

**BIRMINGHAM CITY COMMISSION AGENDA
REGULAR MEETING
FEBRUARY 10, 2025
MUNICIPAL BUILDING, 151 MARTIN
7:30 P.M.**

I. CALL TO ORDER AND PLEDGE OF ALLEGIANCE

Therese Longe, Mayor

II. ROLL CALL

Alexandria Bingham, City Clerk

III. PROCLAMATIONS, CONGRATULATORY RESOLUTIONS, AWARDS, APPOINTMENTS, RESIGNATIONS AND CONFIRMATIONS, ADMINISTRATION OF OATHS, INTRODUCTION OF GUESTS AND ANNOUNCEMENTS.

ANNOUNCEMENTS

APPOINTMENTS

A. Planning Board

1. Duncan Currie

To appoint _____ as an alternate member to serve the remainder of a three-year term to expire March 28, 2025.

B. Multi Modal Transportation Board

1. Mary Ellen Borderick

To appoint _____ as an alternate member to the Multi-Modal Transportation Board to serve the remainder of a three-year term to expire October 27, 2025.

C. 2025 Student Appointments to City Boards and Committees

1. Environmental Sustainability Committee
 - i. Penelope Graves
 - ii. Abishek Thota
2. Museum Board
 - i. Mercy Wisecup
3. Parks and Recreation Board
 - i. Jack Bassett
 - ii. Abigail Murphy
4. Planning Board
 - i. Carter Anderson
 - ii. Olivia Betanzos

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

V. CONSENT AGENDA

All items listed on the consent agenda are considered to be routine and will be enacted by one motion and approved by a roll call vote. There will be no separate discussion of the items unless a Commissioner or citizen so requests, in which event the item will be removed from the general order of business and considered under the last item of new business.

- A. Resolution to approve the City Commission Long Range Planning meeting minutes of January 25, 2025.
- B. Resolution to approve the City Commission regular meeting minutes of January 27, 2025.
- C. Resolution to approve the warrant list, including Automated Clearing House payments, dated January 30, 2025 in the amount of \$3,785,681.25.
- D. Resolution to approve the warrant list, including Automated Clearing House payments, dated February 5, 2025 in the amount of \$961,055.42.
- E. Resolution to approve a Special Event permit as requested by the Huntington’s Disease Society of America to hold Yoga in the Park on June 21, 2025 contingent upon compliance with all permit and insurance requirements and payment of all fees and further pursuant to any minor modifications that may be deemed necessary by administrative staff at the time of the event, or event cancellation that may be deemed necessary by administrative staff, leading up to or at the time of the event.

VI. CITY MANAGER’S REPORT

The City Manager’s Report regularly occurs on the second City Commission meeting of the month. Additionally, reports from prior months can be viewed on the City’s [website bhamgov.org/manager](http://www.bhamgov.org/manager).

None.

VII. UNFINISHED BUSINESS

None.

VIII. NEW BUSINESS

- A. Public Hearing for 34244 Woodward – Bistro Joes– Special Land Use Permit Amendment (Ownership Change) Liquor License - 2024 Review & 2025 Renewal

- 1. Resolution to APPROVE the Special Land Use Permit Amendment for 34244 Woodward to transfer ownership and update the Special Land Use Permit to the proposed new owner, M&D Woodward, LLC.

AND

Resolution to authorize the City Clerk to complete the Local Approval Notice at the request of M&D Woodward LLC, to approve the request for a transfer of ownership of the Class C liquor license, with Sunday sales from Papa Joe’s Birmingham LLC, to

M&D Woodward LLC, which will still be located at 34244 Woodward Avenue, Birmingham, Oakland County, MI.

B. Resolution to approve the renewal of liquor licenses for the 2025 licensing period for the following establishments holding a Class B, Class C, or Microbrewery Liquor License that are in compliance with Chapter 10, Alcoholic Liquors of the City Code:

- Adachi
- Birmingham Pub
- Churchills Bistro
- Employee Meal
- Griffin Claw
- Lincoln Hills
- Salvatore Scalopini
- Sushi Japan
- Toast
- Wilder's
- All Seasons
- Bistro Joe's
- Birmingham 8
- Community House
- Emagine Palladium
- Hazel Ravines
- Luxe Bar and Grille
- Sidecar/Slice/Shift
- Tallulah
- Townhouse
- Bella Piatti, LLC
- Brooklyn Pizza
- Dick O'Dows
- Fleming's
- Hyde Park
- Market North End
- Lincoln Yard
- Springdale
- Daxton Hotel
- Townsend Hotel
- Bell Bistro
- Casa Perno
- Elies Mediterranean
- Forest Grill
- La Strada
- Phoenicia
- Streetside Seafood
- Social Kitchen
- Terra Kitchen
- Whistlestop

And

To make a motion adopting a resolution to set public hearings on Monday, March 10, 2025 to consider whether the City Commission shall file objections with the Michigan Liquor Control Commission for the renewal of licenses held by the following establishments that are in violation of Chapter 10, Alcoholic Liquors of the City Code:

- 220 Merrill
- Zana

And

Further, to direct the City Manager to notify the owners and operators of licensed establishments for which a public hearing is set via first class certified mail, to inform them of the public hearing date set for March 10, 2025 at 7:30 p.m. and inform them that they may submit any written material for consideration by the City Commission prior to or at the time of the public hearing, that the licensee or counsel of licensee may appear at the hearing in person or via zoom, and that the licensee or counsel of licensee may present witnesses or written evidence for the City Commission to consider at the public hearing.

C. Resolution to approve the updated Birmingham Community and Senior Center Vision, Goals and Objectives.

D. Resolution to approve in concept the draft building program for the new Birmingham Community and Senior Center at 400 E. Lincoln.

E. Resolution to establish a Sustainability and Climate Action Special Revenue Fund to house funds dedicated towards sustainability and climate action projects and further, to approve the appropriations and amendment to the General Fund budget as follows:

General Fund

<u>Revenues</u>		
Draw from Fund Balance	101.0-000.000-400.0000	\$10,000
<u>Expenditures</u>		
Transfers Out	101.0-999.000-995.0230	\$10,000
Sustainability & Climate Action Fund		
<u>Revenues</u>		
Transfer from General Fund	230.0-000.000-699.0101	\$10,000
Draw from Fund Balance	230.0-000.000-400.0000	<u>(\$10,000)</u>
Total		\$0

- F. Commission Items for Future Discussion. A motion is required to bring up the item for future discussion at the next reasonable agenda, no discussion on the topic will happen tonight.
- G. Commission discussion on items from a prior meeting.
 - 1. Business Recycling Practices
 - 2. Technology Advisory Board

IX. REMOVED FROM CONSENT AGENDA

X. COMMUNICATIONS

XI. REPORTS

- A. Commissioner Reports
 - 1. Notice of intention to appoint to the Architectural Review Committee
 - 2. Notice of intention to appoint to the Planning Board
- B. Commissioner Comments
- C. Advisory Boards, Committees, Commissions' Reports and Agendas
- D. Legislation
- E. City Staff

INFORMATION ONLY

XII. ADJOURN

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/655079760> Meeting ID: 655 079 760
 You may also present your written statement to the City Commission, City of Birmingham, 151 Martin Street, P.O. Box 3001, Birmingham, Michigan 48012-3001 prior to the hearing.

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) 644-3405 (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).



**NOTICE OF INTENTION TO APPOINT TO THE
PLANNING BOARD**

At the regular meeting of Monday, February 10, 2025, the Birmingham City Commission intends to appoint one alternate member to serve the remainder of a three-year term to expire March 28, 2025.

Interested citizens may submit an application available at the City Clerk’s office or online at www.bhamgov.org/boardopportunities. Applications must be submitted to the City Clerk’s office on or before noon on Wednesday, February 5, 2025. These documents will appear in the public agenda for the regular meeting at which time the City Commission will discuss recommendations, and may make nominations and vote on appointments.

Board Duties

The Planning Board consists of seven regular and two alternate members who serve three-year terms without compensation. The board meets at 7:30 P.M. on the second and fourth Wednesday of each month to hear design reviews, zoning ordinance text amendments and any other matters which bear relation to the physical development or growth of the City.

Specifically, the duties of the Planning Board are as follows:

- Long range planning
- Zoning ordinance amendments
- Recommend action to the City Commission regarding special land use permits.
- Site plan/design review for non-historic properties
- Joint site plan/design review for non-residential historic properties
- Rezoning requests.
- Soil filling permit requests
- Requests for opening, closing or altering a street or alley

Applicant(s) Presented for City Commission Consideration:

Applicant Name	Qualifications
Duncan Currie	<ul style="list-style-type: none"> • Members must consist of an architect duly registered in this state, a building owner in the Central Business or Shain Park Historic District, and the remaining members shall represent, insofar as possible, different occupations and professions such as, but not limited to, the legal profession, the financial or real estate professions, and the planning or design professions. • Members must be residents of the City of Birmingham. 32-year resident with a Mechanical Engineering degree from the University of Michigan who also has experience in real estate investment.

SUGGESTED ACTION:

To appoint _____ as an alternate member to serve the remainder of a three-year term to expire March 28, 2025.

NOTE: All members of boards and commissions are subject to the provisions of City of Birmingham City Code Chapter 2, Article IX, Ethics and the filing of the Affidavit and Disclosure Statement.



Mya Brown <mbrown@bhamgov.org>

FromClerksOffice- APPLICATION FOR CITY BOARD OR COMMITTEE [#49]

1 message

'Wufoo' via Clerks Office <ClerksOffice@bhamgov.org>

Wed, Jan 22, 2025 at 10:08 AM

Reply-To: no-reply@wufoo.com

To: clerksOffice@bhamgov.org

Board/Committee of Interest	Planning Board
Specific Category/Vacancy on Board (see below)	Alternate Member
Name	Duncan Currie
Residential Address	 579 Ridgedale Ave Birmingham, US 48009 United States
Business Address	 579 Ridgedale Ave Birmingham, US 48009 United States
Phone Number *	(248) 921-5544
Email	duncan.o.currie@gmail.com
By providing your email to the City, you agree to receive news and notifications from the City. If you do not wish to receive these messages, you may unsubscribe at any time.	
Length of Residence	32 years
Occupation	Mechanical Engineer
Reason for Interest: Explain how your background and skills will enhance the board to which you have applied.	I want to get more involved in our City's government, this seems like a good place to start. My background in engineering and management of rental properties will, I think, be helpful in analyzing issues presented for review by the planning board.
List your related employment experience	Engineer at Ford for 38 years, now retired. Engineer at United Metal Products since retirement from Ford. Own and manage residential rental properties in Ann Arbor and Grosse Pointe Park.
List your related community activities	Rouge Rescue Pope Francis Center Detroit Grand Prix Assoc The Parade Co.
List your related educational experience	BS Mechanical Engineering, U of M Ann Arbor Continuing education in real estate investment, computer aided design software, various engineering-related subjects

To the best of your knowledge, do you or a member of your immediate family have any

No

direct financial or business relationships with any supplier, service provider or contractor of the City of Birmingham from which you or they derive direct compensation or financial benefit? If yes, please explain.

Do you currently have a relative serving on the board/committee to which you have applied? No

Are you an elector (registered voter) in the City of Birmingham? * Yes

PLANNING BOARD

Chapter 82 – Section 82-27 – Seven Members

Board Composition: An architect duly registered in this state, a building owner in the Central Business or Shain Park Historic District, and remaining members, must represent, insofar as possible, different occupations and professions such as, but not limited to, the legal profession, the financial or real estate professions, and the planning or design professions.

Terms: Three Years

Appointment by City Commission

Meeting Schedule: Second and Fourth Wednesday of the month at 7:30 PM.

Last Name	First Name	Home Business E-Mail	Appointed	Term Expires
Boyce	Janelle	(248) 321-3207 <i>jlwboyce@hotmail.com</i>	12/10/2007 Design profession	3/28/2026
Boyle	Robin	(248) 961-1514 <i>r.boyle@wayne.edu</i>	4/19/2004 Planning professor	3/28/2025
Clein	Scott	(313) 330-0217 <i>s.clein@comcast.net</i>	3/22/2010 Civil engineer/urban design	3/28/2025
Jeffares	Stuart	(248) 321-2120 <i>stuartjeffares@gmail.com</i>	12/14/2015 Real estate profession	3/28/2027
Koseck	Bert	(248) 302-4018 <i>bkoseck@comcast.net</i>	10/12/2009 Architect	3/28/2026

Last Name	First Name	Home Business	Appointed	Term Expires
Ramin 1701 Maryland	Nasseem	(248) 765-9446 <i>nramin@dykema.com</i>	11/20/2017 Alternate/attorney	3/28/2027
Share 1040 Gordon Lane	Daniel	(248) 642-7340 <i>dshare@bsdd.com</i>	11/24/2014 Building owner	3/28/2027
Vacated	1/1/2025		Alternate	3/28/2027
Williams 1628 Latham St.	J. Bryan	(248) 420-3522 (248) 433-7289 <i>jwilliams@dickinsonwright.com</i>	4/16/2007 Attorney	3/28/2027

ARTICLE II. PLANNING BOARD¹

Sec. 82-26. Created.

There is hereby created a planning board for the city. The planning board is a locally organized board and is not established under the Municipal Planning Commission Act, Act No. 285 of the Public Acts of Michigan of 1931 (MCL 125.31 et seq.), as amended.

(Code 1963, § 5.401)

Sec. 82-27. Composition.

- (a) The planning board shall consist of seven regular members whose residences are located in the city.
- (b) One member of the planning board shall be an architect duly registered in this state, if such person is available. The other members shall represent, insofar as possible, different occupations and professions such as, but not limited to, the legal profession, the financial or real estate professions, and the planning or design professions. One of the members of the planning board shall be a building owner in the central business district or Shain Park Historic District.
- (c) The city manager, city engineer and city planner, or the authorized representatives of any of them, and the student representative, shall be members ex officio of the planning board and shall have all rights of membership thereon, except the right to vote.
- (d) The city commission may also appoint not more than two alternate members for the same term as regular members of the planning board. The alternate member may be called on a rotating basis to sit as a regular member of the planning board in the absence of a regular member. An alternate member may also be called to service in the place of a regular member for the purpose of reaching a decision on a case in which the regular member has abstained for reasons of conflict of interest. The alternate member having been appointed shall serve in the case until a final decision has been made. The alternate member shall have the same voting rights as a regular member of the planning board.

(Code 1963, § 5.401; Ord. No. 1811, 7-28-03; Ord. No. 2147, 10-27-14)

Sec. 82-28. Terms.

Members of the planning board shall be appointed by the city commission for terms of office of three years; except that two members of the first board shall be appointed to serve for a term of one year, two for terms of two years, and three for terms of three years. All members shall hold office until their successors are appointed. A vacancy occurring in the membership of the planning board for any cause shall be filled by a person appointed by the city commission for the duration of the unexpired term.

(Code 1963, § 5.401)

¹Cross reference(s)—Boards and commissions, § 2-171 et seq.

Sec. 82-29. Removal of members.

- (a) Members of the planning board may, after a public hearing, be removed for cause.
 - (1) As used in this section, the term "cause" is defined as a determination by the city commission that a sufficient reason exists, as determined and defined by the city commission in its sole discretion, for the removal of a member of the planning board. The decision by the city commission to remove a member of the planning board shall be final and binding upon such member of the planning board and no appeal shall arise therefrom.
 - (2) As used in this section, the term "public hearing" is designed as an open meeting at which the determination is made by the city commission, in its sole discretion, that cause exists for the removal of a member of the planning board. For purposes of an orderly presentation, the city attorney shall serve as chairperson of the public hearing, and the city manager, or his/her designee, may present information to the city commission with respect to the potential removal of a member of the planning board. The city manager or his/her designee will be afforded the opportunity to address the city commission with respect to such information for a period not to exceed 30 minutes. The affected member of the planning board or his/her designated representative will be afforded the opportunity to address the city commission with respect to such information for a period not to exceed 30 minutes. The presentation of information by the city manager or his/her designee and the presentation of information by the affected member or his/her designated representative may, in accordance with applicable law, be conducted in a closed session. This Section shall not be construed as creating a right to a due process or evidentiary hearing.
- (b) This section shall not be construed as creating or bestowing upon a member of the planning board any employment status, property interest or any vested interest or right to continued membership on the planning board.

(Code 1963, § 5.402; Ord. No. 1817, 1-5-04)

Sec. 82-30. Compensation.

The members of the planning board shall serve as such without compensation.

(Code 1963, § 5.401)

Sec. 82-31. Organization and meetings.

- (a) The planning board shall, from its appointed members, elect a chairman and vice-chairman whose terms of office shall be fixed by the planning board. The chairman shall preside over the planning board and shall have the right to vote. The vice-chairman shall, in the case of absence or disability of the chairman, perform the duties of the chairman. The city planner or his authorized representative shall act as secretary of the planning board and shall keep a record of all of its proceedings.
- (b) At least four members of the planning board shall constitute a quorum for the transaction of its business.
- (c) The planning board shall:
 - (1) Adopt rules for the transaction of its business, which provide for the time and place of holding regular meetings.
 - (2) Provide for the calling of special meetings by the chairman or by at least two members of the planning board.

(Supp. No. 45)

Created: 2022-01-18 11:23:42 [EST]

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- (3) Keep a full and complete record of its resolutions, transactions, findings and determinations, which record shall be available to the city commission and to the public upon request.
 - (d) All meetings of the planning board shall be open to the public, and any person or his duly constituted representative shall be entitled to appear and be heard on any matter applicable to the business at hand before the planning board makes its decision.
 - (e) The concurring affirmative vote of four members of the planning board shall be required for approval of plans before it for review or for the adoption of any resolution, motion or other action by the planning board.

(Code 1963, § 5.403)

Sec. 82-32. Assistance.

The planning board may call upon the city manager for such services and data from the various departments as it may require. The planning board may recommend to the city commission the securing of such professional and consulting services as it may require; however, no expenditures of funds shall be made or contracts entered into for providing such professional or consulting services unless the same shall first be approved and authorized by the city commission.

(Code 1963, § 5.404)

Sec. 82-33. Duties.

- (a) It shall be the function and duty of the planning board to advise the city commission in regard to the proper development of the city. The planning board is specifically charged with carrying out the goals, objectives and intent of the city's adopted master plan and urban design plan and other development-oriented plans which may subsequently be adopted. The planning board is authorized to consult and cooperate with the planning, historic district and legislative bodies of other governmental units in any area outside the boundaries of the city. The planning board is authorized to prepare a recommendation for the physical development of the city, either in its entirety, or in part. Such recommendation, together with accompanying maps, plats, charts and descriptive matter, shall illustrate the planning board suggestions for the development of such territory.
- (b) The planning board is authorized to consider and act upon applications for soil filling permits under the provisions of section 50-126 et seq.
- (c) The planning board is authorized to recommend for the guidance of the city commission amendments to this Code relating to the control and development of lands within the city's historic districts. The planning board may, from time to time, amend, extend or add to such recommendations; and the same shall be made with the general purpose of guiding and accomplishing a coordinated, adjusted and harmonious development of the municipality and its environs. The planning board may hold such public meetings and/or hearings from time to time, as it may deem advisable or necessary in connection with the proper performance of its functions under this article.
- (d) Not later than April 1 of each year, the planning board shall prepare and submit to the city manager a tentative outline of its program for the ensuing year. Joint meetings of the city commission and of the planning board shall be held at least semi-annually, at a time designated by the mayor. It shall be the duty of the mayor to call such meeting in accordance with the provisions of this section.

(Code 1963, § 5.405; Ord. No. 1777, 1-28-02; Ord. No. 1838, 6-28-04; Ord. No. 1858, 3-7-05)

Sec. 82-34. Review and recommendations.

- (a) The planning board shall have the responsibility for site plan and design review for nonhistoric properties and joint site plan review of historic properties with the design review board as outlined in chapter 127 of this Code. It shall be the function of the planning board to pass upon all matters referred to it by the city commission and to give to the city commission the benefit of its judgment with relation to such matters so referred. Matters so referred may include but not necessarily be restricted to:
- (1) Requests for changes to the zoning map;
 - (2) Requests for amendments to the zoning ordinance text;
 - (3) Requests for closing, opening or altering a street or an alley;
 - (4) Requests for issuing building permits;
 - (5) Requests for special land use permits; and
 - (6) Any other matters which bear relation to the physical development or growth of the municipality.
- (b) When any recommendation has been made by the planning board, the same shall be referred to the city commission or other appropriate city boards.

(Code 1963, § 5.406; Ord. No. 1882, 7-24-06)

Secs. 82-35—82-55. Reserved.



**NOTICE OF INTENTION TO APPOINT TO THE
MULTI-MODAL TRANSPORTATION BOARD**

At the regular meeting of Monday, February 10, 2025, the Birmingham City Commission intends to appoint one alternate member to the Multi-Modal Transportation Board with Urban Planning, Architecture, or Design education/experience to serve the remainder of a three-year term to expire October 27, 2025.

Interested citizens may submit an application available at the City Clerk’s office or online at www.bhamgov.org/boardopportunities. Applications must be submitted to the City Clerk’s office on or before noon on Wednesday, February 5, 2025. These documents will appear in the public agenda for the regular meeting at which time the City Commission will discuss recommendations, and may make nominations and vote on appointments.

Board Duties

The purpose of the Multi-Modal Transportation Board shall be to assist in maintaining the safe and efficient movement of motorized and non-motorized vehicles and pedestrians on the streets and walkways of the City and to advise the City Commission on the implementation of the Multi-Modal Transportation Plan, including reviewing project phasing and budgeting.

In so far as possible, the seven-member board shall be composed of the following: one pedestrian advocate member; one member with a mobility or vision impairment; one member with traffic-focused education and/or experience; one bicycle advocate member; one member with urban planning, architecture or design education and/or experience; and two members at large living in different geographical areas of the City. Applicants for this position do not have to be a qualified elector or property owner in Birmingham.

Applicant(s) Presented for City Commission Consideration:

Applicant Name	Qualifications
	The seven-member board shall be composed of the following: <ul style="list-style-type: none"> • one pedestrian advocate member • one member with a mobility or vision impairment • one member with traffic-focused education and/or experience • one bicycle advocate member • one member with urban planning, architecture or design education and/or experience • two members at large living in different geographical areas of the City.
Mary Ellen Broderick	35-year resident, and professional communications consultant and adjunct professor at the College for Creative Studies.

SUGGESTED ACTION:

To appoint _____ as an alternate member to the Multi-Modal Transportation Board to serve the remainder of a three-year term to expire October 27, 2025.

NOTE: All members of boards and commissions are subject to the provisions of City of Birmingham City Code Chapter 2, Article IX, Ethics and the filing of the Affidavit and Disclosure Statement.

OFFICE USE ONLY	
Meets Requirements?	Yes No
Will Attend / Unable to Attend	

APPLICATION FOR CITY BOARD OR COMMITTEE

Thank you for your interest in serving on a Board or Committee. The purpose of this form is to provide the City Commission with basic information about applicants considered for appointment. NOTE: Completed applications are included in the City Commission agenda packets. The information included on this form is open to the public. All Board and Committee members are subject to the provisions of the Ethics Ordinance (Chapter 2, Article IX of the City Code).

Information on various Boards and Committees and a list of current openings can be found on the City website at www.bhamgov.org/boardopportunities. Applications must be submitted to the city clerk's office at or before noon on the Wednesday prior to the City Commission meeting.

