

GREENWOOD CEMETERY ADVISORY BOARD AGENDA
FRIDAY, OCTOBER 6, 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 September 1, 2023.

IV. UNFINISHED BUSINESS

V. NEW BUSINESS

- A. Strategic Planning
- B. 2024 Meeting Schedule
- C. Organizing Future Business
 - a. November 3, 2023 – Cancel
 - b. December 1, 2023
 - i. Cemetery Services Contract
 - ii. Budgeting Discussion – Consideration of requesting funds for projects over the next 5 years
 - iii. Update on restoration policy and a brief review of the Cemetery Rules and Regulations
 - c. 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 (September)

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

VIII. BOARD COMMENTS

IX. ADJOURN

Next Meeting: December 1, 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).

October 6, 2023

Greenwood Cemetery Advisory Board Minutes
September 1, 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; City Attorney Kucharek, Parks and Recreation Manager Laird, Parks and Forestry Manager Brendan McGaughey

III. Approval of the Minutes

A. Review of the Minutes of August 4, 2023

MOTION: by Suter, seconded by Connell:
To approve the minutes of August 4, 2023 as amended.

VOTE: Yeas, 7
Nays, 0

IV. Unfinished Business

V. New Business

A. Presentation from City Attorney Mary Kucharek Regarding Ethics, Rules, and Potential Violations

CA Kucharek and CC Bingham presented the item and answered informational questions from the Board.

It was recommended that CA Kucharek and Mr. Connell schedule a time to meet and discuss a potential conflict of interest.

B. 2022-2023 DRAFT - Annual Report

CC Bingham integrated the Board's recommended revisions and answered informational questions from the Board.

It was requested that Staff clarify the meaning of Realized and Unrealized Gains in the Report.

MOTION: by Suter, seconded by Connell:
To accept the annual report as amended.

VOTE: Yeas, 7
Nays, 0

- 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 Manager's Report

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

VII. Board Comments

The Board discussed two topics: recent improvements to City parks and DPS' responsibilities vis-a-vis the Cemetery.

A summary report was provided from a recent Parks and Recreation meeting.

It was noted that there would be upcoming Cemetery tours on September 23, 2023 and on September 30, 2023.

IX. Adjourn

Chair Buchanan adjourned the meeting at 10:39 a.m.



Alexandria Bingham, City Clerk

Laura Eichenhorn, City Transcriptionist



MEMORANDUM

Clerk's Office

DATE: **October 4, 2023**

TO: **Greenwood Cemetery Advisory Board**

FROM: **Alexandria Bingham, City Clerk**

SUBJECT: **Greenwood Cemetery Board Strategic Plan Process**

INTRODUCTION:

The Greenwood Cemetery Advisory Board (GCAB) has requested to discuss and create a strategic plan. A strategic plan will emerge through discussions on the Greenwood Cemetery and will identify the cumulative vision of the board. The strategic plan is not a budgetary or policy document, however, it should be a reference that guides the board when making decisions and recommendations going forward.

The GCAB visited this issue in December of 2022 and at the April 2023 meeting.

The GCAB directed the City Clerk to compile feedback from members and stakeholders which is included in the attachments of this memo.

At the culmination of this process, a report will be created outlining the steps taken during the process, the outcomes of these discussions, and ultimately a strategic plan with a mission, values, and strategic goals as derived from the process.

BACKGROUND:

Public sector and government organizations use a variety of plans:

Strategic Plan – a disciplined effort to produce fundamental decisions and actions that shape and guide what an organization is, what it does, and why it does it. (Bryson, 1995)

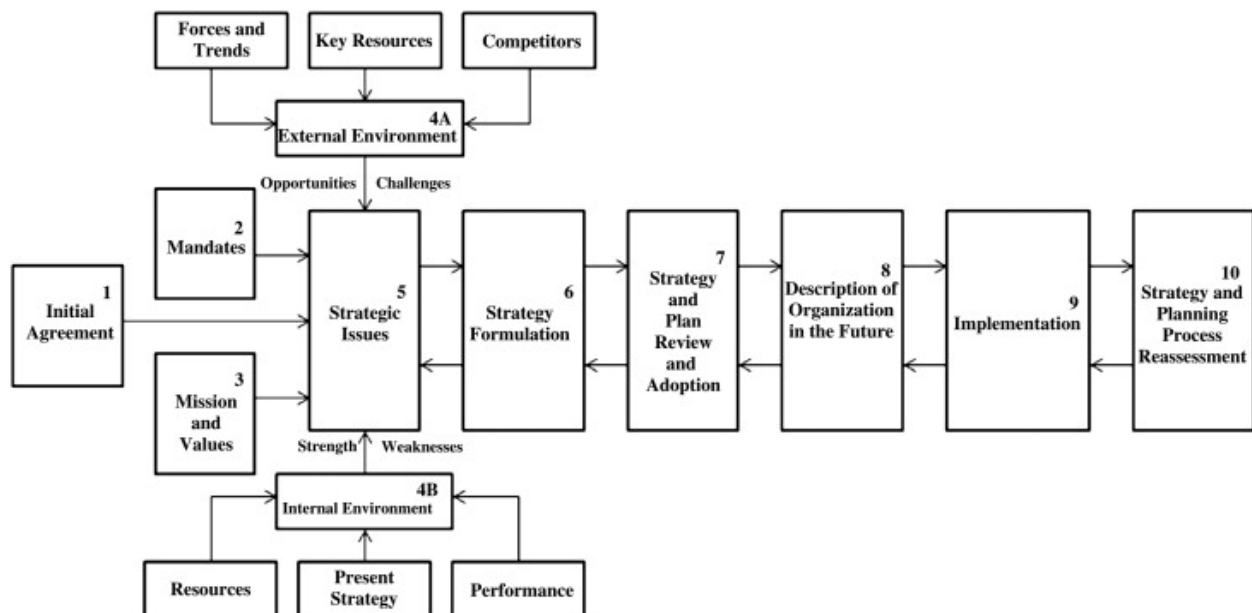
Master Plan – a document and policy guide designed to help communities create a vision of what they want to look like in the future. Master Plans help guide communities in their decisions on land use development and preservation. (American Planning Association, Michigan Chapter)

Long Range Plan – Long-range planning, and consequently the name “long-range plan”, arose in the 1950s and 1960s, when the economic development in various countries gave rise to the first

five- and four-year plans (Maqueda Lafuente, 1996, p. 11). This planning was considered an extension of the regular one-year financial planning, in the form of budgets and operating plans. It hardly took into consideration any social or political factors, and assumed a relative stability of the markets. (Pacios, 2004)

Strategic Planning Process:

- (1) environmental analysis (macro, micro and corporate or internal environment), SWOT analysis, planning assumptions, and developing scenarios;
- (2) mission;
- (3) values;
- (4) vision;
- (5) priorities (critical success factors, key result areas, information services priorities);
- (6) goals;
- (7) strategies; and
- (8) formal plans



FISCAL IMPACT:

A strategic plan is aspirational and not a budgeting document, therefore there is no fiscal impact at this time.

SUSTAINABILITY:

Due to the City Commission's development of a strategic plan in 2022 that includes a goal in regards to sustainability all departments and boards are encouraged to incorporate sustainable initiatives in their projects going forward.

PUBLIC COMMUNICATIONS:

All GCAB meetings fall under the Open Meetings Act and are open to public comment, and all GCAB agendas, packets and minutes are available online for public viewing.

