

# GREENWOOD CEMETERY ADVISORY BOARD AGENDA

Friday, September 1, 2023

MUNICIPAL BUILDING, 151 MARTIN, ROOM 205

8:30 A.M.

*The Greenwood Cemetery Advisory Board provides the recommendations to the City Commission:*

1. Modifications: As to modifications of the rules and regulations governing Greenwood Cemetery.
2. Capital Improvements: As to what capital improvements should be made to the cemetery.
3. Future Demands: As to how to respond to future demands for cemetery services.

## I. CALL TO ORDER

Chairperson, Linda Buchanan

## II. ROLL CALL

City Clerk, Alexandria Bingham

## III. APPROVAL OF THE MINUTES

A. Approval of meeting minutes of August 4, 2023.

## IV. UNFINISHED BUSINESS

## V. NEW BUSINESS

- A. Presentation from City Attorney Mary Kucharek Regarding Ethics, Rules, and Potential Violations
- B. 2022-2023 DRAFT - Annual Report
- C. Organizing Future Business
  - a. October 6, 2023
    - i. Strategic Planning
    - ii. Budgeting Discussion – Consideration of requesting funds for projects over the next 5 years
  - b. November 3, 2023 – Cancel
  - c. December 1, 2023
    - i. Cemetery Services Contract
    - ii. Brief Review of Cemetery Rules and Regulations
  - d. Other Items for Consideration

## VI. REPORTS

- A. Update from Museum Director Leslie Pielack (when applicable)
- B. Update from Clerk's Office
- C. Financial Reports
- D. Cemetery Sales & Activity
- E. City Managers Report (August)

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

## VIII. BOARD COMMENTS

## IX. ADJOURN

### Next Meeting: October 6, 2023

Should you wish to participate in this meeting, you are invited to attend the meeting in person or virtually through ZOOM:

<https://zoom.us/j/98983856041>

Meeting ID: 989 8385 6041

You may also present your written statement to the City Clerk,  
151 Martin Street, P.O. Box 3001, Birmingham, Michigan 48012-3001 prior to the meeting.

*NOTICE: Individuals requiring accommodations, such as mobility, visual, hearing, interpreter or other assistance, for effective participation in this meeting should contact the City Clerk's Office at (248) 530-1880 (voice), or (248) 644-5115 (TDD) at least one day in advance to request mobility, visual, hearing or other assistance.*

*Las personas que requieren alojamiento, tales como servicios de interpretación, la participación efectiva en esta reunión deben ponerse en contacto con la Oficina del Secretario Municipal al (248) 530-1880 por lo menos el día antes de la reunión pública. (Title VI of the Civil Rights Act of 1964).*

September 1, 2023

**Greenwood Cemetery Advisory Board Minutes**  
**August 4, 2023**  
**Municipal Building, 151 Martin**  
**8:30 a.m.**

**I. Call To Order**

Linda Buchanan, Chair, called the meeting to order at 8:30 a.m.

**II. Roll Call**

Present: Chair Linda Buchanan; Paul Connell, Jacqueline Patt, Linda Peterson, Laura Schreiner, Margaret Suter, Joseph Vercellone

Absent: None

Staff: City Clerk Bingham

**III. Approval of the Minutes**

**A. Review of the Minutes of July 7, 2023**

**MOTION:** by Buchanan, seconded by Connell:  
To approve the minutes of July 7, 2023 as amended.

**VOTE:** Yeas, 7  
Nays, 0

**IV. Unfinished Business**

**V. New Business**

**A. Memorial Preservation and Repair Policy – DRAFT**

CC Bingham introduced the item and answered informational questions from the Board. She made updates to the documents during the meeting per Board consensus.

Board discussion was as follows:

- There needed to be clarity regarding whether GCAB provides input on matters of historical significance, and there should be consistency on that point between different policies;
- Number 11 under the Operational Procedures, Conditions, and Regulations was likely overbroad;
- The aspects of the policies that relate to graves with no living relatives should be clarified as pertaining to such;
- It would be appropriate to create a fact sheet on best practices for maintaining a grave site and to publicize the fact sheet via the news and social media. The Cemetery could have a QR code linking to the fact sheet and the City could consider holding a workshop on the fact sheet as well;

- It is also possible that locating and consulting descendants should not always be required, and Number Four under Policies and Procedures should be reconsidered in that light. It would be appropriate to determine whether the City can repair historic stones without consulting descendants in certain circumstances;
- It would be appropriate to require due diligence since living relatives may want to be involved in repairs;
- The City Attorney should review all the included documents to ensure they align in terms of content, recommend how the Policies and Procedures document should be integrated into the Operational Procedures, Conditions, and Regulations, and recommend which topics could be addressed in which documents; and,
- There should be a side bar that clarifies the requirements based on the type of marker, the category of involvement, and then indicates which approval or procedure is needed.

#### B. 2022-2023 DRAFT - Annual Report

CC Bingham integrated the Board's recommended revisions and answered informational questions. The Chair reviewed the Annual Report.

Board discussion was as follows:

- The State Historical sign at the west gate needed repairs;
- It would be appropriate to include rules about behavior as part of a signage audit;
- A columbarium could be on the smaller side, rather than a mausoleum-type structure many might imagine; and,
- Pine Lake has an attractive columbarium.

#### C. Organizing Future Business

- a. September 1, 2023
  - i. Strategic Planning
  - ii. 2022-2023 Draft Annual Report
- b. October 6, 2023 – Reschedule due to Shemini Atzeret
- c. October 13, 2023
  - i. Cemetery Services Contract
  - ii. Brief Review of Cemetery Rules and Regulations
  - iii. Budgeting Discussion – Consideration of requesting funds for historic marker preservation
- d. November 3, 2023 – Cancel
- e. Other Items for Consideration

### **VI. Reports**

- A. Update from Museum Director Leslie Pielack (when applicable)
- B. Update from Clerk's Office
- C. Financial Reports
- D. Cemetery Sales & Activity
- E. City Manager's Report

### **VII. Open To The Public For Matters Not On The Agenda**

**VII. Board Comments**

CC Bingham provided brief updates on recent Cemetery work in reply to Board inquiry.

**IX. Adjourn**

Chair Buchanan adjourned the meeting at 10:33 a.m.

Alexandria Bingham, City Clerk



Laura Eichenhorn, City Transcriptionist

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## MEMORANDUM

City Clerk's Office

**DATE:** August 29, 2023

**TO:** Greenwood Cemetery Advisory Board

**FROM:** Alexandria Bingham, City Clerk

**SUBJECT:** Draft 2022-2023 Annual Report

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### INTRODUCTION:

The City of Birmingham, Michigan Code of Ordinances, Chapter 34 – Cemeteries, Article II. Greenwood Cemetery, Sec. 34-30 (h) states that the Greenwood Cemetery advisory board shall make and submit to the city commission annually a report of the general activities, operation, and condition of the Greenwood Cemetery for the preceding 12 months. The Greenwood Cemetery advisory board shall, from time to time, as occasion requires, either in the annual report, or at any time deemed necessary by the Greenwood Cemetery advisory board, advise the city commission in writing on all matters necessary and proper for and pertaining to the proper operation of Greenwood Cemetery and any of its activities or properties.

### ATTACHMENTS:

- Second draft of the 2022-2023 Greenwood Cemetery Annual Report

### SUGGESTED ACTION:

#### *Conversation*

- Review each section and offer additional comments/suggest revisions

#### *Follow-up*

- If the report as submitted is sufficient or needs minor modifications GCAB can recommend the Clerk prepare the report to be provided to the City Commission for the regular meeting on September 11, 2023.
- If the report needs significant changes a third draft may be presented to GCAB at the October 6, 2023 meeting.

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## GREENWOOD CEMETERY ADVISORY BOARD

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## 2022/2023 ANNUAL REPORT

September 2023

Linda Buchanan, Chair

Linda Peterson, Vice Chair

Pam DeWeese, outgoing member July 2023

Laura Schreiner

George Stern, outgoing member July 2023

Margaret Suter

Joseph Vercellone

Jacqueline Patt, incoming member July 2023

Paul Connell, incoming member July 2023

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## INTRODUCTION

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The Greenwood Cemetery Advisory Board (GCAB) was established by the Birmingham City Commission on October 13, 2014. One of its duties is to submit a report to the Commission on an annual basis of the general activities, operation and condition of the cemetery for the preceding 12-month period. The GCAB Annual Report includes a summary and update of the cemetery's status, related finances and the GCAB's planned activities for the next fiscal year.

In alignment with the city's fiscal year, the current GCAB report covers the period from July 1, 2022 through June 30, 2023.

