tent on the corner of the sidewalk at Maple & Old Woodward that will offer holiday treats and incentives to shoppers.

Nonprofit organization involvement

We will invite nonprofits to have their volunteers staff Santa House. In exchange for their volunteer hours, they will benefit from the donations that visitors make when they see Santa.

We will continue to monitor the Covid-19 situation and follow the appropriate MDHHS and city guidelines.



Shain Park Map

VII. . CHECKLIST

ATTACHMENTS TO INCLUDE WITH SPECIAL EVENT APPLICATION

- ✚ Completed special event application
- ✚ Application fee (payable to "City of Birmingham")
- ✚ Map of event area detailing
 - street closures (**Police Department input required prior to submission of application**)
 - tents / canopies
 - tables
 - signs
 - trash receptacles / dumpsters
 - barricades
 - audio equipment / band
 - rides / inflatables
 - vendor booths
 - displays
 - portable toilets
 - layout of start/finish area (if on public property)
 - temporary structures or displays of any kind (picture required)
- ✚ Map of the route(s)
- ✚ Written route(s)
- ✚ Photo of display or temporary structure
- ✚ Sample of signs/banners – including size
- ✚ Hold Harmless Agreement (signed, on event sponsor's letterhead)
- ✚ Insurance certificate
- ✚ Letter to affected property owners (must include map of event area or route)*
- ✚ List of addresses the letter was distributed (includes all residential and businesses in the event area, along the route, and affected by street closures)*
- ✚ List of vendors
- ✚ If fundraiser: Information about the beneficiary

**Letter to affected property owners and list of addresses must be submitted to the clerk's office at least two weeks prior to the city commission meeting.*

OFFICE USE ONLY

Received _____ by _____

Date _____

License Number _____

The above highlighted items must be submitted by _____

Date of Commission meeting _____



michigan municipal league

Liability & Property Pool

CERTIFICATE OF COVERAGE

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED AS LISTED BELOW.

Name and Address of Participant:

City of Birmingham

151 Martin St., PO Box 3001
Birmingham, MI 48012-3001

Coverage Afforded:

Michigan Municipal League Liability and Property Pool
1675 Green Road
Ann Arbor, MI 48105-2530

Name and Address of Service Provider:

Meadowbrook, Inc.
P.O. Box 2054
Southfield, MI 48037-2054

This is to certify that the coverage listed below has been issued to the participant named above and is in-force at this time. Notwithstanding any requirement, term or condition of any contract or other document with respect to which this certificate may be issued or may pertain, the coverage afforded herein is subject to all the terms, exclusions and conditions of the Pool contract.

Coverage	Contract Number	Expiration Date	Limits of Liability
<u>General Liability</u>	MML001444020	7/1/2022	\$10,000,000
<u>Automobile Liability</u>			Bodily Injury & Property Damage Combined Single Limit
<u>Other</u>			

Description of Operations/Locations/Vehicles:

Certificate Holder Additional Insured solely with respect to: Services provided on behalf of the City of Birmingham.

RECEIVED JUN 24 2021

CANCELLATION: Should any of the above described coverages be canceled before the expiration date thereof, the administrator will endeavor to mail 60 days' written notice to the certificate holder named below, but failure to mail such notice shall impose no obligation or liability of any kind upon the Pool.

Name and Address of Certificate Holder:

Birmingham Principal Shopping District
151 Martin St.
Birmingham, MI 48009

Date Issued: 6/15/2021

By: 
Authorized Representative

NOTIFICATION

May 16, 2022

TO: Property/Business Owner

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NAME OF EVENT(S): 1) Winter Markt and 2) Santa House

LOCATION: 1) Shain Park (see reverse for map)
2) Shain Park

DATES & TIMES: 1) Winter Markt - December 2 - December 4, various hours
2) Santa House - weekends throughout holidays.

DATE/TIME OF CITY COMMISSION MEETING: Monday, June 13, 2022 at 7:30 pm

The City Commission will meet in the Municipal Building. Should you have any statement regarding the above, you are invited to attend the meeting in person or virtually through ZOOM: <https://zoom.us/j/655079760> Meeting ID: 655079760 You may also present your written statement to the City Commission, City of Birmingham, 151 Martin Street, P.O. Box 3001, Birmingham, Michigan 48012-3001 prior to the hearing.

EVENT ORGANIZER: Birmingham Shopping District

ADDRESS: 151 Martin Street

PHONE: 248-530-1200

For questions on day of event, contact BSD Operations & Events Manager, Jaimi Brook at 248-508-5518

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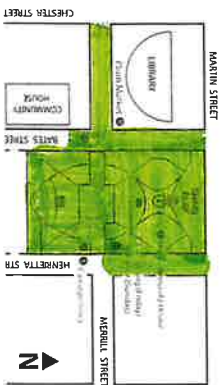
Birmingham Shopping District
151 Martin Street
Birmingham, MI 48009

Winter Markt
2022



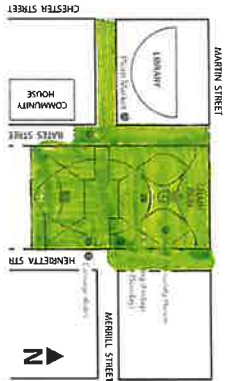
Birmingham Shopping District
151 Martin Street
Birmingham, MI 48009

Winter Markt
2022



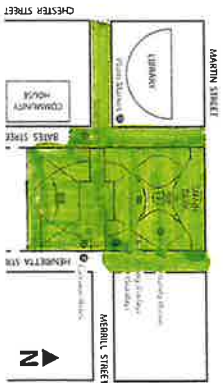
Birmingham Shopping District
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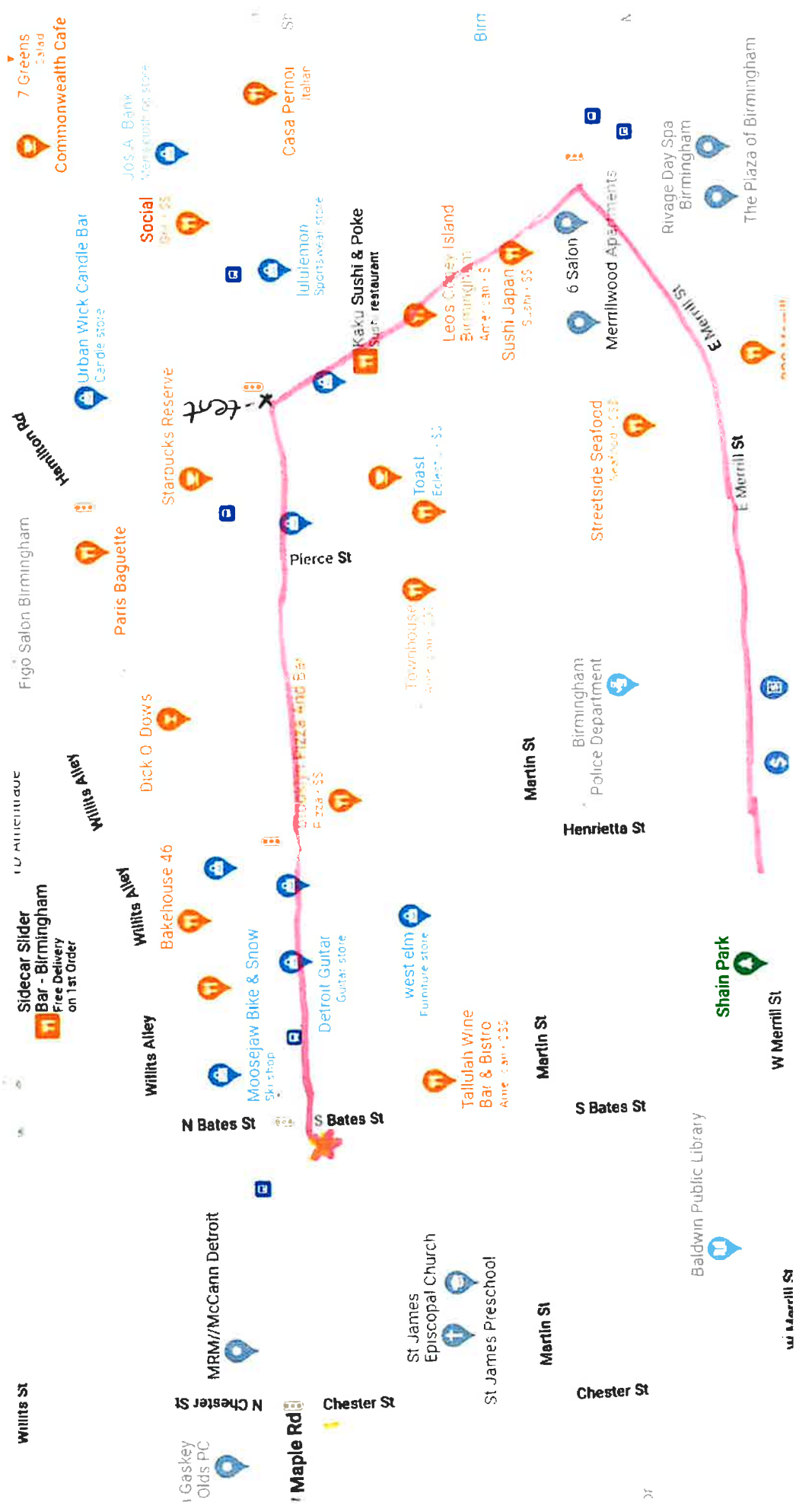
Winter Markt
2022



Birmingham Shopping District
151 Martin Street
Birmingham, MI 48009

Winter Markt
2022





Santa Walk Route
sidewalks only - no street closures

BIRMINGHAM HOLIDAY ACTIVITIES

2021

- ★ Small Business Saturday & Santa Walk • 11/27
- ★ Winter Markt & Tree Lighting • 12/3 - 12/5
- ★ Carriage Rides • Weekends
- ★ Scavenger Hunt* • Weekends
- ★ Santa Visits* • Weekends
- ★ Complimentary Refreshments • Select Saturdays



*Registration Required.