ATTACHMENTS:

1. Combined DRAFT SWOTC
2. Combined DRAFT Vision Tour
3. Combined DRAFT Mission and Values
4. 2022 City of Birmingham City Commission Goals
5. 2023 City Commission Principles of Conduct
6. 2022 Greenwood Cemetery Annual Report
7. Greenwood Cemetery Board Ordinance

SUGGESTED ACTION:

The Greenwood Cemetery Advisory board members will participate in a discussion to review the SWOTC, DRAFT Vision Tour, and DRAFT Mission and Values.

Reflect on how the Strategic Planning Discussion aligns with the goals as listed in the 2022 GCAB Annual Report.

Ensure that the direction of the GCAB is aligned with the ordinance.

Provide direction to the City Clerk on finalizing a mission, values, and goals.

Strengths-Weaknesses-Opportunities-Challenges (SWOC) Analysis

Strengths	Weaknesses
<ul style="list-style-type: none">• Beauty and value to the community; integrated with Birmingham's sense of place• Unique history, character and historic designations• High level of interest from multiple community stakeholders• Responsive service from City and Cemetery Manager• Digital information• Age/historicity - A valued community and state treasure• Small Size - Easier to maintain• City owned• Access to city resources e.g. DPS• Pride of ownership• Not as revenue driven• Taxes?• Historical (1825) – Bham’s story• The bucolic/serene atmosphere (inc. landscaping – trees, shrubbery)• Location – peaceful Bham neighborhood• Population of Birmingham residents over age of 65• Prestige of Birmingham and those interred at Greenwood• Condition of cemetery grounds• Concern of Historic Museum & Friends• Financial support by City• Oversight by City Administration and City Governance• Records available & maintained by City• Reserve fund monitored by City• Use in tours for educational programs• Procure grants• Advocacy & stewardship of GCAB• Perpetual Care Endowment Fund• Partnership with Museum• Historic• Beautiful• Unique• Well Maintained• Desirable• Significant• Historical tours• Knowledgeable and accommodating contractors	<ul style="list-style-type: none">• Limited availability of sites• Lack of plan, program, and/or funding for preserving historic markers• Age/historicity - maintenance of older markers, trees, more “exclusive”, more demand• Small size – only 8 acres, fewer plots, less revenue• City owned – subject to politics, more bureaucracy• Location – hemmed in, no place to expand• Could lose charm & desirability if overbuilt• Greenwood Cemetery unknown in cemetery market• Lack of space for full-body burials• No columbarium• No marketing• No presence of person on site• High cost of plot and burial• Declining number of grave sales• Rise of cremations• Second and third rights are able to accommodate most• Cemetery reaching end of revenue life• Dilapidated monuments and markers• Landscaping

Opportunities

- Capitalize on the historic value of site
- Develop opportunities for stakeholders to raise additional funds, e.g., a "friends" group or annual fundraiser not dependent on grave sales
- Look for revenue opportunities through grants and corporate sponsorships
- Increase revenue by increasing plot price, increasing status e.g., apply for national register, fund-raising, legacy raising, columbarium
- Thru endowment fund and city commitment
- Create an obligation to keep care of Greenwood into immediate future + beyond
- Find unsold space
- Market cremation space
- Reclaim plots where no contact in 100 years – generates income
- Sell decorative services
- Create and market audio tours with maps
- Market personal histories
- Releasing graves would generate income
- Limiting decorations may prolong life of cemetery
- Expanding volunteer opportunities
- More enforcement of rules & regulations
- Increasing Perpetual Endowment Fund to prolong life of Greenwood
- Historical certification
- Special grants
- Increase fees
- Additional burial rites
-

Challenges (or Threats)

- Deterioration of important historic markers without planned intervention
- Integrating digital content with visitors on site
- Balancing access to grave purchases with limited spaces
- Building sufficient revenue to maintain cemetery even when it is full
- Protecting and preserving historical markers and historical knowledge related to cemetery – maintenance
- Keeping up tree canopy + landscaping
- Avoid too large stone/granite contemporary styled memorials which make the cemetery look crowded + non-historic
- Explore the asset or liability aspect of building new structures (like a columbarium) – would expenditure lead to profits or financial burden which becomes a detriment (deficient) to the cemetery
- High cost of municipal services
- Popularity of cremation interment
- Attraction of retirement living other than in Birmingham
- Security of City ownership minimizes need to innovate
- Asking family to remove decorations that have been there for years
- Limited demand for green burials & increase of cremations
- Perpetual care fund
- Resident and non-resident designation
- Funeral home relations



Greenwood Cemetery Advisory Board Shared Five-Year Vision Tour

Aspirational Thinking:

What will the Historic Greenwood Cemetery look like in the next five years?

In the next five years, the Historic Greenwood Cemetery will continue to be beautifully maintained and well cared for. Visitors will encounter a serene landscape landscape, with preserved gravestones, monuments, and historical structures that tell the captivating stories of those interred here. Preserving the existing tree canopy is essential to maintaining the aesthetic beauty of our environment for future generations to enjoy. Educational programs and guided tours will offer immersive experiences, sharing the cemetery's rich history, cultural significance, and natural beauty with the community. Greenwood Cemetery will stand as a symbol of sustainability, with eco-friendly landscaping and energy-efficient amenities. Engaging community events will breathe life into the grounds, fostering a sense of belonging and remembrance. It will be a place where history thrives, where memories are honored, and where the spirit of preservation, education, and community truly flourishes.

What kind of accomplishments and projects will GCAB have made progress on in the next 5 years?

The accomplishments of the Historic Greenwood Cemetery Advisory Board over the next five years could include:

1. Restoration and Preservation: Undertaking significant restoration projects to repair and conserve gravestones, monuments, and historical structures within the cemetery, ensuring the physical integrity of the site.
2. Increased Community Engagement: Expanding outreach efforts to involve more community members in cemetery events, educational programs, and volunteer initiatives, fostering a stronger sense of ownership and connection to the cemetery.
3. Enhanced Accessibility: Improving the accessibility of Greenwood Cemetery by implementing signage, and facilities that accommodate visitors of all abilities, making it more welcoming to a diverse range of individuals.
4. Educational Initiatives: Developing and implementing a comprehensive educational plan that includes guided tours, workshops, and online resources to educate the public about the historical, cultural, and natural significance of the cemetery.
5. Sustainability Measures: Implementing sustainable practices within the cemetery, such as environmentally friendly landscaping, water conservation, and energy-efficient lighting, to reduce its environmental footprint.

6. Financial Stewardship: Ensuring the financial stability of the cemetery by implementing effective fundraising strategies, seeking grants, and exploring revenue-generating opportunities like events, tours, and partnerships.
7. Historical Documentation: Creating an archive of historical documents, photographs, and records related to the cemetery to preserve its history and make it accessible to researchers and the public.
8. Community Events: Organizing cultural and historical events within the cemetery grounds, such as art exhibitions, lectures, and performances, to celebrate its heritage and attract visitors.
9. Collaborative Partnerships: Establishing partnerships with local schools, historical societies, and other organizations to foster collaborative initiatives that benefit both the cemetery and the community.
10. Maintenance and Security: Implementing robust maintenance and security measures to ensure the safety and tranquility of the cemetery, including regular landscaping, lighting upgrades, and security patrols.
11. These accomplishments would not only contribute to the ongoing preservation of Greenwood Cemetery but also promote its role as a valuable community asset, a place for reflection and learning, and a testament to the rich history of the area.