(Please print clearly)

Board/Committee of Interest Multi-Mode Transportation Board

Specific Category/Vacancy on Board (1) pedestrian advocate (see back of this form for information)

Name Mary Ellen Broderick Phone 313 319 8825

Residential Address 809 Colonial Ct Email *mary.ellen.johnson@ymail.com

Residential City, Zip Birmingham MI 48009 Length of Residence 35 years

Business Address _____ Occupation Comms Consultant

Business City, Zip _____

Reason for Interest: Explain how your background and skills will enhance the board to which you have applied _____

Seen/witnessed too many pedestrian uneducated/unaware of "pushing the button" and either run against traffic because they're unaware - this is concerning for all especially kids

List your related employment experience Created & implemented an ad campaign for Troy Police Dept.

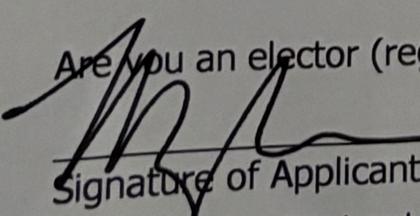
List your related community activities Linden Park daily visitor, Baldwin Public Library supporter, support local businesses

List your related educational experience I've taught as adjunct professor at CCS (College for Creative Studies) and apply my Liberal Arts Services B.A. from U. of Detroit Mercy

To the best of your knowledge, do you or a member of your immediate family have any direct financial or business relationships with any supplier, service provider or contractor of the City of Birmingham from which you or they derive direct compensation or financial benefit? If yes, please explain: NO

Do you currently have a relative serving on the board/committee to which you have applied? NO

Are you an elector (registered voter) in the City of Birmingham? YES


Signature of Applicant

January 29, 2025
Date

Return the completed and signed application form to: City of Birmingham, City Clerk's Office, 151 Martin, Birmingham, MI 48009 or by email to clerksoffice@bhamgov.org or by fax to 248.530.1080. Updated 3/24/2021

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



MULTI-MODAL TRANSPORTATION BOARD

Chapter 110, Sections 110-26 & 110-27

The purpose of the Multi-Modal Transportation Board shall be to assist in maintaining the safe and efficient movement of motorized and non-motorized vehicles and pedestrians on the streets and walkways of the City and to advise the City Commission on the implementation of the Multi-Modal Transportation Plan, including reviewing project phasing and budgeting.

In so far as possible, the seven member committee shall be composed of the following: one pedestrian advocate member; one member with a mobility or vision impairment; one member with traffic-focused education and/or experience; one bicycle advocate member; one member with urban planning, architecture or design education and/or experience; and two members at large living in different geographical areas of the City. At least five Board members shall be electors or property owners in the City. The remaining Board members may or may not be electors or property owners in the City.

Term: Three years.

Last Name	First Name	Home Business E-Mail	Appointed	Term Expires
Davies 969 Bennaville Birmingham	Gordon 48009	(248)701-5462 <i>gordonhdavies@yahoo.com</i>	10/24/2022 Regular Member	3/24/2027
Doolittle 1305 S. Bates St Birmingham	Mark 48009	(248) 535-0632 <i>mark.j.doolittle@gmail.com</i>	10/24/2022 Regular Member at large from a different geographical area of city	3/24/2026
Engelland 390 Larchlea Drive Birmingham	Laura 48009	(248) 688-7556 <i>ljengelland@gmail.com</i>	10/28/2024 Regular Member	3/24/2027

Last Name Home Address	First Name	Home Business E-Mail	Appointed	Term Expires
Hillberg 1853 Fairview Birmingham	Patrick 48009	(248)797-1804 <i>patrick_hillberg@hotmail.com</i>	10/24/2022 Regular Member	3/24/2027
Hocker 898 Pilgrim Birmingham	David 48009	(313) 917-4718 <i>dhocker@globalfacilitiesinc.com</i>	11/23/2020 Regular member at large/plan experience	3/24/2025
Kennedy 1501 Mansfield Birmingham	Timothy 48009	(734) 307-9695 <i>timster56@hotmail.com</i>	10/28/2024 Alternate	10/27/2025
Koul 662 Purdy #103 Birmingham	Z. Rosie 48009	(248) 420-0906	12/18/2023 Regular member-at-large from different geographical areas of the city	3/24/2025
Peard 645 Suffield Birmingham	Thomas 48009	(248) 770-7761 <i>thomaspeard@yahoo.com</i>	1/13/2020 Urban planning /architecture /design	3/24/2025
VACATED	10/28/2024		Alternate	10/27/2025

ARTICLE II. - MULTI-MODAL TRANSPORTATION BOARD

Footnotes:

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Editor's note— Ord. No. 2138, adopted February 10, 2014, amended article II in its entirety to read as herein set out. Formerly, article II pertained to the traffic and safety board, and derived from the Code of 1963, §§ 10.91—10.96.

Sec. 110-26. - Composition.

- (a) The multi-modal transportation board shall consist of nonvoting ex officio members and seven members appointed by the city commission. The nonvoting ex officio members shall be appointed by the city manager. They may include the city engineer, city planner, police chief, or their designated representative, or other representatives as the city manager deems appropriate. Insofar as possible, the city commission shall appoint members as follows:
- (1) One pedestrian advocate member;
 - (2) One member with a mobility or vision impairment;
 - (3) One member with traffic-focused education and/or experience;
 - (4) One bicycle advocate member;
 - (5) One member with urban planning, architecture or design education and/or experience; and
 - (6) Two members at large living in different geographical areas of the city.

At least five board members shall be electors or property owners in the city. The remaining board members may or may not be electors or property owners in the city.

- (b) The city commission may appoint two alternate members to serve as needed on the multi-modal transportation board during their term of appointment. An alternate member may be called on a rotating basis to sit as a regular member of the multi-modal transportation board in the absence of a regular member. An alternate member may also be called to service in the place of a regular member for the purpose of reaching a decision on a case in which the regular member has abstained for reasons of conflict of interest. An alternate member having been appointed shall serve in the case until a final decision has been made. An alternate member shall have the same voting rights as a regular member of the multi-modal transportation board.

(Ord. No. 2138, 2-10-14; Ord. No. 2200, 9-12-16; Ord. No. 2203, 10-10-16)

Sec. 110-27. - Terms of members.

Initial members of the multi-modal transportation board shall serve for the following terms: two members shall be appointed for one-year terms, two members shall be appointed for two-year terms, and three members shall be appointed for three-year terms. Thereafter, all appointments, except to fill vacancies, shall be for a term of three years. All appointments for the purpose of filling vacancies occurring otherwise than by expiration of term of office shall be for the unexpired term.

(Ord. No. 2138, 2-10-14)

Sec. 110-28. - Compensation.

All members of the multi-modal transportation board shall serve without compensation.

(Ord. No. 2138, 2-10-14)

Sec. 110-29. - Organization.

The multi-modal transportation board shall, from its appointed members, elect a chair who shall be the presiding officer of the board, and a vice-chair who shall serve in the absence of the chair. A secretary, who shall keep and maintain the proceedings of the board, shall be appointed by the board. The secretary need not be a member of the board. The terms of office for such officers shall be one year and until their successors have been elected. The ex officio members of the board may not act as the chair or vice-chair but may serve as secretary.

(Ord. No. 2138, 2-10-14)

Sec. 110-30. - Meetings and quorum.

The multi-modal transportation board shall hold meetings at such time and place as may be established by the board. Special meetings may be called by the secretary at the written request of the chair or any three members of the board on at least two days' notice. A quorum for the transaction of business at the regular and special meetings shall be four appointed members and at least one ex officio member or their designated representative.

(Ord. No. 2138, 2-10-14)

Sec. 110-31. - Scope of authority.

The multi-modal transportation board is a non-administrative board serving solely in an advisory capacity. In that capacity the board may make recommendations to the city commission but may not assume any legislative or administrative authority of the city commission or any department or board

established by the city commission except as specifically provided in this chapter. The multi-modal transportation board is not authorized to expend city funds.

(Ord. No. 2138, 2-10-14)

Sec. 110-32. - Purpose and duties.

The purpose of the multi-modal transportation board shall be to assist in maintaining the safe and efficient movement of motorized and non-motorized vehicles and pedestrians on the streets and walkways of the city and to advise the city commission on the implementation of the multi-modal transportation plan, including reviewing project phasing and budgeting. In furtherance of its purpose, the board shall endeavor to provide the following:

- (1) Advice on the implementation of the city's multi-modal transportation plan to the city commission.
- (2) Review of the multi-modal transportation plan to assure that it remains current with citywide multi-modal transportation movements and regional transportation plans and initiatives.
- (3) An objective and technical multi-modal evaluation of plans for all road reconstruction and road resurfacing projects, sidewalk and pedestrian crossing projects, intersection or bridge projects, bicycle and transit facility improvement projects.
- (4) An objective and technical evaluation of transportation issues brought to the attention of or identified by the board.
- (5) An objective and technical evaluation of the transportation plan submitted for proposed development or redevelopment, as referred to the board by the planning board.
- (6) An objective and technical multi-modal evaluation of site plans submitted for proposed development or redevelopment, as referred to the board by the planning board.
- (7) An objective and technical multi-modal evaluation of any ordinance amendments related to transportation issues, as referred to the board by the planning board or city commission.
- (8) The application of accepted transportation engineering practices, multi-modal transportation planning and complete streets practices and national standards, including those published by the American Association of State Highway and Transportation Officials, in solving and preventing transportation problems.
- (9) Objective and technical recommendations regarding transportation engineering safety issues to the city commission.
- (10) A forum for the voluntary coordination of groups interested in transportation issues.
- (11) A forum to review and decide appeals of administrative decisions made by the police department on transportation-related regulatory requests under article VII of this chapter.

(Ord. No. 2138, 2-10-14)

Secs. 110-33—110-55. - Reserved.



MEMORANDUM

City Manager's Office

DATE: February 5, 2025

TO: Jana L. Ecker, City Manager

FROM: Melissa Fairbairn, Assistant City Manager

SUBJECT: 2025 Student Appointments to City Boards and Committees

INTRODUCTION:

The following students are being recommended by their high schools for appointment to their respective board by the City Commission for the 2025 calendar year. The students will receive agenda packets and are able to participate in all discussions, but will serve as non-voting members of the boards to which they are appointed.

Student	Board
Penelope Graves	Environmental Sustainability Committee
Abishek Thota	Environmental Sustainability Committee
Mercy Wisecup	Museum Board
Jack Bassett	Parks and Recreation Board
Abigail Murphy	Parks and Recreation Board
Carter Anderson	Planning Board
Olivia Betanzos	Planning Board

BACKGROUND:

The student board representative program originated in 1996 when the City Commission approved a Birmingham Public Schools (BPS) plan to place student representatives on City boards and committees. This year's student representative cohort includes highly qualified eleventh graders who are residents of Birmingham and attend Seaholm, Groves, and Orchard Lake St. Mary's high schools.

Students applied for a board or committee position by submitting their application materials and letters of recommendation to the City Manager's Office to be matched with a board that aligned with their interests.

LEGAL REVIEW:
N/A

FISCAL IMPACT:
N/A

SUSTAINABILITY:
N/A

PUBLIC COMMUNICATIONS:
N/A

SUMMARY:
Seven qualified eleventh grade students have submitted applications for appointment as student representatives on City boards for consideration by the City Commission during the February 10, 2025 meeting.

ATTACHMENTS:

- Student applications and letters of recommendation

SUGGESTED COMMISSION ACTION:

To appoint the following students as non-voting student members for the calendar year 2025:

- | | |
|-------------------|--|
| • Penelope Graves | Environmental Sustainability Committee |
| • Abishek Thota | Environmental Sustainability Committee |
| • Mercy Wisecup | Museum Board |
| • Jack Bassett | Parks and Recreation Board |
| • Abigail Murphy | Parks and Recreation Board |
| • Carter Anderson | Planning Board |
| • Olivia Betanzos | Planning Board |

City of Birmingham

Student Board Representative Application 2025

Name: Penelope Graves Grade: 11th Age: 16

Address: [REDACTED]

Zip Code: 48009 Email: [REDACTED]

Telephone: [REDACTED] School: Seaholm High School

On the attached listing of city boards and commissions, please rank your order of preference for appointment from 1 to 3 (1 being the highest and 3 being the lowest):

1. Environmental Sustainability Committee
2. Parks and Recreation Board
3. Planning Board

What school activities and/or classes have you participated in which would qualify you to sit on the board or commission which you have chosen?

- Architecture and Design Class at Birmingham Public Schools (offered at Groves HS)
- S.O.S. Club (Schools Offer Support, A Birmingham Community Service Club)
- Student Congress/ Student Leadership (Seaholm High School)
- National Honors Society (Seaholm High School)
- Spanish Honors Society (Seaholm High School)
- Seaholm Diversity Club, Seaholm JV Softball, Freshmen Volleyball, STEM Leadership Club

Please list your involvement in non-school activities:

- MASC-MAHS (Michigan Association of Student Councils) Summer Leadership Camp at Albion College, July 2023 and July 2024, Albion, MI
- MASC-MAHS (Michigan Association of Student Councils) State Conference, February 2024, Grand Rapids, MI
- Community Service through First United Methodist Church of Birmingham
- Birmingham Girls Softball, player and umpire
- Volunteer, Forgotten Harvest, Food Bank, Oak Park, MI

What personal skills and characteristics do you possess that would make you a good representative?

- I am a good listener and notetaker
- I give thoughtful feedback
- I am a proven leader within my class
- I am a hard worker with a 4.6 GPA

How would you be able to schedule your time to function effectively as a student representative?

I am currently involved in multiple activities and sports while balancing many AP classes, therefore I have learned how to communicate effectively with my superiors, use my time wisely and efficiently, and honor my commitments.

Would you be interested in being considered for any other boards if you are not selected for any of your top three choices?

Yes No

Parent(s) Permission:

I give my permission for my son/daughter to seek the position of a representative to a city board or commission.

Bonnie H. Borman

1/31/25

Parent(s) Signature(s)

Date

City of Birmingham
151 Martin Street
Birmingham, MI 48009

January 31, 2025

Dear City of Birmingham Boards and Commissions:

All my life I have been fascinated by homes. When I was just starting Kindergarten we moved to Poppleton Park, here in Birmingham, and I was amazed by the charming old homes that had been there for many years, the new homes that were just being built, and how they all blend together with the neighborhood. I was always curious about how houses worked, how they're built, how historic homes can be updated but keep their style, and how new houses can be designed to fit in with an older neighborhood. As I grew up, I loved that my friends and I could ride our bikes along the sidewalks to all of the different parks, to downtown, or even to Dairy Mat. As part of Birmingham Girls' Softball, I played in all of Birmingham's parks and ball fields.

By my freshmen year I had come to a realization: that I wanted to go into Architecture or Civil Engineering. I took the architecture course at Groves High School and plan to do dual enrollment classes at Lawrence Tech during high school. I am interested in not only buildings and their design, but how they function in the larger community.

My Great Grandmother recently passed away at the age of ninety three. In her career as a civil servant in the City of Berkley she served as a City Council Member, Mayor, and a variety of important other roles. Hearing the stories of her life inspired me to realize the difference that one individual can make in uniting people in working toward a shared cause. As a leader at my

school, I have been involved in Seaholm's National Honor Society, Spanish National Honor Society, Diversity Club, SOS (a community service club), Student Congress, and athletics like volleyball and softball. If I am chosen to serve on a board or committee, I hope to observe the leaders of my community and offer my unique perspective as a community member and school leader. I am first and foremost a good listener, I take excellent notes, and I offer thoughtful feedback. It would be a true honor to serve by being involved in the City of Birmingham's Boards and Committees.

Sincerely,

penelope graves

Penelope Graves



Birmingham, MI 48009

City of Birmingham
151 Martin Street
Birmingham, MI 48009

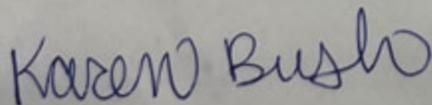
January 31, 2025

Dear City of Birmingham Boards and Commissions:

The following letter is in recommendation of Penelope Graves, Junior at Seaholm High School, Birmingham, MI. I have known Penelope since elementary school through various community and school functions such as Girl Scouts, Birmingham Girls Softball, and First Lego Robotics. Penelope is an outstanding student both academically and in extra-curriculars. Penelope has continued to be highly involved in extracurricular activities at Seaholm, such as Student Congress/Student Leadership, SOS (Schools Offer Support, A Birmingham Community Service Club), National Honor Society, Spanish Honor Society, Seaholm Diversity Club, softball, volleyball, and service activities through First United Methodist Church of Birmingham. Penelope attended the MASC (Michigan Association of Student Councils) Summer Leadership Camp at Albion College the past two summers.

I know Penelope would give thoughtful and meaningful participation to the various Board and Committees of the City of Birmingham. It is with great enthusiasm that I give Penelope my full recommendation.

Sincerely,



Karen Bush

Principal, Barnard Elementary School, Troy School District
3601 Forge Dr.
Troy, MI 48084
kbush@troy.k12.mi.us

City of Birmingham

Student Board Representative Application 2025

Name: Abhishek Thota Grade: 11th Age: 16 years

Address: [REDACTED]

Zip Code: 48009 Email: [REDACTED]

Telephone: [REDACTED] School: Seaholm High School

On the attached listing of city boards and commissions, please rank your order of preference for appointment from 1 to 3 (1 being the highest and 3 being the lowest):

1. Environmental Sustainability Committee
2. Public Arts Boards
3. Parks and Recreation Board

What school activities and/or classes have you participated in which would qualify you to sit on the board or commission which you have chosen?

Some of the school activities I have participated in that would qualify me for the board or commission I have chosen would be the National Honor Society and the Varsity Basketball team.

As a member of National Honor Society – Kyle Hall Chapter at Seaholm high school, I am involved in leadership and volunteering activities. One such activity was helping people with special needs on a game night at the First Presbyterian Church of Birmingham. I volunteered at the Seaholm high school Maple Farm to grow and harvest vegetables that were donated to the Forgotten Harvest in Detroit. Being part of the Varsity Basketball team taught me to stay consistent, motivated, disciplined, and determined.

The knowledge I acquired through classes such as World History, U.S. History, Global systems, Engineering Foundations, AP Economics and AP Spanish provided me with an understanding of how the world works.

Please list your involvement in non-school activities:

My involvement in non-school activities primarily consists of volunteering work. I have been volunteering at American Red Cross Michigan as an engagement experience team member for the last 3 years. The main goal of my position is to acknowledge the importance of each member and how much they do for communities all over Michigan and the Red Cross Organization. I participated in Bower's School Farm – My role specifically was in the Stewards leadership program to help manage kids with different activities or tasks to ensure smooth functioning of the group. I volunteered at the Baldwin Public library, my job involved organizing bookshelves and organizing activities for little kids.

What personal skills and characteristics do you possess that would make you a good representative?

Personal skills and characteristics I possess that would make me a good representative would be effective time management, accountability, respect, responsibility, leadership, compassion, and a desire to seek knowledge.

How would you be able to schedule your time to function effectively as a student representative?

I have been involved in several activities throughout my high school, which helped me to develop effective time management skills. Serving my community is important to me and I will be flexible to work around my schedule after school to attend all meetings. I am planning to work on assignments in the most effective way possible.

Would you be interested in being considered for any other boards if you are not selected for any of your top three choices?

Yes No

Parent(s) Permission:

I give my permission for my son/daughter to seek the position of a representative to a city board or commission.

Gouthami Sevanthi Eera

01/30/2025

Parent(s) Signature(s)

Date

Student Board Representative for the City of Birmingham

I consider it as an honor and a unique opportunity to serve as a student representative on a board or commission for the city of Birmingham. It gives me a strong sense of purpose to serve my home town that I grew up with so many wonderful memories. As a young kid I remember playing in the streets with my friends, fishing in Quarton Lake, walking to Quarton elementary school every day through the streets lined up with tall trees, and being part of this safe neighborhood and great community.

The most important life lessons I have learnt so far are from my involvement with my community. I was in fourth grade when I volunteered for the first time as a teacher's assistant and helped my teacher after school. I would also visit a senior living as part of our school program to organize fun activities for elderly people. Doing such small deeds, as young as I was, brought joy into people's lives. I realized that no service is too small and no task is too big if it can make a positive change in people's lives. These experiences at a young age encouraged me to serve and learn better ways to positively impact my community.

I volunteered at our historic Baldwin Library during the summer of middle school. I have been volunteering at American Red Cross Michigan as an engagement experience team member for the last 3 years. I volunteered at the Seaholm high school Maple Farm to grow and harvest vegetables that were donated to the Forgotten Harvest in Detroit. I participated in Bower's School Farm – Stewards leadership program to be a role model and to help younger kids. As a member of the National Honor Society – Kyle Hall Chapter at Seaholm high school, I participated in some leadership and volunteering activities. Through these experiences I was fortunate to meet people from different walks of life. It exposed me to real life situations, which taught me to communicate ideas and develop problem solving skills.

The Sport of Basketball is very close to my heart and soul. Being part of the sports community has taught me some essential life skills and, in some ways, molded my personality. I first started playing in elementary school for Junior League at Pistons academy – Birmingham. We won the championship that year and the Detroit Pistons Team attended our game. It was a total surprise, a proud moment and I was humbled by their presence. I continued playing basketball and now I play for the Seaholm Varsity Basketball team. I learnt to be a good team player, always supporting my team and unwavering through the difficult times. The game of basketball instilled strong qualities in me such as, hard work, endurance, resilience, discipline, commitment and more importantly, team spirit. I realized that our community is like a team, we fall and rise together and it is important to bring people as one for the benefit and progress of our society.

Another quality I inherited from my family is tolerance and acceptance of the differences from one another. Since a young age, I had several opportunities to experience different cultures through my family trips. I was amazed by the sustainable and renewable energy systems such as wind energy used in Greece, geothermal energy used in Iceland, and solar energy used in India and South Africa. On the other hand, I was distressed to see widespread poverty in some places and felt grateful for all the resources available for the Birmingham community. As I grew older, I

realized that travelling enriches the soul and opens up our mind to different possibilities and ultimately helps us find solutions to issues we face as a society.

My experiences compliment the knowledge I acquired through schooling and education. I am keenly interested in history and government. It is fascinating to learn how the world has changed over time and understanding those changes can give us a glimpse into the future. With the right tools we can work towards a better future for everyone.

To be a student representative for the city of Birmingham is an exceptional opportunity for me to serve my community. I believe the skills and qualities that I developed through diverse situations and experiences would be valuable to the city board or committees. I have high regard to the board and committee members for their commitment towards our community. I am eager to learn and share my enthusiasm to serve the city of Birmingham.

NATIONALLY RECOGNIZED FOR



EXCELLENCE
IN
EDUCATION

B I R M I N G H A M
S E A H O L M
H I G H S C H O O L

2436 WEST LINCOLN – BIRMINGHAM, MI 48009

248-203-3700

FAX 248-203-3706

January 22, 2025

Dear Sir or Madam:

I am excited to write to you on behalf of Abhishek Thota, a basketball player at Birmingham Seaholm High School. I have been Abhi's head boys basketball coach for the past 10 months and I am honored he asked me to write this letter of recommendation. Abhi is a very diligent student and a hard worker in school and his extracurriculars. He consistently works to improve himself and his work is done thoroughly and meticulously. Abhi dedicates himself to academics, athletics, and service, and sets himself apart as a leader inside and outside the classroom.