ALLINBirmingham.com/events

Enjoy 2-hour free parking in structures



Mercedes-Benz
of Bloomfield Hills

CHIEF FINANCIAL
CREDIT UNION
...more than money

WELLS
FARGO
ADVISORS

DANTON



THE
SURNOW
COMPANY



VIEW CALENDAR

BIRMINGHAM

The Shopping District

Sample

2' x
3'

SANTA HOUSE

21x31

Families are invited to schedule
an appointment to visit with Santa.
www.ALLINBirmingham.com/events



SCAN FOR
APPOINTMENT

SANTA HOUSE HOURS:

- November 27: 12 p.m. – 4 p.m.
- November 28: 10 a.m. – 4 p.m.
- December 3: 7 p.m. – 8 p.m.*
- December 4: 10 a.m. – 8 p.m.*
- December 5: 10 a.m. – 4 p.m.*
- December 11: 10 a.m. – 4 p.m.
- December 12: 10 a.m. – 4 p.m.
- December 18: 10 a.m. – 7 p.m.
- December 19: 10 a.m. – 4 p.m.
- December 24: 10 a.m. – 4 p.m.

* No appointment needed.



A special thank you to our
2021 Santa House Sponsor:
SHAIN PARK REALTORS



Please contact the Birmingham Shopping District at 248-530-1200 if you need special accommodations.



All activities are in accordance with City of Birmingham & Oakland County COVID-19 health & safety guidelines.

Sample

CITY OF BIRMINGHAM
APPLICATION FOR SPECIAL EVENT PERMIT
PARKS AND PUBLIC SPACES

IMPORTANT: EVENTS UTILIZING CITY SIDEWALKS AND/OR STREETS MUST MEET WITH POLICE DEPARTMENT SPECIAL EVENT OFFICE TO REVIEW PROPOSED EVENT DETAILS PRIOR TO SUBMITTING APPLICATION.

Police Department acknowledgement: _____

I. EVENT DETAILS

- **Incomplete applications will not be accepted.**
- **Changes in this information must be submitted to the City Clerk, in writing, at least three weeks prior to the event**

FEES: **FIRST TIME EVENT:** **\$200.00**
 ANNUAL APPLICATION FEE: **\$165.00**

(Please print clearly or type)

Date of Application May 2022

Name of Event Birmingham Winter Markt

Detailed Description of Event (attach additional sheet if necessary) _____

A charming German styled holiday market for all to enjoy.

We will continue to monitor the Covid-19 situation and follow the appropriate MDHHS and city guidelines.

Location Merrill St., Bates St., Henrietta St., and Shain Park

Date(s) of Event December 2-4, 2022 Hours of Event 4-9 p.m., 10 a.m. - 9 p.m., 10 a.m. - 4 p.m.

Date(s) of Set-up Nov. 28 - Dec 2, 2022 Hours of Set-up Shain Park M-W 9 a.m. - 8 p.m., street closures begin Th. 8 a.m.

NOTE: No set-up to begin before 7:00 AM, per city ordinance.

Date(s) of Tear-down December 4 & 5 Hours of Tear-down Dec. 4th 4-9 p.m. & Dec. 5th 7 a.m. - 12 p.m.

Organization Sponsoring Event Birmingham Shopping District

Organization Address 151 Martin St., Birmingham, MI 48009

Organization Phone 248-530-1200

Contact Person Jaimi Brook

Contact Phone 248-530-1254

Contact Email jbrook@bhamgov.org

II. EVENT INFORMATION

1. Organization Type city- BSD
(city, non-profit, community group, etc.)
2. Additional sponsors or participants (Provide name, address, contact person, status, etc. for all additional organizations sponsoring your event.) TBD
3. ***The city encourages collaboration amongst non-profit organizations to bring the greatest benefit to the community. Please explain your efforts to do so** _____
4. Is the event a fundraiser? YES ☐ NO ☒
List beneficiary _____
List expected income _____ Attach information about the beneficiary.
5. First time event in Birmingham? YES ☐ NO ☒
If no, describe This is an annual event.
6. Total number of people expected to attend per day 4,000
7. The event will be held on the following City property: (Please list)
☒ Street(s) Merrill between Bates & Chester, Bates between Merrill & Martin.
Henrietta between Merrill & Martin, one parking space in City Hall lot for a dumpster
☐ Sidewalk(s) _____

☒ Park(s) Shain Park

8. Will street closures be required? YES ☒ NO ☐

(Police Department acknowledgement prior to submission of application is required) (initial here) [Signature]

What parking arrangements will be necessary to accommodate attendance?

Describe free parking in Chester and Pierce structures for the tree lighting on 12/2 only

9. Will staff be provided to assist with safety, security and maintenance? YES ☒ NO ☐

If yes, please provide number of staff to be provided and any specialized training received.

Describe 1-3 BSD staff members will be on-site at all times during the event as well as up to 4 volunteers at a time. All will be trained prior to the start of their shift(s).

10. Will the event require safety personnel (police, fire, paramedics)? YES ☒ NO ☐

(Police Department acknowledgement prior to submission of application is required.) (initial here) [Signature]

Describe ~~On call status~~ 2 OFCs will be assigned for tree lighting.

11. Will alcoholic beverages be served? YES ☒ NO ☐

If yes, additional approval by the City Commission is required, as well as the Michigan Liquor Control Commission.

12. Will music be provided? YES ☒ NO ☐

☒ Live ☒ Amplification ☒ Loudspeakers

Recorded Time music will begin throughout the event

Time music will end 9 p.m. Friday and Saturday, 4 p.m. on Sunday

Location of live band, DJ, loudspeakers, equipment must be shown on the layout map.

13. Will there be signage in the area of the event? YES ☒ NO ☐

Number of signs/banners 2-4

Size of signs/banners A-frame signs

Submit a photo/drawing of the sign(s). **A sign permit is required.**

14. Will food/beverages/merchandise be sold? YES ☒ NO ☐

- Peddler/vendor permits must be submitted to the Clerk's Office, **at least two weeks prior to the event.**
- You must obtain approval from the Oakland County Health Department for all food/beverage sales/donations. Contact ehclerk@oakgov.com or 248-535-9612 to obtain Health Department approval.
- There is a \$50.00 application fee for all vendors and peddlers, in addition to the \$10.00 daily fee, per location.

LIST OF VENDORS/PEDDLERS

(attach additional sheet if necessary)

VENDOR NAME	GOODS TO BE SOLD	WATER HOOK-UP REQUIRED?	ELECTRIC REQUIRED?
TBD			

III. EVENT LAYOUT

- Include a map showing the park set up, street closures, and location of each item listed in this section.
- Include a map and written description of run/walk route and the start/finish area

1. Will the event require the use of any of the following municipal equipment?
(show location of each on map)

EQUIPMENT	QUANTITY	COST	NOTES
Picnic Tables		6 for \$500.00	A request for more than six tables will be evaluated based on availability.
Trash Receptacles	20	\$10.00 each includes 1 bag For additional bags, the cost is \$32/percase.	Trash box placement and removal of trash is the responsibility of the event. Additional cost could occur if DPS is to perform this work.
Dumpsters	BSD will provide	\$350.00/per dumpster per day	Includes emptying the dumpster one time per day. The City may determine the need for additional dumpsters based on event requirements.
Utilities (electric)	TBD # of vendors requiring utilities	Varies	Charges according to final requirements of event.
Water/Fire Hydrant		\$224.75/per hydrant Includes the use of 5,000 gallons of water. Any additional water usage will be billed.	Applicant must supply their own means of disposal for all sanitary waste water. Waste water is NOT allowed to be poured into the street or on the grass.
Meter Bags / Traffic Cones / Barricades	# to be determined by the Police Department.		

2. Will the following be constructed or located in the area of the event? YES NO
(show location of each on map) NOTE: Stakes are not allowed.

TYPE	QUANTITY	SIZE
Tents/Canopies/Awnings (A permit is required for tents over 400 square feet)	approx. 50	various
Portable Toilets	4-6	
Rides		
Displays		
Vendors	TBD	TBD
Temporary Structure (must attach a photo)		
Other (describe)		

SIGNATURE OF APPLICANT REQUIRED

EVENT NAME Winter Markt

EVENT DATE December 2 - 4, 2022

The Birmingham City Commission shall have sole and complete discretion in deciding whether to issue a permit. Nothing contained in the City Code shall be construed to require the City Commission to issue a permit to an applicant and no applicant shall have any interest or right to receive a permit merely because the applicant has received a permit in the past.