Greenwood Cemetery Advisory Board

DRAFTING – Mission & Values

A mission statement is a concise explanation of the organization's reason for existence. It describes the organization's purpose and its overall intention. The mission statement supports the vision and serves to communicate purpose and direction to employees, customers, vendors and other stakeholders.

DRAFT – Mission

The mission of the Historic Greenwood Cemetery Advisory Board is to preserve, protect, and celebrate the rich historical, cultural, and natural heritage of Greenwood Cemetery. We are dedicated to honoring the memories of those interred here, fostering community engagement, and ensuring the long-term sustainability and accessibility of this sacred space for generations to come. Through thoughtful stewardship, education, and community partnerships, we aim to maintain Greenwood Cemetery as a place of reflection, inspiration, and historical significance within our community.

Organizational values are a set of core beliefs held by an organization. They act as guiding principles that provide an organization with purpose and direction and set the tone for its interactions with its customers, employees and other stakeholders.

DRAFT – Values

1. **Preservation:** We value the preservation of Greenwood Cemetery's historical, architectural, and natural assets. We are committed to safeguarding its rich heritage, ensuring that future generations can appreciate its significance.
2. **Community Engagement:** We believe in actively involving the community in our efforts. We strive to engage with residents, local organizations, and stakeholders to promote a sense of ownership and shared responsibility for the cemetery's well-being.
3. **Respect and Dignity:** Respect for the deceased and their families is paramount. We uphold the highest standards of dignity and honor when maintaining the cemetery and conducting events or activities within its grounds.
4. **Education:** We are dedicated to educating the public about the historical, cultural, and environmental importance of Greenwood Cemetery. Through informative programs and materials, we aim to raise awareness and appreciation for this cherished landmark.
5. **Sustainability:** We are committed to ensuring the long-term sustainability of Greenwood Cemetery. This includes responsible environmental practices, financial stewardship, and strategic planning to guarantee its continued role as a cherished community resource.



CITY COMMISSION GOALS

ENGAGED AND CONNECTED COMMUNITY → Birmingham is a community that is connected to one another and engaged in the decision making process

- Bridge the divide that Woodward Avenue creates in the City and transform the Woodward environment
- Offer City services and amenities that enrich the lives of residents of all ages
- Encourage robust resident engagement with their government and community
- Increase connectivity between the Rouge River trail system, downtown, and the neighborhoods

ENVIRONMENTAL SUSTAINABILITY → The City of Birmingham positions itself for a changing future by instituting policies and practices that protect the natural environment and reduce extreme weather impacts on the community

- Create a sustainability board to review projects, investigate funding opportunities, and offer public education opportunities
- Maintain and upgrade infrastructure to prepare for future climate conditions
- Modernize City facilities for energy efficiency and sustainability

EFFICIENT AND EFFECTIVE SERVICES → Birmingham will address the needs of the community in a timely and respectful manner

- Incorporate new technologies to improve service delivery for residents including digitization of public records and museum materials
- Build and retain an effective and professional staff who serve the community
- Create community risk reduction policies and programs that emphasize citywide increased safety and security



CITY COMMISSION PRINCIPLES OF CONDUCT

As elected leaders of this community, the City Commission is entrusted to collaborate, and work as a team committed to the residents of the City of Birmingham. In order to be effective, City Commissioners commit to come to meetings with an open mind, think strategically about City issues, and conduct themselves in a respectful and professional manner at all times to maintain a culture of candor, trust and respect.

1. Collaboration:

We shall recognize the importance of working toward consensus as an elected body in order to make the best possible decisions for the good of the entire community.

2. Respectful Communication:

We shall treat all persons equally and with respect by listening openly to their ideas and responding with courtesy to those with whom we disagree. We shall promote healthy discourse and avoid spreading false information or making personal attacks and accusatory statements.

3. Integrity:

We shall act with honesty and transparency, realizing that we are accountable to the public for our decisions. We shall not allow our personal biases and self-interest to interfere with making decisions based on the best interests of Birmingham and its residents.

4. Professionalism:

We shall approach each City Commission meeting with an open mind and be prepared to engage with one another and the public about items on the agenda.

5. Ethical Conduct:

We shall adhere to our Oath of Office, Code of Ethics, and Rules of Procedure and maintain the highest ethical standards in our interactions, decision-making and use of public resources.

GREENWOOD CEMETERY ADVISORY BOARD



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

INTRODUCTION

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.

GENERAL ACTIVITIES

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 <https://www.findagrave.com/> 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
- Discussed the planning of the next grave release

OPERATION

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			

Notes: 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.

One grave was sold outside of section B and C in the July 2022 – June 2023 fiscal year.

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 National Funeral Directors Association 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
July 2022	1	0	1	0	1	1	3	1
August 2022	0	1	1	0	0	1	1	2
September 2022	1	0	1	1	1	2	3	3
October 2022	0	0	0	2	0	4	0	6
November 2022	1	0	0	0	0	0	1	0
December 2022	0	2	0	0	1	0	1	2
January 2023	1	1	0	1	0	0	1	2
February 2023	1	0	0	0	0	0	1	0
March 2023	0	0	0	1	1	0	1	1
April 2023	0	0	0	1	0	1	0	2
May 2023	0	0	2	0	0	0	2	0
June 2023	0	0	0	0	1	0	1	0
Totals	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 and service fees	\$ 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 and service fees	\$ 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 and service fees	\$ 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 and service fees	\$ 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 is 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>

CONDITION

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

PLAN FOR 2023/2024

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

CRITICAL GOALS

Short Term

- ***Developing and Updating Policy***

- The 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.
- The GCAB wishes to review the contract to ensure that all Greenwood Cemetery needs are being met. The 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 within the Clerk's Office, the GCAB receives reports provided by the Clerk's Office which monitor sales, interments, and inurnments across the entire cemetery. Sections B and C are the most active sections of the cemetery with both sales and burial-related transactions. Sections other than B and C are active in regards to transfers of ownership, interments, and inurnments as well as an occasional private sale. Private sales in the sections other than B and C take place as these plots were all purchased prior to the implementation of the 2014 Lot Resale Policy.
- Confirming the baseline amount of known available plots in the cemetery aligns with the planned monument/marker inventory survey and the GIS mapping initiative, aiming to reaffirm the ownership and utilization status of all cemetery spaces.

- ***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***

- The 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) the 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***
 - The 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, the 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***
 - The 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 the GCAB as needed.
- ***Determine Capital Outlay Projects***
 - The 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.

SUMMARY AND RECOMMENDATIONS

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, the 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.

ARTICLE II. - GREENWOOD CEMETERY

Sec. 34-26. - Supervision.

The care, maintenance and operation of Greenwood Cemetery in the city shall be under the supervision and control of the city manager.

(Code 1963, § 3.41)

Sec. 34-27. - Sale of lots.

The sale of the lots in Greenwood Cemetery, and the issuance of burial and other permits pertaining to the use of lots in the cemetery shall be under the control and supervision of the city clerk. Upon payment of an administrative fee in the amount set forth in the schedule of fees, charges, bonds and insurance, such clerk shall record all sales and transfers of lots in the cemetery. The clerk shall keep an accurate record of all interments in the cemetery.

(Code 1963, § 3.42; Ord. No. 1507, § 3.42, 11-25-91; Ord. No. 2010, 2-8-10)

Sec. 34-28. - Rules and regulations.