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## GENERAL ACTIVITIES

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### Meetings

The GCAB is required to meet at least quarterly. During the report period, the board met this requirement by conducting meeting on the dates listed below:

July 1, 2022  
September 2, 2022  
November 2, 2022  
December 2, 2022  
February 3, 2023  
April 14, 2023

### 2022/2023 Accomplishments

- Produced the 2021-2022 Annual Report
- Approved the policy for approving and installing markers for persons of historical significance
- Studied Find-A-Grave to give feedback to the museum on how this online collaborative forum tool could benefit the city and those interested in information about persons buried in Greenwood Cemetery
- Approved revisions to the Greenwood Cemetery Operational Procedures, Conditions and Regulations
- Approved the application by the Friends of the Birmingham Museum, a non-deed holder, for a marker installation for George and Eliza Taylor, persons of historical significance to Birmingham.
- Initial discussions on a Cemetery Service Provider RFP
- Initial discussion on Strategic Planning
- Q&A with Cheri Arcome, Creative Collaborations – to better understand the demand and services being provided in the cemetery
- Initial discussion to plan the next grave release



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## OPERATION

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### Sales and Financial Information

On December 1, 2019, Creative Collaborations, LLC became transitional provider for cemetery services, with the exception of grounds maintenance, which is provided by the City's Department of Public Services. On May 1, 2020, Creative Collaborations entered into a one-year renewable contract with the City to provide cemetery services on an ongoing basis. Grounds maintenance continues to be provided by DPS with ongoing communication and collaboration between Creative Collaborations, DPS, and the City Clerk's office.

On January 14, 2019, the City Commission approved a payment plan policy for cemetery plots that requires full payment within 24 months. During the 2022-2023 fiscal year, no new payment plans have been initiated. The Clerk's Office and Treasurer's Office monitors active payment plans. Plots under a payment plan are considered sold for purposes of availability unless the plot becomes available again in the event of a purchaser default.

Beginning December 1, 2019, Creative Collaborations, LLC, remits 100% of revenue to the City, which then makes payments to the contractor for services performed.

FY 22-23 Grand Totals	
Sales in B	5
Sales in C	10
Sales in Other	1
Resident Purchases	4
Non-Resident Purchases	12
Payment Plans Initiated	0
Total Graves Sold	16
Transfer of Ownership Filed	7
Additional Burial Rights Purchased	6

### Grave Releases

- 4/26/21 The City Commission approved the recommended release of Section B, Rows 17-C, 16-C, 15-C & 14-A for a total of 38 Graves, 9 of which are obstructed)
- 12/23/21 The City Commission approved the release of one grave in section B, row 2-A for an at-need situation for a family with adjacent space.
- 8/15/22 The City Commission approved the release of one grave in section B, row 12-A, for an at-need situation for a family with adjacent space.
- 7/24/23 The City Commission approved the release of 88 available graves suitable for burial in the flush rows in Section B, and to direct Greenwood Cemetery Advisory Board to evaluate the fee schedule again for plot costs after 20% of these plots have been sold which would equate to 18 spaces.

### Notes on Obstructed Graves

- 1/29/21 Creative Collaborations noted that graves 1 & 2 in Section C rows 18-A & 19-A are not able to be used due to obstructions.
- 3/25/21 DPS noted that graves in row 19-A 1,2,13,14,16 are obstructed by trees.
- 4/23/21 DPS noted Row 17-C: Graves 9 and 11 are affected by a 16" Red Maple located at the east edge of both graves. Row 15-C: Grave 5 is obstructed by a monument on the east edge. Grave 10 has a 16" Cedar (eastern arborvitae) obstructing it. Grave 17 has a marker on the east edge that is encroaching onto the grave site. Row 14-A: Graves 15 and 16 have a large shrub located over both sites. Graves 17 and 19 are obstructed by a large monument located east of them.
- 5/31/23 A field survey was completed for the following lots: A-1, 2-D, 3-A, 4-A, 5-C, 6-C, 7-D, 8-C, 9-D, 10-A, 11-A, 12-A and 13-A.  
Of the 312 graves surveyed 189 of them are sold. There are 8 graves unsuitable for burial due to historic memorials. At this time there are 43 graves unsuitable for burial due to trees and tree roots. These graves would become suitable when the trees are removed should the city wish to make them available for sale. There are a total of 72 graves suitable for burial.

### Price Increases

- 4/12/22 The City Commission approved the grave price increase for plots that can accommodate one full burial from \$3,000 to \$4,000 per plot. All graves sold in the 2021-22 FY were at the rate of \$4,000 per grave.
- 7/24/23 The City Commission approved the grave price increase for plots that can accommodate one full burial from \$4,000 to \$6,000 per plot. All new sales after 7/24/23 will be subject to the new rates as indicated in the fee schedule.

Grave Sales Detail, July 2022 - June 2023

Greenwood Cemetery Sales and Availability				
	Sec B	Sec C	Resident	Non-Resident
July 2022	1	1	1	1
August 2022	0	0	0	0
September 2022	1	3	1	3
October 2022	0	0	0	0
November 2022	0	3	0	3
December 2022	0	1	0	1
January 2023	1	1	1	1
February 2023	2	0	0	2
March 2023	0	0	0	0
April 2023	0	1	1	0
May 2023	0	0	0	0
June 2023	0	0	0	0
Total Sold	5	10	4	11
Available Under Current Authorization (20% of remaining inventory)	18			
Total Available	88			

*Note: Plots in Sections B and C sold under a payment plan are included in the number of sales made for the quarter in which the payment plan was initiated. The remittance to the Perpetual Care Fund of payment for the plots is recorded in total in the quarter in which the final payment is made.*

### Burials and Inurnments, July 2022 - June 2023

Burials and inurnment activity during the period can be used to understand utilization of graves and assist in planning for future sales.

*Cremation vs. Burial:* According to NFDA's 2022 Cremation and Burial Report, the 2022 cremation rate is projected to be 59.3% and the burial rate is projected to be 35.7%, the remaining 5% may be due to alternative methods such as green burials and scatter gardens, which are not available in Greenwood Cemetery. The City of Birmingham's 2022-2023 cremation rate is below the national average at 56% and the full burial rate is above the national average at 44%.

	Sec B		Sec C		Other		Total by Month	
	Full	Crem	Full	Crem	Full	Crem	Full	Crem
<b>July 2022</b>	1	0	1	0	1	1	3	1
<b>August 2022</b>	0	1	1	0	0	1	1	2
<b>September 2022</b>	1	0	1	1	1	2	3	3
<b>October 2022</b>	0	0	0	2	0	4	0	6
<b>November 2022</b>	1	0	0	0	0	0	1	0
<b>December 2022</b>	0	2	0	0	1	0	1	2
<b>January 2023</b>	1	1	0	1	0	0	1	2
<b>February 2023</b>	1	0	0	0	0	0	1	0
<b>March 2023</b>	0	0	0	1	1	0	1	1
<b>April 2023</b>	0	0	0	1	0	1	0	2
<b>May 2023</b>	0	0	2	0	0	0	2	0
<b>June 2023</b>	0	0	0	0	1	0	1	0
<b>Totals</b>	5	4	5	6	5	9	15	19

## Perpetual Care Fund

Revenues from grave sales are used to increase the Perpetual Care Fund for Greenwood Cemetery, with investment earnings remaining with the PCF. Currently all cemetery care and maintenance is funded through the general fund. Eventually the goal is for the perpetual care fund to be able to take over the financial burden of cemetery maintenance through interest accrued.

### Detail for July 2022 through June 2023:

#### 2022 Q Ending September 30

Proceeds from cemetery plot sales	\$ 12,000.00
Investment income	<u>6,338.95</u>
Revenue for Perpetual Care Fund	\$ 18,338.95

#### 2022 Q Ending December 31

Proceeds from cemetery plot sales	\$ 22,750.00
Investment income	<u>8,190.66</u>
Revenue for Perpetual Care Fund	\$ 30,940.66

#### 2023 Q Ending March 31

Proceeds from cemetery plot sales	\$ 24,850.00
Investment income	<u>7,085.17</u>
Revenue for Perpetual Care Fund	\$ 31,935.17

#### 2023 Q Ending June 30

Proceeds from cemetery plot sales	\$ 10,300.00
Investment income	7,737.59
Unrealized Gain	<u>76,711.80</u>
Revenue for Perpetual Care Fund	\$ 94,749.39

### Notes

1. We have created a new department within the General Fund to better track cemetery expenses. This will allow the City to get a better estimate of costs that the perpetual care fund will need to cover in the future.
2. The fund has recaptured almost half of the market loss it sustained last fiscal year.
3. The focus of the perpetual care fund right now is for long-term growth. To achieve this goal, the fund is invested in equity investments near the maximum allowed by state law with no more than 40% of the amount invested in equities in any one asset class (large cap, mid cap, small cap) as per our investment policy.
4. The fund is generating approximately enough funds to cover basic lawn maintenance and tree service based on current charges, but not enough for snow removal or other improvements to the cemetery.