Abhishek has impressed me as a student over the past 8 months and I know his academic achievements and GPA speak for themselves. However, I have mostly gotten to know Abhi through his commitment and dedication to the basketball program. Abhi is a young man who leads by example. His passion for the game of basketball shines through his work ethic, and his positive attitude keeps people following along for the ride. Abhi is the type of young man that works hard because he wants to consistently improve himself. He does not get too low when adversity strikes; he doesn't get complacent when the going is good. Instead, he focuses on his process and daily improvement towards his goals; all while knowing that the path to success is not linear. He is self-motivated and holds himself and others around him to the highest standards both on and off the court. Abhishek succeeds because he wants so badly for the players around him to succeed. He is a true servant leader.

In a school that has many high-achieving students, Abhishek has set himself apart by excelling in his level of commitment, persistence, and his academic excellence. I am confident Abhi will be a wonderful representative of his team, school, and community as a Student Board Representative for the city of Birmingham. It is with this that I write to you with my highest and strongest recommendation for Abhishek Thota.

Regards,

Spenser Adams

Seaholm Mathematics Teacher

sadams@birmingham.k12.mi.us

City of Birmingham
Student Board Representative Application 2025

Name: **Mercy Wisecup** Grade: **11th** Age: **16**

Address: [REDACTED]

Zip Code: **48009** Email: [REDACTED]

Telephone: [REDACTED] School: **Seaholm High School**

On the attached listing of city boards and commissions, please rank your order of preference for appointment from 1 to 3 (1 being the highest and 3 being the lowest):

1. Museum Board
2. Parks and Recreation Board
3. Environmental Sustainability Committee

What school activities and/or classes have you participated in which would qualify you to sit on the board or commission which you have chosen?

I'm a student representative on my school's English Advisory Board, so I have experience with sharing my thoughts on community issues. Just last week I contributed to discussions on the reshaping of the ninth and tenth grade English curricula. In regards to my specific qualifications for the Museum Board, I've taken AP American History and am currently in AP European History, classes which have equipped me with the skills to analyze historical contexts.

Please list your involvement in non-school activities:

I have experience in urban planning, having participated in an intensive workshop offered by the University of Michigan school of architecture. Outside of school I'm a member at the Henry Ford Museum and Greenfield Village, Meadowbrook Estate, and the Edsel Ford House, all historical locations which I've spent my personal time exploring at great length. I serve on the Teen Advisory Board for the Baldwin Public Library, providing input on young adult programs such as Summer Reading and "Books Unboxed."

What personal skills and characteristics do you possess that would make you a good representative?

I'm an adept communicator, having taken Debate in the past and being a member of my school's Forensics team. I also possess leadership skills, being the Entertainment editor of the Seaholm Highlander and holding a leadership position in the French Club. When fronted with important issues, I'm able to apply critical thinking to find solutions. In discussions I'm able to acknowledge multiple perspectives and cooperate with those I disagree with.

How would you be able to schedule your time to function effectively as a student representative?

My extracurriculars run directly after school, so I'm able to allot time to the role of student representative with little difficulty. Any and all volunteer work I do is on a flexible schedule and won't interfere with my ability to perform this task. If chosen for this position, I will dedicate the time deserving to it.

Would you be interested in being considered for any other boards if you are not selected for any of your top three choices?

YES

Parent(s) Permission:

I give my permission for my son/daughter to seek the position of a representative to a city board or commission.

Elif Wisecup

Parent(s) Signature(s)

Date 1/30/25

Include an essay (typed) to convince the selection committee that you should be chosen as a student representative to a board or commission. If selected, your essay will be a part of your introduction to your board or commission.

Please include one letter of recommendation from an adult who knows you at school and who knows your activities outside of school.

Email application, essay and letter of recommendation to Melissa Fairbairn, mfairbairn@bhgov.org by **Friday, January 31, 2025**.

Design Review Board/Historic District

Commission

bhamgov.org/drj

bhamgov.org/hdc

1st & 3rd Wednesdays of the month; 7 p.m.

Environmental Sustainability Committee

bhamgov.org/sustainability

1 Monday of the month TBD, 6 p.m.

Multi-Modal Transportation Board

bhamgov.org/mmtb

1st Thursday of the month; 6 p.m.

Museum Board

bhamgov.org/museumboard

1st Thursday of the month; 5 p.m.

Parks & Recreation Board

bhamgov.org/prb

1st Tuesday of the month; 6:30 p.m.

Planning Board

bhamgov.org/planningboard

2nd & 4th Wednesdays of the month; 7 p.m.

Student Board Representative Essay

Mercy Wisecup

Part of what makes Birmingham so unique is the standard of living it provides to its residents. Whether it be the safety of its neighborhoods, the town events, or the excellence of its schools, Birmingham is a special town, which is only made possible by the work of city board members. I've lived in Birmingham my entire life. I grew up playing in Shain Park, buying popcorn at the Emagine theater, and browsing the shelves at the Baldwin Public Library. Now that I'm nearing the end of my high school career, I want to give back to my community.

I'm passionate about history and would be so grateful for the opportunity to serve on the Museum Board. If chosen for this position, I'll work dedicatedly towards the preservation of Birmingham's past and will be a dependable member of the board. I always follow through on my commitments and can be counted on to be at every meeting. When it comes to sharing my opinion on issues brought to the board's attention, I won't be afraid to share my honest thoughts. Equally as important, I will listen to differing opinions with respect and understanding.

Thank you for your consideration.

Seaholm High School

2436 West Lincoln Street, Birmingham, MI 48009
www.birmingham.k12.mi.us/seaholm • 248.203.3700 • Fax: 248.203.3706

January 28, 2025

To Whom It May Concern,

This letter is a personal recommendation for Mercy Wisecup. Mercy has been a student in my high school French class for the past three years (fall 2022-winter 2025). She is bright, hard-working and responsible and has always achieved at the top of her classes – consistently earning above 100%!

During her time with me, Mercy has advanced through French 2, French 3, and is currently conquering Honors French 4 with ease. Last quarter she earned the award for French 3 student of the quarter! She has also been an active member of our Seaholm French Club, of which she is now an officer.

Mercy is a polite, extremely bright, mature young lady who would be an asset to any organization. I hope you will strongly consider giving her a chance to explore her strengths and interests within your community.

Please do not hesitate to contact me with any questions at kmarx@birmingham.k12.mi.us.

Sincerely,

Madame Karen Marx
French Teacher, Seaholm High School
KMarx@birmingham.k12.mi.us
BA, Oberlin College 1989
MA, Middlebury College 1996



JACK BASSETT

[REDACTED] . Birmingham, MI 48009
[REDACTED] . [REDACTED]

Responsible and motivated high schooler seeking employment opportunities within the organization to expand my knowledge and skill set.

EXPERIENCE

06/2021– 08/2021

LANDSCAPER, BASSETT LAWN CARE

- Performed various landscaping duties
- Learned how to operate landscaping equipment

06/2022 – 08/2022

HVAC TECHNICIAN ASSISTANT, GARLAND MECHANICAL

- Provided support and assistance for commercial and residential HVAC projects
- Learned basic HVAC service functions

05/2024 – 08/2024

SUMMER PARK RANGER, CITY OF SYLVAN LAKE

- Managed and maintained recreational facilities

10/2024 – Present

SERVICE ADVOCATE, TARGET

- Customer service, cashier, inventory management

EDUCATION

08/2022 – PRESENT

STUDENT, ORCHARD LAKE ST. MARY'S PREPARATORY

- Current GPA of 4.0
- Athlete – Cross Country, Wrestling, Lacrosse

06/2024

FBI NATIONAL ACADEMY, YOUTH LEADERSHIP PROGRAM

- Selected as the student delegate to represent Michigan in the 25th FBI NAA Youth Leadership Session
- Participated in a leadership curriculum including situational leadership and time management
- Participated in physical fitness training, completing the Yellow Brick Road course

VOLUNTEER

01/2018 – PRESENT

VOLUNTEER, CHURCH OF THE TRANSFIGURATION FOOD PANTRY PROGRAM

- Assisted with food pickups from Gleaners
- Performed various activities as needed including packaging, sorting and delivering goods to pantry visitors

09/2022

STUDENT TOUR GUIDE, ORCHARD LAKE ST. MARY'S PREPARATORY

- Selected to lead potential new student and parent groups on campus tours

06/2023 – PRESENT

VOLUNTEER, BIRMINGHAM SHOPPING DISTRICT

- Assisted with Dream Cruise, Winter Markt, and other events

ABOUT ME

I grew up and currently live in Birmingham with my family including three siblings: an older sister and two younger brothers. I have attended Birmingham schools and I am currently a high school student at Orchard Lake St. Mary's Preparatory with a 4.0 GPA. I have participated in various sports within the community including swimming, baseball, football, track and field, wrestling, and lacrosse. I am currently a tri-sport varsity athlete at St. Mary's. I'm a team player, hardworking, eager to learn, and responsible, and look forward to new opportunities.

City of Birmingham
151 Martin Street
Birmingham, Michigan 48009

January 20, 2025

To Whom It May Concern,

I am writing to express my interest in the student board representative opportunity. I live in Birmingham with my family including three siblings: an older sister and two younger brothers. I am interested in learning more about the inner workings of the city and would like to participate in making an impact in my community. I also think this could be a good opportunity to broaden my knowledge about future careers.

I have attended Birmingham schools and am currently a high school student at Orchard Lake St. Mary's Preparatory with a 4.0 GPA. I have participated in various sports within the community including swimming, baseball, football, track and field, wrestling, and lacrosse. I am currently a tri-sport varsity athlete at St. Mary's. I'm a team player, hardworking, eager to learn, and responsible.

I am most interested in participating in the Parks & Recreation Board as I feel I have the deepest understanding in this area and could provide the best input. If I am unable to participate on the Parks & Recreation Board, I would be interested in the Multi-Modal Transportation Board and the Environmental Sustainability Committee.

Thank you for your time and consideration.

Sincerely,

Jack Bassett



ST. MARY'S PREPARATORY

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1/22/25

To Whom It May Concern,

My name is Chris Czamecki and I writing to you on behalf of Jack Bassett. Jack has been a student in my American Literature class this year.

In my time working with Jack, I have found him to be diligent and reliable. Jack comports himself well in a class that is demanding and detail oriented. He is a regular contributor in class discussion and vocab practice. His insights are accurate, and his contributions are well above average when juxtaposed with his peers. Having students who are capable and curious is excellent, but Jack's best quality is his reliability. When Jack has missed class for illness, I don't have to chase him down to get assignments completed. He comes to see me prior to class, and he is caught up in a timely fashion. I find that rare. Most of his peers look for the path of least resistance; Jack accepts the challenge of the work and sets an admirable standard.

I would hire Jack without hesitation. His qualities are genuine and valuable.

Best Regards,

Chris Czamecki

English Department Chair / Head Rowing Coach

Orchard Lake St. Mary's Preparatory

248-505-3733

City of Birmingham

Student Board Representative Application 2025

Name: Abigail Murphy Grade: 11 Age: 16

Address: [REDACTED] Birmingham, MI

Zip Code: 48009 Email: [REDACTED]

Telephone: [REDACTED] School: Seaholm High School

On the attached listing of city boards and commissions, please rank your order of preference for appointment from 1 to 3 (1 being the highest and 3 being the lowest):

1. Parks and Recreation Board

2.

3.

What school activities and/or classes have you participated in which would qualify you to sit on the board or commission which you have chosen?

In school I am involved in the Birmingham Varsity Skating team and the Seaholm Varsity golf team as a team member my freshman, sophomore and junior years. I am also involved in many clubs at Seaholm where I hold leadership positions and I am an active participant.

Please list your involvement in non-school activities:

- Figure Skating Club of Birmingham - participate in the annual Spring Ice Show.
- Learn to Skate coach at Birmingham Ice Rink on Saturday mornings.
- Participates in various community service projects.

What personal skills and characteristics do you possess that would make you a good representative?

I believe I possess positive characteristics that are beneficial for being on a board. For example, I am a very organized person, a good listener, and I have leadership and communication skills.

How would you be able to schedule your time to function effectively as a student representative?

I will be able to effectively use time management skills to finish my homework prior so that I may attend the monthly meeting.

Would you be interested in being considered for any other boards if you are not selected for any of your top three choices?

No

Parent(s) Permission:

I give my permission for my son/daughter to seek the position of a representative to a city board or commission.

/s/Barbara Murphy

1/30/2025

Parent(s) Signature(s)

Date

Abigail Murphy application essay

I would be a beneficial student representative to the Parks and Recreation board because I have been utilizing the Birmingham Parks and Recreation facilities my entire life and therefore I will be able to provide valuable input at the meetings.

As a child I visited the parks almost daily to play. When I started playing golf in 2020 I would frequently play at Lincoln Hills and Springdale, and as a three year Seaholm Varsity Golf team member I have continued to play these courses. Similarly, I started figure skating at the Birmingham Ice Rink in middle school and became a member of the Birmingham Varsity Skating team and the Figure Skating Club of Birmingham in high school, practicing and performing at the Birmingham Rink. In addition, I am sharing my skating skills by coaching Learn to Skate at the Birmingham rink as a Teen Assistant this year.

In school I am involved in many clubs and extracurricular activities with leadership positions which have helped me to develop skills such as learning how meetings are run, contributing to conversations, and working with others.

If chosen for this position, I will have input from the student perspective as I have used many of the different facilities. Also, I have a large community of other students that I know from teams and clubs that I could engage with if the board wanted more student perspectives. In conclusion I am excited to join the Birmingham Parks and Recreation Board as a student representative as I enjoy using Birmingham's parks, golf courses and ice rink!

30 JAN 2025

Dear Members of the Birmingham City Boards,

I am pleased to recommend **Abigail Murphy** for a position as a student representative on one of the City Boards, particularly, the Parks and Recreation Board. As both the Community School Organizer at Seaholm High School and club advisor for the Seaholm Community Service Club (Club SOS/Interact Clubs) for the past two years, I have observed Abigail's exceptional dedication to her academic, extracurricular and service-oriented endeavors. I consistently appreciate my interactions with Abigail. She comes through my door with a cheerful seriousness, is polite, courteous and driven.

Abigail is a truly remarkable student whose reliability and cheerful demeanor make her a joy to work with and sets her apart. Her hard work and genuine passion for bettering the world around her are evident in the pursuits she undertakes. She has shown real commitment to her community through her involvement in various clubs and organizations that I'd like to share with you.

As the founder and president of the Future Women in Business Club, Abigail has not only demonstrated leadership but has also inspired her peers to engage in meaningful discussions about women's roles in business. Additionally, Abigail's role as secretary of the Women in Finance club showcases her dedication to empowering young women in financial literacy.

Her participation in DECA and as a member of Club SOS (Membership and Communications) further illustrates her ability to balance multiple responsibilities while making significant contributions to her teams. Moreover, Abigail's commitment to mentorship through the Make Me a Maple Mentor program as well as a volunteer teen coach for the Learn to Skate program at the Figure Skating Club of Birmingham highlights her desire to uplift others in our community.

In athletics here at Seaholm, Abigail excels as a member of our Seaholm Varsity Golf team and Birmingham Varsity Skating team. Her strong connection to our local parks and recreational facilities through her athletic activities makes her an ideal candidate for the Parks and Recreation Board.

In closure, Abigail Murphy would be a valuable addition to the City of Birmingham Boards, particularly as a student member of the Parks and Recreation Board. I wholeheartedly support her application and am excited about the contributions she will make. I am confident in her ability to fulfill her obligation, provide input, learn from board members around her and I believe she will inspire others through her involvement in this role.

Thank you for considering **Abigail Murphy**. Please feel welcome to reach out to me with any questions about Abigail or any other Seaholm students who may be applying. This is such a wonderful opportunity you provide the youth in the Birmingham community. Thank you for taking the time to educate and mentor these students!

With appreciation,

Katie Parker

Community School Organizer
Advisor for the Seaholm Community Service Club (Club SOS/Interact Club)
Seaholm High School, Birmingham Public Schools

Email: kparker@birmingham.k12.mi.us // Phone: 248-203-3725

CARTER ANDERSON



PROFILE

High School Junior with a strong interest in pursuing a degree in Architecture. Excels in group engagement, leadership, and public speaking. Seeking opportunities to gain more knowledge of the complete building process, from zoning to implementation, while making a meaningful contribution to my hometown.

ACCOMPLISHMENTS

- National Honor Society Member
- 4.0 Honor Roll
- Scholar Athlete
- Honor Roll throughout High School
- Varsity Football (3 years)
- JV/Track and Field
- Big Brother Big Sister member
- Volunteer at a variety of local nonprofit organizations

SKILLS

- Efficient time management with personable and interactive communication skills
- On CTE Pathway for the Architecture – Drafting/Design Program at Groves
- Courses in Architectural Design A/B, Interior Design, CAD, AP Physics, and Speech

WORK HISTORY

6/24-Seasonal **Dining Room Assistant** *Birmingham Country Club, Birmingham, MI*

- Assists wait staff with timely food delivery, guest requests and bussing tables.
- Provides attentive and courteous service in a fast-paced environment.
- Uses strong communication and multitasking skills to establish strong relationships with both staff and customers.

6/23-8/23 **Construction Assistant** *Dan Sullivan Construction, Birmingham, MI*

- Assisted in the construction and installation of a variety of interior and exterior projects.
- Performed demolition work on existing structures.
- Detailed oriented and was eager to learn new skills.

EDUCATION

2022-Present **Wylie E. Groves High School**

Beverly Hills, MI 48025

  *Birmingham, MI 48009*

CARTER ANDERSON

January 31, 2025

Melissa Fairbairn
Assistant City Manager
City of Birmingham
151 Martin Street
Birmingham, MI 48009
mfairbairn@bhamgov.org

Dear Ms. Fairbairn,

My name is Carter Anderson and I am a Junior at Birmingham Groves High School. I am interested in applying for the position of a Student Representative for the Birmingham City Planning Board. My interest in this position stems from my goal of pursuing a degree in architecture. Throughout high school I have been able to take numerous classes that have reinforced that this career path would be a great fit for my skills and interests. Being able to observe the Board plan for projects within our city, from conception to completion, would definitely give me great exposure to what it entails to be an architect.

Additionally, having the opportunity to engage and be a student representative for our community would be an honor, and I would take great pride in seeing the impact of the planning board projects in my everyday life. I am very comfortable working with groups, have proven leadership skills both within my athletic and classroom settings, and I believe my public speaking skills could be utilized as a representative on the board. After having a chance to discuss the role with Ms. Janelle Boyce, I am excited for the possibility to learn and grow within the City Planning Board and I appreciate the opportunity to apply for this position.

Sincerely,

Carter Anderson

[Redacted]

[Redacted] | [Redacted] Birmingham, MI 48009



Wylie E. Groves High School
20500 W. 13 Mile Rd. | Beverly Hills, MI 48025

Feb. 3rd, 2025

To: Birmingham City Planning Board

It is my pleasure to recommend Carter as a prospective architecture student representative. I have known Carter as a student in my architecture classes at Birmingham Groves High School. I strongly believe that he will go on and do great things at the collegiate level. The main reasons for this are his creativity, problem solving skills, and soft skills.

Carter has a creative mind and consistently demonstrates that in his work. He is someone who is naturally curious about how things work and enjoys opportunities for discovery.

When it comes to problem solving, Carter not only shows the ability to generate solutions, but also the ability to be reflective and evaluate those solutions. This type of thinking is shown by the questions he asks and his ability to view things through a different lens with an open mind...

Finally, Carter has the soft skills needed to succeed in a team environment. Carter leads by example. He is always humble and grounded, yet his actions speak loudly. If you were putting a team together, you would want him on it.

Thank you for your consideration of Carter Anderson. If you have any questions please feel free to contact me.

Sincerely,

Jeff Hatley

Architecture and Engineering Instructor

Birmingham Groves High School

jhatley@bps-schools.com

(734)748-3644



City of Birmingham

Student Board Representative Application 2025

Name: **Olivia Betanzos** Grade: **11th, Junior** Age: **17**

Address: [REDACTED]

Zip Code: 48009 Email: [REDACTED] Telephone: [REDACTED]

School: Ernest W. Seaholm

On the attached listing of city boards and commissions, please rank your order of preference for appointment from 1 to 3 (1 being the highest and 3 being the lowest):

- 1. Planning Board**
- 2. Environmental Sustainability Committee**
- 3. Design Review Board/Historic District Commission**

What school activities and/or classes have you participated in which would qualify you to sit on the board or commission which you have chosen?

- One of the four students in charge of the annual TOYS FOR TOTS charity drive, event plans and dance. Broke seaholm record for amount of toys donated in 2024.
- Captain of the 2025 Seaholm Swim and Dive Swim team. On the varsity team for 3 completed years.
- Student Congress States Conference. Grand Rapids, Michigan.
- Boys Swim and Dive lane timer.

Please list your involvement in non-school activities:

- Every Saturday I volunteer at Cass-Costea free healthcare clinic. Medical student Scribe, pediatric care and babysitter. <http://www.cassclinic.com/>
- Babysitting 3-5 times a week after school for multiple different families of working parents with ages 3+ children.

- Adopt a family, I wrap and package all gifts to family at the local church and get the bags ready to send out to families. <https://www.voami.org/adopt-a-family/>
<https://www.fumcbirmingham.org/>
- Hoodies for the homeless, I reach out to locals via nextdoor app and facebook and see if they have any donations I can pick up, I bring them to the head coordinators home, fold and sort them. These clothes get sent to families in California that have been displaced and lost everything due to the tragic fires.
- 80 Hours of community service for different organizations and I help out anywhere that needs it as much as humanly possible.

What personal skills and characteristics do you possess that would make you a good representative?

I believe that my greatest skill in being a good representative lies in my ability to effectively communicate and write well. I will be able to talk at length about addressing pertinent issues in a professional manner. Should the need arise for me to write letters to other representatives or open chains of communication for any reason, this is where my skills will really shine. I am also highly organized, personable, and creative. These qualities will allow me to be flexible as a representative that can assist in multiple different roles.

How would you be able to schedule your time to function effectively as a student representative?

One of my best characteristics is being highly organized. It is incredibly important to me to form a strong schedule that I adhere to. Despite being a student, an athlete, and working part time, I would dedicate the appropriate time to my role as a student representative as well. I would want to ensure that I am able to create the time to tend to my responsibilities in this role, so I would schedule items of less precedence around the time needed to be the best student representative I can be.

Would you be interested in being considered for any other boards if you are not selected for any of your top three choices?

Yes _____ No _____

Parent(s) Permission:

I give my permission for my son/daughter to seek the position of a representative to a city board or commission.

_____ Reem Okab _____

_____ 1/29/2025 _____

Parent(s) Signature(s)

Date

Essay for student representative position.

I am writing to express my most sincere and passionate interest in being chosen as one of the lucky students to represent any and all board positions for the city. As a dedicated student who has lived in the 48009 my entire life and gone through the public school system since kindergarten, I am committed to being the voice of all Birmingham students and stepping up to improve the community I call home. I am certain I possess the leadership, enthusiasm, teamwork, and commitment it takes to handle this position. I believe that in order to be granted such a position, listening skills, open mindset, and collaboration is vital which is something I practice in my day to day life.

As a captain of my swim team and a delegate at the State Conference for Student Congress, I have had the privilege of developing and refining my leadership skills in two dynamic environments. Being nominated to lead my swim team has taught me the importance of teamwork, perseverance, and motivation. As captain, I am responsible for setting a positive example, offering encouragement to my teammates, and fostering a sense of unity and discipline within the team. My leadership extends beyond just performance in the pool; I also prioritize creating an environment where every swimmer feels valued and supported. Additionally, my experience attending the State Conference for Student Congress has expanded my ability to lead in a more policy-driven setting. In this role, I engaged with peers, enhancing my listening and decision-making skills. These leadership experiences have not only strengthened my ability to inspire and collaborate with others but have also equipped me with the skills necessary to advocate for change and drive meaningful progress in any setting.