The city manager may adopt such rules and regulations for the control of Greenwood Cemetery, for the conduct of persons therein, and governing the charges for lots, burial spaces and services, as he may deem necessary. Such regulations shall, when approved by resolution of the city commission, have the full force and effect of law, and shall be binding upon all persons in and about the cemetery. All such regulations shall be available to the public at the office of the city clerk, and elsewhere as the manager may direct.

(Code 1963, § 3.43)

Sec. 34-29. - Perpetual care fund.

- (a) *Establishment of fund; name.* The city hereby establishes, subject to the control of the city commission, a fund separate and apart from all other funds, property or securities belonging to the city, or belonging to any other entity, for the perpetual care and maintenance of Greenwood Cemetery property owned by the city, together with its buildings and appurtenances, any extension or enlargements thereof, and any mausoleum or burial crypts thereon. All deposits hereafter deposited with the city pursuant to this section and earnings thereon (such deposits and earnings being hereinafter referred to collectively as "Care Funds"), shall be administered in

accordance with Act 215 of 1937 (MCL § 128.1 et seq.) and the terms of this section. The perpetual care fund hereby established shall be known as the Greenwood Cemetery Perpetual Care Fund.

(b) *Deposits.*

(1) *General.* The city shall set aside and deposit within the perpetual care fund, within the time period required by law, the amount of funds required by the Act. The city agrees to accept care funds paid in accordance with this section and to maintain such amounts and records as are necessary to carry out its obligations.

(2) *Multiple care funds.* The city may establish more than one care fund as specified by the city commission, provided that the procedures and requirements for establishing a care fund, under this section are complied with separately for each separate care fund. Each separate care fund shall be handled by the city in like manner as if each such care fund were governed by its own separate and distinct agreement with terms identical to those contained herein.

(3) *Rejection of donation.* The city reserves the right to reject any donation.

(c) *Investments.* The city is hereby expressly authorized and empowered to manage the care fund in accordance with Act 20 of 1943 (MCL § 129.91), as amended and within the parameters of the city's investment policy as adopted by the city commission and conforming to all statutes governing the investment of public funds.

(d) *Distribution of income.* The ordinance of the care fund shall be held intact by the city pursuant to the terms herein, and any interest and dividends (i.e. income, generated from the principal of the care fund) shall be paid for the care and maintenance of the cemetery. For purposes of this section, net capital gains shall be treated as principal. To the extent that income so generated is not immediately paid, such income shall be retained and shall be characterized as undistributed income.

(e) *Records.* The city shall maintain such records for each care fund and will evidence the amounts received for deposit, the amounts disbursed and withdrawn, the total amount of care funds held and the location, description, and character of the investments of the care fund.

(f) *Reports.*

(1) *Annual.* The city shall provide an annual (fiscal year, July 1 through June 30) accounting as of June 30 of each year.

(2) *Other.* The city will furnish such additional reports or information related to the care fund as may be required by ordinance and as may be required by the city or the state.

(Ord. No. 2145, 10-13-14)

Sec. 34-30. - Establishment of the Greenwood Cemetery advisory board.

- (a) *Composition.* There is hereby established the Greenwood Cemetery advisory board for the city which shall consist of seven members who shall serve without compensation. Members must be chosen from among the citizens of Birmingham and, insofar as possible, represent diverse interests, such as persons with family members interred in Greenwood Cemetery; owners of burial sites within Greenwood Cemetery intending to be interred in Greenwood Cemetery; persons familiar with and interested in the history of Birmingham; persons with familiarity and experience in landscape architecture, horticulture, law or cemetery or funeral professionals. The city manager or his/her designee shall serve as ex officio, non-voting members of the board.
- (b) *Terms of members.* Each member shall be appointed for a term of three years ending on the first Monday of July of the third year after appointment, or upon the appointment of his successor, whichever is later, except that in the first instance three of the members shall be appointed for a one-year term and two shall be appointed for two-year terms. Vacancies occurring other than through the expiration of term shall be filled for the unexpired term by the city commission.
- (c) *Removal of members.* Members of the Greenwood Cemetery advisory board shall hold office at the pleasure of the city commission and can be removed at any time with or without cause.
- (d) *Organization.* The Greenwood Cemetery Advisory Board shall elect a chairperson and vice-chairperson from its membership annually at its first meeting after the first Monday of July.
- (e) *Meetings.* The Greenwood Cemetery Advisory Board shall hold at least one regular public meeting in each quarter on such date and at such time and place as may be established by resolution of the Greenwood Cemetery advisory board. The Greenwood Cemetery advisory board shall keep a written or printed record of its proceedings which shall be a public record and property of the city.
- (f) *Expenditures and assistance.* The Greenwood Cemetery advisory board may call upon the city manager for such services and data from the various departments as it may require. The Greenwood Cemetery advisory board may recommend to the city commission the securing of such professional and consulting services as it may require, however, the Greenwood Cemetery advisory board shall not have any authority to authorize or otherwise obligate the city to incur expenses and/or approve contracts. Requests for expenditures shall be routed through the ex-officio member(s) of the board to the city commission for consideration.
- (g) *Powers and duties.* In general, it shall be the duty of the Greenwood Cemetery advisory board to provide 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; and

(4) *Day to day administration.* The day to day administration of the cemetery shall be under the direction and control of the city, through the city manager or his/her designee.

(h) *Reports.* 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.

(i) *Protection of property.* No person shall take, use, or occupy the Greenwood Cemetery except in accordance with such rules and regulations governing such as may from time to time be authorized by the city commission.

(Ord. No. 2146, 10-13-14)



Greenwood Cemetery Advisory Board 2024 Meeting Dates

January 5, 2024	
February 2, 2024	
March 1, 2024	
April 5, 2024	
May 10, 2024	
June 7, 2024	
July 12, 2024	
August 2, 2024	
September 6, 2024	
October 11, 2024	
November 8, 2024	
December 6, 2024	



CITY MANAGER'S REPORT

September 2023

Baldwin Public Library

Staff Development Day

The Baldwin Public Library will be closed Friday, September 22 for Staff Development Day. This is an annual training day for all staff members and we have an exciting and educational lineup for the day.

Library Board

The Library Board will meet on September 18, 2023 at 7:30 p.m. for its regular meeting. Board meetings are held in the second floor Board Room. The next board meeting will be held on Monday, October 16 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. The September 2023 renovation report is now available online.

Library Tour

If you would like to learn even more about the library, join Associate Director Jaclyn Miller for a Behind the Scenes Tour. You will 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 Wednesday, October 25 at 4:00 p.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.

Creative Composting...with a Sense of Humus!

Monday, September 25, at 7:00 p.m.

Join Master Composter Lillian Dean for a one hour hands-on class in making and using earth-friendly compost. Topics include: natural mulches, materials for composting, compost maintenance, the "underground" soil food web, how to use compost, and compost benefits for healthy plants and planet Earth. Registration required.

Slavery and Its Role at the Constitutional Convention: Lifelong Learning Great Presenters Series

Wednesday, September 27, at 10:00 a.m.

Richard Bell, history professor at the University of Maryland, takes a deep dive into the darkest corners of the 1787 Federal Constitution to explore the wicked alchemy of the Three-Fifths Clause and its affect

on U.S. History before the Civil War. Dr. Bell explores how the delegates did their work, reconstructs the contemporary opposition their work generated, and considers the legacy of clauses like the Three-Fifths in our post-slavery world.