CITY OF BIRMINGHAM  
PERPETUAL CARE FUNDS  
INVESTMENT REPORT  
6/30/2023

	PRINCIPAL	INCOME	TOTAL
BEGINNING BALANCE 6/30/2021	\$ 906,316.54	\$ 101,336.06	\$ 1,007,652.60
SALE OF GRAVES	41,250.00	-	41,250.00
CAPITAL GAINS (LOSSES)	-	-	-
INTEREST/DIVIDENDS	-	29,352.37	29,352.37
CHANGE IN MARKET VALUE	<u>76,711.80</u>	<u>-</u>	<u>76,711.80</u>
ENDING BALANCE 6/30/2022	<u>\$ 1,024,278.34</u>	<u>\$ 130,688.43</u>	<u>\$ 1,154,966.77</u>
<u>INVESTMENTS</u>			
BOND MUTUAL FUNDS	\$ 501,064.73	43.4%	
EQUITY MUTUAL FUNDS	<u>653,902.04</u>	56.6%	
TOTAL	<u>\$ 1,154,966.77</u>		

CITY OF BIRMINGHAM  
PERPETUAL CARE FUNDS  
ANNUAL INVESTMENT REPORT  
6/30/2023

	PRINCIPAL (NONSPENDABLE)	INCOME (SPENDABLE)	TOTAL
BEGINNING BALANCE 6/30/2022			
Pooled Funds	\$ -	\$ -	\$ -
Bond Mutual Funds	399,705.11	68,946.80	468,651.91
Equity Mutual Funds	<u>506,611.43</u>	<u>32,389.26</u>	<u>539,000.69</u>
	\$ 906,316.54	\$ 101,336.06	\$ 1,007,652.60
SALE OF PLOTS			
Bond Mutual Funds	16,000.00	-	
Equity Mutual Funds	<u>25,250.00</u>	<u>-</u>	
	\$ 41,250.00	\$ -	\$ 41,250.00
CAPITAL GAINS (LOSSES)			
Pooled Fund	\$ -		
Bond Mutual Funds	-		
Equity Mutual Funds	<u>-</u>		
	\$ -		\$ -
INTEREST/DIVIDENDS			
Pooled Fund		\$ -	
Bond Mutual Funds		19,578.47	
Equity Mutual Funds		<u>9,773.90</u>	
		\$ 29,352.37	\$ 29,352.37
CHANGE IN MARKET VALUE			
Pooled Fund	\$ -		
Bond Mutual Funds	(3,165.65)		
Equity Mutual Funds	<u>79,877.45</u>		
	\$ 76,711.80		\$ 76,711.80
ENDING BALANCE 6/30/2023	<u>\$ 1,024,278.34</u>	<u>\$ 130,688.43</u>	<u>\$ 1,154,966.77</u>
<u>INVESTMENTS</u>			
BOND MUTUAL FUNDS	412,539.46	88,525.27	501,064.73
EQUITY MUTUAL FUNDS	<u>611,738.88</u>	<u>42,163.16</u>	<u>653,902.04</u>
TOTAL	<u>\$ 1,024,278.34</u>	<u>\$ 130,688.43</u>	<u>\$ 1,154,966.77</u>

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## CONDITION

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During the 2022-2023 fiscal year, the City's Department of Public Services has overseen cemetery landscape maintenance, which has included:

- Oversight of Lawn Mowing Contractor including weekly cuts and spring and fall cleanup
- Oversight of Forestry Contractor for Tree Maintenance as directed by DPS
- Maintenance of the Tree Inventory Program
- Lawn fertilization twice a year
- Burial topsoil and seeding: spring and fall
- As-needed general clean up: grave blankets, old flowers, fallen branches
- Trash removal: 2 to 3 times per week
- Maintenance of water system: start up, winterizing, and repair as needed
- Repair of turf as needed
- Snow removal
- Building/fencing/road maintenance as needed



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## PLAN FOR 2023/2024

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The Greenwood Cemetery Advisory Board has prioritized the following action items for 2023-2024:

### **CRITICAL GOALS**

#### **Short Term**

##### **• *Developing and Updating Policy***

- GCAB is interested in streamlining policy documents to ensure that all policy is held in one document, the Greenwood Cemetery Operational Procedures, Conditions, and Regulations. This includes incorporating new policy regarding restoration efforts on monuments and incorporating the policy on installing monuments for persons of historic significance.

##### **• *Review the Cemetery Management Agreement***

- Creative Collaborations, LLC. has been the contracted cemetery service provider since December 1, 2019. The contract has been renewed in one-year increments on May 18, 2020, April 26, 2021, and May 9, 2022.
- GCAB wishes to review the contract, ensure that all Greenwood Cemetery needs are being met. GCAB is interested in issuing a new RFP to reassess the current market of providers for cemetery services to make sure that the City of Birmingham is able to retain the best cemetery service provider available.
- This includes reviewing the cost of clerical services, as well as cost of labor for installing markers, performing burials, and inurnments.

#### **Long Term**

##### **• *Confirm the baseline amount of known available plots in the cemetery***

- Record reconciliation is an ongoing process in the Clerk's Office. GCAB closely monitors sales activity in the cemetery as well as interments and inurnments throughout the cemetery. Section B and C are active in regard to sales as well as interments and inurnments. Transfers of ownership, interments, and inurnments are the most common activities taking place in the cemetery's sections other than B and C with the occasional private sale. This goal partners with the planned monument/marker inventory survey and the GIS mapping initiative to reconfirm that all space in Greenwood Cemetery is owned, used, or is part of the more recently plotted graves in sections B and C from 2015.

##### **• *Monitor the continued growth of the perpetual care fund***

- The GCAB monitors the growth of the perpetual care fund and may propose strategies for increasing the funds growth in order for the fund to reach a point where the interest accrued can cover most or all of the general maintenance requirements of the cemetery.

##### **• *Monitor the demand for cemetery services***

- GCAB members review cemetery data in regards to sales, interments and inurnments and consider trends in order to suggest ways Greenwood Cemetery may need to adapt in order to meet future demands.

##### **• *Continue historic preservation efforts***

- The GCAB works collaboratively with the Museum Board and Friends of the Birmingham Museum (a.k.a. the Birmingham Historical society) GCAB develops projects such as the monument/marker inventory survey, and the Friends of the

Birmingham Museum conducts bi-annual tours in the cemetery to continue to educate and engage citizens while preserving history in the cemetery.

## **DESIRED GOALS**

### **Short Term**

- ***Develop a Strategic Plan for the Greenwood Cemetery Advisory Board***
  - GCAB will benefit from going through the strategic planning process to evaluate strengths, weaknesses, opportunities, and threats/challenges the cemetery faces. In going through the process, the board will come up with a vision of what the cemetery should look like in the future, consider stakeholder perspectives, expectations, and needs as well as reconfirm the mission, vision, and values. Strategic planning will empower the board to function more efficiently. The City Clerk will continue to work as the staff liaison to the board and ensure that the board has a clear understanding of their expectations such as being in “growth” or “maintenance” mode.
- ***Inventory of signs in Greenwood Cemetery***
  - In order to update and streamline communication and wayfinding within the cemetery, GCAB wishes to inventory and evaluate all signage in the cemetery to determine if updated signage should be budgeted for.

### **Long Term**

- ***Monument/marker inventory survey***
  - GCAB began working on planning for the process and survey for a monument/marker inventory with the guidance of Museum Director Pielack and City Clerk Bingham at the June 4, 2021 GCAB meeting. The GCAB wishes to conduct this survey with volunteers and the support of city staff in order to cross-reference general information and collect baseline condition data and photos that could potentially be linked with the GIS data project. Monuments or markers that may need maintenance may also be identified through this survey.
- ***GIS Mapping – Launching a digital map for public reference***
  - City Staff in the planning department with GIS expertise created a GIS map of the cemetery. Data points from DPS on tree locations within the cemetery were added as a layer to the map in the spring of 2021. This goal ties in with the monument/marker inventory survey and confirming the baseline information of known available plots in the cemetery. Ongoing efforts are being made as time allows, the Clerk’s office provides progress updates to GCAB as needed.
- ***Determine Capital Outlay Projects***
  - GCAB may discuss and study the potential benefits of a capital outlay project. The GCAB will provide a recommendation and report to the City Commission if a capital outlay project is identified.
- ***Explore Above Ground Columbarium Opportunities***
  - With the limited space in the cemetery and shifting demand towards cremation and inurnments, the GCAB wishes to explore the costs, benefits, and opportunities for installing a columbarium.
- ***Review and update Greenwood Cemetery Operational Procedures, Conditions and Regulations***
  - The GCAB spent a considerable amount of time in the 2021-2022 FY reviewing and updating the rules and regulations. To keep the rules and regulations current going forward they will conduct an annual read through to maintain the document.

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## SUMMARY AND RECOMMENDATIONS

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Grave sale activity primarily occurs in sections B and C and is closely monitored by the City Clerk's office.