I have lived in Birmingham since birth, this place i call home is somewhere people visit from different cities to experience the charm Birmingham has to offer. The reason this small town has such a feeling of hallmark to it is because of the work put into it by the graceful boards which I believe can help take it to the next level and plan events to get a vast amount of the student body involved. Having three older sisters that also have lived here since being babies means having a lot of connections to churches, schools, members of the community and various organizations which is something that can be utilized for a countless amount of aspects.

Becoming a student representative is extremely important to me for multiple reasons, one of which being practicing my leadership skills so they can be strengthened and utilized later in life in college, internships and jobs. On a deeper level, becoming a student representative is paramount for me to make my family, especially my grandpa proud. When my parents got married, he begged them to move to this charismatic town because of the great education it had to offer. His top priority was making sure my sisters and I were using our knowledge and skills to their fullest potential, and I know if he was here with us today he would be extremely proud to see his youngest granddaughter succeed and use her voice to make a difference in the community he urged my parents to move to.

To conclude this, I would be incredibly lucky to be chosen to have the opportunity to serve a more meaningful and deep purpose in this community. With my deep roots in Birmingham, leadership experience and commitment to being a representative of this town I am confident I am a perfect fit for any board that is open. I look forward to being part of the positive change and impact on a town I proudly call home.

Thank you for considering my application and taking the time to review my qualifications. I am truly excited about the possibility of representing this town and contributing to the growth of this community.

Olivia Betanzos

Seaholm High School

Katie Goetz - Teacher • 248.203.3700 • Fax: 248.203.3706 • Email - kgoetz@birmingham.k12.mi.us
2436 West Lincoln Street, Birmingham, MI 48009

January 31, 2025

To Whom It May Concern:

I am writing this letter on behalf of Olivia Betanzos. Olivia is applying for the position of student representative for Birmingham. Olivia is an excellent student and leader in our school. I have known and worked with her for the last 2 ½ years in class and extracurricular activities.

Olivia has been very much a part of our community and provides her services. Olivia is not only a leader in the classroom but also on the pool, swimming for the Varsity Swim Team. Her leadership has shown as she has been elected Team Captain for the swim team for the 2025-2026 swim season, which at Seaholm is a huge honor and responsibility.

Olivia has been a part of Student Congress at Seaholm, this is where I have gotten to know her best. She is very active in our class and displays the utmost character. Olivia is kind, caring, responsible, and respectful. She has provided excellent insight to what our students and the communities need and wants. Olivia displays excellent integrity in and out of the classroom. Her leadership skills are like no others. She leads by example and follows through with her actions. Olivia demands respect yet is very compassionate and understanding with her peers. Olivia takes pride in all she does. I have found that Olivia is very talented and extremely creative. She is always going the extra mile to make any project more enjoyable and extraordinary. Her motivation is exceptional and is driven intrinsically. Olivia sets goals and strives to reach it. Olivia gets along well with everyone and is willing to offer a helping hand whenever and wherever necessary. She has demonstrated an outstanding ability to communicate with her teachers and peers. Olivia's willingness to learn, accept criticism and meet the challenges of everyday life is a credit to his future success. One thing I respect most about Olivia is her ability to learn from the past. The best example has to do with her grades. Olivia had a rough freshman and sophomore year. She realized her goals in life and has made a huge change in behaviors and habits which has earned her very high marks in all her classes. I am so proud of Olivia.

Olivia has earned my respect as a student and as a person. Please feel free to contact me for more information, my email is located above.

Sincerely,
Kathryn Goetz

Physical Education and Health Teacher
Student Congress Advisor
Seaholm High School

Birmingham City Commission
Long Range Planning Minutes
January 25, 2025
8:30 a.m.
Municipal Building, 151 Martin
Vimeo Link: <https://vimeo.com/1046648340>

I. CALL TO ORDER AND PLEDGE OF ALLEGIANCE

Therese Longe, Mayor, opened the meeting with the Pledge of Allegiance.

II. ROLL CALL

City Clerk Bingham called the roll.

Present: Mayor Longe
MPT Baller
Commissioner Emerine
Commissioner Haig
Commissioner Host
Commissioner Long
Commissioner Schafer

Absent: None

Staff: City Manager Ecker; Birmingham Shopping District Director Bassett, City Clerk Bingham, Information Technology Manager Brunk, City Engineer Coatta, Assistant City Manager Clemence, Library Director Craft, Planning Director Dupuis, Assistant City Manager Fairbairn, Parking Systems Manager Ford, Building Maintenance Superintendent Galik, Communications Director Gamboa, Finance Director Gerber, Police Chief Grewe, Building Official Johnson, Museum Director Pielack, Fire Chief Wells, Human Resources Manager Woods, Department of Public Services Director Zielinski, Building Official Designee Zielke

III. PUBLIC COMMENT

IV. DISCUSSION ITEMS

CM Ecker provided introductory remarks.

A. Finance

- a. Five-Year Financial Forecast 2025 to 2029

FD Gerber introduced the items. Philip Femminineo from Plante Moran and FD Gerber presented Item A(a). FD Gerber answered informational questions from the Commission.

Commissioners raised the following points during discussion:

- The City transitioned from a property tax based system for water and sewer funding to a rate-based system in order to have enough money for the water and sewer fund and for general operating funds.
- No further property tax based funding for the water and sewer system should occur after the end of FY 2024-2025.

- These rate increases should begin to level out. The rates also include fees to other entities the City does not control.
- Updating the City's infrastructure remains a priority.
- While the City has been pressing forward on road improvements, many residents believe even more focus on road improvements would be of benefit. Re-allocating further funds towards road improvements should be considered.
- Matt Wojnowski suggests that if Abraham Maslow's hierarchy of needs was repurposed for municipal functions, public works would be one of the first priorities of municipal services. The City's prioritization of infrastructure improvements aligns with Wojnowski's analysis. It is important for the City to focus on its needs first, as opposed to its wants.

B. Public Services

- a. Park Improvement Plan
- b. Municipal Fleet Management Plan
- c. Asset Management Plan

DPSD Zielinski presented the items. DPSD Zielinski and CM Ecker answered informational questions from the Commission.

Commissioners raised the following points during discussion:

- More than three-quarters of the park facilities are anticipated to be updated by 2028.
- Every park should have some access and amenities available for people with disabilities.
- DPS is aiming to reduce the percentage of the City's fleet categorized as 'Needs priority replacement'.
- There are some instances where a proactive approach to replacing older vehicles with new vehicles will save the City the costs of inflation and future price increases.
- Having a fleet in moderate-to-good condition should be another one of the largest priorities for municipal services.
- Repairing and replacing the 'Needs priority replacement' vehicles will likely require a significant investment in a short period of time, and so having a fleet plan and prediction of costs will be useful.
- It would be useful to explore leasing and borrowing options for certain vehicles between OAKWAY members, which could offset or reduce costs for more specialized vehicles.
- The graph showing the conditions of the fleet was extremely useful. It summarized a very in-depth process and also makes the information clear for the Commission.
- While there may be a cost benefit to replacing all of the commercial garage doors at once, there was also a benefit to being able to spread those costs over multiple fiscal years.
- This presentation reflected the proactive effort and analysis undertaken by the DPS team.
- The cost of increased road repair staff and the cost of road deterioration should be weighed against each other.

C. Engineering

- a. Unimproved Road Construction Prioritization
- b. Capital Improvement Program
- c. Changes in Stormwater Management

CE Coatta and CM Ecker presented the items. Staff answered informational questions from the Commission.

Commissioners raised the following points during discussion:

- Some of the four-inch water mains have narrowed with time. The capacity of a four-inch water main is actually four times less than the flow and pressure of an eight-inch water main, not two times less. This is why it is essential to replace four-inch water mains from a public safety perspective.
- The City should consider revising its plan to assume cape seal would be the preferred surface for all upcoming road upgrades.
- While planning road improvements based on cape seal would change the road surface and some of the costs, it would not change the staffing requirements or water and sewer updates that would be necessary.
- The upcoming workshop on this topic will be valuable.
- It is planned that the area west of Quarton Lake will not have its roads improved until the sewer linings need to be replaced. It may be appropriate to expedite some of these repairs.
- The sewer liners are anticipated to last at least 50 years from installation.
- It would be appropriate for the City to advise new home builds where relevant to install sewer connections in the front yards in order to reduce the homeowner's future sewer update costs.
- People purchasing houses in Birmingham are not necessarily informed about upcoming road repairs. The City should do a better job of educating residents about upcoming infrastructure projects that may impact them.
- When residents advocate for cape seal, they should be provided information by the City in order to adequately weigh all aspects.
- About a third of the money the City spends per year is on infrastructure, and the City should increase its marketing of its achievements to residents.
- Dialoguing with residents two to three years in advance about upcoming projects on their streets could also be beneficial.
- The City should further study how costs are split between the City and residents on special assessment projects.
- A component of the water and sewer rates residents pay include costs for upgrades.
- There was a systemic underinvestment in infrastructure in the City for quite some time.
- The user experience of parking on an improved road tends to be preferable compared to an unimproved one.
- The City's stormwater infrastructure planning should take into account the potential impact of widening some streets, thus increasing the amount of impervious surfaces.
- Staff must ensure that the City's stormwater management, sustainability efforts, and zoning ordinance are all brought into alignment.
- 40 foot lots could face challenges with pipe locations. Smaller lots also face challenges with permissible generator locations and underground electric lines, and some of the stormwater management practices could increase opportunities for locational conflict.
- Smaller basins or cisterns on residential lots might clog from leaves or other debris and require resident maintenance.
- The City should consider implementing a graduated system for lot perviousness, where smaller lots may be closer to 30% and larger lots could have increased requirements.

D. Planning

- a. Planning Trends
- b. Sustainability

PD Dupuis presented the items and answered informational questions from the Commission.

Commissioners raised the following points during discussion:

- The legality and possible uses of a congestion fee should be further studied.

- Other cities raise funds for various uses by implementing entertainment taxes on their hotels or via similar mechanisms.

E. Birmingham Shopping District

a. Business Development

BSDD Bassett presented the item and answered informational questions from the Commission.

Commissioners raised the following points during discussion:

- Having BSD comment on relevant special land use permit application discussions at the Planning Board and Commission level could be beneficial for increasing the diversity of the business tenant mix.
- Developers could also be made aware of the BSD’s preferences for tenant types for projects within the district.
- It might also be beneficial to receive BSD input on bonus height provisions.
- Every memorandum submitted by staff for Commission agendas addresses financial, sustainability, and other impacts. BSD impact could be another added category.
- The comparison to two similar communities helped identify opportunities for improvement.
- It would be helpful to hear from Ms. Bassett in the future about how the Commission could better support the BSD’s efforts.

F. Fire Department

a. Fleet Replacement Plan

FC Wells presented the item and answered informational questions from the Commission.

Commissioners raised the following points during discussion:

- The Fire Department maintains appropriate staffing levels on holidays and weekends.
- There were 500 instances in the past year where there were concurrent calls requiring an ambulance.
- Investments in water upgrades will continue to help Fire Department operations.
- The addition of some larger-scale residential developments in the City do not pose an issue for Fire Department operations.
- Anyone interested should take the opportunity to participate in the Fire Ops 101 program.

G. Police Department

a. Department Initiatives

b. City Hall Security

PC Grewe presented the items. PC Grewe and CM Ecker answered informational questions from the Commission.

Commissioners raised the following points during discussion:

- The efforts to increase the Police Department’s security were much appreciated.
- The Police Department’s staffing levels are down from routine levels.
- It would be better for the Police Department to be occasionally overstaffed than chronically understaffed.
- Forced overtime can have an impact on morale.
- Policing is one of the most important City services. This should be a priority for investment, and it should be addressed in a cost-effective and immediate fashion.

- The proposed improvements to the police station were temporary solutions. The Commission should commit to funding a new police station.
- While the previously proposed location of a police station behind City Hall was not unanimously favored, the remaining conditions still need to be addressed.
- Once the Police Department is in a new space, then City Hall could proceed with a renovation.
- Residents would likely prefer to see investment in public works and public safety before all other possible investments. The City needs to prioritize funding these foundational services, as well as increasing the publicity regarding service delivery.
- There may be an opportunity for a repurposing of space in the garage behind City Hall that could benefit the Police Department. That space is presently used for storage, which is not the most effective use of space within the center of the City.
- PC Grewe should return to the Commission with a request for increased staffing, even if it would result in an overlap. DPS should consider the same, if it would be beneficial.
- If the Police Department and DPS return with increased staffing requests, the Commission would also have to determine where that funding would be pulled from.

H. Parking

- a. Transition from SP+ to an in-house operation
- b. APS Forecast

PSM Ford presented the items and staff answered informational questions from the Commission.

Commissioners raised the following points during discussion:

- The City's Parking Department may be delivering the same or higher-quality services than SP+ for less cost. It would be useful to have clearer data on that.
- Mr. Ford should begin considering the possibility of congestion fees.
- The efforts to maintain staff efficiency within the Parking Department were well-received.
- The data is projecting a decrease in net revenue until about FY 2028. Increasing parking fees should be considered in order to at least allow net revenue to remain steady. Given his facility with data, APC Chair Kevin Kozlowski may be able to make some recommendations about how to approach potential changes.
- Many of the discussed changes have improved the functioning and operations of the City's parking system from a business perspective.
- The recently-revised APC will likely contribute to increased revenue growth in the parking system, and should continue to be meaningfully engaged in that process.
- It may be more appropriate to approach the parking system as a business more than a service. The City is fortunate to have the parking system. Few comparable, local municipalities have a similar business that can sustain itself and also support other City goals.
- It would be helpful to know the legal definition of the parking system, to better understand where parking funds can be reinvested.
- The City should anticipate that much of the parking fund may eventually need to be used to build a new parking deck.

I. IT

- a. Hardware/Software Replacement
- b. Current AI Usage & Expansion
- c. Two Factor Authentication & Network Equipment

ITM Brunk presented the items and answered informational questions from the Commission.

Commissioners raised the following points during discussion:

- Creating a technology advisory committee could be appropriate.

J. Clerk's Office

- a. Digitizing Applications and Processes
- b. Annual Fee Schedule
- c. Sustainability

CC Bingham presented the items and answered informational questions for the Commission.

Commissioners raised the following points during discussion:

- Many of the Commission agenda packets contain so much data they may not load on an iPad.
- The Hypothesis app may be a good way to allow Commissioners to annotate their digital agenda packets.
- Finding a way for Commissioners to be able to annotate the digital agenda packets would help ease the transition from hard copies to digital.
- It could be beneficial to increase the accessibility and searchability of public documents on the City's website.

K. Building Department

- a. City Facility Initiatives

BO Johnson, BOD Zielke, BMS Galik presented the item.

Commissioners raised the following points during discussion:

- The proposed approach to evaluating facilities was practical and appropriate.
- BO Johnson deserved thanks for his service to the City over the years.

L. Library

- a. Phase 3 Addition & Renovation
- b. Access Services Expansion
- c. New @ Baldwin
- d. Building and Sustainability Improvements

LD Craft presented the items and answered informational questions from the Commission.

Commissioners raised the following points during discussion:

- It might be possible to use solar panels and battery storage instead of a generator. Those projects should be evaluated in conjunction.
- Electric vehicles can also be used to power buildings, which may be an option worth exploring.
- The renovations were well done.
- LD Craft and former LD Koschik were commended for working with the City to renovate the Library on an appropriate budget.
- LD Craft could likely provide the SCC with some insight as to community needs.
- Study rooms tend to be very popular at the Library, which could be something for the SCC to consider integrating into the project.

M. Museum

- a. Phase 3 & 4 of the Landscape Master Plan
- b. America's 250th Programs and Planning

MD Pielack presented the items. MD Pielack and CM Ecker answered informational questions from the Commission.

Commissioners raised the following points during discussion:

- The America's 250th Celebration would be an opportunity to bring the community together in a number of different ways.

N. Human Resources

- a. Retention and Recruitment

HRM Woods presented the item. HRM Woods and CM Ecker answered informational questions from the Commission.

Commissioners raised the following points during discussion:

- The examples were illustrative, and it would be helpful if next year's presentation provided more examples of programs and included data on the programs' successes.
- It may be valuable to find ways to encourage some of the City's employees to live in Birmingham, including potentially through financial incentives.
- If employees cannot be incentivized to live in Birmingham, staff time could be set aside for employees to familiarize themselves with the experiences, amenities, and culture particular to the City.
- Focusing on employee culture within the City is valuable.

O. Manager's Office

- a. Communications Overview – New & Coming Soon
- b. City Sponsored Events
- c. 2024-2025 Grants

CD Gamboa presented Item O(a), ACM Fairbairn presented Items O(b) and Item O(c).

Commissioners raised the following points during discussion:

- It would be beneficial if every household in the City had at least one subscription to the City's e-newsletter.
- City notices should be reviewed by CD Gamboa for clarity and usefulness to residents.
- Some City events focus on drawing out-of-town visitors and some are focused on hyperlocal events focusing on residents. It will be useful to keep those different types of events in mind as long-running events continue and new events are introduced.
- Increasing the number of events in the City would be worthwhile, and introducing new events does not necessarily mean that other events should not occur.
- Increasing the number of In the Park Concert Series would be welcome.
- Some other event options could include jazz series, community events where certain streets are temporarily closed to vehicular traffic, Le Diner En Blanc, other concerts, or fashion shows. Events like these should be fostered, and when they are successful, they should be supported in reoccurring.
- Philanthropy events have a normal lifecycle, so replacing some events with other events in the future is to be expected.
- Birmingham could explore events similar to the COTS Soup City event that was held on January 23, 2025 in Detroit.
- Having lights across Merrill and a few other streets would also be welcome.

- Many events in the City offer a good value for the money. The City should also focus on promoting events that have a good return on investment for City businesses.
- It would be helpful to understand the differences between fixed costs for different services and the cost increases necessary to provide those services during particular events.
- Promoters could offer a wider variety of events via ticketing sales that would also allow the promoter to make a profit.

The Mayor thanked staff, CC Bingham for coordination and food, and the Commission.

V. ADJOURN

Mayor Longe adjourned the meeting at 3:00 p.m.



Alexandria Bingham, City Clerk

Laura Eichenhorn, City Transcriptionist

Birmingham City Commission Minutes
January 27, 2025
Municipal Building, 151 Martin
7:30 p.m.
Vimeo Link: <https://vimeo.com/1050943536>

I. CALL TO ORDER AND PLEDGE OF ALLEGIANCE

Therese Longe, Mayor, opened the meeting with the Pledge of Allegiance.

II. ROLL CALL

City Clerk Bingham called the roll.

Present: Mayor Longe
MPT Baller
Commissioner Emerine
Commissioner Haig
Commissioner Host
Commissioner Long
Commissioner Schafer

Absent: None

Staff: City Manager Ecker; City Clerk Bingham, Assistant City Engineer Borton, Finance Director Designee Chavez, Planning Director Dupuis, Assistant City Manager Fairbairn, Parking Systems Manager Ford, Police Chief Grewe, Deputy Treasurer Katz, City Attorney Kucharek

III. PROCLAMATIONS, CONGRATULATORY RESOLUTIONS, AWARDS, APPOINTMENTS, RESIGNATIONS AND CONFIRMATIONS, ADMINISTRATION OF OATHS, INTRODUCTION OF GUESTS AND ANNOUNCEMENTS

Announcements

The Mayor noted that the City had a productive long range planning meeting on January 25, 2025 and thanked staff for their preparation and support.

Appointments

It was noted that the City was still accepting applications for an engineer to serve on the Ad Hoc Senior/Recreation Center Committee.

01-014-25 Environmental Sustainability Committee

Trenton Chapman was interviewed for the appointment.

MOTION: Motion by Baller:
To appoint Trenton Chapman as a regular member to the Environmental Sustainability Committee (ESC) to serve a one-year term to expire February 1, 2026.

VOICE VOTE: Ayes, MPT Baller
Commissioner Emerine
Commissioner Host
Commissioner Haig
Commissioner Schafer
Mayor Longe
Commissioner Long

Nays, None

CC Bingham swore in Mr. Chapman.

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

Paul Reagan opposed the present plans for the 400 E. Lincoln project.

V. CONSENT AGENDA

01-015-25 Consent Agenda

MOTION: Motion by Haig, seconded by Long:
To approve the Consent Agenda as written with the exception of Item E.

ROLL CALL VOTE: Ayes, MPT Baller
Commissioner Emerine
Commissioner Host
Commissioner Haig
Commissioner Schafer
Mayor Longe
Commissioner Long

Nays, None

- A. Resolution to approve the City Commission meeting minutes of January 13, 2025.
- B. Resolution to approve the warrant list, including Automated Clearing House payments, dated January 16, 2025 in the amount of \$998,076.04.
- C. Resolution to approve the warrant list, including Automated Clearing House payments, dated January 23, 2025 in the amount of \$2,825,446.13.
- D. Resolution to set a public hearing date of February 24, 2025 to consider the Special Land Use Permit Amendment for 111 Henrietta to transfer ownership and update the Special Land Use Permit to the proposed new owner, 111 Brooklyn Bham, LLC.

- F. Resolution to approve the recognition of Pediatric Retinal Research Foundation, 1221 Bowers St. Unit 1926, Birmingham, MI 48012, as a 501(c)(3) non-profit organization for the purpose of obtaining a State of Michigan Raffle License with the State of Michigan Charitable Gaming Division. Furthermore, to authorize the City Clerk to complete the Qualification Information Form and forward it to the Charitable Gaming Division in Lansing, MI.
- G. Resolution to amend the previous poverty exemption resolution to incorporate a new provision, adding a 75% reduction in taxable value to the form, along with an explanation of how the requested percentage reduction(s) will be calculated and applied when granting a poverty exemption. In addition, to authorize the Mayor and City Clerk to sign the resolution on behalf of the City.

01-016-25 Special Event: Common Ground’s 51st Birmingham Street Art Fair (Item E)

MPT Baller pulled Item E and made a motion to table this until the Commission could discuss how the City charges long-running charitable events in town. The motion died for lack of a second.

Commissioners raised the following points in the course of discussion:

- Costs of putting on special events are considered and planned for by charitable organizations. If Birmingham hosted special events for free, the City would be inundated with requests.

MOTION: Motion by Host, seconded by Long:

To approve a Special Event Permit as requested by Common Ground to hold the Birmingham Street Art Fair on September 13 and 14, 2025 contingent upon compliance with all permit and insurance requirements and payment of all fees and further pursuant to any minor modifications that may be deemed necessary by administrative staff at the time of the event, or event cancellation that may be deemed necessary by administrative staff, leading up to or at the time of the event.

VOICE VOTE: Ayes, MPT Baller
 Commissioner Emerine
 Commissioner Host
 Commissioner Haig
 Commissioner Schafer
 Mayor Longe
 Commissioner Long

Nays, None

VI. CITY MANAGER’S REPORT

CM Ecker presented the report and answered an informational question from the Commission.

VII. UNFINISHED BUSINESS

VIII. NEW BUSINESS

01-017-25 Confirmation of SAD Roll 913 2025 Cape Seal Program (SAD)

Mayor Longe recused herself from this item citing a conflict-of-interest stemming from her residence within the special assessment district and left the room. MPT Baller assumed facilitation of the meeting.