As the authorized agent of the sponsoring organization, I hereby agree that this organization shall abide by all conditions and restrictions specific to this special event as determined by the City administration and will comply with all local, state and federal rules, regulations and laws.

 5/19/22
Signature Date

*By providing your e-mail to the City, you agree to receive news and notifications from the City.
If you do not wish to receive these messages, you may unsubscribe at any time.*

IV. SAMPLE LETTER TO NOTIFY ANY AFFECTED PROPERTY/BUSINESS OWNERS

- Organizer must notify all potentially affected residential property and business owners of the date and time this application will be considered by the City Commission. (Sample letter attached to this application.)
- Attach a copy of the proposed letter to this application. The letter will be reviewed and approved by the Clerk's Office. The letter must be distributed at least two weeks prior to the Commission meeting.
- A copy of the letter and the distribution list must be submitted to the Clerk's Office at least two weeks prior to the Commission meeting.
- If street closures are necessary, a map must be included with the letter to the affected property/business owners.

VII. . CHECKLIST

ATTACHMENTS TO INCLUDE WITH SPECIAL EVENT APPLICATION

- Completed special event application
- Application fee (payable to "City of Birmingham")
- Map of event area detailing
 - street closures (**Police Department input required prior to submission of application**)
 - tents / canopies
 - tables
 - signs
 - trash receptacles / dumpsters
 - barricades
 - audio equipment / band
 - rides / inflatables
 - vendor booths
 - displays
 - portable toilets
 - layout of start/finish area (if on public property)
 - temporary structures or displays of any kind (picture required)
- Map of the route(s)
- Written route(s)
- Photo of display or temporary structure
- Sample of signs/banners – including size
- Hold Harmless Agreement (signed, on event sponsor's letterhead)
- Insurance certificate
- Letter to affected property owners (must include map of event area or route)*
- List of addresses the letter was distributed (includes all residential and businesses in the event area, along the route, and affected by street closures)*
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OFFICE USE ONLY

Received _____ by _____

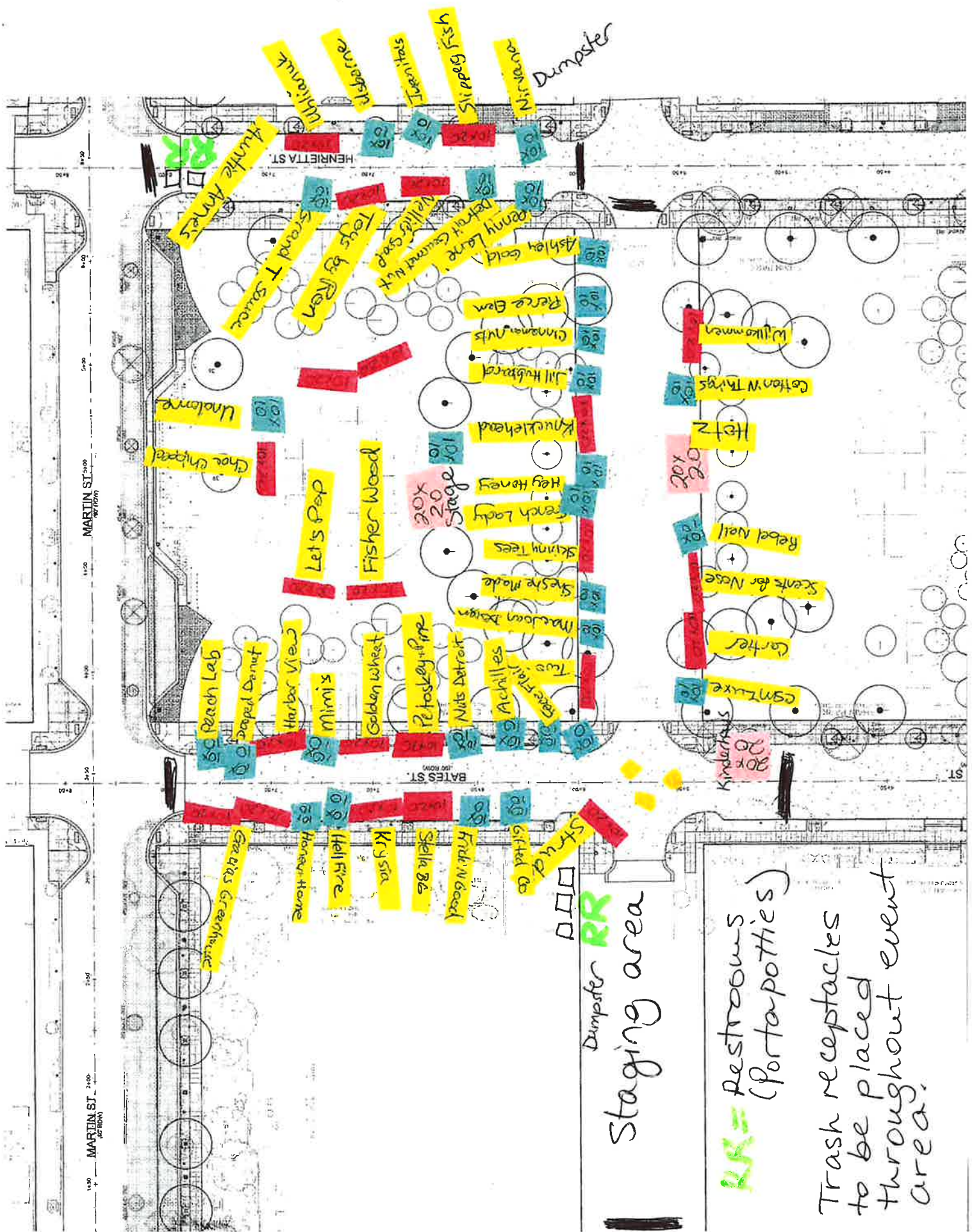
Date _____

License Number _____

The above highlighted items must be submitted by _____¹⁴

Date of Commission meeting _____

Sample



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Birmingham Shopping District
151 Martin Street
Birmingham, MI 48009

Winter Market
2022



Birmingham Shopping District
151 Martin Street
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151 Martin Street
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Winter Market
2022



Birmingham Shopping District
151 Martin Street
Birmingham, MI 48009

Winter Market
2022





michigan municipal league

Liability & Property Pool

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City of Birmingham

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Coverage Afforded:

Michigan Municipal League Liability and Property Pool
1675 Green Road
Ann Arbor, MI 48105-2530

Name and Address of Service Provider:

Meadowbrook, Inc.
P.O. Box 2054
Southfield, MI 48037-2054

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Coverage	Contract Number	Expiration Date	Limits of Liability
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<u>Automobile Liability</u>			Bodily Injury & Property Damage Combined Single Limit
<u>Other</u>			

Description of Operations/Locations/Vehicles:

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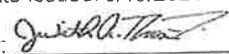
RECEIVED JUN 24 2021

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Birmingham Principal Shopping District
151 Martin St.
Birmingham, MI 48009

Date Issued: 6/15/2021

By: 
Authorized Representative

2' x 3'

WILLKOMMEN



BIRMINGHAM

Winter Markt

Friday, December 3 • 4 p.m. to 9 p.m.
Saturday, December 4 • 10 a.m. to 9 p.m.
Sunday, December 5 • 10 a.m. to 4 p.m.

For details visit www.ALLINBirmingham.com/WinterMarkt



Mercedes-Benz
of Bloomfield Hills



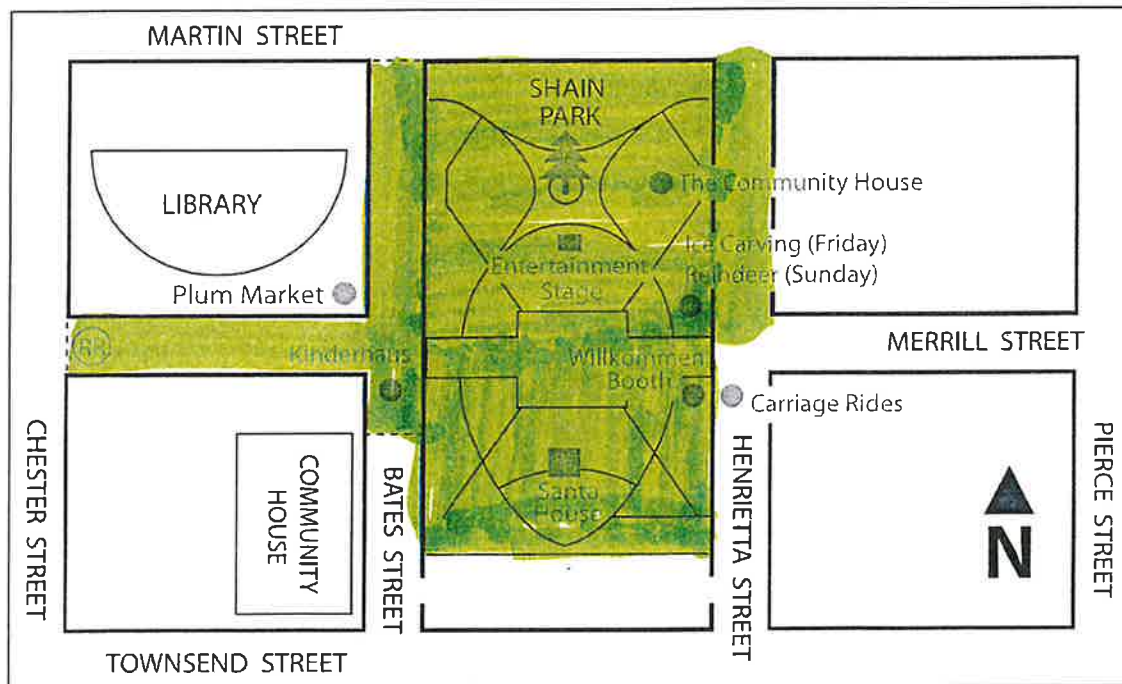
**CHIEF FINANCIAL
CREDIT UNION**
...more than money



Sample



2022 EVENT MAP



RR = Rest Rooms Plum Market = German Food & Drinks The Community House = Drinks & Snacks

Marketing and Advertising Committee Meeting Minutes
151 Martin Street, Conference Room 203
May 19, 2022

Chairperson Pohlod called the meeting to order at 8:30 a.m.