	Section C	Section B	Total
Obstructed – Temporary (trees/roots)	5	50	55
Obstructed – Permanently (monument)	26	12	38
Owned	39	262	301
Available	2	86	88

The GCAB, Clerks Office, DPS, Museum, and contracted cemetery service provider continue to work collaboratively to preserve the historic charm and ambiance of Greenwood Cemetery while ensuring the highest standards of maintenance and service are being provided. The GCAB will continue to monitor data as provided by the City Clerk, work on their goals as laid out in this document, and make recommendations for future grave releases and/or improvements for the preservation and operation of the Historic Greenwood Cemetery.

The cemetery is in a state of slow growth and preservation.

For the 2023-2024 FY GCAB is encouraged to continue working on the goals as identified in this report at their regular monthly meetings. Recommendations made by the Greenwood Cemetery Advisory Board will be presented to the City Manager's Office for further direction and implementation.



## CITY MANAGER'S REPORT

August 2023

### **Baldwin Public Library**

#### **Upcoming Closures**

The Baldwin Public Library will be closed Saturday, September 2 through Monday, September 4 for Labor Day weekend. The library will also be closed on Friday, September 22 for Staff Development Day.

#### **Library Board**

The Library Board met on August 21, 2023 at 7:30 p.m. for its regular meeting. The board approved the 2024 calendar and discussed fundraising via an annual appeal letter to be mailed in November of each year. During the front entrance construction, Board meetings will be held in the second floor Board Room. The next board meeting will be held on Monday, September 18 at 7:30 p.m.

#### **Phase 3 Construction Project of the Library's Front Entrance**

Follow along with the library's construction project at [www.baldwinlib.org/renovation](http://www.baldwinlib.org/renovation). The August 2023 renovation report is available at [https://www.baldwinlib.org/wp-content/uploads/2023/08/Phase-3\\_August-2023-Update.pdf](https://www.baldwinlib.org/wp-content/uploads/2023/08/Phase-3_August-2023-Update.pdf).



#### **Youth Room Minor Water Damage**

Overnight on August 11, the youth room sustained water damage from an as yet unidentified source during a heavy downpour. Upon arrival on Saturday, August 12 staff onsite immediately began water removal via shop vac, and pitched in to make sure that walkways were clear. Fans were set up, caution tape was hung, computers were functioning, and patrons were well served. It was a stressful situation

and everyone worked hard to make sure that patrons could still use the library and work around the damage. Staff did a great job under less than ideal circumstances. Another thanks goes out to the Birmingham Fire Department for their loan of several box fans and a floor squeegee. Administration and Nelson Brothers Plumbing are still working to determine the cause and potential solutions. For the time being, the sewer line in the youth room was partially cleaned out on Friday morning and several tree roots were found in the line. A blockage was found 40 feet down the line. John Galik will work with the Building, Engineering, and DPS departments to further investigate the cause of this blockage.

### **Library Tour**

If you'd like to learn even more about the library, join Library Director Rebekah Craft for a Behind the Scenes Tour. You'll visit staff areas, learn how items are added to the collection, and hear about new programs and services. The next tour will meet in the Library's Claudia Ireland room on Thursday, September 14 at 11:00 a.m.

### **Upcoming Events of Interest**

The library's fall newsletter was mailed to all homes in Birmingham, Beverly Hills, Bingham Farms, and the City of Bloomfield Hills. The newsletter shares all upcoming programs, a few of which are highlighted below. Register for these programs and more online at [www.baldwinlib.org/calendar](http://www.baldwinlib.org/calendar).

### **Intro to 3D Character Animation in Blender**

Tuesday, September 5 — 7:00 p.m. to 8:00 p.m.

Join The Idea Lab for an introductory presentation on 3D animation. We'll walk through the entire pipeline, from modeling to rigging to rendering your animation. Project files will be available if you would like to follow along on your own laptop. Registration required.

### **Wiggle Worms**

Monday, September 11 — 10:00 a.m. to 11:00 a.m.

Birth to 2 years old and a grown up.

Drop in between 10:00 a.m. and 11:00 a.m. for open-ended, unstructured play with your child and to socialize with other families. Caregivers must stay with children. No registration required.

### **Pewabic Pottery**

Tuesday, September 12 — 7:00 p.m. to 8:00 p.m.

Join us as Baldwin welcomes speakers from Pewabic Pottery, a National Historic Landmark located in Detroit, Michigan. This year Pewabic is celebrating 120 years of business and ceramic excellence. In celebration of this big anniversary, Pewabic is doing a virtual lecture about Pewabic's legacy of hand craftsmanship. Founded in 1903, Pewabic is one of the oldest continually operating potteries in the country. Working out of their National Historic Landmark studio on Detroit's east side, they preserve a tradition of craftsmanship that has enriched lives for generations. Pewabic today is an active working pottery, architectural tile studio, ceramic arts education center, and vibrant cultural destination that attracts visitors from around the world. Registration required. Virtual event.

### **Genealogy Series: Trees Made Easy**

Thursday, September 14 — 7:00 p.m. to 8:00 p.m.

Now that you've collected your family history, how do you document your findings in a clear and concise text format without using an online (often expensive) source? How about a genealogy numbering

system? If you've never heard of Ahnental or NGSQ, this session is for you! Virtual Event - Registration required.

### **Teens Night Out**

Thursday, September 14 — 7:00 p.m. to 8:30 p.m.

Spend an evening hanging out with other teens who love the library as much as you do! There will be video games, board games, crafts, food, and other shenanigans. Grades 7-12. Registration required.

### **The Birmingham Museum**

The popular tours of Greenwood Cemetery led by the Friends of the Birmingham Museum (a.k.a., the Birmingham Historical Society) take place twice a year, with September featuring the Pioneer period of Birmingham's past. The Friends, who have hosted the bi-annual tours for over twenty years, work with the Birmingham Museum to incorporate new research into the lives of the people who shaped our community. The Pioneer tour begins with the founding of the cemetery after the 1825 ax murder of Polly and Cynthia Ann Utter, and how Dr. Ziba Swan donated a portion of his land to become one of the first public cemeteries in Michigan Territory. It will also feature a host of other well-known historical figures from our past, including John West Hunter and Martha Baldwin, as well as local abolitionist Elijah Fish and formerly enslaved Birmingham residents George and Eliza Taylor. The Friends recently initiated the restoration of the Utter and Fish markers as part of their ongoing efforts to preserve the cemetery and its history. This year the tour will be held on Saturday, September 23 at 1 PM, regardless of weather. Participants should meet at the east gate of the cemetery on Oak Avenue. Tours are \$10 per person, and proceeds go to the Friends of the Birmingham Museum.

### **Birmingham Shopping District (BSD)**

#### **Dream Cruise**

The Birmingham Cruise Event and surrounding Dream Cruise festivities went very smoothly thanks to the many volunteers, BSD and City staff. Being back in the original location along South Old Woodward created some new challenges this year with set-up and layout due to the new streetscape configuration, but nothing that couldn't be overcome. Sunshine and smiles can't be beat!

#### **Movie Nights**

The final movie feature of the season is the community's choice of Toy Story on September 8. Pre-show entertainment begins at 6:30 p.m.; movie at 7:30 p.m. A special thanks to our Movie Night sponsors, including presenting sponsor Wells Fargo Advisors; series sponsors Bank of Ann Arbor-Birmingham, Bloom Pediatrics and KW Domain; and sponsors Goldfish Swim School and TDR Orthodontics for all the free treats and giveaways.

#### **Farmers Market**

The Farmers Market continues through the end of October with a special Harvest Festival on Sept. 10.

#### **Art Walk**

The second annual Art Walk is planned for October 12 in downtown Birmingham from 5-8 p.m. Merchants are encouraged to sign up now to host an artist and be a part of the route.



## **Business Recruitment**

The business usage survey is still open for residents, businesses and employees to take part in. With over 200 responses thus far, results align with the BSD's key messages and strategies. Final results will be made available in September. To participate, visit <https://www.allinbirmingham.com/survey>.

## **Property Owner & Broker Round Table**

The BSD will host a property owner and broker round table on October 19 from 3-5 p.m. at Boji Group offices above CB2. The round table discussion will include a presentation on the business mix analysis, recruitment strategy, and an overview of business and development processes with the City.

## **Advisory Committees**

As noted previously, the BSD is establishing three new advisory committees and focus groups to help expand its reach, communications and collaborations with specific industries and areas of the district, including tourism, restaurant and North Old Woodward. The Tourism Advisory Committee will be appointed by the BSD Board, and the restaurant and North Old Woodward focus groups will be an open invitation to a meeting in the early fall. Those interested in participating in either the advisory committee or focus groups should contact the BSD Executive Director Cristina Sheppard-Decius at [csdecius@bhamgov.org](mailto:csdecius@bhamgov.org).

## **Volunteers Needed**

The BSD hosts a number of events throughout the year in which volunteers are needed. This is a great opportunity to network with businesses and the community, as well as a great cause – supporting Birmingham! Volunteers are currently needed for the following events:

- Farmers Market - Every Sunday from 7 a.m. - 11 a.m. and 11 a.m. - 3 p.m.
- Winter Markt - December 1-3 – various shifts
- Santa House - call for non-profit organizations to volunteer and raise funds! Every weekend in December up until Christmas.