MPT Baller opened the public hearing at 8:04 p.m.

DT Katz presented the item.

Seeing no public comment, MPT Baller closed the public hearing at 8:05 p.m.

MOTION: Motion by Schafer, seconded by Long:
To make a motion adopting a resolution confirming Special Assessment Roll 913 as depicted on pages two, three, four, five, six, seven, and eight of the agenda statement.

ROLL CALL VOTE: Ayes, MPT Baller
Commissioner Emerine
Commissioner Host
Commissioner Haig
Commissioner Schafer
Commissioner Long

Nays, None

Mayor Longe rejoined the meeting, thanked MPT Baller, and resumed facilitation of the meeting.

1-018-25 2025 Cape Seal Program Contract #5-25 (P) Award (SAD)

ACE Borton presented the item and answered an informational question from the Commission.

MOTION: Motion by Long, seconded by Host:
To award the 2025 Cape Seal Program #5-25 (P) to Highway Maintenance & Construction Co. in the amount of \$500,477.75 and a 10% construction contingency for a total of \$550,525.53. In addition, to authorize the Mayor and the City Clerk to sign the agreement on behalf of the City contingent upon execution of the agreement and meeting all insurance and bond requirements by Highway Maintenance & Construction Co.. Funding for this project has been budgeted in the following account, and that is the fund number, fund ID, project award, 10% contingencies, and total amount indicated on page two of 8B of the packet;

AND

To approve the appropriation and amendment of the fiscal year 2024/2025 Local Streets Fund budget as set forth on page three of 8B of the packet.

ROLL CALL VOTE: Ayes, Mayor Longe
 MPT Baller
 Commissioner Emerine
 Commissioner Host
 Commissioner Haig
 Commissioner Schafer
 Commissioner Long

Nays, None

01-019-25 Interior / Exterior Parking Garage Designer

PSM Ford introduced the item. Brian Hearn of BCT and Darko Banfic of Illuminart presented the item and answered informational questions from the Commission.

Commissioners raised the following points during discussion:

- The report was comprehensive and described the strengths and weaknesses of the City's parking decks well.
- The recommended change in lighting would result in reduced energy consumption.
- Some parking decks have motion sensors where the lights do not turn on until someone enters the deck.
- Messrs. Hearn and Banfic should meet with the Public Arts Board and the City's arborist to discuss potential opportunities for collaboration.
- The N. Old Woodward deck received emergency repairs, and the BCT team should feel empowered to recommend changes to the aesthetics.
- The N. Old Woodward deck and lot represent an opportunity for redevelopment.
- There is some desire to install banners on parking decks in order to advertise City attractions. The BCT team should provide recommendations for banner design and placement.
- Enlarged parking spaces and the recommendations in this report would likely draw many more people into the decks who were previously reluctant to use them.
- Better deck wayfinding within the City would hugely improve user experience.

MOTION: Motion by Schafer, seconded by Long:
To approve BCT Design Group to proceed to the "concept design phase" of the Interior/Exterior Design Services project.

ROLL CALL VOTE: Ayes, Mayor Longe
 MPT Baller
 Commissioner Emerine
 Commissioner Host
 Commissioner Haig
 Commissioner Schafer
 Commissioner Long

Nays, None

01-020-25 400 E. Lincoln – Building Nomenclature

CM Ecker presented the item. and answered informational questions from the Commission.

Commissioners raised the following points during discussion:

- The SCC recommended the 'Birmingham Community and Senior Center', while some individuals affiliated with Next preferred the 'Birmingham Senior and Community Center'.
- The name change would reflect the new vision for the project, as opposed to the original vision. Putting 'community' first better encapsulates the project's community orientation.
- It may be more appropriate to call it the 'Birmingham Community Center', since that will be the building itself, while Next and the YMCA would be tenants.
- Calling it the 'Birmingham Community Center' may not be looked upon favorably by the Community House.
- Other communities often do use both 'community' and 'senior' in their building titles.

MOTION:

Motion by Baller, seconded by Schafer:

To approve the use of the term Birmingham Community and Senior Center in reference to the proposed new building at 400 E. Lincoln, as recommended by the Ad Hoc Senior/Recreation Center Committee.

VOICE VOTE:

Ayes, Mayor Longe
MPT Baller
Commissioner Emerine
Commissioner Host
Commissioner Schafer
Commissioner Long

Nays, Commissioner Haig

Senior / Recreation Center Draft Agreements with Future Tenants

CM Ecker and CA Kucharek presented the item. CM Ecker, CA Kucharek, and Brian Deming of KMG answered informational questions from the Commission.

Commissioners raised the following points during discussion:

- Next would have no capacity to extend its tenancy at Midvale School beyond May 31, 2027, even if the bond were moved to a November 2025 vote.
- The inclusion of the MOU was helpful. There may need to be further discussion about whether Next should contribute more to the improvements based on the language in the MOU.
- The MOU should either be redone or replaced if it is to be included as part of this contract. The prior MOU should be in effect if the circumstances default to the original circumstances.
- It would be necessary to understand how the entrances would be staffed, maintained, and laid out.

- The YMCA should be sure that the terms would not interfere inappropriately with its ability to conduct business.
- Any staffing of the building should not be a City cost.
- It could be said that contributions from Next and the YMCA towards this project amount to at least \$610,000 per year for the life of a 20 year bond.
- Alternatively, it might be more appropriate to compare the costs of the annual debt service versus the annual costs of housing Next at Midvale.
- The name of the building will have to be updated in the draft agreements.
- Contingency plans for Next, in the event of significant changes to project delivery, should be expanded to contain much more detail and agreed-upon limits or caps.
- 'In perpetuity' in the lease should be changed to '20 years'. It could be renewable.
- The number of accessible parking spots should be defined.
- The lease should have figures for Next's minimum insurance standards.
- Arbitration tends to be significantly more expensive than litigation, which should be considered vis-a-vis these agreements.
- 'Turnkey' should be replaced with a list of the specifically provided items.
- This should have been presented as a term sheet, and requires further revision.
- The intent to seek grant funding should either include targets, incentives, and penalties, or should be removed from the contract.
- 'Sufficient' as regards to advance notice should be defined.
- The appropriateness of using all of the senior millage funds towards this project should be discussed, and the conditions for using the senior millage funds should be clarified.
- The City should require of Next more financial transparency, minimum standards of governance, and efforts to expand services and membership. There should be a more robust list of breach events.
- It was unclear whether the City would receive adequate benefit from Next under the present terms relative to the costs. The YMCA-City relationship potentially offered more robust benefits relative to the costs.
- There should be clear provisions allowing the City to cease doing business with Next if Next meaningfully changes in mission, operations, or other aspects.
- There may need to be a limit on the number of memberships Next and the YMCA can sell, due to potential space constraints. It is also possible that visitors will self-limit based on finding that the facility is busier at certain times of the day.
- The timetable needs to align in both contracts.
- The proposed community use of the pool and gym should be increased, and the City should be able to define when those times occur.
- Referring to the YMCA as having 'exclusive' use of the pool was not accurate, given community use would be available.
- The City's maintenance responsibilities and the YMCA's maintenance responsibilities need to be better defined.
- The capital reserve fund should have two signers, one from the YMCA and one from the City.
- The equipment to be provided by the YMCA should be defined.
- 'Gatekeeper' could be replaced with 'security', 'receptionist', or another option.
- There should be a termination fee if the YMCA has to leave. One year of operating expenses may be appropriate.

- It may be more appropriate to structure both organization's membership fees with a base fee for all users, and a facility fee paid by non-Birmingham residents that goes into the City's general fund to, in part, reimburse the City for the bond debt.
- Next's Executive Director is responsible for much of the organization's success, and it would be helpful for the City to understand Next's succession plan.
- An August 2025 election may be inappropriate given the number of unresolved details.
- This project has the best chance of success if it is approached as a service offered to the community. In order to do that, the community use needs to be very well defined, and that needs to be one of the first questions to be resolved.
- Ice Arena and Facilities Superintendent Folk would likely be able to provide insight into balancing the swimming pool demands given her experience managing the Ice Arena.
- A graphic representation of the City's likely financial contributions per year versus the Next and the YMCA's financial contributions per year would be valuable. That would help in the calculation of the cost-benefit analysis.
- It may be necessary to treat all tenants equally.
- CM Ecker's presentation was extremely well done, and finding a way to put more of that information in written form would be of benefit.
- The programming and space should have been clear before the review of these legal documents.
- Next membership is likely to increase if it operates out of its own facility and not out of an elementary school.
- This is the first time the Commission is seeing these agreements, and these agreements will inevitably be better for having undergone a thorough review.
- While this process may feel rushed or premature, it is necessary to start the process of improving senior services delivery somewhere.
- It would be helpful for Next and the YMCA to explain the services they offer to members and the additional services available to any community member, whether they pay a membership fee or not. There needs to be more attention paid to the publicizing of these services. Next may be able to collaborate with the City's communications department to figure out ways of doing that.
- Former City Manager Marcus often described Next as 'the best deal in town' for the way it offers community members exceptional services at a low cost.
- Rochester's senior center charges \$6 for a membership for residents from three communities, and \$175 for a membership for residents from any other community. This could be a useful model to explore.
- Other communities operate their senior centers in a similar manner.

There was Commission consensus on the following statements:

- The Next contract should not be in perpetuity.
- Next should contribute an annual amount in some fashion.
- There needs to be increased and more well-defined community use.
- The City should not have any additional costs for staffing the building.
- In Next's contract, 5E, 5F, and 5G need to be better defined and limited.
- Breach events should be better defined.

There was interest in further study of the following statements:

- Next should provide some kind of financial reporting to the City, and some continued demonstration of sufficient or increasing service provision.

- Memberships may need to be limited to a maximum number given space constraints.
- It may be appropriate to charge a termination fee for either one or both tenants.
- Membership fees could be broken down into base and facility fees, with facility fees going towards Birmingham government operations since residents would be paying for the bond debt.

Public Comment

Parrish Underwood, President and CEO of the YMCA of Metropolitan Detroit, and Cris Braun, Executive Director of Next, commented on the preceding discussion and answered questions from the Commission.

Marcia Wilkinson, President of the Next Board, commented that the Commission should let Next know if it needs clarification on any topic from the organization, and commented on the tone of the Commission’s discussion.

Pam Graham supported the project overall while acknowledging further work needs to be done, and commented regarding how value can be provided to the community.

George Dilgard commented regarding the strong support for senior centers across Oakland County.

David Hohendorf commented regarding the bond vote, the value of the project, and the necessity of an early termination fee for the YMCA.

Paul Reagan supported drawing more on the YMCA’s expertise in programming, and commented that trying to align the programming needs of Next with an athletic facility was challenging.

Commission Items for Future Discussion

01-021-25 Business Recycling Practices

MOTION: Motion by Schafer, seconded by Long:
To have the Sustainability Board study the recycling practices of the commercial businesses in Birmingham.

Commissioner comments on the motion:

- This may tie in well with the requested report on garbage practices within the central business district.

VOICE VOTE: Ayes, Commissioner Haig
 Mayor Longe
 MPT Baller
 Commissioner Emerine
 Commissioner Host
 Commissioner Schafer
 Commissioner Long

Nays, None

01-022-25 Technology Advisory Board

MOTION: Motion by Baller, seconded by Host:
Consider appointing a technology advisory board.

Commissioner comments on the motion:

- It would be useful to hear whether the City could staff such a board, and whether ITM Brunk thinks such a board would be beneficial.
- It would be useful to hear what City topics the board might advise on.

VOICE VOTE: Ayes, Commissioner Haig
Mayor Longe
MPT Baller
Commissioner Emerine
Commissioner Host
Commissioner Schafer
Commissioner Long

Nays, None

Commission Discussion On Items From A Prior Meeting

IV. REMOVED FROM CONSENT AGENDA

X. COMMUNICATIONS

- A. Communication from Michael Clift
- B. Communication from Zack Sklar

XI. REPORTS

- A. Commissioner Reports

Commissioners Baller and Haig reported back from their attendance at the recent Community House event. They noted that Commissioner Host and CM Ecker were also in attendance.

- B. Commissioner Comments

Commissioner Host opined that the Commission should not have reviewed the legal agreements for 400 E. Lincoln until the operational aspects were more clear, and that public comment on the item occurred too late in the evening.

- C. Advisory Boards, Committees, Commissions' Reports and Agendas
- D. Legislation
- E. City Staff

1. Review of ADA Curb Ramp Project – Completion Report

The Mayor noted that this was a coordinated effort to meet the City’s legal obligations.

INFORMATION ONLY

XII. ADJOURN

The Commission motioned to adjourn at 12:10 a.m.



Alexandria Bingham, City Clerk

Laura Eichenhorn, City Transcriptionist

DRAFT

City of Birmingham
Warrant List Dated 01/30/2025

Meeting of 02/10/2025

Check Number	Early Release	Vendor #	Vendor	Amount
<u>PAPER CHECK</u>				
301969		009725	ALL TRAFFIC SOLUTIONS, INC.	1,500.00
301970	*	006759	AT&T	893.51
301971	*	006759	AT&T	436.38
301972		003703	AT&T MOBILITY	1,420.99
301973		005590	AXON ENTERPRISE, INC.	978.00
301974		BDREFUND	AYERS BASEMENT SYSTEMS	200.00
301975		009609	BALIAN LEGAL, PLC	1,750.00
301976		009616	BANDIT INDUSTRIES, INC.	37.35
301977		009568	BEDROCK EXPRESS LTD	2,853.31
301978	*	000524	BIRMINGHAM LOCKSMITH INC	197.50
301979		BDREFUND	BIRMINGHAM PLBG CO INC	30.00
301980		BDREFUND	BIRMINGHAM PUBLIC SCHOOLS	22,920.00
301981		BDREFUND	BOJI GROUP	1,400.00
301982	*	007359	BRADY INDUSTRIES	49.27
301983	*	009078	CANON SOLUTIONS AMERICA INC	379.71
301984		007732	CAPITAL TIRE, INC.	1,530.56
301985		000902	CENGAGE LEARNING INC	27.99
301986	*	000627	CONSUMERS ENERGY	12,798.45
301987	*	009145	CREATIVE COLLABORATIONS	7,600.00
301988		003923	CUMMINS BRIDGEWAY LLC	778.20
301989		BDREFUND	CURB APPEAL DOOR & WINDOW INC	500.00
301990		004386	CYNERGY PRODUCTS	4,273.53
301991		005318	DEWOLF & ASSOCIATES, LLC	845.00
301992	*	000179	DTE ENERGY	212.12
301993	*	000179	DTE ENERGY	6,059.60
301994		001495	ETNA SUPPLY	42,550.12
301995		009366	EXPERT HEATING & COOLING	711.00
301996	*	001223	FAST SIGNS	101.40
301997		006654	FLEETPRIDE INC	136.49
301998		BDREFUND	FOUNDATION SYSTEMS OF MICHIGAN INC.	100.00
301999		BDREFUND	GORAL CONSTRUCTION	100.00
302000	*	004604	GORDON FOOD	246.91
302001	*	008007	GREAT LAKES WATER AUTHORITY	8,520.66
302002		001531	GUNNERS METER & PARTS INC	560.00
302003		001447	HALT FIRE INC	1,581.26
302004		009782	HERSCH'S INC.	1,114.40
302005	*	001956	HOME DEPOT CREDIT SERVICES	1,280.12
302006		BDREFUND	HOME INSPECTION PLUS INC	100.00
302007		BDREFUND	HOOVER ELECTRIC INC	87.00
302008		BDREFUND	HRH CONSTRUCTION LLC	1,525.00
302009		BDREFUND	IB ELECTRIC INC	202.00
302010		BDREFUND	J & J EXCAVATING LTD	100.00

City of Birmingham
Warrant List Dated 01/30/2025

Meeting of 02/10/2025

Check Number	Early Release	Vendor #	Vendor	Amount
302011		000347	JOHN R. SPRING & TIRE CENTER INC.	498.10
302012	*	009946	JORDAN ZUPPKE LAW	437.50
302013	*	009403	JUSTIN ZAYID	1,500.00
302014		BDREFUND	KELLY BUILDING & DEVELOPMENT CO LLC	15,000.00
302015		MISC	KFD TRAINING AND CONSULTATION	695.00
302016		004904	KONICA MINOLTA BUSINESS SOLUTIONS	2,346.45
302017	*	009386	LAW OFFICE OF BRIAN P. FENECH	375.00
302018	*	009963	LAW OFFICE OF ROBERT J MORAD PLLC	375.00
302019	*	009811	LOVATIS OUTDOOR SERVICES LLC	550.00
302020		BDREFUND	LUDWIG MD, MSG CRAIG	100.00
302021		BDREFUND	MAAN HASSAN DARWICHE	187.50
302022	*	009085	MGSE SECURITY LLC	405.00
302023		004687	MICHIGAN DEPT. OF TRANSPORATION	6,385.50
302024	*	001677	STATE OF MICHIGAN-ELEVATOR	319.30
302025	*	006461	MID AMERICA RINK SERVICES	682.90
302026		000230	MIKE SAVOIE CHEVROLET INC	212.68
302027		009770	MOBILE COMMUNICATIONS AMERICA INC	247.15
302028		BDREFUND	MOSHER DOLAN	100.00
302029	*	000477	OAKLAND COUNTY	2,973.00
302030	*	006602	OAKLAND COUNTY TREASURER'S ASSN.	40.00
302031		004370	OCCUPATIONAL HEALTH CENTERS	376.00
302031	*	004370	OCCUPATIONAL HEALTH CENTERS	96.00
302032	*	009478	ODP BUSINESS SOLUTIONS, LLC	192.19
302033	*	001883	PIONEER DOOR COMPANY INC	1,285.00
302034		BDREFUND	PLATINUM CONTRACTORS	500.00
302035	*	009949	SMALL LAW PLLC	375.00
302036	*	002806	SAM'S CLUB/SYNCHRONY BANK	19.68
302037	*	006590	SECURE DOOR, LLC	895.50
302038		UBREFUND	SHREM, SYLVIA	1,848.49
302039	*	009384	THE EDITH BLAKNEY LAW FIRM, PLLC	700.00
302040	*	009905	THIELEN TURF IRRIGATION INC	268,916.80
302041	*	009905	THIELEN TURF IRRIGATION INC	210,140.00
302042		BDREFUND	THOMAS, MARC E	100.00
302043	*	009552	TRAFFIC & SAFETY CONTROL SYSTEMS	120.00
302044		BDREFUND	VALDEZ, JOSE ANTONIO GARCIA	200.00
302045	*	000158	VERIZON WIRELESS	89.94
302046		004497	WATERFORD REGIONAL FIRE DEPT.	198.50
302047		000299	WEINGARTZ SUPPLY CO.	1,459.92
302048		009026	WELLS FARGO VENDOR FIN SERV	57.52
302048	*	009026	WELLS FARGO VENDOR FIN SERV	710.95
302049		005112	WOLVERINE	186.50
SUBTOTAL PAPER CHECK				\$650,585.90

City of Birmingham

Warrant List Dated 01/30/2025

Meeting of 02/10/2025

Check Number	Early Release	Vendor #	Vendor	Amount
12526	*	002284	ABEL ELECTRONICS INC	1,464.00
12527	*	009393	AMANDA MCBRIDE	375.00
12528		002679	ANCHOR WIPING CLOTH CO	190.00
12529	*	009383	BATTI LAW PLLC	375.00
12530	*	008840	BIRMINGHAM PUBLIC SCHOOLS-TAXES	1,473,156.21
12531	*	009396	CECILIA QUIRINDONGO BAUNSOE	1,125.00
12532		000605	CINTAS CORPORATION	195.69
12533		000605	CINTAS CORPORATION	327.75
12534	*	009924	CITY OF BIRMINGHAM #260	21,872.60
12535	*	009937	CITY OF BIRMINGHAM #264	24,606.87
12536		002668	CONTRACTORS CLOTHING CO	405.73
12536	*	002668	CONTRACTORS CLOTHING CO	35.99
12537		001367	CONTRACTORS CONNECTION INC	68.00
12538	*	009195	CROWN CASTLE FIBER LLC	4,420.35
12539		009024	D.M. BURR GROUP	4,891.29
12540	*	009557	ZECO, LLC	550.00
12541	*	007538	EGANIX, INC.	720.00
12542	*	009851	EMINENT EXCAVATING LLC	455,447.52
12543	*	000995	EQUATURE	280.00
12544	*	009387	FRAIBERG & PERNIE PLLC	1,125.00
12545	*	001023	GABRIEL, ROEDER, SMITH & CO.	40,950.00
12546	*	000243	GRAINGER	72.06
12547		007927	MICHELLE HOLLO	805.00
12548		000331	HUBBELL ROTH & CLARK INC	77,096.51
12549	*	009390	IDUMESARO LAW FIRM, PLLC	750.00
12550	*	009855	INVOICE CLOUD	250.00
12551	*	003458	JOE'S AUTO PARTS, INC.	1,597.14
12552	*	008827	KANOPY, INC	444.55
12553	*	004085	KONE INC	2,086.45
12554	*	009385	LAW OFFICE OF MICHAEL J. DICK	3,575.00
12555	*	003527	LOWER HURON SUPPLY CO INC	250.99
12556	*	009398	MARCIA C ROSS PC	375.00
12557		002013	MIDWEST TAPE	9,691.49
12558		008336	NBS COMMERCIAL INTERIORS	792.00
12559	*	007755	NETWORK SERVICES COMPANY	1,461.67
12560	*	009706	NORTHSTAR MAT SERVICE	444.82
12561		001864	NOWAK & FRAUS ENGINEERS	36,247.00
12562	*	006359	NYE UNIFORM COMPANY	3,600.00
12563	*	008843	OAKLAND COUNTY TREASURER- TAX PYMNT	850,073.46
12564	*	009395	ORLANDO LAW PRACTICE PC	750.00
12565	*	002767	OSCAR W. LARSON CO.	725.98
12566	*	000897	PRINTING SYSTEMS INC	140.95
12567	*	009666	RAM CONSTRUCTION SERVICES OF MICHIG	101,968.25

City of Birmingham
Warrant List Dated 01/30/2025

Meeting of 02/10/2025

Check Number	Early Release	Vendor #	Vendor	Amount
12568	*	003554	RKA PETROLEUM	9,028.10
12569	*	001181	ROSE PEST SOLUTIONS	82.00
12570	*	000254	SOCRRA	163.73
12571		005861	UNIQUE MGMT SERVICE, INC	41.20
SUBTOTAL ACH TRANSACTION				\$3,135,095.35
GRAND TOTAL				\$3,785,681.25

All bills, invoices and other evidences of claim have been audited and approved for payment.



Mark Gerber
Finance Director/ Treasurer

*-Indicates checks released in advance and prior to commission approval in order to avoid penalty or to meet contractual agreement/obligation.