Read in the Park with Rhonda Gowler Greene and Frank Anthony Polito

Saturday, September 30, from 11:00 a.m. - 3:00 p.m.

Head to Beverly Park for the fifth annual Read in the Park event! Meet the authors, walk the Storybook Trail, and enjoy beautiful Beverly Park. At 11:00 a.m. visit with Rhonda Gowler Greene, author of over twenty-five children's books including the new book, *Supergran!* Afterwards, walk the Story Book Trail featuring one of Rhonda Gowler Greene's books. At 1:00 p.m. visit with Hazel Park native Frank Anthony Polito. Mr. Polito has published numerous novels, most recently "Rehearsed to Death" the second in a series of cozy mysteries set in the fictional town of Pleasant Woods. He is a contributor to the lifestyle blog *Kenneth* and his home was featured on an episode of *House Hunters*. Both authors will take questions from the audience and sign books after they speak. Local bookseller The Book Beat of Oak Park will be on site selling books from both authors. This event is presented by Baldwin Public Library and The Village of Beverly Hills Parks & Recreation, with support from the Friends of Baldwin Public Library.

The Birmingham Museum

Fall Lecture Series

The Birmingham Museum's free fall lecture series at the Baldwin Public Library will resume via Zoom at 7 PM on the first Thursday of the month (except October) throughout the fall and winter, with monthly programs reflecting National Heritage month themes. October 12th's program will present, "Carlos Lopez: The Painter Behind the Controversy", in honor of Hispanic Heritage Month. Lopez was an important Cuban American muralist who painted the 1942 federally funded mural for the Birmingham Post Office (now the Surnow Building). Despite his superior credentials and reputation, he was criticized by a small but verbal few for the diversity represented in the mural, which depicts a pioneer period picnic in Birmingham. Lopez prevailed, however, and the mural still exists, and has been fully restored. A large-scale reproduction of it is featured in the museum's current exhibit, "A Tapestry of Birmingham: Exploring Our Diversity." The lecture will explore the amazing career behind the controversy. Registration for the video program is available through the [library's website](#). The exhibit can be seen at the museum Tuesday-Friday from 1 to 4 p.m. Admission is \$7 for adults, \$5 for students and seniors, and children 5 and under and members of the Friends of the Birmingham Museum are free.



Image courtesy of Surnow Company.

Birmingham Shopping District (BSD)

Events

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. Entertainment along the route will be provided this year, and the BSD is once again partnering with the BBAC to feature artists in stores.

Holidays

The BSD is gearing up for the holidays and will have the Winter Markt, Small Business Saturday, Santa House and Carriage Ride activities going before the City Commission for approval this month. This year, the BSD plans to include late night shopping on Thursdays with participating merchants.

Special Event Planning

The BSD Board will be setting its 2024 event calendar at its next meeting in October. The BSD is considering adding two new events, including: a winter event (name TBD) in January featuring food trucks, outdoor activities and winter white sales at local businesses; and in the fall, the Birmingham Burger competition to award the best burger in town!

Business Development

Business Recruitment

A summary of the business usage survey will be assembled and available for the public next month. Almost 300 residents, visitors, businesses and employees participated in the 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 in the City.

Maintenance & Capital Improvements

Holiday Décor

DPS has begun installing the holiday lights around the downtown, and the BSD is finalizing other decor plans and ideas for the future, including a revamp of the lighted chandeliers, planters and new elements for Booth Park and North Old Woodward.

Landscaping

DPS is installing new perennials in the landscape beds south of Maple along South Old Woodward.

Marketing & Advertising

Brand Extension

The BSD is developing new logos and brand elements for its signature events and seasonal campaigns to complement the new City and BSD brands. Expect to see the holidays with a fresh new look this year!

Video Features

Also in the beginning stages of development are new downtown videos geared at business recruitment and tourism. The BSD will be taking a deeper dive into the amazing assets of the community and business industries, creating unique stories about Downtown Birmingham.

Holiday Marketing

Marketing plans for the holidays are being wrapped up and completed over the next month, including the Holiday Gift Guide, digital marketing and promotions. The BSD will hold a Merchant Meeting in October to share the plans and assist businesses with how they can utilize the promotions and collaborate with the BSD.

Organization

Grant Funding

Although small, the BSD received a mighty grant of \$1,000 from Main Street Oakland County to put towards its new CRM tool that will help to improve efficiency of collecting business data and website connections.

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, restaurants and North Old Woodward. The Tourism Advisory Committee will be appointed by the BSD Board at its October meeting, and the restaurant and North Old Woodward focus groups will be an open invitation to a meeting this Fall. Those interested in participating in either the advisory committee or focus groups should contact BSD Executive Director Cristina Sheppard-Decius at 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:

- 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 for more information.

BSD Fall Calendar of Events

Birmingham Farmers Market	Every Sunday now until Oct. 29 at Lot 6
Art Walk	October 12
Property Owner & Broker Round Table	October 19

2023 Dashboard Metrics

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

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

13 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

There are currently five cases on the agenda for the October 10, 2023 Board of Zoning Appeals regular meeting:

1. 1395 Northlawn: Requesting a variance from the minimum distance between the existing house under construction and the neighbor's house to the east. See further explanation below.
2. 1115 Chapin: Requesting similar variances denied last month regarding maximum lot coverage and building height to construct a new detached garage. The appellants feel they reduced their request enough for the board to hear it again.
3. 321 Lake Park: Seeking a variance from the limitation of paved surfaces in the front open space to construct circular driveway.
4. 604 Hanna: Variance from the maximum lot coverage to construct a pergola attached to the rear of the existing home.
5. 660 Mohegan: Requesting a variance from the minimum rear yard setback to construct an addition to an existing home.

Further details for 1395 Northlawn: The building permit to construct the new house was issued to the property owner on May 1, 2018, and it has been under construction since that date. There have been numerous delays for various reasons sparking complaints from some of the neighbors. After the department threatened condemnation earlier this year due to lack of progress, the owner hired Templeton Building Company to complete the construction of the house. Templeton Building Company is familiar with our Zoning Ordinance and after having the as-built survey performed pointed out to the Building Official that the distance between principal structures on the east side does not comply with the ordinance. The Building Official reviewed the matter and determined that the department did not accurately determine the minimum distance when performing the original plan review. The Building Official informed the builder that the first step in resolving the deficiency is to seek a variance from the Board of Zoning Appeals. The required distance is 15.50 feet and the actual distance is 14.59 feet requiring a variance of 0.91 feet.

Landlord Code of Conduct

The department prepared a letter that we will begin sending to landlords this week announcing the Landlords Code of Conduct that the City is promoting. A copy of the [Code of Conduct \(linked here\)](#) will be included with the letter for landlords to voluntarily sign and proudly display in their offices to promote their pledge to the code. We are encouraging all landlords to sign the document by offering to include their names on a list of those who have pledged to abide by the code, which will be maintained on our website.

Online Permit Applications

In the month of August we processed 406 permits online, bringing this year's total permits processed electronically to 3,089.

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

Calling All Election Inspectors!

The City Clerk's Office is taking applications for election inspectors. The November 7, 2023 election will be a great learning opportunity for all elections inspectors of all levels of experience as we head into the 2024 election cycle.