Volunteer duties include event set-up, tear-down, information booth, check-in and monitoring kids activities. Please contact Jaimi Brook at [jbrook@bhamgov.org](mailto:jbrook@bhamgov.org) for more information.

## **Special Event Planning**

The Special Events and Marketing & Advertising Committees met on July 21 to discuss the 2024 event season. From that meeting, the committees will be proposing two new events for 2024, as well as other enhancements to existing events. The draft proposal was presented to the Board in August, and a final schedule will be presented in October for approval.

## **Via Art Unveiling**

The Daxton Hotel unveiled a new piece of art in the via between the hotel and Zana on August 17 to a crowd of over 40 people in the rain. The Daxton's efforts to embrace the via plan is a great example of partnerships to achieve a vision. The 100-foot-long installation by Detroit artist James Kaye features mixed materials to create one incredible cohesive piece. Coupled with new seating, landscape beds and lighting – all drawing people through the via, as well as their ice cream window.

## **BSD Summer Calendar of Events**

Birmingham Farmers Market	Every Sunday now until Oct. 29 at Lot 6
Movie Night	September 8 at Booth Park
Harvest Festival @Farmers Market	September 10
Art Walk	October 12

## **2023 Dashboard Metrics**

Retail Occupancy Rate - 99% (out of 1.5 million sq.ft.)

Office Occupancy - 89% (out of 2 million sq.ft.)

12 New Business Openings in 2023 (11 more in process)

75/25% Local vs. National Mix

Commercial, Mixed-Use & Residential Development Projects In Construction/Planning - 12 projects totaling 827,727 sq. ft.

31 Active Volunteers (Board and Committee members)

## **Building Department**

### **Board of Zoning Appeals**

The following six cases are on the agenda for the September 12, 2023 Board of Zoning Appeals regular meeting:

1. 680 Farifax: Variance from the minimum open space requirements to rebuild an existing pool deck.
2. 1340 Puritan: A variance from the minimum combined side yard setbacks to construct an addition to the existing house.
3. 1450 Bird: Variances from the maximum lot coverage and height standards to reconstruct a detached garage that was damaged by fire.
4. 463 Hanna: Variances from the maximum lot coverage and accessory structure area requirements for the construction of a pergola.
5. 2649 Yorkshire: A variance from the minimum distance between principal structures to construct an addition to the existing house.
6. 220 Park: A variance from the storefront standards of the Downtown Overlay District to remove an existing entry door in the storefront on the south elevation.

### **Staffing Update**

Two members of our support staff team hired over the past few months decided to pursue other employment and resigned from their positions with the City. We are working with the Human Resources Department to fill the vacancies and the recruitment process is underway. In the meantime Sabrina Martin, who retired from the department five years ago, came back part-time to assist us during the hiring period and training process.

### **Monthly Report**

The [Building Department's monthly report](#) provides an update on the following construction activity: building permits issued, building inspections conducted, trades permits issued and trades inspections conducted.

## **City Clerk's Office**

### **General Election on November 7, 2023**

Birmingham will hold a general election on Tuesday, November 7, 2023. At this time, the ballot will include four Birmingham Commissioner seats and three Birmingham Library Board positions, all for four-year terms. Birmingham residents will vote on a senior millage proposition and a proposed Marihuana Sales ordinance amendment. Information regarding the senior millage is available on the City's website



at [www.bhamgov.org/seniormillage](http://www.bhamgov.org/seniormillage). Information regarding the Ordinance Amending Prohibition of Marihuana Sales is available on the City's website at [www.bhamgov.org/cannabis](http://www.bhamgov.org/cannabis).

### **What is on the ballot?**

#### *Candidate Section*

Birmingham Commissioner (Vote for not more than 4, 4 Year Term)

- Clinton Baller
- Brad Host
- Anthony Long
- Therese Longe

Library Board Member (Vote for no more than 3, 4 Year Term)

- Wendy Friedman
- Karen Gilbert Rock
- Curtis Trimble
- Jennifer Wheeler

#### *Proposal Section*

##### Senior Millage Proposition

Do you approve of the addition of a new 0.33 mill levy to collect approximately \$1,053,750 per year in revenue to be disbursed to the City of Birmingham for the purpose of making interim improvements and establishing a sinking fund for a senior center that will provide an array of services for older citizens for a three year term, ending on July 1, 2027?

- Yes
- No

##### Ordinance Amending Prohibition of Marihuana Sales

Shall the Birmingham City Code ordinance, Chapter 26 – Businesses, Article XII, which currently prohibits the sale of marihuana in the City of Birmingham, be amended to authorize and allow one (1) medical marihuana facility and one (1) marihuana recreational establishment to operate in the City of Birmingham?

- Yes
- No

### **New permanent absentee ballot list registration**

All voters on the permanent absentee ballot application list should have received their application by mail for the November 7, 2023 election. One of the requirements in Proposal 2022-2 is that clerks now maintain a Permanent Ballot List. The application for the upcoming November 7, 2023 election will include new checkbox language for voters to opt into receiving a ballot for every election. Going forward, absentee ballot applications will not be required for any voter who has opted into the Permanent Ballot List. During partisan primary elections, such as the presidential primary in March 2024, permanent ballot voters will need to respond to a mailing and select which ballot type they would like to receive. Typically the ballot types are Democratic Party Presidential Primary, Republican Party Presidential Primary, and if applicable, a ballot without the Presidential Primary if there is a non-partisan question accompanying the Presidential Primary Election. A preview of the application is pictured below with the new check box to opt into the Permanent Ballot List.

# APPLICATION FOR ABSENT VOTER'S BALLOT

SEE REVERSE SIDE  
FOR INSTRUCTIONS ➔

## NOVEMBER 7, 2023 ELECTION

I certify that I am a United States citizen and a qualified and registered elector in the CITY OF BIRMINGHAM, County of OAKLAND, State of Michigan. I apply for an official ballot, to be voted by me in the election above, and the statements in this application are true.

### COMPLETE TO JOIN PERMANENT LIST:



I want to vote absentee in all elections. Automatically send me an absentee voter ballot for all elections.

**WARNING: A PERSON WHO MAKES A FALSE STATEMENT IN THIS DECLARATION IS GUILTY OF A MISDEMEANOR.**

### FOR CLERK'S USE ONLY

Filed \_\_\_\_\_  
Mailed \_\_\_\_\_  
Ballot # \_\_\_\_\_  
Returned \_\_\_\_\_  
Wd./Pct. # \_\_\_\_\_  
Clerk \_\_\_\_\_

1  
Sign/  
Date

I certify that I am a United States citizen and that the statements in this Absent Voter Ballot application are true.

**VOTER SIGN HERE ➔ X**  
Power of attorney is not acceptable

Signature of Absent Voter

Date

2  
Complete

### YEAR OF BIRTH

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

3  
Complete

### VOTER CONTACT INFORMATION

(\_\_\_\_\_) \_\_\_\_\_  
Phone

\_\_\_\_\_  
Email

**NOTE:** Michigan law requires that A.V. Ballots be sent to your registered address unless you are hospitalized, institutionalized, or at an address outside of your community. Complete the following **ONLY** if you want your ballot sent to an address outside of your community or to a hospital or other institution. **Absentee ballots will not be forwarded by USPS.**

**Complete Only If You Want Your Ballot Sent To A Temporary Address. We can mail it to you where you are. If additional addresses are needed or plans change, contact your local clerk.**

4  
Complete  
If Needed

Date Leaving For  
Temporary Address

Date of Return

(PLEASE PRINT)

Temporary Address

City

State

Zip

### No Postage Necessary!

Starting with the November 7, 2023 General election all absentee ballot applications and absentee ballot return envelopes for the entire State of Michigan are equipped with a business reply mail permit that will cover the cost of postage for any ballot or application mailed within the United States.

### New Look to Return Envelopes

Starting with the November 7, 2023 General election all absentee ballot return envelopes will be purple. The United States Post Office and Michigan Bureau of Elections worked to redesign these envelopes and changed the color from green to purple to increase the efficiency of processing election mail.

To be opened only by the  
Precinct or Absent Voter  
Ballot Counting Board

Office of the City Clerk  
**City of Birmingham**  
151 Martin Street  
P.O. Box 3001  
Birmingham, MI 48012-3001



NO POSTAGE  
NECESSARY  
IF MAILED  
IN THE  
UNITED STATES



## Official Ballot Return Envelope



Drop off or mail your  
ballot so that it is  
returned by the deadline.