City of Birmingham

Warrant List Dated 02/05/2025

Meeting of 02/10/2025

Check Number	Early Release	Vendor #	Vendor	Amount
<u>PAPER CHECK</u>				
302050		BDREFUND	4 TECH SIGNS/REDFORD	200.00
302051		009346	ACCUFORM PRINTING & GRAPHICS, INC	9,928.00
302053		009507	AIR HANDLERS SERVICE CORP.	2,449.07
302054		BDREFUND	AIR TITE REPLACEMENT CO	500.00
302055		BDREFUND	ALIMOFF BUILDING & DEVELOPMENT LLC	3,900.00
302056		BDREFUND	ANTONELLI LANDSCAPE	200.00
302057		BDREFUND	ARMANDO GIUSEPPE INC	1,600.00
302058	*	006759	AT&T	908.56
302059	*	006759	AT&T	2,045.31
302060		BDREFUND	BACKER SERVICES INC	200.00
302062		BDREFUND	BATCHELDER, RICHARD	200.00
302063		BDREFUND	BENJAMIN REICHMAN TRUST	200.00
302064		002231	BILLINGS LAWN EQUIPMENT INC.	197.96
302065		BDREFUND	BLOOMINGDALE CONSTRUCTION COMPANY I	125.00
302066		BDREFUND	BLOOMINGDALE HOMES INC	1,450.00
302067		BDREFUND	BRICKWORKS PROPERTY RESTORATION	100.00
302068	*	006520	BS&A SOFTWARE, INC	34,488.00
302069	*	009078	CANON SOLUTIONS AMERICA INC	3,343.19
302071		008959	CASS COLLISION CLAWSON, INC	837.00
302072	*	009985	CED TECHNOLOGIES INTERNATIONAL INC	4,029.00
302073	*	008006	CLEAR RATE COMMUNICATIONS, INC	3,287.87
302074	*	007774	COMCAST BUSINESS	1,288.78
302075	*	000627	CONSUMERS ENERGY	484.76
302076		009207	D'ANGELO BROTHERS INC	20,200.00
302077	*	009549	DAN'S LAWN MAINTENANCE	1,400.00
302078	*	TAXMISC	DAVID & CHRISTINE PROVOST	27,530.70
302079		BDREFUND	DAVID PAUL FORCE	1,250.00
302080		009309	DEALER AUTO PARTS	179.96
302081		000233	DEAN SELLERS	128.67
302082		008641	DINGES FIRE COMPANY	343.52
302083	*	009980	DOORS OF PONTIAC	895.00
302084	*	000179	DTE ENERGY	505.56
302085	*	000179	DTE ENERGY	107.84
302086	*	000179	DTE ENERGY	35.31
302087	*	000179	DTE ENERGY	178.00
302089	*	000179	DTE ENERGY	2,057.77
302090	*	000179	DTE ENERGY	58.76
302091	*	000179	DTE ENERGY	386.27
302092	*	000179	DTE ENERGY	6,887.86
302093	*	000179	DTE ENERGY	2,244.09
302094	*	000179	DTE ENERGY	5,462.03
302095	*	002460	EASTERN MICHIGAN UNIVERSITY	3,500.00
302097		001495	ETNA SUPPLY	2,310.00

City of Birmingham
Warrant List Dated 02/05/2025

Meeting of 02/10/2025

Check Number	Early Release	Vendor #	Vendor	Amount
302098		001589	FBINAA MICHIGAN CHAPTER	795.00
302099		BDREFUND	FIRECLASS, LLC	30.00
302100		006654	FLEETPRIDE INC	1,437.77
302101		BDREFUND	FORCE BUILDING COMPANY	1,000.00
302102		BDREFUND	FOUNDATION RESTORATION	100.00
302103		BDREFUND	FOUNDATION SYSTEMS OF MICHIGAN INC.	500.00
302104	*	009556	MADELINE GOLD	225.00
302105		009807	GRAND ARBOR SUPPLY	71.68
302106		BDREFUND	GREAT LAKES CUSTOM BUILDER LLC	1,400.00
302108		001531	GUNNERS METER & PARTS INC	304.00
302109		BDREFUND	HANSONS GROUP LLC	100.00
302111	*	001956	HOME DEPOT CREDIT SERVICES	254.41
302112	*	009563	HOWIES HOCKEY INC	290.85
302113		BDREFUND	HRH CONSTRUCTION LLC	3,300.00
302114		BDREFUND	IDEAL BUILDERS AND REMODELING INC	530.00
302115	*	001820	IIMC	25.00
302116		000342	INTERSTATE BATTERIES OF SE MICH	1,153.50
302117		BDREFUND	JANNA KEYES	100.00
302118	*	TAXMISC	JEFFREY & JENNIFER PALMER	364.51
302119		000353	KNAPHEIDE TRUCK EQUIPMENT	1,217.60
302120		BDREFUND	LESLIE LEWISTON ETTERBEEK	100.00
302121		BDREFUND	Lugashi homes llc	200.00
302123		BDREFUND	Maxwell Building Services, Inc	200.00
302124	*	009888	MEGAN BECK	378.00
302125	*	009143	MICHAEL SHUKWIT	250.00
302126		001169	MJ AWARDS	437.50
302127		BDREFUND	NAEGELI, CHRISTOPHER	100.00
302128		BDREFUND	NELSON DESIGN BUILD GROUP INC	500.00
302129		BDREFUND	NOE, GENE D	100.00
302130	*	001686	OAKLAND CO CLERKS ASSOC	35.00
302131	*	000477	OAKLAND COUNTY	8,627.00
302132	*	000919	OAKLAND COUNTY TREASURER	424.00
302133	*	009478	ODP BUSINESS SOLUTIONS, LLC	66.16
302134		BDREFUND	ORCHARD DEVELOPMENT AND CONSTRUCTIO	2,000.00
302135		BDREFUND	PAMELA G VOSS-PAGE	100.00
302136		BDREFUND	PELLA WINDOWS & DOORS, INC.	100.00
302137	*	006959	PHOENIX COMMUNICATIONS & CABLING	3,571.63
302138		009614	PROGRESSIVE PLUMBING SUPPLY CO	10.12
302139		BDREFUND	PURE ENERGY WINDOW	500.00
302140	*	007797	QUADIENT LEASING USA, INC.	416.28
302141		004137	R & R FIRE TRUCK REPAIR INC	2,631.45
302142		BDREFUND	Rapid Roofing	200.00
302143	*	TAXMISC	ROEBUCK PROPERTIES LLC 3	1,906.97

City of Birmingham
Warrant List Dated 02/05/2025

Meeting of 02/10/2025

Check Number	Early Release	Vendor #	Vendor	Amount
302144	*	002806	SAM'S CLUB/SYNCHRONY BANK	482.54
302145		BDREFUND	SAS SERVICES INC	100.00
302146	*	006590	SECURE DOOR, LLC	165.00
302147	*	009009	SIGNATURE CLEANING LLC	4,937.99
302148		BDREFUND	SITTO ELECTRIC LLC	100.00
302149		BLREFUND	SOPHIA JEWELERS LLC	100.00
302150	*	MISC	STANDARD ELECTRIC-SAGINAW	83.08
302151		004544	STRYKER SALES CORPORATION	496.40
302153	*	009590	THE CINCINNATI INSURANCE COMPANY	20,937.00
302154		BDREFUND	THORNTON & GROOMS INC.	200.00
302155		BDREFUND	TIM BOKOVOY	200.00
302157		000275	TIRE WHOLESALERS CO INC	1,682.88
302158	*	009552	TRAFFIC & SAFETY CONTROL SYSTEMS	824.00
302159	*	004379	TURNER SANITATION, INC	340.00
302160	*	003760	UNUM LIFE INSURANCE CO. OF AMERICA	26,844.72
302161	*	001279	US FIGURE SKATING ASSOC.	192.50
302162	*	000158	VERIZON WIRELESS	1,004.19
302163	*	000158	VERIZON WIRELESS	748.88
302164	*	000158	VERIZON WIRELESS	76.02
302165	*	000158	VERIZON WIRELESS	295.44
302166	*	000158	VERIZON WIRELESS	49.24
302167		BDREFUND	Village Lawn & Landscape, LLC	100.00
302168		BDREFUND	WHOLE ARMOR CONSTRUCTION	200.00
302169	*	BDREFUND	WIGGINTON, JEFFREY S	10,000.00
302170	*	000309	ZEP SALES AND SERVICE	104.08
302171		BDREFUND	ZUCKERO & SONS, INC.	200.00
SUBTOTAL PAPER CHECK				\$254,141.23
<u>EFT TRANSFER</u>				
" "	*	009593	BLUE CROSS BLUE SHIELD OF MICHIGAN	102,872.54
SUBTOTAL EFT TRANSFER				\$102,872.54
<u>ACH TRANSACTION</u>				
12577	*	000517	BEIER HOWLETT PC	38,562.25
12578	*	007345	BEVERLY HILLS ACE	20.12
12579	*	007624	BIRMINGHAM OIL CHANGE CENTER, LLC	56.96
12580	*	003282	LISA MARIE BRADLEY	377.00
12581	*	009122	CLAIRE CHUNG	322.00
12582		000605	CINTAS CORPORATION	195.69
12583		000605	CINTAS CORPORATION	14.11
12584	*	000605	CINTAS CORPORATION	252.26
12585		000605	CINTAS CORPORATION	40.96
12586	*	009926	CITY OF BIRMINGHAM #262	46,635.70
12587		002234	CMP DISTRIBUTORS INC	1,616.00

City of Birmingham
Warrant List Dated 02/05/2025

Meeting of 02/10/2025

Check Number	Early Release	Vendor #	Vendor	Amount
12588		002668	CONTRACTORS CLOTHING CO	397.96
12588	*	002668	CONTRACTORS CLOTHING CO	519.97
12589	*	009918	DAN'S EXCAVATING, INC.	402,171.26
12590	*	000565	DORNBOS SIGN & SAFETY INC	73.15
12591	*	001077	DUNCAN PARKING TECH INC	6,202.35
12592	*	003801	JANA ECKER	517.00
12593		000196	EJ USA, INC.	7,147.22
12594	*	007314	FLEIS AND VANDENBRINK ENG. INC	6,723.55
12595	*	000243	GRAINGER	228.74
12596		008293	GRAINGER, INC	130.42
12597	*	001672	HAYES PRECISION INC	90.00
12598		000331	HUBBELL ROTH & CLARK INC	25,875.00
12598	*	000331	HUBBELL ROTH & CLARK INC	9,253.03
12599		000261	J.H. HART URBAN FORESTRY	46,983.00
12600	*	009298	JCR SUPPLY INC	147.34
12601	*	009559	JENETTE MAITZ	1,724.50
12602	*	003458	JOE'S AUTO PARTS, INC.	25.16
12603	*	004085	KONE INC	291.35
12604	*	005876	KROPF MECHANICAL SERVICE COMPANY	5,846.65
12607	*	001194	NELSON BROTHERS SEWER	130.00
12608	*	006359	NYE UNIFORM COMPANY	34.00
12609	*	002767	OSCAR W. LARSON CO.	510.98
12610	*	001181	ROSE PEST SOLUTIONS	52.00
12611	*	003785	SIGNS-N-DESIGNS INC	570.00
12612	*	002037	TOTAL ARMORED CAR SERVICE, INC.	303.97
SUBTOTAL ACH TRANSACTION				\$604,041.65
GRAND TOTAL				\$961,055.42

All bills, invoices and other evidences of claim have been audited and approved for payment.



Mark Gerber
 Finance Director/ Treasurer

*-Indicates checks released in advance and prior to commission approval in order to avoid penalty or to meet contractual agreement/obligation.



MEMORANDUM

City Clerk's Office

DATE: January 30, 2025
TO: Jana L. Ecker, City Manager
FROM: Alexandria Bingham, City Clerk
SUBJECT: Special Event: HDSA-Yoga in the Park

INTRODUCTION:

The Huntington's Disease Society of America (HDSA) has submitted a Special Event application to hold Yoga in the Park on Saturday, June 21, 2025. Setup for the event is scheduled from 8:00 a.m. until 10:00 a.m. The event begins at 10:00 a.m. and concludes at 3:00 p.m. Teardown is scheduled from 3:00 p.m. to 4:00 p.m.

BACKGROUND:

Prior to application submission, the various departments reviewed the proposed event details for street closures and safety considerations. DPS, Planning, Building, Engineering, Police and Fire have indicated their approval. The Parking Department has been notified of the event for planning purposes.

HDSA-Yoga in the Park is a recurring event on its ninth year. Four classes will be held, including a class for children. The event will raise awareness of a rare condition known as Huntington's Disease and also raise funds to support families in Michigan dealing with Huntington's Disease.

The following event occurs in June in Birmingham, and does not pose a conflict for this event:

Village Fair	05/28/25 - 06/01/25	Shain Park
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LEGAL REVIEW:

The City Attorney has reviewed the application and has no objection as to form or content.

FISCAL IMPACT:

All costs associated with this event will be paid by applicant.

SUSTAINABILITY:

There are no sustainability initiatives associated with this event.

DESIGN CONSIDERATIONS:

There are no design considerations for this event.

PUBLIC COMMUNICATIONS:

The Huntington's Disease Society of America notified residents and businesses about the details of this event by letter which was mailed at least two weeks prior to the City Commission meeting. The addresses that were notified were within 300 feet of the event space.

SUMMARY:

The City Commission is being asked to approve a Special Event permit for the ninth annual Yoga in the Park event to be held Saturday, June 21, 2025 from 10:00 a.m. until 3:00 p.m., with setup at 8:00 a.m. and teardown at 3:00 p.m.

ATTACHMENTS:

1. Special Event Application.
2. Notification letter with map of event area distributed to residents/businesses within 300 feet of the event area dated January 23, 2025. Notification addresses are on file in the Clerk's Office.
3. Department approval page with comments and estimated costs.

SUGGESTED COMMISSION ACTION:

To make a motion adopting a resolution to approve a Special Event permit as requested by the Huntington's Disease Society of America to hold Yoga in the Park on June 21, 2025 contingent upon compliance with all permit and insurance requirements and payment of all fees and further pursuant to any minor modifications that may be deemed necessary by administrative staff at the time of the event, or event cancellation that may be deemed necessary by administrative staff, leading up to or at the time of the event.

25-00012814

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

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

Police Department acknowledgement: _____



I. EVENT DETAILS

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

FEES:	FIRST TIME EVENT:	\$200.00	*Additional fees may apply for: police, public services, fire, permits, etc.
	ANNUAL APPLICATION FEE:	\$165.00	

(Please print clearly or type)

Date of Application 1.14.2025

Name of Event HDSA Yoga in the Park

Detailed Description of Event (attach additional sheet if necessary) Year 9 of this all-day yoga event. 4 classes, including a kids class. Raising awareness of a rare condition known as Huntington's Disease, also raising funds to support families in Michigan dealing with HD.

Location Shain Park - south side near pergola

Date(s) of Event June 21, 2025 Hours of Event 10a-3p

Date(s) of Set-up June 21, 2025 Hours of Set-up 8-10a

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

Date(s) of Tear-down June 21, 2025 Hours of Tear-down 3-4p

Organization Sponsoring Event HDSA Michigan Chapter

Organization Address 1221 Bowers St., P.O. Box 1091 Birmingham, MI 48012

Organization Phone 1 800-909-0073

Contact Person Don Peasley

Contact Phone 248.840.3378

Contact Email donaldpeasley5@gmail.com

II. EVENT INFORMATION

1. Organization Type 501c3 Non-Profit
(city, non-profit, community group, etc.)
2. Additional sponsors or participants (Provide name, address, contact person, status, etc. for all additional organizations sponsoring your event.) TEVA Pharmaceuticals - Brian Atwater - Brian.Atwater@tevapharm.com
Henry Ford Health - Dr. Bisena Bulica - bulicabisena@gmail.com
3. The city encourages collaboration among nonprofit organizations to bring the greatest benefit to the community. Please explain your efforts to do so In addition to helping Michigan families dealing with HD, our kids class is free and we usually see a lot of families enjoying Shain Park join the class.
4. Are there any sustainability initiatives associated with this event? Please explain.
N/A
5. Is the event a fundraiser? YES NO
List beneficiary HDSA Michigan Chapter
List expected income \$20,000 Attach information about the beneficiary.
6. First time event in Birmingham? YES NO
If no, describe Year 9 of this event
7. Total number of people expected to attend per day 150-200
8. The event will be held on the following city property: (Please list)
 Street(s) _____
 Sidewalk(s) _____
 Park(s) Shain Park - south side

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

What parking arrangements will be necessary to accommodate attendance?

Describe Participants being advised to park in structures near the park.

Will request 4 x Parking Bags for equipment trucks 4 total spaces. RK

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

Describe One of our partners is Henry Ford Health who brings a trained paramedic.

We have a good sized team that helps set up and clean up at the end of the day.

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

Describe No issues over first 8 years of this yoga event

ON-duty personnel will provide extra patrols

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

13. Will music be provided? YES NO
 Live X Amplification X Loudspeakers

Recorded Time music will begin 9:30a

Time music will end 3P

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

14. Will there be signage in the area of the event? YES NO
 Number of signs/banners 2
 Size of signs/banners 5' x 8' event banners

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

15. Will food/beverages/merchandise be sold? YES NO
- Peddler/vendor permits must be submitted to the Clerk's Office, **at least two weeks prior to the event.**
 - You must obtain approval from the Oakland County Health Department for all food/beverage sales/donations. Contact ehclerk@oakgov.com or 248-535-9612 to obtain Health Department approval.
 - There is a \$50.00 application fee for all vendors and peddlers, in addition to the \$10.00 daily fee, per location.

LIST OF VENDORS/PEDDLERS
 (attach additional sheet if necessary)

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

Food Vendors must place some type of protection material under their food trucks to catch oil and food spills.

III. EVENT LAYOUT

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

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

EQUIPMENT	QUANTITY	COST	NOTES
Picnic Tables		6 for \$800.00	A request for more than six tables will be evaluated based on availability.
Trash Receptacles	2	\$10.00 each includes 1 bag For additional bags, the cost is \$45 per case, 100 bags per case	Trash box placement and removal of trash is the responsibility of the event. Additional cost could occur if DPS is to perform this work.
Dumpsters		\$400.00/per dumpster per day	Includes emptying the dumpster one time per day. The City may determine the need for additional dumpsters based on event requirements.
Utilities (electric)	1 # of vendors requiring utilities	Varies	Charges according to final requirements of event.
Water/Fire Hydrant		\$224.75/per hydrant Includes the use of 5,000 gallons of water. Any additional water usage will be billed.	Applicant must supply their own means of disposal for all sanitary waste water. Waste water is NOT allowed to be poured into the street or on the grass.
Meter Bags / Traffic Cones / Barricades	# to be determined by the Police Department.		

2. Will the following be constructed or located in the area of the event? YES NO

(show location of each on map) NOTE: Stakes are not allowed.

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

FOR EVENTS IN SHAIN PARK ONLY:

3. Do you want the Fountain on? YES NO N/A
The fountain in on weather permitting June 1st through mid-October.
4. Umbrellas should be removed? YES NO N/A
Umbrellas are available June 1st through mid-October.
5. Bistro tables/chairs should be removed? YES NO N/A
Bistro tables/chairs are available June 1st through mid-October

SIGNATURE OF APPLICANT REQUIRED

EVENT NAME HDSA Yoga In the Park

EVENT DATE June 21, 2025

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

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

<i>Don Peasley</i>	1.14.25
_____ Signature	_____ Date

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

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

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



SPECIAL EVENT REQUEST NOTIFICATION LETTER

DATE: January 14, 2025

TO: _____
Residential Property or Business Owner

Address

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

EVENT INFORMATION

NAME OF EVENT: Huntington's Disease Society of America - Yoga in the Park

LOCATION: Shain Park

DATE(S) OF EVENT: June 21, 2025 **HOURS OF EVENT:** 10a-3:00p

BRIEF DESCRIPTION OF EVENT/ACTIVITY: We will be conducting 3 x 1-hour yoga classes on the lawn in front of the band shell. There will be light music and an instructor with a headset microphone.

DATE(S) OF SET-UP: June 21, 2025 **HOURS OF SET-UP:** 8-10a

DATE(S) OF TEAR-DOWN: June 21, 2025 **HOURS OF TEAR-DOWN:** 3:00-4P

DATE OF CITY COMMISSION MEETING: **February xx, 2025**

The City commission meets in rm 205 of the Municipal Bldg at 151 Martin at 7:30PM. Virtual meeting Zoom: <https://zoom.us/j/655079760> Meeting ID: 655 079 760. A complete copy of the application to hold this special event is available for your review at the City Clerk's Office (248/530-1880). Log on to www.bhamgov.org/events for a complete list of special events.

EVENT ORGANIZER: HDSA - Michigan Chapter

ADDRESS: 1221 Bowers St. PO Box 1091, Birmingham, MI 48009 **PHONE:** 800.909.0073

Day Of Event Contact: Don Peasley: 248.840.3378

- E. Cancellation Notice. Thirty days advance written notice of insurance cancellation, non-renewal and/or reduction or material change in coverage shall be provided to the City. Notice of cancellation, material change or reduction shall be attached to the certificate of insurance, or otherwise evidenced as in effect under the policy listed.
- F. Proof of Insurance Coverage. The City shall be provided with certificates of insurance evidencing the coverages outlined above.
- G. Expiration. If any of the above coverages expire, renewal certificates and/or policies must be provided to the City at least ten days prior to the expiration date.
- H. Acceptability of Insurance Company. All coverages shall be with insurance carriers licensed to do business in the state. All coverages shall be with carriers acceptable to the City.
- I. Hold-Harmless Agreement. The hold-harmless agreement should be submitted on the applicant's letterhead or stationery and signed by an authorized representative of the organization. (See attached)

If alcoholic beverages are to be served, you will need to add the coverage described in item J, below:

- J. Liquor Liability Insurance: The event sponsor shall procure and maintain for this event liquor liability insurance with limits of liability of not less than \$1,000,000 per occurrence for each covered location. The liquor liability insurance as described above shall include an endorsement naming the City of Birmingham as additional insured.