Becoming an election inspector is a valuable opportunity to actively support our democratic process. As an election inspector, you play an essential role in ensuring fair and transparent elections, while safeguarding the rights of your fellow citizens. With training and experience, election inspectors build a deeper understanding of the election process and all of the safety and security measures in place to ensure that elections continue to be conducted with accuracy and efficiency in a safe manner.

Below is the [link](#) for signing up as an election inspector for the November 7, 2023 election. All the training classes are included along with placement requests and the additional information the Clerk's Office will need. There have been some updates to the form so please take your time to fill everything out completely.

Birmingham Election Inspectors Training Selection & Placement Form:

<https://forms.gle/qeFcieg4QZwUeNez8>

Please email elections@bhamgov.org with any questions you may have.

Keep in mind the following dates for 2024

- Presidential Primary February 27, 2024 (most likely) but could be on March 12, 2024 depending on when pending legislation takes effect
- State Primary - August 6, 2024
- General Election - November 5, 2024

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. Information regarding the Ordinance Amending Prohibition of Marihuana Sales is available on the City's website at 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

Absentee Ballot Applications

All voters on the permanent absentee ballot application list should have received their application by mail for the November 7, 2023 election. If for some reason you did not receive your absentee ballot application or you are away from your regular mailing address, submit an absentee ballot application online through mi.gov/vote.

***Keep in mind that a ballot cannot be forwarded,** be sure to review your mailing address information and any departure/return dates to ensure your ballot is delivered to the proper location. If you are unsure about the address you have on file, please reach out to elections@bhamgov.org or 248-530-1880.

Initial Absentee Ballot Mailing

Absentee ballots will be mailed out near the end of September 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.

***Remember to use only the drop boxes for your jurisdiction.**

Drop boxes are specific to a voter's jurisdiction. For example, a Birmingham voter can only use a Birmingham drop box. If the Birmingham voter uses a drop box in a neighboring jurisdiction such as Royal Oak, Bloomfield Township or Southfield Township, there will likely be a delay in getting those documents to the Birmingham City Clerk's office in order to be processed. Absentee Ballot Applications and Absentee Ballot Return Envelopes always have your jurisdiction's address and return information on the outside of the postcard or envelope.

Proposal 22-2

New Permanent Ballot List

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

NOVEMBER 7, 2023 ELECTION

SEE REVERSE SIDE
FOR INSTRUCTIONS ➡

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 absent 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
Power of attorney is not acceptable

➡ X

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

FORM #695 www.PrintingSystems.us
(R 05/23) (P 05/23)

**SIGN BACK
OF ENVELOPE**

OFFICIAL
ELECTION MAIL
Authorized by the U.S. Postal Service

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

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: _____ Precinct No. _____
Date and Time _____ 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. _____

VOTER SIGNATURE REQUIRED

Early Voting

Another component of proposal 2022-2 includes a Constitutional right to no less than 9 days of early voting in each State and Federal election (even year election) for no less than 8 hours per day. Although the upcoming November 7, 2023 election is not a State 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. Oakland County also plans on hosting a county-wide Early Voting Location at Waterford Oaks. 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 (GCAB)

The GCAB recently completed their 2022-2023 Annual Report which was received by the City Commission on September 11, 2023. The next meeting for the Greenwood Cemetery Advisory Board will be Friday, October 6, 2023 at 8:30 am. To view Greenwood Cemetery Advisory Board agendas and minutes visit www.bhamgov.org/GCAB.

Board of Ethics

The next Board of Ethics meeting date has been set for Tuesday, September 26, 2023 at 1:00 p.m. to review the draft opinion for Commission Baller regarding the establishment and administration of foundations. More information on the Board of Ethics is available at 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. Visit www.bhamgov.org/boardopportunities to view all the available openings and apply to make a difference.

Board	Openings	Application Due by Noon	Interview/ Appointment at City Commission meeting 7:30 p.m.
Ad Hoc Aging in Place Committee	1 Alternate Member	10/11/23	10/16/23
Advisory Parking Committee	3 regular members (large retail, restaurant owner, downtown employee) 1 regular member term ending 9/1/2024, 2 regular members term ending 9/1/2026 1 alternate member term expiring 9/1/2026	Until Filled	
Architectural Review Committee	1 regular member term ending 4/11/2026 1 regular member term ending 4/11/2025	Until Filled	
Birmingham Shopping District	1 regular member, A resident from an adjacent neighborhood, 4-year term ending 11/16/2027 1 regular member, A resident within the Principal Shopping District, 4-year term ending 11/16/2027 2 members, A majority of members shall be business operators or persons with interest in property located within the district, 4-year term ending 11/16/2027	10/11/23	10/16/23
Birmingham Area Cable Board	1 regular Birmingham resident, term ending 3/30/24 1 regular Birmingham resident, term ending 3/30/26 1 alternate Birmingham resident, term ending 3/30/25	Until Filled	
Board of Review	2 alternate members term ending 12/31/2025	Until Filled	
Board of Zoning Appeals	1 alternate members term ending 2/18/2026 2 regular members term ending 10/10/2026	9/27/23	10/2/23
Brownfield Redevelopment Authority	1 Regular Members term ending 5/23/2026 1 regular member Term ending 5/23/2024	Until Filled	

Design Review Board	2 Regular members expiring 9/25/26	9/13/23	9/18/23
Ethics Board	2 Alternate members term ending 6/30/2026	Until Filled	
Historic District Commission	2 Regular members expiring 9/25/26	9/13/23	9/18/23
Historic District Study Committee	1 Regular member term ending 6/25/2026	Until Filled	
Housing Board of Appeals	3 Regular Members, terms ending 5/4/2026	Until Filled	
Martha Baldwin Park Board	1 Regular member term ending 5/1/2024 1 Regular members term ending 5/1/2027	Until Filled	
Public Arts Board	1 alternate member term ending 1/28/2025 1 alternate member 1/28/2026	Until Filled	
Stormwater Utility Appeals Board	3 regular member term ending 1/31/2026 2 alternate members 1/31/2025	Until Filled	
Triangle District Corridor Improvement Authority	1 regular business owner term ending 12/15/2026	Until Filled	

City Manager's Office

Baldwin House Update

The City Manager's Office is pleased to announce that the Baldwin House parking matter will be completed and presented to the City Commission on Monday, October 16, 2023 at the regular meeting. The Manager's Office, together with the City Attorney, has been able to complete a very thorough investigation. We have conducted written and verbal interviews with most of the residents affected by the Baldwin House parking situation. We have taken the time to cross reference all of the data and have made agreements with the Baldwin House representatives. All of our findings, conclusions and resolutions to make Baldwin House residents whole will be presented to the City Commission.

YMCA Building Update

The Birmingham YMCA project continues as City staff met with two YMCA officials, seeking preliminary building use needs for the Y's continued use of the building with Next after the current three-year agreement expires. City staff and an official from Next also met with Congresswoman Haley Stevens and Congresswoman Rashida Tlaib to discuss the services offered by Next and the City's purchase of the YMCA. Both congresswomen toured Next's current facility and spoke with a number of Next members who were in the building. City staff will be meeting with Next officials to discuss their preliminary building needs at the YMCA moving forward.

Ad Hoc Aging in Place Committee

The Ad Hoc Aging in Place Committee met on August 30, 2023. The guest speaker was Cris Braun, Executive Director of Next. Ms. Braun provided a comprehensive overview of Next and the services provided by Next. The committee also examined City census and demographic data, the SEMCOG Southeast Michigan Regional Forecast through 2050, the SEMCOG Economic and Demographic Outlook for Southeast Michigan through 2050, the Next 2022 Community Survey, the Area Agency 1-B (AAA 1-B) Services Information Sheet and 2019 Oakland County Poll Research Study and lastly, the AARP Guide for Family Caregivers.