For deadline information,  
drop box location(s),  
or to track your ballot,  
go to [mi.gov/vote](http://mi.gov/vote)

FORM #695 [www.PrintingSystems.us](http://www.PrintingSystems.us)  
(R 05/23) (P 05/23)

**SIGN BACK  
OF ENVELOPE**



### BUSINESS REPLY MAIL

FIRST-CLASS MAIL PERMIT NO. 185 LANSING, MI

POSTAGE WILL BE PAID BY ADDRESSEE

OFFICE OF THE CITY CLERK  
**CITY OF BIRMINGHAM**  
151 MARTIN ST  
PO BOX 3001  
BIRMINGHAM MI 48012-9902



### IMPORTANT! DID YOU...

- Sign in the box below in your own handwriting?
  - Put your ballot in the envelope?
  - Return ballot to the local clerk or drop box by the deadline?
- For deadline information or drop box location(s) go to [mi.gov/vote](http://mi.gov/vote)

#### I assert that:

- I am a United States citizen.
- I am qualified and registered to vote at the address listed.
- I am voting in conformity with state election law.
- I marked my ballot and placed it in this envelope without showing it to anyone.
- I am returning my ballot to the local clerk or drop box by delivering it myself or a member of my immediate family or household, or sending it by public postal, express mail, parcel post service, or other common carrier.

I understand that knowingly making a false statement is a misdemeanor.

**VOTER sign here in ink. Power of attorney is not acceptable.**

X

Signature of Absent Voter

Date

**This box must be signed or your vote will not be counted.**

If someone assists you or helps you mark your ballot, they must sign and identify themselves.

I assisted the voter who is disabled or unable to mark their ballot according to their directions and without showing it to another person.

Signature of Person Assisting Voter

Print Name of Person Assisting Voter

Address of Person Assisting Voter City State Zip

A person who assists an absent voter and who knowingly makes a false statement is guilty of a felony.

#### FOR CLERK'S USE ONLY

Returned:  
Date and Time

Precinct No. \_\_\_\_\_

Ballot No. \_\_\_\_\_

☐ Voter signature verified (Initials) \_\_\_\_\_

☐ Rejected? Reason \_\_\_\_\_

#### Keep your ballot secure.

It is a felony for anyone to be in possession of an absent voter ballot except authorized election officials, employees of postal services or other common carriers during the normal course of their job handling mail, or a member of the voter's immediate family or household who the absent voter has asked to return the ballot.

Precinct No. \_\_\_\_\_

### **Absentee Voter Information**

Voters who wish to vote absentee will need to fill out an Absentee Ballot Application. This application should have been mailed to anyone on the Permanent Absentee Application List by August 14, 2023 for the November 7, 2023 election. An application will need to be completed and returned to the Birmingham Clerk's office in order to receive the absentee ballot. If you are not on the permanent list, you can request an Absentee Ballot Application by going to [www.michigan.gov/vote](http://www.michigan.gov/vote) after August 24, 2023.

Absentee ballots will be mailed not earlier than September 28, 2023 to voters who submitted an application. Absentee ballots can be returned in person to the Clerk's office, in the dropbox located behind City Hall, or mailed to City Clerk, P.O. Box 3001, Birmingham, MI 48012.

### **Early Voting**

Another component of proposal 2022-2 includes a Constitutional right to no less than 9 days of early voting in each statewide and federal election (even year election) for no less than 8 hours per day. Although the upcoming November 7, 2023 election is not a statewide or federal election, Oakland County Elections Division, the City of Birmingham, Bloomfield Township and Southfield Township plan to work together to pilot and offer early voting at the Bloomfield Township Library. Stay tuned for more information on Early Voting.

### **New Military and Overseas Voter Changes**

The governor signed legislation on May 3, 2023 to allow additional time to receive absentee voter ballots from military and overseas voters. This change comes after Michiganders approved Ballot Proposal 22-2 to amend the state's Constitution last year. The new law states that absentee ballots from military and overseas voters will be counted if the ballot return envelope was postmarked on or before Election Day and received within six days following the election. Voters who are in the military or will be overseas during the November 7, 2023 election must apply for a MOVE ballot at <https://www.fvap.gov/michigan>.

### **Greenwood Cemetery Advisory Board**

The next meeting for the Greenwood Cemetery Advisory Board will be Friday, September 1, 2023 at 8:30 am. The board will begin working on the annual report for 2022-2023. To view Greenwood Cemetery Advisory Board agendas and minutes visit [www.bhamgov.org/GCAB](http://www.bhamgov.org/GCAB).

### **Ethics Board**

The next Board of Ethics meeting date is yet to be determined. A meeting should be scheduled in the near future to review the draft opinion for Commission Baller regarding the establishment and administration of foundations. More information on the Ethics Board is available at [www.bhamgov.org/ethics](http://www.bhamgov.org/ethics).

### **Board Appointments**

The City of Birmingham is looking for dedicated individuals who want to give back to their community by serving on one of our many boards or commissions. Birmingham's different boards and commissions make recommendations that shape the City's future. Serving on a board or commission is a great way to get involved in your community, meet new people and make a positive impact. Don't miss out on the chance to make a difference - go to [www.bhamgov.org/boardopportunities](http://www.bhamgov.org/boardopportunities) to view all the available openings and apply to make a difference.

<b>Board</b>	<b>Openings</b>
Ad Hoc Aging in Place Committee	1 Member
Ad Hoc Environmental Sustainability Committee	None
Advisory Parking Committee	1 large retail member term ending 9/1/2025
Architectural Review Committee	1 regular member term ending 4/11/2026 1 regular member term ending 4/11/2025

Birmingham Shopping District	1 business representative term ending 11/16/2026
Birmingham Area Cable Board	1 regular members term ending 3/30/2026 1 regular member term ending 3/30/2024 1 alternate member term ending 3/30/2025
Board of Building Trades Appeals	None
Board of Review	2 alternate members term ending 12/31/2025
Board of Zoning Appeals	1 alternate members term ending 2/18/2026
Brownfield Redevelopment Authority	1 Regular Members term ending 5/23/2026 1 regular member term ending 5/23/2024
Design Review Board	None
Ethics Board	2 Alternate members term ending 6/30/2026
Greenwood Cemetery Advisory Board	None
Hearing Officer	None
Historic District Commission	None
Historic District Study Committee	1 Regular member term ending 6/25/2026
Housing Board of Appeals	3 Regular members term ending 5/4/2026
Martha Baldwin Park Board	1 Regular member term ending 5/1/2024 1 Regular members term ending 5/1/2027
Multi Modal Transportation Board	None
Museum Board	None
Parks & Rec Board	None
Planning Board	None
Public Arts Board	1 alternate member term ending 1/28/2025 1 alternate member term ending 1/28/2026
Retirement Board	None
Stormwater Utility Appeals Board	3 regular member term ending 1/31/2026 2 alternate members term ending 1/31/2025
Triangle District Corridor Improvement Authority	1 regular business owner term ending 12/15/2026

## **City Manager's Office**

### **YMCA Building Update**

City staff has begun the process of working with officials from both Next and the YMCA to learn how both organizations envision their building and operational needs moving forward when joint operations within the building become a reality. The primary goal is prioritizing needs and space to allow both organizations to effectively accomplish their goals and objectives. City staff will then prepare a staff report detailing the proposed building uses by both groups and formulate a model for how the two organizations will co-exist with each other. Collaborative communication between the City, Next and the YMCA will also continue to analyze current building conditions to identify building renovations needed to accomplish the above stated objectives in the short term.

### **Communications**

#### **Welcome, Ann**

The communications team recently welcomed Ann Tappan as the new Communications Specialist. Ann previously worked in the City Clerk's Office and has been a great asset to the City. She has extensive experience in communications and excellent writing skills. We are thrilled to welcome her to our team!

#### **Fall/Winter Edition of the Birmingham Beat**

The communications team is working on the Fall/Winter edition of the Birmingham Beat Newsletter, due out around October 1. This edition will feature information about the Ad Hoc Aging in Place Committee, Parks and Recreation Master Plan, upcoming Election, holiday events and more.

#### **Around Town e-Newsletter**

The communications team is working on the September edition of the Around Town e-Newsletter, which will include information about the upcoming election, discounted fall golf rates and events, new businesses and more. Follow [this link to view the August edition](#) of the Around Town e-Newsletter.