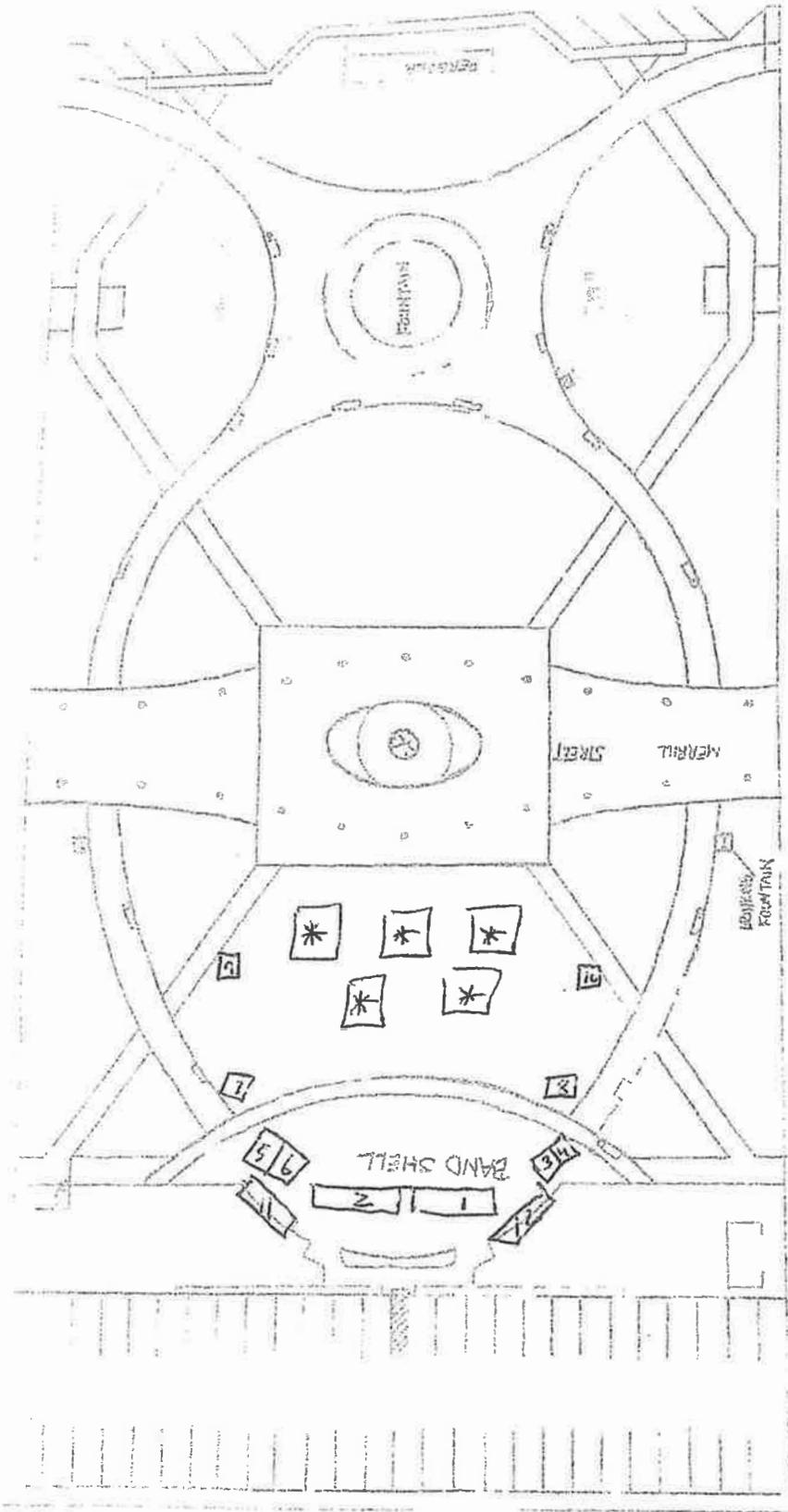
HOLD-HARMLESS AGREEMENT

"To the fullest extent permitted by law, the Huntington's Disease Society of America and any entity or person for whom the Huntington's Disease Society of America is legally liable, agrees to be responsible for any liability, defend, pay on behalf of, indemnify, and hold harmless the City of Birmingham, its elected and appointed officials, employees and volunteers and others working on behalf of the City of Birmingham against any and all claims, demands, suits, or loss, including all costs and reasonable attorney fees connected therewith, and for any damages which may be asserted, claimed or recovered against or from the City of Birmingham, its elected and appointed officials, employees, volunteers or others working on behalf of the City of Birmingham, by reason of personal injury, including bodily injury and death and/or property damage, including loss of use thereof, which arises out of or is in any way connected or associated with this activity/event. Such responsibility shall not be construed as liability for damage caused by or resulting from the sole act or omission of the City of Birmingham, its elected or appointed officials, employees, volunteers or others working on behalf of the City of Birmingham."



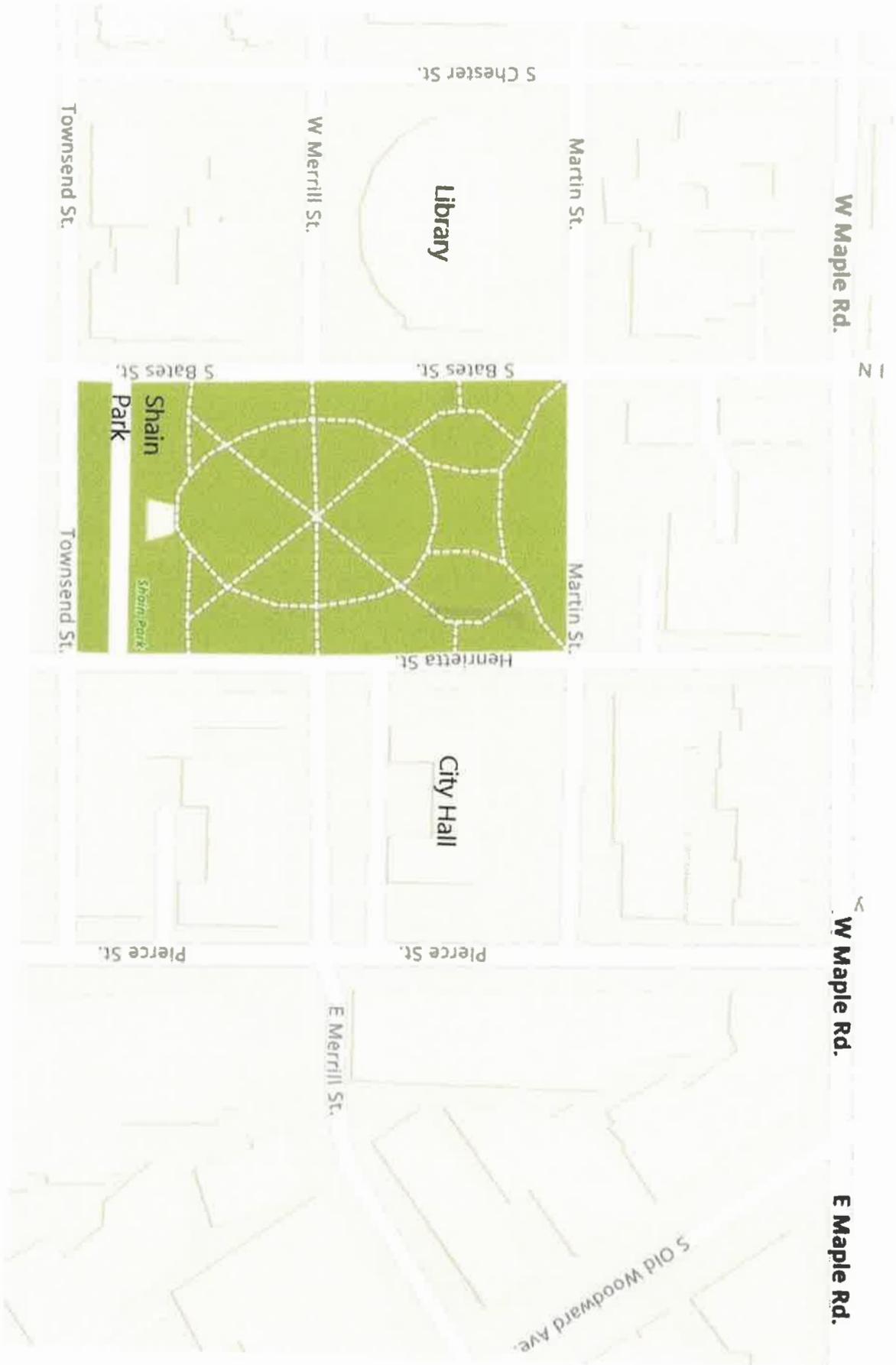
Donald Peasley

1/14/25



- 1- Registration
- 2- Info Table
- 3,4,5,6, - Sponsor Tables
- 7-8- Speakers
- * - Yoga students
- 9-10 - Trash
- 11-12 - Signs

TOWNSEND STREET



RECEIVED

JAN 23 2025
11:27 AM

SPECIAL EVENT REQUEST NOTIFICATION LETTER

DATE: January 14, 2025

TO: CITY OF BIRMINGHAM
Residential Property or Business OwnerP.O. Box 3001
Address BIRMINGHAM, MI 48012

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

EVENT INFORMATION

NAME OF EVENT: Huntington's Disease Society of America - Yoga in the Park

LOCATION: Shain Park

DATE(S) OF EVENT: June 21, 2025 HOURS OF EVENT: 10a-3:00p

BRIEF DESCRIPTION OF EVENT/ACTIVITY: We will be conducting 3 x 1-hour yoga classes on the lawn in front of the band shell. There will be light music and an instructor with a headset microphone.

DATE(S) OF SET-UP: June 21, 2025 HOURS OF SET-UP: 8-10a

DATE(S) OF TEAR-DOWN June 21, 2025 HOURS OF TEAR-DOWN 3:00-4P

DATE OF CITY COMMISSION MEETING: **February 10, 2025**

The City commission meets in rm 205 of the Municipal Bldg at 151 Martin at 7:30PM. Virtual meeting Zoom: <https://zoom.us/j/655079760> Meeting ID: 655 079 760. A complete copy of the application to hold this special event is available for your review at the City Clerk's Office (248/530-1880). Log on to www.bhamgov.org/events for a complete list of special events.

EVENT ORGANIZER: HDSA - Michigan Chapter

ADDRESS: 1221 Bowers St. PO Box 1091, Birmingham, MI 48009 PHONE: 800.909.0073

Day Of Event Contact: Don Peasley: 248.840.3378

HOSA Michigan Chapter
1221 Bowers St.
P.O. Box 1091
B'ham, MI 48012

METROPLEX MI 480
21 JAN 2025 PM 16 L

CITY OF BIRMINGHAM
P.O. Box 3001
BIRMINGHAM, MI 48012



48012-300101

POSTNET barcode

DEPARTMENT APPROVALS

EVENT NAME: Yoga in the Park
COMMISSION HEARING DATE: 02/10/25
DATE OF EVENT: June 21, 2025

LICENSE NUMBER #25-00012814

NOTE TO STAFF: Please submit approval by 01/27/24

DEPARTMENT	APPROVED	COMMENTS	PERMITS REQUIRED (Must be obtained directly from individual departments)	ESTIMATED COSTS (Must be paid two weeks prior to the event. License will not be issued if unpaid.)	ACTUAL COSTS (Event will be invoiced by the Clerk's office after the event)
BUILDING 101.0-000.000.636.0005 248.530.1850	MJM	No Department involvement.	Tents over 400 Sqft require a permit.	\$0	
FIRE 101.0-000.000-636.0004 248.530.1900	JS	No department involvement. Fire and EMS response from respective station.		\$0.00	
POLICE 101.0-000.000.636.0003 248.530.1870	RK	2 double-meter bags for a total of 4 spaces. On-duty officers will provide extra patrols.		\$72.00	
PUBLIC SERVICES 101.0-000.000-636.0002 248.530.1642	CL	The department will make arrangements with representative to deliver trash receptacles.		\$50	
ENGINEERING 101.0-000.000.636.0002 248.530.1839	MC	None	None	\$0	
SP+ PARKING	AF	Pay the going rate in all garages and meters	None	0	
INSURANCE 248.530.1807		Need to submit COI no less than 2 weeks prior to event Need to submit Hold Harmless Agreement	None	0	
CLERK 101.0-000.000-614.0000 248.530.1803		Notification letters to be mailed by applicant no later than ____. Notification addresses on file in the Clerk's Office.	Applications for vendors license must be submitted no later than ____.	0	0

			TOTALS: Estimated and Actual Costs	\$122.00	

FOR CLERK'S OFFICE USE

Deposit paid _____

Actual Cost _____

Due/Refund _____



MEMORANDUM

Planning Department

DATE: January 27, 2025

TO: Jana L. Ecker, City Manager

FROM: Nicholas Dupuis, Planning Director

SUBJECT: Public Hearing for 34244 Woodward – Bistro Joes– Special Land Use Permit Amendment (Ownership Change)

INTRODUCTION:

The applicant has submitted a Special Land Use Permit (SLUP) Amendment application to change ownership of an existing food and drink establishment serving alcoholic liquors for on premise consumption. The subject site, Bistro Joes, is located on the east side of Woodward between Webster and Haynes. Bistro Joes is unique in that it operates within the Papa Joes market in a mezzanine complete with its own kitchen, restroom facilities, indoor and outdoor dining. The current request for a change in ownership is for the Bistro Joes establishment only. The ownership of Papa Joes market will not be changing as a part of this request.

The transfer of ownership will not include any changes to the use of the business/property, nor will any changes in the site/property occur as a result of this transfer. If approved, the Special Land Use Permit would be transferred from Joes Bistro, LLC to M&D Woodward, LLC.

BACKGROUND:

On November 19, 2007, the City Commission moved to approve the original Special Land Use, Final Site Plan and Design Review application for Bistro Joes. Over time, the SLUP has been amended a few times and a few design changes have been made to the space. This request is to transfer ownership of the bistro in its current approved state, which consists of 64 indoor seats and 60 outdoor dining seats on the mezzanine within the Papa Joes Market.

It is worth noting that in the past, City Staff has held concerns about the additional mezzanine seating that is located behind the restaurant. During annual liquor license reviews in 2023, the City Commission spent considerable time discussing this issue with City Staff and the current owner and ultimately moved to renew their liquor license through with the understanding that the additional seating was to be used for Papa Joes customers only.

LEGAL REVIEW:

The City Attorney has reviewed this request and has no objections as to form and content.

FISCAL IMPACT:

There are no fiscal impacts for this agenda item.

SUSTAINABILITY:

Not applicable.

DESIGN CONSIDERATIONS:

No design changes proposed.

PUBLIC COMMUNICATIONS:

As required for Special Land Use Permit Reviews, a legal ad was placed in a newspaper of local circulation to advertise the public hearing at the City Commission meeting on February 10, 2025. In addition, postcards were sent out to property owners and occupants within 300 feet of the subject site.

SUMMARY:

The Planning Division requests that the City Commission consider the Special Land Use Permit Amendment for 34244 Woodward to transfer ownership and update the Special Land Use Permit to the proposed new owner, M&D Woodward, LLC.

AND

The Police Department requests that the City Commission consider authorizing the City Clerk to complete the Local Approval Notice at the request of M&D Woodward LLC, to approve the request for a transfer of ownership of the Class C liquor license, with Sunday sales from Papa Joe's Birmingham LLC, to M&D Woodward LLC, which will still be located at 34244 Woodward Avenue, Birmingham, Oakland County, MI.

ATTACHMENTS:

Please see attached the following documents:

- Special Land Use Permit Resolution
- Special Land Use Permit Contract
- Police Department Report
- Application Materials
- Most Recent Approved Site/Design Plans (2013)

SUGGESTED COMMISSION ACTION:

Make a motion adopting a resolution to APPROVE the Special Land Use Permit Amendment for 34244 Woodward to transfer ownership and update the Special Land Use Permit to the proposed new owner, M&D Woodward, LLC.

AND

Make a motion adopting a resolution to authorize the City Clerk to complete the Local Approval Notice at the request of M&D Woodward LLC, to approve the request for a transfer of ownership of the Class C liquor license, with Sunday sales from Papa Joe's Birmingham LLC, to M&D Woodward LLC, which will still be located at 34244 Woodward Avenue, Birmingham, Oakland County, MI.

Bistro Joes
34244 Woodward
Special Land Use Permit Amendment 2025

WHEREAS, The City Commission granted a Special Land Use Permit, Final Site Plan and Design Review approval for Bistro Joes at 34244 Woodward on November 19, 2007;

WHEREAS, A Special Land Use Permit Amendment application was filed in December 2024 for approval of the transfer of ownership of an existing food and drink establishment serving alcoholic liquors for on premise consumption at 34244 Woodward from Joes Bistro, LLC to M&D Woodward, LLC (herein after referred to as "Bistro Joes");

WHEREAS, The land for which the Special Land Use Permit Amendment is sought is located on the east side of Woodward between Webster and Haynes;

WHEREAS, The land is zoned B2 (General Business) and MU7 & MU5 (Triangle District Overlay), which permits alcoholic beverage sales for on premise consumption with a Special Land Use Permit;

WHEREAS, Article 7, section 7.34 of Chapter 126, Zoning requires a Special Land Use Permit to be considered and acted upon by the Birmingham City Commission, after receiving recommendations on the site plan and design from the Planning Board for the proposed Special Land Use;

WHEREAS, The applicant has stated that there will be no modification to the premises, structurally, and that the applicant will continue the menu and design submitted under the original Special Land Use Permit, thus not necessitating a Final Site Plan and Design Review at the Planning Board;

WHEREAS, The Birmingham City Commission has conducted a public hearing on February 10, 2025, and has reviewed Bistro Joes' Special Land Use Permit Amendment application and the standards for such review as set forth in Article 7, section 7.36 of Chapter 126, Zoning, of the City Code;

WHEREAS, the City of Birmingham Commission is granting a contract to Bistro Joes for the approval of a Special Land Use Permit Amendment for the use of an on premise liquor license.

NOW, THEREFORE, BE IT RESOLVED, The Birmingham City Commission finds the standards imposed under the City Code have been met, subject to the conditions below, and that Bistro Joes' application for a Special Land Use Permit Amendment at 34244 Woodward is hereby approved;

BE IT FURTHER RESOLVED, That the City Commission determines that to ensure continued compliance with Code standards and to protect public health, safety, and welfare, this Special Land Use Permit Amendment is granted subject to the following conditions:

1. Bistro Joes shall abide by all provisions of the Birmingham City Code;
2. Bistro Joes shall comply with the approved site and design plans and any

- amendments thereto, and all conditions of approval assigned by the Planning Board and City Commission in 2007; and
3. The Special Land Use Permit may be canceled by the City Commission upon finding after proper notice and a hearing that the continued use is not in the public interest.

BE IT FURTHER RESOLVED, That failure to comply with any of the above conditions shall result in termination of the Special Land Use Permit.

BE IT FURTHER RESOLVED, Except as herein specifically provided, Bistro Joes and its heirs, successors, and assigns shall be bound by all ordinances of the City of Birmingham in effect at the time of the issuance of this permit, and as they may be subsequently amended. Failure of Bistro Joes to comply with all the ordinances of the City may result in the Commission revoking this Special Land Use Permit.

BE IT FURTHER RESOLVED that Bistro Joes is recommended for approval of the transfer of ownership of an existing food and drink establishment serving alcoholic liquors for on premise consumption at 34244 Woodward from Joes Bistro, LLC to M&D Woodward, LLC, above all others, subject to final inspection.

I, Alexandria Bingham, City Clerk of the City of Birmingham, Michigan, do hereby certify that the foregoing is a true and correct copy of the resolution adopted by the Birmingham City Commission at its regular meeting held on February 10, 2025.

Alexandria Bingham
City Clerk

**CONTRACT FOR A SPECIAL LAND USE PERMIT
34244 WOODWARD – BISTRO JOES**

This Contract is entered into this ____ day of _____, 2025 by and between **M&D WOODWARD, LLC**, whose address is 1711 E. Auburn Rd, Rochester Hills MI 48307 (hereinafter referred to as "Bistro Joes"), **JOES BISTRO, LLC**, whose address is 6900 N. Rochester Rd., Rochester Hills MI 48306 (Property Owner), and the **CITY OF BIRMINGHAM**, a Michigan Municipal Corporation, whose address is 151 Martin Street, Birmingham, Michigan 48009 (City).

RECITALS:

WHEREAS, The City Commission granted a Special Land Use Permit, Final Site Plan and Design Review approval for Bistro Joes at 34244 Woodward on November 19, 2007;

WHEREAS, A Special Land Use Permit Amendment application was filed in December 2024 for approval of the transfer of ownership of an existing food and drink establishment serving alcoholic liquors for on premise consumption at 34244 Woodward from Joes Bistro, LLC to M&D Woodward, LLC (herein after referred to as "Bistro Joes");

WHEREAS, The land for which the Special Land Use Permit Amendment is sought is located on the east side of Woodward between Webster and Haynes;

WHEREAS, The land is zoned B2 (General Business) and MU7 & MU5 (Triangle District Overlay), which permits alcoholic beverage sales for on premise consumption with a Special Land Use Permit;

WHEREAS, Article 7, section 7.34 of Chapter 126, Zoning requires a Special Land Use Permit to be considered and acted upon by the Birmingham City Commission, after receiving recommendations on the site plan and design from the Planning Board for the proposed Special Land Use;

WHEREAS, The applicant has stated that there will be no modification to the premises, structurally, and that the applicant will continue the menu and design submitted under the original Special Land Use Permit, thus not necessitating a Final Site Plan and Design Review at the Planning Board;

WHEREAS, The Birmingham City Commission has conducted a public hearing on February 10, 2025, and has reviewed Bistro Joes' Special Land Use Permit Amendment application and the standards for such review as set forth in Article 7, section 7.36 of Chapter 126, Zoning, of the City Code;

WHEREAS, the City of Birmingham Commission is granting a contract to Bistro Joes for the approval of a Special Land Use Permit Amendment for the use of an on premise liquor license.

NOW, THEREFORE, the parties agree as follows:

1. Bistro Joes will utilize a state issued liquor license for use solely at the Property. Any transfer of the aforementioned license from the Property to any other location in the City of Birmingham shall require the approval of the Birmingham City Commission in accordance with Section 10-83 of the City of Birmingham Code of Ordinances. In addition, any expansion of the Property shall also require the approval of the Birmingham City Commission.

2. Bistro Joes further acknowledges that it must maintain a Special Land Use Permit for the sale of alcoholic liquors for on premise consumption as required by the Birmingham City Code of Ordinances. It is agreed that Bistro Joes shall comply with all provisions of the Special Land Use Permit, or any amendments thereto, as a condition of this contract. Bistro Joes further acknowledges and agrees that a violation of any provision of the Special Land Use Permit or the Michigan Liquor Control Code is a violation of the terms of this contract entitling the City to exercise any or all of the remedies provided herein.

3. Bistro Joes acknowledges that no modifications to the site plan, floor plan, elevations or operation of the establishment may be made unless approved by the City Commission through a Special Land Use Permit Amendment as required in the Zoning Ordinance. Modifications include, but are not limited to, name changes, ownership changes, remodeling, changes in the number of interior or exterior seats, etc.

4. Bistro Joes acknowledges that outdoor dining is permitted with a valid Outdoor Dining License which is applied for and granted annually.

5. Bistro Joes agrees that it shall not apply or seek from the Michigan Liquor Control Commission any permit endorsements to its liquor license whether available in the current Michigan Liquor Control Code or in future Michigan Liquor Control Codes, or amendments thereto, without the prior approval of the Birmingham City Commission.

6. Bistro Joes further agrees that it shall not seek any change in its license status/class whether such changes are available now in the current Michigan Liquor Control Code or in future Michigan Liquor Control Codes, or amendments thereto, without prior approval of the Birmingham City Commission.

7. Bistro Joes agrees that it shall adhere to all Federal, State and Local ordinances currently in effect or as subsequently amended or enacted.

8. Bistro Joes agrees that its failure to follow any of the provisions herein may be grounds for the Michigan Liquor Control Commission to suspend, revoke or not renew its liquor license and/or for the Birmingham City Commission to revoke the Special Land Use Permit, either of which would prohibit Bistro Joes from operating the establishment. Bistro Joes agrees that in addition to the City of Birmingham's right to seek suspension, revocation or non-renewal of its liquor license and/or revocation of the Special Land Use Permit, the City retains any and all rights to enforce this Contract that may be available to it in law or in equity. Bistro Joes further agrees that it shall reimburse the City all of its costs and actual attorney fees incurred by the City in seeking the suspension, revocation or non-renewal of its liquor license and revocation of the Special Land Use Permit, as well as enforcing such other rights as may be available at law and/or in equity.

9. To the fullest extent permitted by law, Bistro Joes and any entity or person for whom Bistro Joes is legally liable, agrees to be responsible for any liability, defend, pay on behalf of, indemnify, and hold harmless the City, its elected and appointed officials, employees and volunteers and others working on behalf of the City against any and all claims, demands, suits, or loss, including all costs connected therewith, including all costs and actual attorney fees, and for any damages which may be asserted, claimed or recovered against or from the City, its elected and appointed officials, employees, volunteers or others working on behalf of the City, by reason of personal injury, including bodily injury, death and/or property damage, including loss of use thereof, which arises out of or is in any way connected or associated with Bistro Joes' operation of an establishment at the Property. Bistro Joes is not liable if the act or omission is the City's.