The next meeting is scheduled for Wednesday, September 27, 2023. City Planner Dupuis will present on aging in place matters as identified in the 2040 Citywide Master Plan, and Assistant Building Official Morad will present on current City zoning laws that may affect progressive strategies relating to aging in place.

Communications

Around Town e-Newsletter

October Edition

The communications team is working on the October edition of the Around Town e-Newsletter, which will include information about the Fire Department Open House, the November 7, 2023 election, discounted fall golf rates, the Birmingham Art Walk event, leaf collection and more. Follow [this link to view the September edition](#) of the Around Town e-Newsletter.

High Open and Click Rate

We are pleased to report the average open rate for the Around Town e-Newsletter is 68% and the average click rate is 12%, far exceeding the average government open rate of about 32% and 3% click rate. The communications team strives to provide timely and informative articles, videos and images for our readers.



City Calendar (Print Edition) Reminder

There is a misprint in the City calendar (print edition) for the meetings listed below. All meetings are accurate on the City website and gmail calendars. We have added messaging to our communications calendar for the October meetings.

Meeting	Calendar Misprint (Print Edition)	Correct Dates
Joint City Commission/Planning Board	October 9, 2023	October 23, 2023
City Commission Meeting	October 23, 2023	October 16, 2023

Educational Video Series

Behind the Scenes with Birmingham Uncovered Podcast

Go behind the scenes with Birmingham Museum Specialist Caitlin Donnelly in our new educational video where Caitlin shows us her studio and discusses the inner workings of her popular podcast, Birmingham Uncovered. The recently launched podcast already has nearly 600 downloads and has been accessed all over the world. Follow [this link](#) to access the short video, and listen to the podcast in your device's play store or at www.bhamgov.org/birminghamuncovered.



BIRMINGHAM CITY COMMISSION - UPCOMING AGENDA ITEMS

Meeting	Topic	Commissioner	Dates Addressed	Status (resolved/ongoing)
8/28/23	City water and sewer system	M: McLain S: Host	8/28/23 9/11/23	In progress
8/28/23	Biodiversity	M: Haig S: Host	8/28/23 9/11/23	In progress
6/5/23	Discuss unimproved streets and infrastructure	M: Host S: McLain	Upcoming 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 9/11/23	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
1/10/22	Commissioner Conduct	No vote	Resolved
8/28/23	Add an Alternate to Ad Hoc Aging in Place Committee	M: McLain S: Host	Resolved

Engineering Department

2023 Construction Update

The following construction projects are currently underway:

- Parking Lot No. 5 Slope Repair: Fence installation is complete; planting will occur at the end of the summer.
- 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.
- Cranbrook Road Non-Motorized Pathway Improvement Program: Construction started for this project on Cranbrook Road. The contractor began work on 14 Mile and is working north.
- 2023 Concrete Sidewalk Program: The contractor began work 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, miscellaneous sidewalk repairs 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 is continuing on the water main replacement and road installation. As a reminder, Pierce Street is closed between 14 Mile Road and E. Southlawn, and between E. Southlawn and Lincoln is one-way northbound traffic.
- 2023 Asphalt Resurfacing Program: Paving has been completed on the proposed streets, and the contractor will complete crack sealing on streets east of S. Eton between Villa and Attard, in addition to punch list items.
- 2023 Sewer Rehabilitation Project: This project will begin soon and includes cleaning and televising the sewer, and sewer lining at various locations throughout the City.
- 2023 Sidewalk Trip Hazard Program: The contractor has started work in the City. They completed the remaining work in Area 6, and will start work in Area 7: Maple Road to Quarton Road, and Quarton Lake to Adams.
- Lincoln Hills Golf Course Tee No. 1 Tee-Box and Cart Path Improvements: The contractor has completed the restoration of the project and they are completing punch list items. The upper tee should be opened shortly:



- Brown Street Paving Project (City's Project): Brown Street between S. Old Woodward and Woodward was opened to traffic on August 17, 2023. The contractor is completing punch list items to close out the project.



- Woodward Ave and Brown/Forest Intersection Improvements (MDOT): In the next couple of weeks, MDOT will be starting on construction of improved pedestrian crossings and traffic signals at Woodward and Brown, and Woodward and Forest. There will be a one-lane closure on Woodward Avenue during construction, and there will be times when Brown Street and Forest Street will be closed for up to 10 days for construction. The City will share information with the public about upcoming lane and road closures.

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

Fire Department

Trench Rescue Training

During the week of September 4, 2023, all Birmingham firefighters completed trench rescue training at the northern end of Springdale Golf Course property. This training simulated a person who was trapped and partially covered under dirt and mud while trying to repair a sewer or water main. The OAKWAY technical rescue team, which Birmingham has trained members on, has responded to several of these types of emergencies in the past throughout southeastern Michigan. The goal of this training is to have all Birmingham personnel prepared to make a rescue without having to wait for outside assistance. The department was also joined by DPS members throughout the week to observe the training and learn of the possible dangers. The Fire Department would like to thank DPS for digging the hole and providing a location for the training.



Human Resources

New Hires

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

Department	Position	Name	Type
DPS	Public Services Manager	Markus, Charles	FT Admin/Management
Treasury	Support Staff	Rais, Elizabeth	FT AFSCME

Police	Crossing Guard	Sczesny, Diane	PT Seasonal
Police	Crossing Guard	Kirkpatrick, Elesha	PT Seasonal
Police	Crossing Guard	Rehm, Linda	PT Seasonal
Police	Police Officer	Walker, Matthew	FT BPOA
Police	Police Officer	Lease, Cameron	FT BPOA

July 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.

Years Of Service	Employee	Department	Position
33	Folk, Connie	DPS	Recreation Coordinator
25	Davis, Jennifer	Police	Support Staff
23	Reed, Pamela	Treasury	Support Staff
23	Koch, Christopher	Police	Police Captain
8	Syts, Stefan	Police	Police Officer
8	Craft, Rebekah	Library	Library Dir
8	Morton, Christopher	Engineering	Engineering Tec
8	Hill, Nicholas	Police	Police Officer
7	Ljungvall, Brandi	Police	Support Staff
6	Brook, Jaimi	BSD	Communication & Special Events
5	Erickson, Andrew	Community Development	Building Inspector

5	Rondeau, Jeffrey	Community Development	Building Inspector
4	Waynick, Richard	Police	Parking Meter Maintenance Assistant
3	Sweeting, Sheila	Library	Library Assistant
1	Pitts, Valerie	Treasury	Support Staff
1	Coatta, Melissa	Engineering	City Engineer
1	Watson, Destinee	Police	Pt Dispatcher

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.

Department	Position	Type	Application Closing
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
Community Development	Support Staff A (AFSCME)	Full Time	Until Filled

Information Technology

IT Assistant Position

The IT department is currently reviewing candidates for the open IT assistant position. We hope to have that position filled soon.

IT Conferences

The IT Manager has two conferences he is attending this month. The first is the Michigan Government Management Information Sciences conference. Their mission is to provide a forum for public sector agencies to exchange information and technology best practices that enhance the delivery of governmental services across the State of Michigan. The second is the Government Technology Michigan Digital Government Summit. The Digital Government Summit brings together technology focused public-sector professionals with leading industry partners to connect on innovative approaches, get inspired and

discover new technologies. IT Manager Eric Brunk is on the advisory board for this event and was on a Digital Transformation panel at the summit last year.