### **BIRMINGHAM CITY COMMISSION - UPCOMING AGENDA ITEMS**

Meeting	Topic	Commissioner	Dates Addressed	Status (resolved/ongoing)
6/5/23	Discuss unimproved streets and infrastructure	M: Host S: McLain	September Workshop	In progress
5/8/23	Parking Operations	M: Baller S: Host	5/8/23 5/22/23	In progress
5/8/23	Woodward Noise	M: Host S: McLain	5/8/23 6/5/23	In progress
2/27/23	Bench and Little Library for Pat Andrews	M: Host S: McLain	3/13/23 5/8/23	In progress
1/10/22	Leaf Blowers	M: Baller S: Host	1/24/22 10/3/22 4/3/23 5/8/23 6/5/23 8/14/23	In Progress

1/10/22	Commissioner Conduct	No vote	2/14/22 2/28/22 7/11/22 2/13/23 4/24/23 6/5/23	In progress
8/15/22	Speed Bumps & Traffic Mitigation Efforts		8/29/22 8/14/23	In progress

### Resolved

Meeting	Topic	Commissioner	Status
11/14/22	Renters Rights	M: Host	Resolved
12/5/22	Mayor/MPT Selection	McLain	Resolved
4/11/22	BBCC - Mental Health Workshop - More time to talk	M: Baller S: Haig	Resolved
5/9/22	Pickleball	Baller, no vote	Installed on 6-3-22
1/24/22	Social Districts	M: Schafer S: Boutros	No formal action taken by the Commission
5/23/22	Commission Meeting Start Time	Baller	No changes for now
8/15/22	Birmingham Country Club	M: Host S: Haig	Resolved, letter sent
9/12/22	Banner	M: Baller S: Host	Completed
12/5/22	Lighting to sustainability board	Haig	To be explored by Sustainability Board
6/13/22	Sustainability Board	M: Schafer S: Host	Resolved
1/10/22	Food Trucks	M: Host S: Schafer	Staff monitoring
4/25/22	Improvements in Information Provision and Methodology	M: Haig S: Baller	Resolved
3/13	Community foundation (review former letter from Kucharek)	Baller	Resolved
3/28/22	City Manager Selection Process	M: Host S: Boutros	Resolved

1/9/23	Ad Hoc Senior Services Committee	M: Baller S: Longe	Resolved
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## Department of Public Services

### Parks & Recreation Master Plan Update

Please visit our [Parks and Recreation Master Plan webpage](#) to learn about planning currently underway for our five year Parks & Recreation Master Plan 2024-2028, including public engagement opportunities. An online survey and park idea map are available on this site through September 18th. To date, three public engagement field days have been held beginning with a concert in the park event, a movie night event, and at a pop-up in the park event at Kenning Park. A fourth (and last) field day is scheduled for the Harvest Festival at the Farmers Market on September 10. The draft plan will be presented at a special meeting of the Parks and Recreation Board in October in preparation for the 30-day public comment period. The City Commission will consider adoption of the plan in December.

### Trail Improvement Concept Plan

Since November of 2022, this draft concept plan has been routed to various boards (Parks and Recreation, Multi-Modal Transportation Board, Museum, Martha Baldwin), to all City departments for review and feedback, and a survey on Engage Birmingham was available to the public. An [updated concept plan](#) incorporating feedback received was presented at the August 1 Parks and Recreation Board meeting for a recommendation to the City Commission, which will be forthcoming, anticipated for the September 11, City Commission meeting.

### Birmingham-Oakland County Parks and Recreation Community Grant Recipient

Birmingham received a pre-development grant in the amount of \$25,000 (maximum amount for the pre-development category)! The grant will be applied toward the cost of design/development drawings for the Booth Park section of the Trail Improvements concept plan.

The department also applied for a grant to accomplish the Booth Park Section of the trail in the amount of \$350,000 for round two of the MI Spark Grants program. Awardees are expected to be announced in September.

## Engineering Department

### 2023 Construction Update

The following construction projects are currently underway:

- Westwood, Oak, and Raynale Project: Cape seal treatment has been completed and the contractor is completing punch list items to close out the project.
- Parking Lot No. 5 Slope Repair: Fence installation occurred, and planting will occur at the end of the summer.
- 2021 Asphalt Resurfacing Program – Parking Lot No. 5: The parking lot has been paved and punch list items are being completed to close out the project.
- Lincoln Hills Golf Course Tee No. 1 Tee-Box and Cart Path Improvements: The irrigation has been completed and the contractor is working on final restoration.
- 2022-2023 Cape Seal Program (Southeast corner of the City): Cape seal treatment has been completed and the contractor is completing punch list items to close out the project.
- Water Tower Maintenance and Coating:



- Derby Tank and Hunter Tank: Repairs and overcoat painting with the new logo installation have been completed. The contractor is completing punch list items to close out the project.
- 2022 Concrete Sidewalk Program: The contractor has started work on miscellaneous sidewalk repairs throughout the City, including the Ann Street sidewalk located on the west side of Ann Street between Landon Street and Lincoln Street.
- Cranbrook Road Non-Motorized Pathway Improvement Program: Construction began on Cranbrook Road, with the contractor starting work on 14 Mile and working north.
- 2023 Concrete Sidewalk Program: The contractor will start work at the end of August on the following items:
  - Residential area 6: Quarton Road to Maple Road, and western City limits to Lakeside Drive
  - Downtown area 1A: Chester Road to N. Old Woodward, and Rouge River to Maple Road
  - ADA Ramps within the Downtown Area
  - Miscellaneous repairs throughout the City and in Shain Park
  - Installation of bicycle pads and racks in various locations throughout the City
- Pierce Street Paving Project (14 Mile Road to Lincoln): Construction has started on the water main replacement and road installation. As a reminder, Pierce Street is closed between 14 Mile Road and E. Southlawn. One way northbound traffic is open between E. Southlawn and Lincoln.
- 2023 Asphalt Resurfacing Program: Construction started and paving occurred on Birmingham Blvd and Holland Street. Paving will occur in late August/beginning of September in the following areas:
  - Smith Street: Cummings to Woodward Ave
  - S. Old Woodward: Landon Street to Lincoln Street
- 2023 Sewer Rehabilitation Project: This project will start in the next couple of weeks which includes cleaning and televising sewer, and sewer lining at various locations throughout the City.
- 2023 Sidewalk Trip Hazard Program: The contractor will start work the week of September 4. They will complete the remaining work in Area 6, and then start work in Area 7: Maple Road to Quarton Road, and Quarton Lake to Adams.

Affected property owners will receive information about these projects. For more information, please contact the Engineering Department at 248-530-1840.

### **Water Service Verification Program**

As a reminder, the "In-Home/Business" water service line material needs to be determined as part of this program and included in the City's reporting for the State of Michigan. Property owners can schedule an inspection by an authorized City Representative at (248) 303-2292 or determine the in-home/business material themselves with the steps provided in the property owner letter.

## **Finance Department**

### **Budgeting & Transparency Software**

The City posted a RFP for budgeting and transparency software in June. The City received four bids and City staff watched demonstrations of the software on July 13 and 14. Finance has selected OpenGov due to its integration with BS&A and Cartegraph, the City's asset management software. A contract with OpenGov will be presented to the Commission for approval at the August 28, 2023 regular meeting.

## **Fire Department**

The Fire Department hosted two lunch and learn training sessions on Cardiopulmonary Resuscitation (CPR), Choking, and Automatic Defibrillation (AED) August 16 and 17 at City Hall. Over forty (40) City employees from City Hall and the library attended this volunteer class that was around two hours long.

Participation was better than expected and the feedback was all very positive. I would like to thank EMS Coordinator Robert Abraham for teaching the class. The Fire Department is fortunate to have such wonderful professional staff such as Bob. I would also like to commend those that participated in training to learn these lifesaving skills that could very well save a life one day.

The department will continue these educational opportunities in the future.

## **Human Resources**

### **New Hires**

The City of Birmingham extends warm congratulations to our newly hired employees from July 13, 2023 to August 12, 2023. Their skills, expertise, and enthusiasm are a valuable addition to the City. We welcome them to our team!

<b>Department</b>	<b>Position</b>	<b>Name</b>	<b>Type</b>
Library	Library IT Technician	Peter Vangelder	Part Time
Clerks	Deputy Clerk	Anthony Altovilla	Full Time
Police	Police Officer	James Cardenas	Full Time
Police	Police Dispatcher	Chyna Harmon	Full Time
Police	Pt Parking Enforcement	Ashley Martin	Part-Time
Dps	P&F Operator	Nathan Baranski	Full Time

### **June Hiring Anniversaries**

The City of Birmingham celebrated the hiring anniversaries of several employees. We extend our heartfelt appreciation for their exceptional service and unwavering dedication. Their contributions are deeply valued and recognized.

<b>Years Of Service</b>	<b>Employee</b>	<b>Department</b>	<b>Position</b>
1	Destinee Watson	Police	Police Dispatcher
1	Melissa Coatta	Engineering	City Engineer
1	Valerie Pitts	Treasury	Clerk/Typist B
1	Eric Brunk	IT	Director of IT
2	Sheila Sweeting	Library	Library Assistant II
3	Stacy Vail	DPS	Clerical Assistant
4	Richard Waynick	Meter Lots & Surfaces	Parking Meter /Crossing Guard
5	Jeffrey Rondeau	Building	Inspector Building
5	Andrew Erickson	Building	Inspector Building

6	Jaimi Brook	Principal Shopping District	BSD Events Mgr
7	Brandi Ljungvall	Police	Clerk/Typist B
8	Nicholas Hill	Police	Police Officer
8	Christopher Morton	Engineering	Engineering Tech Senior
8	Rebekah Craft	Library	Library Director
8	Stefan Syts	Police	Police Officer
23	Christopher Koch	Police	Police Captain
23	Pamela Reed	Treasury	Clerk/Typist B
25	Jennifer Davis	Police	Secretary C
33	Connie Folk	Ice Sports Arena	Recreation Coordinator

### **Employment Opportunities**

The City is currently accepting applications for the following positions. To submit an application or for more information go to [www.bhamgov.org/jobs](http://www.bhamgov.org/jobs).