In Attendance: A. Pohlod (Chairperson), Z. Kay, J. Lundberg, E. Bassett

Absent: S. Eid, J. Ecker

There was no public comment.

Advertising and Marketing Report: The Committee reviewed social media and website analytics from mid-April through mid-May. Month over month reach on Facebook and Instagram was up 600% and 567%, respectively, due to the spring advertising campaigns. Social media focus for mid-May – mid-June includes general shopping/dining, consumer-related construction communications (as needed) and business spotlights.

Day on the Town Advertising: The Committee will revise the 2021 Day on The Town video to include 2022 information. Print, digital and social media advertising for Day on the Town will begin in June.

South Old Woodward Reconstruction Phase 3 – Birmingham Bucks Campaign: The Committee discussed the following Birmingham Bucks E-Gift Card Promotional Program 1 details:

1. **Phase 1 - June 1-30 (Promotional Cap \$15,000):**
 - a. **Retailers and Restaurants within the Affected Zone:** Shoppers can earn \$10 in promotional Birmingham Bucks E-Gift Cards for every \$100 spent at retail and restaurant businesses within the affected zone (from Brown Street to Lincoln Street). Each recipient is eligible to earn a maximum of \$100 in promotional Birmingham Bucks E-Gift Cards in June. Current Birmingham Bucks E-Gift Card program rules apply. Marketing materials and program information will be provided to participating businesses. Promotional Birmingham Bucks E-Gift cards will expire September 30 and exclude use July 29-31 (Day on the Town event weekend).
 - b. **Summer Bucks Weekend Promotion, June 24-26:** The Committee recommends the BSD Board approve an additional district-wide Summer Bucks Weekend promotion, open to all BSD businesses. Shoppers can earn \$10 in promotional Birmingham Bucks E-Gift Cards for every \$100 spent at all eligible businesses within the BSD. Each recipient is eligible to earn a maximum of \$100 in promotional Birmingham Bucks E-Gift Cards during the promotion. Current Birmingham Bucks E-Gift Card program rules apply. The BSD will advertise this promotion. Promotional Birmingham Bucks E-Gift cards will expire September 30 and exclude use July 29-31 (Day on the Town event weekend).

2. **Phase 2 - (July - October):** Promotional recommendation to be finalized at the June 16 Committee meeting.

Logo Revision Discussion: The Committee will continue to use the traditional Birmingham Shopping District logos, modified with the new website colors. The Committee recommends the BSD use the new City of Birmingham logo as the starting point for a new BSD logo design to be implemented starting late-fall.

Meeting adjourned at 9:35 a.m.

NEXT MEETING: Thursday, June 16 at 8:30 a.m.

DRAFT

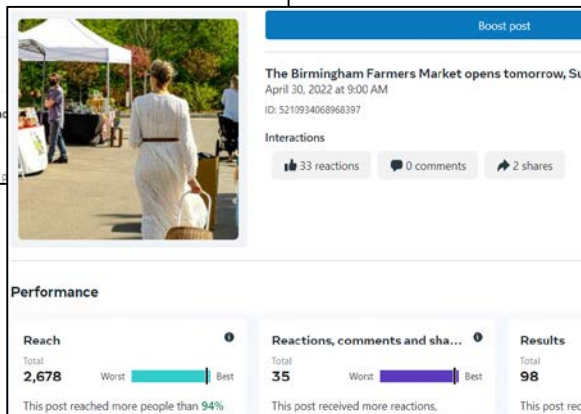
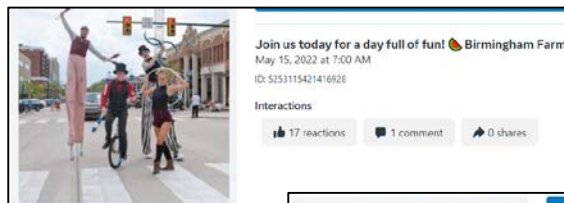
May Advertising and Marketing Report

Date Range: 4/16/2022 – 5/15/2022

FACEBOOK

Page Followers 11,625
Reach 50,806
Engagement 1,292

Top FACEBOOK Posts



Performance

Reach: Total 2,678, Worst, Best. Reactions, comments and shares: Total 35, Worst, Best. Results: Total 98.

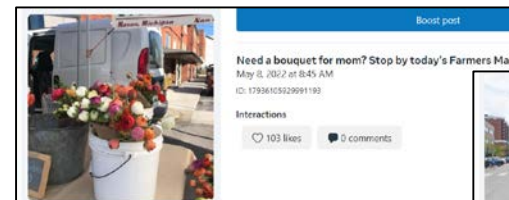
HIGHLIGHTS:

- April – mid-May focus: Spring fashion and spring/summer video campaigns, district happenings including Farmers Market and general shopping and dining
- Reach up 600% on Facebook and 567% on Instagram, page profile visits were up 34% for both, new page likes were up 28% for Facebook and down 30% for Instagram (month over month)
- Mid-May – June focus: Spring fashion, general shopping/dining and construction-related consumer communications as needed

INSTAGRAM

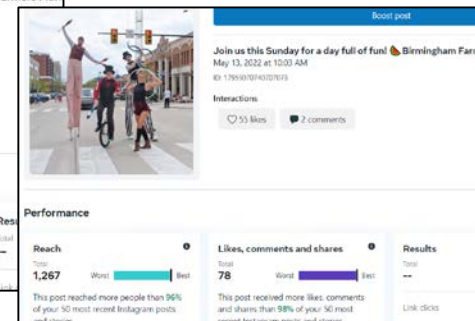
Page Followers 5,224
Reach 25,346
Engagement 706

Top INSTAGRAM Posts



Performance

Reach: Total 1,406, Worst, Best. Likes, comments and shares: Total 108, Worst, Best. Results: Total 1,267.

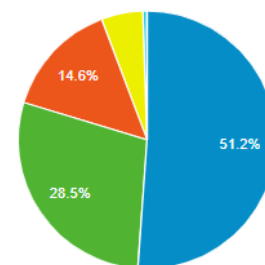


Performance

Reach: Total 1,267, Worst, Best. Likes, comments and shares: Total 78, Worst, Best. Results: Total 98.

Website Performance Metrics

Top Sources/Media



Organic Search
Direct
Referral
Social
(Other)

Users: 7,260
Page Views: 15,188
Bounce Rate: 56.96%
Avg. Duration 1:09 min.

Most Popular Pages

Page	Pageviews	% Pageviews
1. /home	5,008	32.97%
2. /visitors/farmers-market	2,944	19.38%
3. /calendar	1,130	7.44%
4. /shops?cat=all	789	5.19%
5. /dine?cat=all	400	2.63%

Maintenance/Capital Improvement Committee Meeting Minutes
151 Martin Street, Conference Room 203
June 2, 2022

Chairperson Lipari called the meeting to order at 8:35 a.m.

Members in Attendance: Sarvy Lipari, Amy Pohlod, Steve Quintal
Members Absent: Bill Roberts, Doug Fehan, Ron Rea, Glenn Ceresnie
Staff Present: Jana Ecker, Melinda Comerford, Brendan McGaughey, Brad McNab

There was no public comment.

Downtown Hanging Baskets Purchase: Hanging baskets the committee agreed that the invoice will be paid in full because there wasn't enough time to change the original quantity ordered. Committee is working on creative ideas for the approximate 20 hanging baskets that will not be used due to construction. Brendan said they will hang on to a few of them in case any die or get damaged. Discussed possible options of giving them to businesses in construction area, giveaway during touch a truck or scavenger hunt.

Valet Parking During Construction: No bids were submitted for Valet parking during South Old Woodward construction. Committee still discussing possible parking options.

Sidewalk Powerwashing: Brendan said nothing new with power washing. Set to have them come out after the fair in mid to late June.

DPS Appreciation: Committee discussed the DPS appreciation luncheon and possible options for hosting it. Ms. Pohlod asked that it be tabled until next meeting.

Music Downtown: Ms. Comerford brought up about possibility of ambient music throughout downtown. Committee agreed that it was not a good idea.

Meeting adjourned at 9:15 a.m.

Next meeting – Tuesday, June 14 2022 at 8:30 a.m.