AI Committee

The AI committee is currently working on guidelines for generative AI usage by City personnel. The goal is not to limit or restrict the usage of generative AI but to guide users who are interested in adding generative AI as a tool to support their daily tasks.

Planning Department

Planning Board

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

1. Health Club/Studio Use in B4 Zoning District – Completed
2. Dumpster Enclosures – Study Session (October 11, 2023)
3. Triangle District Mixed-Use Standards – Study Session (October 11, 2023)
4. 388 S. Bates – Community House – Community Impact Study & Preliminary Site Plan Review (September 27, 2023)
5. 720 S. Adams – Community Impact Study & Preliminary Site Plan Review (October 25, 2023)

Multi-Modal Transportation Board (MMTB)

The MMTB is reviewing upcoming capital improvement projects for FY 2024-2025. Accommodating space for sidewalks along Shirley Drive and Arlington Road will be part of the review process.

Public Arts Board (PAB)

Marshall Frederick's sculpture "Freedom of the Human Spirit" in Shain Park was recently cleaned and waxed for general upkeep. The PAB will provide signage and wayfinding for the Birmingham Art Walk on Thursday, October 12, 2023.

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

In the meantime, the Planning Division has continued to grow its knowledge base and contribute to sustainability efforts in the City. At this time, the Planning Division is participating, or has participated in the following groups:

- **SEMCOG Healthy Climate Task Force** – In September 2023, Planning Director Nicholas Dupuis was appointed to the Healthy Climate Task Force. With funding from the Inflation Reduction Act through the US EPA's Climate Pollution Reduction Grant, SEMCOG will develop a Healthy Climate Plan for Southeast Michigan. This plan will connect and uplift existing state, regional and local plans, while preparing communities to be competitive for \$4.6 billion in implementation grant funding for the policies and programs it identifies.

- **Catalyst Leadership Circle** – The Catalyst Leadership Circle (CLC) is a peer networking group of sustainability leaders in Michigan that falls under EGLE’s Catalyst Communities program. Planning Director Nicholas Dupuis and City Planner Leah Blizinski have been participating in the program since 2022 after receiving Silver Level recognition from the Michigan Green Communities challenge.
- **SolSmart** – The City recently signed a letter of commitment to join the SolSmart Program. The program is a no-cost technical assistance program that is funded by the U.S. Department of Energy Solar Energy Technologies Office and led by the [ICMA](#) and [IREC](#). By participating in this program, the City will learn from national best practices to expand solar energy use in the City of Birmingham. In the end, Birmingham will be recognized with a designation of Bronze, Silver, Gold, or Platinum.
- **EV Smart Cities** – EV Smart Cities is a recognition program designed to provide cities with a roadmap to electric vehicle (EV) readiness, including securing funding and getting projects off the ground. The path to becoming EV ready involves a portfolio of best practices and actions that include both simple steps and more complicated initiatives that make it possible for any community to participate. The Planning Division is currently working on completing the self-directed portions of the program.
- **Michigan Green Communities** – Michigan Green Communities (MGC) is a Statewide sustainability benchmarking, networking, and technical assistance program. Aside from annual participation in the MGC Challenge, the Planning Division regularly attends webinars and trainings that MGC offers.
- **Birmingham Green Group** – The Planning Division coordinates a regular monthly meeting of City staff to discuss sustainability issues that are new or ongoing, large or small. This group challenges each other to think green wherever possible, and fosters essential collaboration between departments in the sustainability realm.
- **Friends of the Rouge Partnership** – The Planning Division has recently begun a partnership with the Friends of the Rouge that will permit for regular monitoring of the Rouge River corridor in Birmingham and will provide for opportunities for residents to get involved in activities such as spring and fall bug hunts. The City will receive data on the health of the river and its ecosystems that will help protect Birmingham’s most valuable natural resource.

In addition to all of the above activities, the Planning Division continues to maintain regular Birmingham Green newsletter columns, provides feedback on various departmental activities, and continues to seek out grants for sustainability related projects.

Police Department

CoRe Grant Update

When the Police Department entered into an agreement with the Oakland County Health Network (OCHN), the Auburn Hills Police Department and the Bloomfield Township Police Department to create our CoRe program, a grant through the Substance Abuse and Mental Health Services Administration (SAMHSA) was applied for. This grant was scheduled to expire in September of this year, at which time the City would then be responsible for our share of the cost of the program. There are funds still remaining in the grant and at recent meetings with members of the CoRe program, it was determined that OCHN would file for an extension to allow more time to utilize these remaining funds. The Police Department has received notification from OCHN that the extension request was approved by SAMHSA, which extends our project period until 09/29/2024. However, based on the fund balance, OCHN provided a projection that the funds are expected to last until the beginning of March 2024.

Parking Systems Update

Construction

Repairs continue at the North Old Woodard Garage, including: concrete restoration, handrails, painting of ceilings, walls, and stairwell walls, and the installation of LED lights.

The exterior walls of the garage are also being painted to help improve the look of the garage.

Finances

Beginning in October, the City will begin collecting all revenue from its five parking garages. The City hired SP+ as its third party operator over 30 years ago. During that time, SP+ collected the revenue on the City's behalf. This change will help streamline operations and allow the City to collect all parking revenue. The City already collects revenue from parking meters and citations.

Park Street Parking Structure Backup

On Wednesday, September 6, 2023 there was a technical error with the new parking equipment at the Park Street garage that caused a significant backup resulting in some guests waiting 20-30 minutes to exit the garage.

SP+, the City's third party operator, had staff onsite trying to correct the issue and assist guests who were exiting the garage. Unfortunately, there was a communication breakdown that led to several issues that have been addressed:

- Patron delays in exiting the garage. The City has spoken with SP+ about this and reiterated the desire to expedite patron's exiting the structure in the future. While the City understands SP+'s desire to make sure processes are followed for compliance with tickets and revenue, it is the City's policy to always be empathetic with the public who are waiting in lines caused by equipment issues or any other type of issue.
- The Police Dispatch phone tree has been updated and they now know to not only call the SP+ office, but also the SP+ Facility Manager and the City's Parking Manager.
- If a situation like this occurs in the future, SP+ representatives have been reminded to contact the Parking Manager for input, direction and awareness.
- The Police Department/Parking Enforcement was not aware of how to remove the gate arms on the recently installed TIBA equipment. The arms can be removed to allow immediate exit from any parking structure. Procedures have been created explaining how to remove the TIBA gate arms so staff will know how to perform the task in the future.
- It has been reinforced to SP+ that if the Police Department or Parking Enforcement Assistant responds to an issue at one of the parking structures, all SP+ employees should defer to their judgement. While SP+ has their own policies and procedures, City policies and decisions should be primary in these situations.

The Parking Manager is following up on these issues to ensure they don't happen again. This is the first known equipment issue since the new TIBA equipment was installed. The issue has been resolved and all equipment is functioning properly.

Occupancy

AUGUST AVG CAPACITY	
Chester Garage (880)	16.00%
Old Woodward (745)	23.00%
Park Garage (811)	30.00%
Peabody Garage (437)	45.00%
Pierce Garage (706)	36.00%

Future Agenda Items

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