<b>Department</b>	<b>Position</b>	<b>Type</b>	<b>Application Closing</b>
Building	Plumbing Inspector	Full Time	Until Filled
DPS	Fleet Mechanic (Teamsters)	Full Time	Until Filled
DPS	Ice Arena Concessions & Maintenance	Part Time	Until Filled
DPS	Streets/Sewer/Water Operator (Teamsters)	Full Time	Until Filled
Information Technology	IT Assistant	Part Time	September 7 2023
Engineering	Civil Engineer	Full Time	September 7, 2023
Community Development	Code Enforcement Officer Coordinator	Full Time	August 25, 2023
Clerks Office	Clerical Assistant	Full Time	August 18, 2023
Community Development	Support Staff A (AFSCME)	Full Time	Until Filled

### **Planning Department**

#### **Planning Board**

A tentative Planning Board list of scheduled and/or recently completed items is provided below:

1. Health Club/Studio Use in B4 Zoning District – Study Session (September 13, 2023)

2. Dumpster Enclosures – Study Session (September 13, 2023)
3. Triangle District Mixed-Use Standards – Study Session (September 13, 2023)
4. 388 S. Bates – Community House – Community Impact Study & Preliminary Site Plan Review (September 27, 2023)

### **Historic District Commission & Historic District Study Committee**

On August 2, 2023 ([Agenda](#) – [Video](#)), the Historic District Commission began the process of creating a Historic Preservation Master Plan to document the preservation goals of the City and provide for a holistic and proactive approach to preservation. The Plan will be developed as any other master plan would with engagement/input from the public and thorough vetting at public meetings. The Historic District Commission has had the Plan in some form on their Action List for several years. Having completed the Historic Design Guidelines project, time has now been freed up to work on this Plan. The Historic District Commission first discussed the item on September 1, 2021 ([Agenda](#) – [Minutes](#) – [Video](#)) and developed a number of strategies that they would like to study in Birmingham including preservation marketing, audits, incentives and increased training. To stay apprised of the progress, you can review [Historic District Commission agendas](#), or contact [ndupuis@bhamgov.org](mailto:ndupuis@bhamgov.org) for more information.

### **Multi-Modal Transportation Board**

City staff completed the TAP Grant application for S. Eton with the approved design and is waiting to hear back from SEMCOG on comments and a final decision.

### **Public Arts Board**

The sculpture “Khyber” by Tom Fitzgerald was installed in Fairway Park between the trail and the Rouge River this past week, making it the fourth sculpture installed in Birmingham this summer. The City intends on cleaning the sculpture and applying a new coat of paint prior to a formal unveiling. The Public Arts Board has requested that maintenance be provided for a number of existing sculptures over the next year.

### **Sustainability**

The Environmental Sustainability Committee (ESC) is deep into the data gathering phase of the Greenhouse Gas Emissions inventory, which is slated to be complete, or near complete by the end of the year. The ESC has held several public engagement outreach efforts to help inform the Sustainability and Climate Action Plan, which is the second task that the ESC will be completing in 2024. The remaining scheduled engagement activities for the first leg of this project are as follows:

- Birmingham Engage Survey – [Environmental Sustainability](#) (LIVE NOW)
- Municipal Round Tables – September – October 2023

### **Police Department**

#### **Sergeant McCanham Named School Resource Officer**

Interviews were held with three candidates from the Police Department who expressed interest in the position which resulted in the selection of Kyle McCanham as the School Resource Officer (SRO). Kyle received his Bachelor's Degree from Central Michigan University and graduated Summa Cum Laude in the honors programs and received an Academic Excellence Award. He attended the Oakland Police Academy and was hired by the Birmingham Police Department in 2018. During his five years with our Police Department, Kyle has proven to be a valuable member of our agency and was currently assigned to the Narcotic Enforcement Team (NET) for the last year and a half. Sgt. Kyle McCanham (SRO), starts school on Monday, August, 28th.

## Legislative Update

On Monday, August 21, 2023, a legislative meeting was held at the Oakland County Sheriff's Office which was attended by Chief Grewe and most chiefs in Oakland County and several from Macomb County. A few elected officials also attended to discuss current legislative actions that can affect law enforcement operations. The Major County Sheriffs of America (MCSA) Executive Director, Megan Nolan, identified the following acts and concerns for law enforcement agencies.

### Asset Forfeiture Reform "Fair Act"

*Status:* The House Judiciary Committee passed the bill unanimously on 06/14/2023.

*Impact and Concern:* The bill would eliminate the equitable sharing program. This would shrink the number of multijurisdictional drug task forces focused on fentanyl, methamphetamine, and other drug trafficking networks; reduce local participation on federal task forces; and reduce cartel-related intelligence and information-sharing capacity.

MCSA opposes this bill and urges people to contact their Representatives and express their opposition.

*Impact on Birmingham:* The Birmingham Police Department participates in multiple multijurisdictional task forces. Funds received by our department as a result of forfeitures are used to offset the cost to the City to participate in these groups by providing funds to cover equipment, training and manpower costs.

### Investigative Data Restrictions "Fourth Amendment is Not For Sale Act"

*Status:* House Judiciary Committee passed the bill unanimously on 07/19/2023.

*Impact and Concern:* This would restrict law enforcement's access to commercially available information that is routinely used to investigate violent crime, drug trafficking, human trafficking, child sexual exploitation, and threats of mass violence. The data this bill would restrict is most useful after a crime occurs but before solid leads have been developed and probable cause can be determined. As such, this information serves as the building blocks of probable cause, which is then used to obtain a warrant where appropriate as the investigation progresses. Without access to this information, investigative timelines would increase, and law enforcement would have more difficulty identifying sources of public safety threats such as school threats.

MCSA opposes this bill in its current form and urges people to contact their Representatives and express their opposition.

*Impact on Birmingham:* The Birmingham Police Department currently utilizes commercially available programs to obtain information such as LexisNexis. Sites like this are available to private citizens and already contain information important to investigators, especially during emergencies. Information obtained within seconds through these sites could take days to obtain if access is blocked and search warrants are required. During emergency cases, this could have catastrophic consequences.

## Sen. McMorrow Meeting

On Tuesday, August 22, 2023, Sen. McMorrow conducted her quarterly meeting with the Police and Fire Chiefs in her district. Chief Grewe attended this meeting where the senator spoke about a few key topics.

*Grant Funding:* Sen. McMorrow spoke about the state's upcoming budget and noted that \$174.4 million has been set aside for public safety grants, however, advised that she was not yet aware of the uses for the grant. The Police Department will continue to monitor this and apply for grant funding when appropriate.

*SB 32:* Sen. McMorrow spoke briefly about Senate Bill 32 which allows a police agency to recoup training and equipment costs in the event a new hire leaves employment prior to their fourth year of employment. The bill states either the cost will be billed to the employee who left, or the agency they

transferred to. In the event an officer leaves our department within four years of the date of hire, we will now be able to recoup the costs associated. However, this will also create conflicts in recruitment. Some previous new hires have left other agencies to come to Birmingham and this new standard will make this process more difficult in the future.

*Vehicle Noise:* Sen. McMorrow stated that her team has drafted a bill that is currently being reviewed internally that would allow local control over vehicle noise. Currently, state law governs the level of sound emanating from a vehicle's exhaust and local ordinances cannot supersede state law. Sen. McMorrow stated this proposed bill would allow for the creation of local ordinances to combat the problem based on the needs of each individual community. She advised that she has also been in contact with Rep. Natalie Price who has proposed a change in the state law language to help address the excessive noise issue. Sen. McMorrow stated that she supported both avenues and is hopeful change can be implemented prior to the end of the calendar year.

## **Parking Systems Update**

### **Construction**

Repairs continue at the N. Old Woodard Garage. Included in the repairs are concrete restoration, repairs to the handrails, painting of ceilings, walls, and stairwell walls, and the installation of LED lights.

### **15-Minute Parking Pilot**

There are four new parking spaces along the south curb of Brown Street between Old Woodward and Woodward. These new spaces are being used as a pilot program for 15-minute parking. The pilot is intended to provide deliveries like UPS/FEDEX, Door Dash/Grub Hub a place to park without having to park illegally. Parking Enforcement will be monitoring the spaces to ensure compliance. If the pilot is successful, expanding the number of 15 minute spaces will be considered throughout the downtown area.

### **Occupancy**

JULY AVG CAPACITY	
Chester Garage (880)	18.65%
Old Woodward (745)	39.38%
Park Garage (811)	26.95%
Peabody Garage (437)	43.80%
Pierce Garage (706)	46.60%

## **Future Agenda Items**

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

## **Future Workshop Items**

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