Business Development Committee Meeting Minutes
151 Martin Street, Conference Room 203
May 24, 2022

J. Ecker called the meeting to order at 8:30 a.m.

In Attendance: S. Quintal, J. Hockman, J. Ecker, E. Bassett

Absent: S. Surnow (Co-Chairperson), M. McKenzie (Co-Chairperson)

There was no public comment.

Tenant Recruitment Update and Pipeline Report: No report was given in Co-Chairperson Mike McKenzie's absence. Jeff Hockman requested BSD staff to obtain the May report from Co-Chairperson Mike McKenzie and distribute it to the Business Development Committee via email.

Business Anniversary Program Updates: Carl Sterr will be recognized at the June Board meeting. J. Hockmann requested that BSD staff update the program list to include business anniversary recognitions for the remainder of 2022 (July through December).

Employee Attraction Program: J. Hockman reported that the public transit program discussed at previous meetings was deemed too cost prohibitive. The Committee would like to continue pursuing incentives for this program, including programs offered by Oakland County, such as job fairs and more.

J. Hockman inquired about the selection process for the BSD Executive Director position and the sense of urgency around filling the position. E. Bassett reported the closing date for applications is currently June 10, 2022. J. Ecker reported the interview panel should include the following: a member from the Human Resources department, a member from the City Manager's Office, herself (as the BSD Interim Director) and two to three BSD Board members. J. Hockman indicated that a Human Resources person had never been involved before, and he expressed concern that he did not want the BSD to get bogged down in bureaucracy. J. Hockman stated that the BSD has operated in a more entrepreneurial fashion. J. Ecker advised that public boards must operate in accordance with all applicable laws, in particular the Open Meetings Act. J. Ecker advised that the BSD Board should determine which Board members they would like to participate in the interview panel at the June Board meeting.

Business Mix Analysis: No report was reviewed at the meeting due to staff departure. J. Hockman reported that S. Kammer presented a draft report prior to his departure. The Committee requested BSD staff review the current report draft to clarify report details and data sources, and present it at the next Executive Committee meeting.

Retail Recruiter Contract: J. Ecker reported she will review the contract details this week (starting May 23). The Committee will discuss this item at the June 1 Committee meeting. The Committee requested this item be added to the June Board meeting agenda.

Future Meeting Dates: The Committee agreed to move Committee meetings from the fourth Thursday of the month to Tuesdays at 8:30 a.m. The Committee requested that BSD staff determine which Tuesday of the month works best for all Committee members and does not conflict with other BSD Committee meetings.

Other Business: J. Ecker reported that June is the last month reserved for BSD Board meetings at the Community House. J. Ecker to contact the Community House and Bill Seklar to determine if the BSD may reserve meeting space at the current rate for its upcoming Board meetings. J. Ecker reported the Baldwin Public Library could be used as an alternate venue if needed.

Meeting adjourned at 9:30 a.m.

NEXT MEETING: Tuesday, June 1, 2022 at 8:30 a.m.



Birmingham Shopping District
Meeting Date: 06/02/2022
151 Martin Street
Birmingham, MI 48009
248-530-1200
ALLINBirmingham.com

MEMORANDUM

DATE: May 25, 2022
TO: BSD Board of Directors
FROM: Jana Ecker, Interim Executive Director
SUBJECT: Summer Bucks Weekend Promotion

The Marketing and Advertising Committee developed a Birmingham Bucks program with two phases intended to support businesses impacted by the South Old Woodward Avenue Reconstruction Phase 3 project. Within Phase 1 of the promotion (June 1-30, 2022), the Committee recommends the BSD Board approve an additional district-wide **Summer Bucks Weekend** promotion open to all BSD businesses, to occur June 24-26. Shoppers can earn \$10 in promotional Birmingham Bucks E-Gift Cards for every \$100 spent at all eligible businesses within the BSD during the weekend. Each recipient is eligible to earn a maximum of \$100 in promotional Birmingham Bucks E-Gift Cards during the promotion. Current Birmingham Bucks E-Gift Card program rules apply. **Promotional Birmingham Bucks E-Gift cards will expire September 30 for all construction-related promotions.**

Suggested Action:

Motion to approve a BSD-wide Summer Bucks Weekend promotion June 24-26, 2022 open to all BSD businesses as part of the Program 1 - Phase 1 Birmingham Bucks S. Old Woodward Reconstruction Promotion.

SCHEDULED TO OPEN/OPENED IN LAST 12 MONTHS

JUNE 2022

Office Occupancy Rate 88%

Retail Occupancy Rate 96%

Name of Business	Property Address	Street Name	Notes	Date of notification	Scheduled to Open/Moved/Closed/Opened in last 12 months
Face Foundrie	700	Old Woodward, North	Spa	05/12/22	Scheduled to Open
Sweetgreen	167	Old Woodward, North	Restaurant	03/29/22	Scheduled to Open
Serena & Lily	299	Maple Road, West	Home furnishings	03/01/22	Scheduled to Open
Sybil	211	Hamilton Row	Dining	02/08/22	Scheduled to Open
Faherty	128	Old Woodward, South	Apparel	02/08/22	Scheduled to Open
Brilliant Earth Jewelry	277	Pierce Street	Jeweler	02/03/22	Scheduled to Open
Zana	210	Old Woodward, South	Dining	02/03/22	Scheduled to Open
Cosmo Salon Studios	255	Old Woodward, South	Salon	08/27/21	Scheduled to Open
Clean Juice	148	Pierce Street	Juice bar	11/01/20	Scheduled to Open
Zahra	227	Old Woodward, South	Apparel - Women	04/05/22	Opened
Paris Baguette	183	Old Woodward, North	Bakery	03/15/22	Opened
Circa Lighting	250	Merrill Street	Home	03/17/22	Opened
The Apap Realty Group	135	Old Woodward, North	Real Estate	03/17/22	Opened
(at) @properties	400	Old Woodward, South	Real Estate	03/22/22	Opened
Majda Diamond Vault	230	Merrill Street, East	Jeweler	02/03/22	Opened
State & Liberty	141	Maple Road, West	Apparel - Men	11/23/21	Opened
Mare Mediterranean	115	Willits Street	Restaurant	11/01/21	Opened
The Great Eros	245	Maple Road, West	Apparel - Women	10/28/21	Opened
Röre Method	700	Old Woodward, North	Health/Fitness	09/16/21	Opened
Lux Travel Girl	114	Old Woodward, South	Travel	08/26/21	Opened
Sushi Japan	176	Old Woodward, South	Restaurant	08/01/21	Opened
Tappers Gold Exchange	251	Merrill Street, East	Jeweler	08/01/21	Opened
DiMaggio Fine Art & Jewelry	175	Maple Road, West	Jeweler	08/01/21	Opened

SCHEDULED TO OPEN/OPENED IN LAST 12 MONTHS**JUNE 2022****Office Occupancy Rate 88%****Retail Occupancy Rate 96%**

Name of Business	Property Address	Street Name	Notes	Date of notification	Scheduled to Open/Moved/Closed/Opened in last 12 months
American Epoxy Systems	363	Maple Road, East	Home	06/21/21	Opened
The Shade Store	142	Old Woodward, South	Home furnishings	06/21/21	Opened
Vestalia Home	794	Old Woodward, North	Home furnishings	06/21/21	Opened
Mandy Rose Makeup	280	Merrill Street, East	Salon	06/08/21	Opened

SP+ PARKING

Birmingham Parking System Transient & Free Parking Analysis Months of April 2020; 2021 & 2022

April 2021

GARAGE	TOTAL CARS	FREE CARS	CASH REVENUE	% FREE
PEABODY**	11,339	11,339	\$ -	100%
PARK**	7,068	7,068	\$ -	100%
CHESTER**	3,664	3,664	\$ -	100%
WOODWARD**	3,897	3,897	\$ -	100%
PIERCE**	13,226	13,226	\$ -	100%

TOTALS	39,194	39,194	\$ -	100%
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April 2022

GARAGE	TOTAL CARS	FREE CARS	CASH REVENUE	% FREE
PEABODY	20,597	15,106	\$ 26,014.00	73%
PARK	17,708	12,534	\$ 26,976.00	71%
CHESTER	9,782	8,710	\$ 6,142.00	89%
WOODWARD	16,894	12,690	\$ 23,268.00	75%
PIERCE	25,602	16,110	\$ 57,806.01	63%

TOTALS	90,583	65,150	\$ 140,206.01	72%
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BREAKDOWN:	TOTAL CARS	43%
	FREE CARS	60%
	CASH REVENUE	N/A

Notes:

- 1) Due to Covid-19 free parking in place starting March 17, 2020 - June 30, 2021.
- 2) April 2021 car counts based on passages only

MONTHLY PARKING PERMIT & ACTIVITY REPORT

For the month of: April 2022

Date Compiled: May 12, 2022

Space Count	Pierce	Park	Peabody	N.Old Wood	Chester					Total
Total Garage Spaces	706	811	437	745	880					3579
Garage Monthly Permits Authorized	751	945	536	981	1368					4581

	\$70	\$70	\$70	\$70	\$50					
Permits Issued	Pierce	Park	Peabody	N.Old Wood	Chester					Total
Garage permits end of previous month	823	912	526	841	1104					4206
Garage permits canceled in month	8	3	7	35	48					101
Garage permits added in month	93	99	31	15	16					254
Total Garage permits end of month	829	962	523	827	1074					4215
Garage permits available	-78	-17	13	154	294					366
Garage evening passes	43	8	19	4	18					92

						\$210	\$150	\$180	\$105	
Hangtags						Lot #6	Lot #6 econ	Lot A & C	Lot B	Total
Total Hangtag Lot Spaces						174	79	8	40	301
Hangtag Lot Quarterly Permits Authorized						177	40	8	30	255
Hangtags issued						160	17	0	5	182
Hangtags available						17	23	8	25	73

Waiting List	Pierce	Park	Peabody	N.Old Wood	Chester	Lot #6	Lot #6 econ	Lot A & C	Lot B	Total
On Wait List - end of month	143	87	38	3	5					276
On Wait List-Unique Individuals**										0
Total On Wait List										276

Tuesday April 12th

Data from peak period of 2pm	Pierce	Park	Peabody	N.Old Wood	Chester					Total
Transient parker occupied	222	134	110	72	46					584
Monthly parker occupied	328	357	231	357	246					1519
Total parker occupied	550	491	341	429	292					2103
Total spaces available at	156	320	96	316	588					1476
Percentage occupied	78%	61%	78%	58%	33%					59%

** Unique individuals represent the actual number of unique people on the wait list regardless of how many structures they have requested.

Birmingham Principal Shopping District Board**Voucher List For:** 06/02/2022

Early Release Vendor	Description	Account	Amount
AMAZON CAPITAL SERVICES INC	TOOLS FOR FARMERS MARKET AND COSTUME FOR MOVIE NIGHT	SPECIAL EVENTS	280.22
ART/DESIGN GROUP LTD	ARTWORK FOR BFM, CRUISE, MOVIE NIGHTS AND GENERAL	MARKETING & ADVERTISING	2,678.75
BEIER HOWLETT P.C.	MISC LEGAL FEES	LEGAL SERVICES	1,435.50
C & G PUBLISHING INC.	FARMERS MARKET ADVERTISING	MARKETING & ADVERTISING	954.80
CAR TRUCKING INC	MAY DUMPSTER AT FARMERS MARKET	SPECIAL EVENTS	99.75
ETHNIC ARTWORK, INC	T-SHIRTS FOR FARMERS MARKET	SPECIAL EVENTS	300.00
FRANCE MEDIA INC	SHOPPING CENTER BUSINESS ADVERTISING	TENANT RECRUITMENT	3,995.00
ISABEL WALLACE	PERFORMANCE AT BFM 7/10	SPECIAL EVENTS	200.00
JAIMI BROOK	PICNIC TABLES FOR FARMERS MARKET AND MISC ITEMS	SPECIAL EVENTS	635.32
JCC CREATIVE LLC	SOCIAL MEDIA PHOTOGRAPHY	MARKETING & ADVERTISING	275.00
LAUREL'S PRINCESS PARTIES	PERFORMANCE AT FARMERS MARKET 6/26	SPECIAL EVENTS	927.50
LITTLE GUIDE LLC	FARMERS MARKET & MOVIE NIGHT ADV	MARKETING & ADVERTISING	1,500.00
MARK DERVARTANIAN	PERFORMANCE AT BFM 6/26	SPECIAL EVENTS	250.00
METRO PARENT PUBLISHING GROUP	FARMERS MARKET ADVERTISING	MARKETING & ADVERTISING	900.00
MILES PARTNERSHIP	WEBSITE HOSTING	WEB SITE MAINTENANCE	1,107.50
MY CONCIERGE MICHIGAN, LLC	PRINTING POSTERS AND POST CARDS FOR FARMERS MARKET	MARKETING & ADVERTISING	607.00
ODP BUSINESS SOLUTIONS, LLC	MISC OFFICE SUPPLIES	OPERATING SUPPLIES	103.67
OLIVIA VAN GOOR	PERFORMANCE AT BFM 6/12	SPECIAL EVENTS	200.00
PEGASUS ENTERTAINMENT INC	AUDIO SERVICES FOR JUNE 10 MOVIE NIGHT	SPECIAL EVENTS	2,520.00
ROBERT SKON	PERFORMANCE AT BFM 7/3	SPECIAL EVENTS	200.00
SEEN MEDIA GROUP	ADVERTISING	MARKETING & ADVERTISING	8,000.00
SHARON THE FUN	BALLOONS FOR OPENING DAY OF FARMERS MARKET	SPECIAL EVENTS	625.00
SHEILA C. LANDIS	PERFORMANCE AT BFM 6/19	SPECIAL EVENTS	250.00
SIGNS-N-DESIGNS INC	FARMERS MARKET SIGNS	MARKETING & ADVERTISING	1,360.00
SP+ CORPORATION	MONTHLY EMPLOYEE PARKING	OTHER CONTRACTUAL SERVICE	100.00

Birmingham Principal Shopping District Board**Voucher List For:** 06/02/2022

Early Release	Vendor	Description	Account	Amount
	TEXTMYGOV	SOFTWARE MANAGEMENT AND SUPPORT MAY 2022-APRIL 2023	PUBLIC RELATIONS	5,500.00
	TURNER SANITATION,	PORTA POTTIES	SPECIAL EVENTS	220.00
	WORRY FREE INC	HANGING BASKETS/LANDSCAPING PAY 2 OF 2	MAINTENANCE SHOPPING DIST	6,650.00
*	COSTCO MEMBERSHIP	ANNUAL MEMBERSHIP	SPECIAL EVENTS	60.00
*	DOLLAR TREE	SPRING STROLL GIVE AWAYS	SPECIAL EVENTS	187.50
Total:				\$ 42,122.51

Journal Entries

City of Birmingham - postage for Special event notifications	\$ 61.60
Verizon - Cell phone for Exec. Director, Jaimi and Erika	139.55
Total Journal Entries	\$ 201.15
Total Vouchers and Journal Entries	\$ 42,323.66
	=====

*Items marked with an asterisk were submitted in advance and prior to board approval

Board Chair_____ **Date**_____



Birmingham Shopping District
Meeting Date: 06/02/2022
151 Martin Street
Birmingham, MI 48009
248-530-1200
ALLINBirmingham.com

MEMORANDUM

DATE: May 25, 2022
TO: Birmingham Shopping District
FROM: Jaimi Brook, Operations & Events Manager
SUBJECT: Art Walk

The Special Events Committee discussed hosting an Art Walk in the fall at their meeting on May 13, 2022. The committee discussed having the event designed to encourage a mature audience to wander in the heart of the downtown area, visiting stores with special art displays by local artists. The committee requested input from the BBAC who had offered to arrange and pay local artists to set up displays within stores.

On May 24, 2022, Ms. Ecker and Ms. Brook met with Ms. VanGelder from the Birmingham Bloomfield Arts Center (BBAC) to discuss a partnership to organize and host the Art Walk event, and to obtain input on proposed dates, locations, artists and other related details. Ms. VanGelder indicated the BBAC did not wish to host this event too close to the art fair already scheduled in September. Ms. VanGelder suggesting holding the Art Walk on October 13, 2022 in the evening.

Details of the recommended Art Walk event include:

- Event would take place on Thursday, October 13, 2022 (September 29, 2022 as a second choice) from 4-7 p.m.
- The Birmingham Bloomfield Arts Center would secure 6-8 artists and match them with merchants that are interested in participating. The BBAC would also offer the artists a stipend.
- The BSD would recruit participating merchants. If more merchants are interested than the number of artists available, then merchants would be encouraged to remain open later and to offer an in store special, and maybe some small bites.
- Restaurants would be encouraged to offer a special (i.e. artisan cocktail or artisan dessert).
- The BSD would promote a walking route to the public.

Suggested action:

To approve the addition of the Art Walk in the fall of 2022 to the BSD special events schedule and to authorize the Executive Director to commence planning and marketing the event.



Birmingham Shopping District
Meeting Date: 06/02/2022
151 Martin Street
Birmingham, MI 48009
248-530-1200
ALLINBirmingham.com

MEMORANDUM

DATE: May 25, 2022
TO: Birmingham Shopping District
FROM: Jana Ecker, Interim Executive Director
SUBJECT: Public Parking at 690 S. Old Woodward

The Maintenance Committee discussed the desire for valet services during the S. Old Woodward Reconstruction Project at their meeting on May 10, 2022. As no proposals for valet services were received under the recent RFP, the committee also discussed the potential to lease private parking lots for public parking during construction.

As a result, several private property owners were contacted to discuss the possibility of leasing parking spaces to the BSD during the S. Old Woodward construction period. Phoenecia advised that if their expansion project was approved by the City Commission in June, they planned to close the restaurant and thus may be able to lease parking spaces in their lot to the BSD to offer public parking. The owner of 469 – 479 S. Old Woodward was also contacted, but thus far no agreement has been reached.

However, Coldwell Banker Weir Manual has recently leased the property at 690 S. Old Woodward from Central Park Property (the former Don Thomas Sports) to relocate their existing real estate office. During the summer months they will be renovating the space for their use, and are willing to lease 18 of their 20 private parking spaces to the BSD for public parking on a month to month basis.

Accordingly, please find attached a draft contract between the BSD and Coldwell Banker Weir Manual for the lease of 18 parking spaces at 690 S. Old Woodward. This contract has been reviewed and approved by the City Attorney. The intent is to use a portion of the funds provided by the Advisory Parking Committee for the provision of valet or public parking during the S. Old Woodward Phase 3 construction to cover the cost of the lease.

Suggested Action:

Motion to approve a month by month parking lot lease agreement between the Birmingham Shopping District and Coldwell Banker Weir Manual in the amount of \$1,080 per month for the provision of public parking during the S. Old Woodward Reconstruction Project and to direct Chairperson Hockman to sign the lease on behalf of the BSD.

PARKING LOT LEASE AGREEMENT

THIS LEASE is made as of May 20, 2022, by and between **CBWM, LLC d/b/a COLDWELL BANKER WEIR MANUEL**, whose address is 690 South Old Woodward, Birmingham, Michigan, 48009 ("Lessor"), the **CITY OF BIRMINGHAM**, whose address is 151 Martin Street, Birmingham, 48009 and the **BIRMINGHAM SHOPPING DISTRICT**, whose address is 151 Martin Street, Birmingham, MI 48009 ("Lessees").

Recitals

A. Lessor is the tenant of the following described property, to wit: the Old Don Thomas Sport Haus located at 690 S. Old Woodward, Birmingham, Michigan, 48009 as pictured in Attachment A, Parcel No.: 08-99-00-008-035.

B. Lessor desires to lease eighteen (18) parking spaces to the Lessees under a sublease agreement.

C. Attachment A, photograph of lot is attached. It does not include the two (2) parking spaces at the far west end of the lot adjacent to the alley.

D. The parties have agreed to enter into this lease of property to enable the Lessees to proceed with providing public parking during the Phase 3 South Old Woodward Project term.

NOW, THEREFORE, FOR THE COVENANTS AND AGREEMENTS HEREIN MADE, IT IS HEREBY AGREED AS FOLLOWS:

1. Lease term.

(a) Lessor hereby leases to Lessees and Lessees hereby lease and take from Lessor portions of the parking lot located within the 690 S. Old Woodward parking lot upon execution of this Lease for a period of approximately five and one-half (5½) months, commencing on May 20, 2022.

(b) **Early termination by Lessees.** Lessees may, in its sole discretion, for any reason or no reason, elect to terminate this Lease by providing not less than a fifteen (15) day written notice to terminate to Lessor.

(c) **Early termination by Lessor.** Lessor may, in its sole discretion, for any reason or no reason, elect to terminate this Lease by providing not less than a fifteen (15) day written notice to terminate to Lessees.

2. **Payment.**

(a) The Lessees shall reimburse Lessor for the use of the parking lot at a cost of Sixty Dollars (\$60.00) per parking space, per month, for eighteen (18) spots. The Lessees shall present payment of One Thousand Eighty Dollars (\$1,080.00) at the first of each month to Lessor for rent of the parking spaces.

(b) **Proration for Termination.** Should this Lease be terminated in accordance with paragraphs 1(b) or 1(c), any remaining payment shall be prorated accordingly for the days actually covered by this Lease.

3. **Use.**

(a) **Permitted Uses.** The leased premises shall be used solely for public parking purposes and shall be limited to public parking for no more than twenty-three (23) consecutive hours per twenty-four (24) hour period.

(b) Lessees shall be permitted, if they choose, to install mutually acceptable signs indicating the area is restricted for public parking and agree to remove said signage at its cost at termination of the lease. The fabrication of the signs will be coordinated by the BSD at the BSD's sole expense. The Lessees shall enforce compliance with permitted parking usage.

(c) **Restricted Uses.** The Lessor shall reserve for use to be determined in its discretion the far west end of the lot adjacent to the alley, which includes two (2) parking spaces.

(d) **Compliance with Legal Requirements.** Lessees shall, at its cost, comply with and cause the Leased Premises to comply with all of the following (collectively "**Legal Requirements**"): (i) all local, state and federal laws, orders and regulations now or hereafter applicable to the Leased Premises or use thereof; (ii) all agreements entered into by Lessees and Lessor with regard to the Leased Premises, including insurance policies; and, (iii) all legal requirements which require unforeseen alterations or repairs to the Leased Premises.

4. **Maintenance.** The parties agree to maintain and repair the premises as follows:

(a) Lessees shall provide general maintenance of the west end of the parking lot during that period it is being used for public parking purposes under the terms of this lease, including debris removal, and mowing and weed removal.

(b) The Lessees shall be responsible for necessary repairs to the parking lot during the term of this lease as a result of damage caused only by activities attributable to the use of the parking lot for public parking, other than normal wear and tear.

5. **Insurance.**

(a) Commencing on the Effective Date, Lessees and Lessor, shall maintain commercial general liability insurance each, insuring and defending themselves and their respective successors and assigns, employees, agents, customers and invitees against any cost, loss, damage or expense, incurred by reason of any claim, suit, liability or demand for bodily injury, death or property damage occurring on the Leased Premises or arising out of, pertaining to or involving this Lease or the use, control, maintenance, repair or occupancy on or in the Leased Premises, including, without limitation, that arising as a result of alterations or pursuant to Lessees' responsibility in **Section 6**, in the minimum amounts of \$1,000,000 for bodily injury or death to any one person, \$1,000,000 for bodily injury or death to any number of persons in any one incident, and \$1,000,000 for property damage, with regard to each such claim, suit, liability or demand; and, workers' compensation insurance to the extent required by the law of Michigan;

(b) Every commercial insurance policy procured as above shall: (i) be issued by companies of nationally recognized financial standing legally authorized to do insurance business in Michigan; (ii) provide that such policy shall not be cancelled without at least thirty (30) days prior written notice to the named and additional insureds; and (iii) not be invalidated or the proceeds not payable by or due to the nature of any occupancy or use. Upon request, each party shall furnish evidence of such insurance satisfactory to the other party. Lessees and Lessor shall have each other named as an additional insured on their respective commercial general liability policies.

Lessor and Lessees do each hereby release the other from any liability resulting from damage by fire or other casualty to the extent of proceeds received under any insurance policy referred to above or under any pooled coverage program. Because the foregoing waivers will have the effect of preventing the assignment of claims to the parties' respective insurers, by way of subrogation or otherwise, each party agrees to procure from its respective insurer such endorsements to the insurance policies, if any, which it maintains as are necessary to prevent invalidation or reduction of any insurance coverage provided thereunder.

6. **Responsibility.** Lessees shall be fully responsible for itself and its successors and assigns, for any cost, loss, damage or expense, including, without limitation, attorneys' fees and the reasonable costs of investigation, incurred as a result of any claim, suit liability or demand occurring on or in the Leased Premises or arising out of, pertaining to or involving this Lease or the use, control, maintenance, repair, alteration, construction or occupancy on, of or to the Leased Premises, or the common areas or the entire premises of Lessor, by Lessees, its successors, assigns, employees, agents, customers and invitees.

7. **Assignment and Subletting.** This Lease shall not be assigned nor shall Lessees enter into any sublease without the written consent of Lessor.

8. **Surrender of Leased Premises.** Upon the expiration or termination of the Lease Term, the Leased Premises, together with all Alterations, shall be surrendered to Lessor "broom clean" and in good order, repair and condition, except for ordinary wear and tear. Prior to the

expiration or termination date, Lessees shall remove all personal property, fixtures and equipment placed or affixed on the Leased Premises by Lessees, its assignees, concessionaires or licensees, and repair all damage to the Leased Premises occasioned by removal.

9. **General Provisions Regarding Default.** No right or remedy under this Lease or at law or equity shall be exclusive of any other right or remedy but shall be cumulative. Failure to insist upon strict performance of any provision of this Lease or to exercise any right or remedy of this Lease at law or equity shall not constitute a waiver of any future performance. Receipt by Lessor of any Rent with knowledge of an event of default or Lessees' breach of this Lease shall not constitute a waiver of such event of default or breach. No waiver by either party of any provision of this Lease shall be deemed to have been made unless made in writing. Each party shall be entitled to injunctive relief in the event of violation or threatened violation of their material obligations hereunder beyond applicable cure periods. Lessees hereby waive and surrender for itself and all those claiming under it, including creditors of all kinds, any right and privilege which it or any of them may have to redeem the Leased Premises or to have a continuance of this Lease after expiration or termination of Lessees' right of occupancy by order or judgment, any legal process or writ, or under the terms of this Lease.

10. **Notices, Demands and Other Instruments.** All notices, demands or other communications given pursuant to this Lease shall be in writing and shall be deemed given on the date mailed if mailed by a nationally recognized overnight courier or by registered or certified mail, return receipt requested, with postage prepaid if: (a) when mailed to Lessor, it is addressed to Lessor at its address set forth above, and (b) when mailed to Lessees, it is addressed to Lessees at the address set forth above, marked "Attention: City Manager" for the City of Birmingham and for the Birmingham Shopping District marked "Attention: Ms. Jana Ecker, BSD Director." The parties may specify any other address in the United States within fifteen (15) days prior notice.

11. **Separability.** If any provision of this Lease or its application to any person or circumstance shall be declared invalid or unenforceable, the remaining provisions of this Lease, or the application of such provision to persons or circumstances other than those to which it is invalid or unenforceable, shall not be affected thereby and each provision shall be valid and enforceable to the extent permitted by law.

12. **Binding Effect.** All provisions contained in this Lease shall be binding upon, inure to the benefit of, and be enforceable by, the respective heirs, executors, representatives, successors and assigns of Lessor and Lessees. The covenants and obligations of Lessor under this Lease shall not be binding upon the Lessor herein named or any subsequent Lessor with respect to any period subsequent to the transfer of all its interests in the Leased Premises, and, in the event of any such transfer, Lessees agree to look solely to the transferee for the performance of any term, covenant, obligation, warranty or representation of Lessor hereunder, but only with respect to the period beginning with such transfer and ending with a subsequent transfer of such interest.

13. **Interpretation, Amendment and Modification.** This Lease shall be interpreted under the laws of the State of Michigan. The recitals to this Lease are hereby incorporated in this Lease. The section and subsection captions are for the convenient reference of the parties only and are not intended to and shall not be deemed to modify the interpretation of the section or subsection from that which is indicated by the text of the section or subsection alone. All of the representations, warranties and indemnities contained in this Lease shall survive indefinitely the expiration or termination of this Lease. This Lease is the product of negotiation and the parties agree that it shall be interpreted in accordance with its fair and apparent meaning and not for or against either party. This Lease contains the entire agreement between the parties with respect to the Leased Premises and all prior negotiations or agreements, whether oral or written, are superseded and merged herein. This Lease may not be changed or amended except by a writing duly authorized and executed by the party against whom enforcement is sought.

IN WITNESS WHEREOF, the parties hereto have caused this Lease to be executed as of the date first above written.

CBWM, LLC d/b/a
COLDWELL BANKER WEIR MANUEL

By: _____
John North, President

STATE OF MICHIGAN)
) ss:
COUNTY OF OAKLAND)

On this ____ day of _____, 2022, before me personally appeared JIM NORTH who acknowledged that with authority on behalf of CBWM, LLC d/b/a COLDWELL BANKER WEIR MANUEL to do so he signed this Agreement.

Notary Public

County, Michigan
Acting in _____ County, Michigan
My commission expires: _____

CITY OF BIRMINGHAM:

By: _____
Therese Longe, Mayor

By: _____
Alexandria D. Bingham, City Clerk

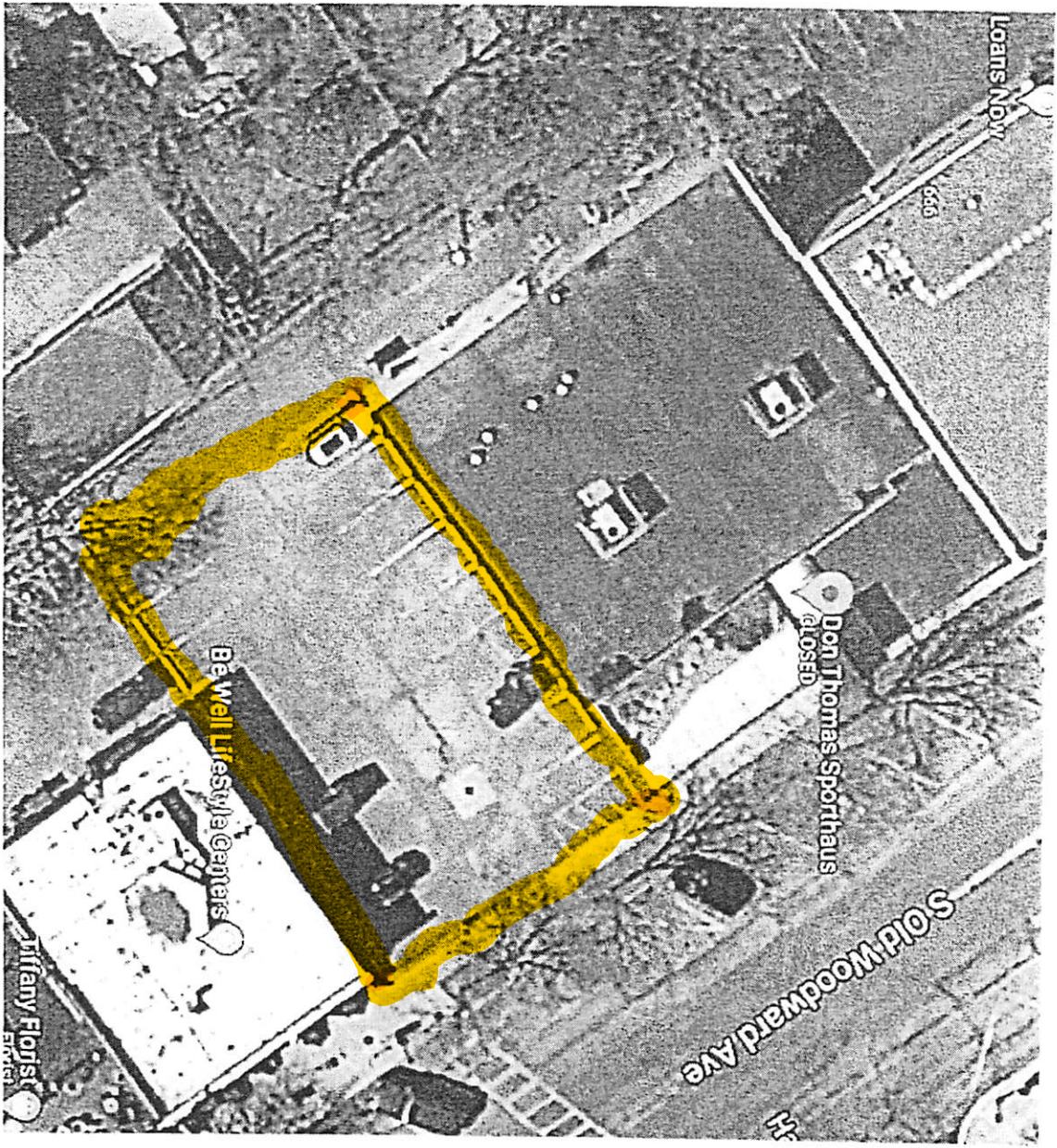
APPROVED:

Thomas M. Markus, City Manager
(Approved as to substance)

Jana L. Ecker, BSD Director
(Approved as to substance)

Mary M. Kucharek, City Attorney
(Approved as to form)

ATTACHMENT A



CITY BOARD/COMMITTEE ATTENDANCE RECORD

Name of Board: Birmingham Shopping District

Year: 2022

Members Required for Quorum: 7

MEMBER NAME	JAN	FEB	MAR	APR	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC	SPEC MTG 4/23	SPEC MTG	Total Mtgs. Att.	Total Absent	Percent Attended Available
REGULAR MEMBERS																	
Richard Astrein	CP	P	P	P	P										4	0	100%
Samy Eid	CP	P	P	A	P										3	1	75%
Geoffrey Hockman	CP	P	P	P	P										4	0	100%
Zachary Kay	CP	P	P	P	P										4	0	100%
Sarvy Lipari	CP	P	P	P	P										4	0	100%
Jessica Lundberg	CP	P	P	P	P										4	0	100%
Tom Markus	CP	P	P	P	P										4	0	100%
Mike McKenzie	CP	A	P	P	P										3	1	75%
Amy Pohlod	CP	P	P	A	P										3	1	75%
Steve Quintal	CP	P	P	P	P										4	0	100%
Bill Roberts	CP	A	P	P	P										3	1	75%
Sam Surnow	CP	P	P	A	P										3	1	75%
Reserved															0	0	#DIV/0!
Doug Fehan	CP	P	P	P	P										4	0	100%
Present or Available	12	10	12	9	12	0	0	0	0	0	0	0	0	0			

KEY:

- A** = Member absent
- P** = Member present or available
- CP** = Member available, but meeting canceled for lack of quorum
- CA** = Member not available and meeting was canceled for lack of quorum
- NA** = Member not appointed at that time
- NM** = No meeting scheduled that month
- CM** = Meeting canceled for lack of business items

Department Head Signature



Birmingham Shopping
District 151 Martin Street
Birmingham, MI 48009
248-530-1200

BSD COMMITTEES
MONTHLY MEETING SCHEDULE
JUNE 2022

BSD BOARD

THURS 6/2 @ 8:30 AM – COMMUNITY HOUSE

MAINTENANCE/CAPITAL IMPROVEMENTS

TUES 6/14 @ 8:30 AM – CITY HALL

SPECIAL EVENTS

FRI 6/10 @ 8:30 AM – CITY HALL

MARKETING/ADVERTISING

THURS 6/16 @ 8:30 AM. – CITY HALL

BUSINESS DEVELOPMENT

TUES 6/1 at 8:30 – CITY HALL

EXECUTIVE

WED 5/31 at 8:30 AM – CITY HALL

QUARTERLY COMMITTEE HEAD

TBD

Notice: Individuals requiring accommodations, such as interpreter services, for effective participation in this meeting should contact the City Clerk's Office at [\(248\) 530-1880](tel:2485301880) at least one day in advance of the public meeting.

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](tel:2485301880) por lo menos el día antes de la reunión pública. (Title VI of the Civil Rights Act of 1964).