10. In the event Bistro Joes fails to reimburse the City the costs and/or attorney fees as required herein, or any part thereof, then said amount could be transferred to the tax roll in accordance with Section 1-14 of the Birmingham City Code as acknowledged by the Property Owner.

11. Any disputes arising under this Contract, not within the jurisdiction of the Michigan Liquor Control Commission, shall be settled either by commencement of a suit in Oakland County Circuit Court or by compulsory arbitration, at the election of the City. If both parties elect to have the dispute resolved by arbitration, it shall be settled pursuant to Chapter 50 of the Revised Judicature Act for the State of Michigan and administered by the American Arbitration Association with one arbitrator being used, or three arbitrators in the event any party's claim exceeds \$1,000,000. Each party shall bear its own costs and expenses and an equal share of the arbitrator's and administrative fees of arbitration. Such arbitration shall qualify as statutory arbitration pursuant to MCL §600.5001 et seq., and the Oakland County Circuit Court or any court having jurisdiction shall render judgment upon the award of the arbitrator made pursuant to this Agreement. The laws of the State of Michigan shall govern this Agreement, and the arbitration shall take place in Oakland County, Michigan. In the event that the parties elect not to have the matter in dispute arbitrated, any dispute between the parties may be resolved by the filing of a suit in a federal or state court with jurisdiction over Oakland County, Michigan.

12. This contract shall be governed by and performed, interpreted and enforced in accordance with the laws of the State of Michigan.

13. If any provision of this contract is declared invalid, illegal or unenforceable, such provision shall be severed from this contract and all other provisions shall remain in full force and effect.

14. The City determines that to ensure continued compliance with Code standards and to protect public health, safety, and welfare, this Special Land Use Permit Amendment is granted subject to the following conditions:

- a. Bistro Joes shall abide by all provisions of the Birmingham City Code;
- b. Bistro Joes shall comply shall comply with the approved site and design plans and any amendments thereto, and all conditions of approval assigned by the Planning Board and City Commission in 2007; and

- c. The Special Land Use Permit may be canceled by the City Commission upon finding after proper notice and a hearing that the continued use is not in the public interest.

15. Failure to comply with any of the above conditions may result in termination of the Special Land Use Permit after Bistro Joes has been given notice and a hearing.

16. Except as herein specifically provided, Bistro Joes and its heirs, successors, and assigns shall be bound by all ordinances of the City of Birmingham in effect at the time of the issuance of this permit, and as they may be subsequently amended. Failure of Bistro Joes to comply with all the ordinances of the City may result in the Commission revoking this Special Land Use Permit, after notice and a hearing.

17. Bistro Joes is recommended for the operation of an establishment serving alcoholic beverages for on premise consumption, above all others, subject to final inspection.

18. This Contract shall be binding upon and apply and inure to the benefit of the parties hereto and their respective successors or assigns. The covenants, conditions, and the agreements herein contained are hereby declared binding on the City and Bistro Joes. It is further agreed that there shall be no change, modification, or alteration hereof, except in writing, signed by all of the parties hereto. Neither party shall assign any of the rights under this contract without prior approval, in writing, of the other. Any attempt at assignment without prior written consent shall be void and of no effect.

(This space intentionally left blank)

IN WITNESS WHEREOF, the parties hereby have executed this Contract as of the date set forth above.

M&D WOODWARD, LLC (Bistro Joes)

By: _____

Its: _____

Date: _____

STATE OF MICHIGAN)
) ss:
COUNTY OF OAKLAND)

On this ____ day of _____, 2025, before me personally appeared _____ who acknowledged that with authority on behalf **M&D WOODWARD, LLC** to do so signed this Agreement.

Notary Public

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

JOES BISTRO, LLC (Property Owner)
(as to paragraph 10 only)

By: _____

Its: _____

STATE OF MICHIGAN)
) ss:
COUNTY OF OAKLAND)

On this ____ day of _____, 2025, before me personally appeared _____, who acknowledged that with authority on behalf of **JOES BISTRO, LLC** to do so signed this Agreement.

Notary Public

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

CITY OF BIRMINGHAM

By: _____
Therese Longe, Mayor

By: _____
Alexandria D. Bingham, City Clerk

APPROVED:

Jana L. Ecker, City Manager
(Approved as to substance)

Nicholas J. Dupuis, Planning Director
(Approved as to substance)

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



MEMORANDUM

Police Department

DATE: January 7, 2025

TO: Jana L. Ecker, City Manager

FROM: Rebekah Springer, Detective Sergeant

APPROVED: Scott A. Grewe, Chief of Police

SUBJECT: **M&D Woodward LLC, is requesting the transfer of the liquor license that is issued to Papa Joe's Birmingham LLC, doing business as Bistro Joe's located at 34244 Woodward Ave. Birmingham MI.**

INTRODUCTION:

The Police Department received a request from Mike Kelly and Associates with M&D Woodward LLC, for a transfer of a Class C liquor license. M&D Woodward LLC, is requesting approval to transfer ownership of a Class C License from Papa Joe's Birmingham LLC, doing business as Bistro Joe's located at 34244 Woodward Avenue. M&D Woodward LLC, is requesting the following permits: an SDM License, with Sunday sales (PM) permit and Sunday sales (AM) permit, an outdoor service area permit, a direct connection permit, and an additional bar permit. M&D Woodward LLC will operate the business with no change to the name Bistro Joe's. M&D Woodward LLC, has paid the initial liquor license application fee of \$1,500.00 for a business that serves alcoholic beverages for consumption on the premises per Chapter 1, Section 1-16 (fee schedule) of the Birmingham City Code. M&D Woodward LLC will have two owners listed below:

<u>Members</u>	<u>Membership</u>
Matthew Moore	50%
Deni Bozinovski	50%

Chapter 10 (Alcoholic Liquors), Section 10-42 of the Birmingham City Code requires that "any and all transfers of a liquor license for consumption of intoxicating liquor on premises require the approval of the City Commission of any kind including, but not limited to ownership of the license; stock in a corporation that owns a license; interest in a license through any entity; or location of the licensed premises."

BACKGROUND:

Matthew Moore and Deni Bozinovski will be looking to take over operations of Bistro Joe's. Bistro Joe's intends to continue the existing restaurant offering a globally inspired menu, ranging from artful small plates to French bistro classics. They plan on changing operating hours to 11:00 am to 12:00 am, Monday through Sunday, from the current Tuesday – Thursday 4pm to 9pm, Friday and Saturday 4pm to 10pm, Sunday 10am to 3pm and 4pm to 8pm, and Closed on Mondays.

M&D Woodward LLC submitted the Special Land Use Permit ("SLUP") application to the planning department.

M&D Woodward LLC will expend \$275,000 for the liquor license, with \$28,000 down payment and \$247,000 paid at closing. M&D Woodward LLC, will continue the lease with the landlord, Papa Joe's Holding Company. The lease is a 5-year lease, plus an additional 5 year option, with the expiration in early 2030. Finances for both Moore and Bozinovski were confirmed with accounts from Flagstar Bank.

A background check was conducted on Matthew Moore and Deni Bozinovski using the Law Enforcement Information Network (LEIN), the Court's Law Enforcement Management Information System (CLEMIS), and IChat.

Matthew Moore has a valid Michigan driver's license, no CLEMIS contacts of concern, and a clear Criminal History.

Deni Bozinovski has a valid Michigan driver's license. CLEMIS contacts for Bozinovski show a 2022 report out of Lake Orion where Bozinovski is listed as the owner in a Construction without a Permit case. A 2010 report out of Royal Oak where Bozinovski is listed as the suspect in an Assault & Battery case. A 2007 report out of Saint Clair Shores where Bozinovski is listed as the suspect in a Larceny case. However, no citations or charges were filed in the above cases. Bozinovski has a clear Criminal History.

Matthew Moore and Deni Bozinovski have an interest in MD Orion LLC, doing business as Johnny Blacks Clubhouse located at 3575 S Baldwin Rd, Orion MI. They were cited by the Michigan Department of Health and Human Services for NSF (\$3,008.02) on March 20, 2019. They paid the balance in full on June 25, 2019 and were ordered to pay a \$100.00 fine and serve a 5 day suspension.

Matthew Moore and Deni Bozinovski have an interest in Fast Eddies Sports Bar Inc., doing business as Fast Eddie's Sports Bar located at 15015 E 13 Mile Rd, Warren MI. They were cited by the Michigan Department of Health and Human Services for Failed/Refused to obey a written order of the Commission, by failing to provide proof of successful completion of an alcohol server training program on March 14, 2017. They were ordered to pay a \$100.00 fine and serve a 5 day suspension. There were also issued a Violation of Warning Notice R 436.1011(1) on February 10, 2021 and a Violation of Warning Notice MCL 436.2005(1)(2) on May 14, 2021.

Matthew Moore and Deni Bozinovski have an interest in MD Downtown Orion LLC, doing business as C.J.'s Village Café located at 21 W Flint St & 12 S Broadway St, Lake Orion MI. They were cited by the Michigan Department of Health and Human Services for making a payment to the Commission or State of Michigan that was subsequently dishonored by the financial institution (\$1,320.10 & \$946.49) on October 25, 2023 and on October 26, 2023. They paid the balance in full on November 8, 2023 and the charges were dismissed due to the mitigated circumstances. They were also cited for Failed/Refused to obey a written order of the Commission, by failing to provide proof of successful completion of an alcohol server training program on April 15, 2021. They were ordered to pay a \$100.00 fine and serve a 5 day suspension.

The application for the liquor license with the Michigan Liquor Control Commission (MLCC) is pending at the time of this report.

LEGAL REVIEW:

The City Attorney has no objections.

FISCAL IMPACT:

\$1,500.00 liquor license application fee received.

SUSTAINABILITY:

N/A

PUBLIC COMMUNICATIONS: Non-applicable

SUMMARY:

M&D Woodward LLC, is requesting a transfer of a Class C liquor license. M&D Woodward LLC, will continue to do business as Bistro Joe's. They're requesting approval to transfer ownership of a Class C License from Papa Joe's Birmingham LLC, to M&D Woodward LLC, located at 34244 Woodward Avenue, Birmingham, MI. M&D Woodward LLC, is requesting the following permits: SDM License, Sunday sales (PM), Sunday Sale (AM), outdoor service area, direct connection, and additional bar permits. M&D Woodward LLC, submitted the Special Land Use Permit ("SLUP") application required to the planning department.

SUGGESTED COMMISSION ACTION:

Make a motion adopting a resolution to authorize the City Clerk to complete the Local Approval Notice at the request of M&D Woodward LLC, to approve the request for a transfer of ownership of the Class C liquor license, with Sunday sales from Papa Joe's Birmingham LLC, to M&D Woodward LLC, which will still be located at 34244 Woodward Avenue, Birmingham, Oakland County, MI.

OR

Make a motion to pass a resolution to deny authorization of the City Clerk to complete the Local Approval Notice at the request of M&D Woodward LLC, to deny the request for a transfer of ownership of the Class C liquor license, from Papa Joe's Birmingham LLC, to M&D Woodward LLC.

M&D Woodward LLC
1711 E. Auburn Road
Rochester Hills, MI 48307

City of Birmingham
Planning Division
Attn: Nicolas Dupuis
151 Martin Street
Birmingham, MI 48009

November 26, 2024

Dear Nicholas Dupuis,

The purpose of this letter is to introduce M&D Woodward LLC, and its owners, to the officials of the City of Birmingham.

M&D Woodward was established for the purpose of acquiring Bistro Joe's in Birmingham, located at 34244 Woodward Avenue. The owners, Matthew Moore and Deni Bozinovski, own and operate twelve full-service restaurants across Oakland and Macomb County and are interested in expanding into your community.

Having been in the food and beverage industry since 2011 we have the knowledge to recognize the potential to expand our business. With that, when the opportunity to purchase Bistro Joe's arose, we were excited to acquire an already established and successful business

Upon city approval and closing on the sale of the business, M&D Woodward LLC will assume ownership and operate Bistro Joe's, as it is today.

We thank you for your consideration and look forward to building our relationship with the City of Birmingham.

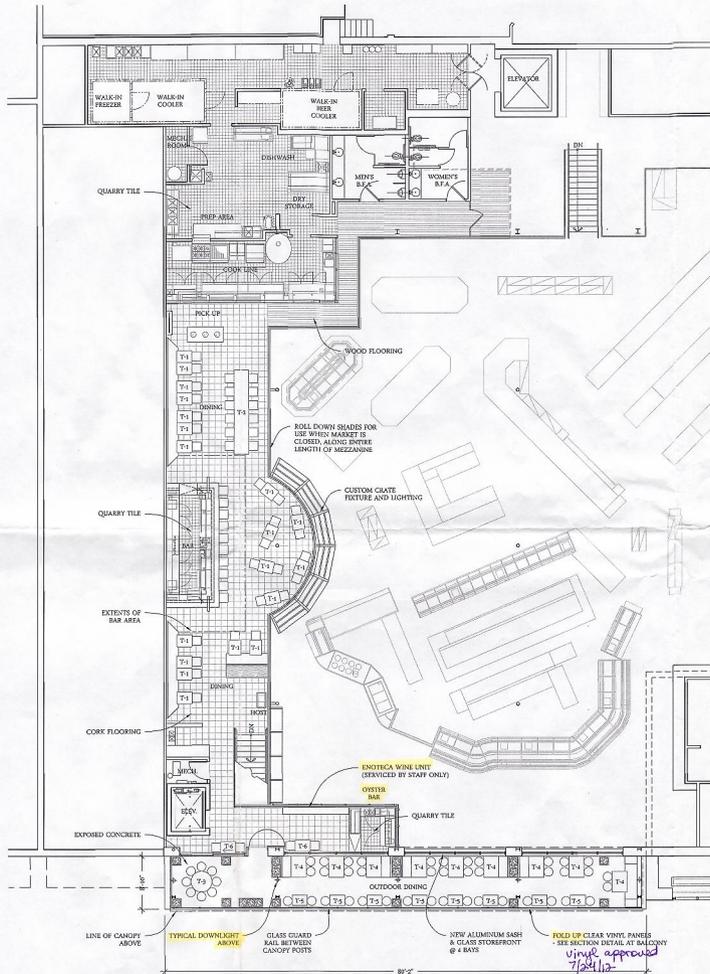
Sincerely,



Deni Bozinovski



Matthew Moore



BISTRO JOE'S - SEATING COUNT

BAR	10
DINING	64
TOTAL	64

BALCONY CAFE 40

Mezzanine Floor Plan
scale: 1/8" = 1'-0"

8A

Scale:

Issue Date:	12/21/11
SLIP	12/21/11
Administrative Approval	6/26/12
Administrative Approval	4/26/13
Administrative Approval	5/13/13



MEMORANDUM

City Clerk's Office

DATE: February 5, 2025

TO: Jana L. Ecker, City Manager

FROM: Alexandria Bingham, City Clerk

SUBJECT: 2024 Liquor License Establishment Review and Consideration for 2025 License Renewal

INTRODUCTION:

Annually the City Commission is required by Chapter 10, Alcoholic Liquors, of the Birmingham Code of Ordinances to review and consider the renewal of liquor licenses for establishments which sell intoxicating liquor for consumption on the premises. As part of the review process investigations of each licensed establishment are conducted by the Building, Planning, Police, Fire and Treasury departments to determine whether the licensee is in compliance with all applicable City and State codes.

If violations of the City or State codes are found, a public hearing must be held to consider whether to recommend renewal of the license. The public hearing should be scheduled for **March 10, 2025** at 7:30 p.m. to allow adequate time to forward objections to the Michigan Liquor Control Commission by the **March 31, 2025** deadline.

BACKGROUND:

Pursuant to Chapter 10, Alcoholic Liquors, each January the City performs investigations as part of the renewal process for liquor licenses. As stated in City Ordinance:

Chapter 10, Section 10-40

The City Commission may object to renewal of a license for consumption of intoxicating liquor on the premises for one or more of the following reasons:

1. Licensee's failure to comply with all applicable City and State laws concerning health, safety, moral conduct or public welfare.
2. Licensee's repeated violations of sState liquor laws.
3. Licensee's maintenance of a nuisance upon or in connection with the licensed premises, including but not limited to any of the following:
 - a. Existing violations of building, electrical, mechanical, plumbing, zoning, health, fire or other applicable regulatory codes;

- b. A pattern of patron conduct in the neighborhood of the licensed premises which is in violation of the law and/or disturbs the peace, order, and tranquility of the neighborhood;
 - c. Failure to maintain the grounds and exterior of the licensed premises, including litter, debris, or refuse blowing or being deposited upon adjoining premises;
 - d. Entertainment on the licensed premises without a permit and/or entertainment which disturbs the peace, order and tranquility in the neighborhood of the licensed premises;
 - e. Any advertising, promotion or activity in connection with the licensed premises which by its nature causes, creates or contributes to disorder, disobedience to rules, ordinances or laws, or contributes to the disruption of normal activity of those in the neighborhood of the licensed premises;
 - f. Numerous police contacts with the licensed premises or the patrons of the premises;
 - g. Failure to adequately staff and control the premises; and
 - h. The conditions or practices of the business present immediate health and safety issues.
4. Licensee's failure to permit the inspection of the licensed premises by the City's agents or employees in connection with the enforcement of the City Code.
 5. Licensee's failure to comply with the terms of its liquor license or any conditions imposed by the City Commission or the Liquor Control Commission at the time of issuance or transfer of the license.
 6. Licensee's failure to comply with all standards and plans established and approved by the City Commission at the time of original approval or transfer of the license.
 7. Licensee's failure to timely pay its taxes or other monies due the city.
(Code 1963, § 7.403(b); Ord. No. 1551, § 7.403(B), 3-15-93; Ord. No. 2067, 8-22-11)

Accordingly, all licensed establishments have been inspected to determine compliance with Chapter 10 of the City Code regarding Alcoholic Liquors. All licensed establishments were notified that the City Commission will be considering renewal of their licenses at the February 10, 2025 meeting. As City staff conducted their reviews and investigations, establishments were contacted multiple times by mail, email and phone on the status of any violations and how to quickly resolve them. The owners of the establishments with outstanding financial obligations to the City have been contacted personally, as well.

In addition, the latest 2024 inspection records were obtained from the Oakland County Health Division and the Department of Agriculture. A detailed review of these records did not reveal any outstanding critical violations at any of the establishments. Any minor violations were in the process of being resolved.

LEGAL REVIEW:

The City Attorney has reviewed the suggested process and finds it in order.

FISCAL IMPACT:

A total of \$0 in past due billings remain unpaid as of February 5, 2025.

PUBLIC COMMUNICATIONS:

On November 19, 2024, liquor license holders were contacted by certified mail with return receipt and informed of the review and renewal process, including physical establishment inspections and review of records by City staff. License holders were also notified of the date which the City Commission will review and recommend renewal of all licenses based on the

review reports. All 2025 Liquor License applications were returned to the Clerk's Office.

In the weeks prior to the February 10, 2025 City Commission meeting, all license holders with outstanding financial obligations were contacted by phone and email in an effort to resolve all outstanding amounts prior to the Commission meeting on February 10, 2025.

SUMMARY:

Each year the City Commission reviews all licensed establishments for compliance with Chapter 10, Alcoholic Liquors of the City Code to consider the renewal of each license.

The City Commission may wish to recommend renewal for all Class B, Class C and Microbrewery Liquor Licenses for establishments which are in compliance with Chapter 10, Alcoholic Liquors of the Birmingham Code of Ordinances.

The City Commission may wish to object to the renewal of Class B, Class C and Microbrewery Liquor Licenses held by establishments that are not in compliance with Chapter 10, Alcoholic Liquors of the City Code. To do so, a public hearing must first be held for each establishment not in compliance. Objections must be received by the Michigan Liquor Control Commission by **March 31, 2025**. Therefore, if public hearings are to be held the City Commission should schedule them for the March 10, 2025 meeting.

ATTACHMENTS:

1. Listing of current and pending liquor licenses for on premise consumption with the City of Birmingham
2. 2024 Liquor License investigative review summary of outstanding violations
3. Departmental reports from:
 - a. Police
 - b. Planning
 - c. Building
 - d. Fire
 - e. Treasury

SUGGESTED COMMISSION ACTION:

To make a motion adopting a resolution to approve the renewal of liquor licenses for the **2025** licensing period for the following establishments holding a Class B, Class C, or Microbrewery Liquor License that are in compliance with Chapter 10, Alcoholic Liquors of the City Code:

- Adachi
- Birmingham Pub
- Churchills Bistro
- Employee Meal
- Griffin Claw
- Lincoln Hills
- Salvatore Scallopini
- Sushi Japan
- Toast
- Wilder's
- All Seasons
- Bistro Joe's
- Birmingham 8
- Community House
- Emagine Palladium
- Hazel Ravines
- Luxe Bar and Grille
- Sidecar/Slice/Shift
- Tallulah
- Townhouse
- Bella Piatti, LLC
- Brooklyn Pizza
- Dick O'Dows
- Fleming's
- Hyde Park
- Market North End
- Lincoln Yard
- Springdale
- Daxton Hotel
- Townsend Hotel
- Bell Bistro
- Casa Perno
- Elies Mediterranean
- Forest Grill
- La Strada
- Phoenicia
- Streetside Seafood
- Social Kitchen
- Terra Kitchen
- Whistlestop

And

To make a motion adopting a resolution to set public hearings on Monday, **March 10, 2025** to consider whether the City Commission shall file objections with the Michigan Liquor Control

Commission for the renewal of licenses held by the following establishments that are in violation of Chapter 10, Alcoholic Liquors of the City Code:

- 220 Merrill
- Zana

And

Further, to direct the City Manager to notify the owners and operators of licensed establishments for which a public hearing is set via first class certified mail, to inform them of the public hearing date set for **March 10, 2025** at 7:30 p.m. and inform them that they may submit any written material for consideration by the City Commission prior to or at the time of the public hearing, that the licensee or counsel of licensee may appear at the hearing in person or via zoom, and that the licensee or counsel of licensee may present witnesses or written evidence for the City Commission to consider at the public hearing.

Current Establishments with Liquor License

Establishment	Address	MLCC Status
220 Restaurant Hospitality, LLC	220 E Merrill	Class C
Adachi Restaurant Group, LLC	325 S Old Woodward Ave	Class C
All Seasons Senior Living (Hospitality Of Birmingham)	111 Elm Rd	Class C
Bella Piatti, LLC	167 Townsend	Class C
Bell Bistro	185 N Old Woodward Ave	Class C
Birmingham Pub	555 S Old Woodward Ave	Class C
Birmingham 8	211 S Old Woodward	Class C
Bistro Joe's	34244 Woodward	Class C
Brooklyn Pizza	111 Henrietta	Class C
Casa Perno	310 E Maple	Class C
Churchills Bistro	116 S Old Woodward	Class C
Community House	380 S Bates	Class C
Dick O'Dows	160 W Maple	Class C
Elies Mediterranean	263 Pierce St	Class C
Employee Meal	470 N. Old Woodward Suite 100	Class C
Emagine Palladium	209 Hamilton Row	Class C
Fleming's Prime Steakhouse	323 N Old Woodward Ave	Class C
Forest Grill 2, LLC	735 Forest Ave	Class C
Griffin Claw Brewing Company	575 S Eton St	Class C - Microbrew
Hazel Ravines & Downtown	34977 Woodward Ave	Class C
Hyde Park Steak House	201 S Woodward	Class C - Quota
La Strada Italian Kitchen and Bar	243 E Merrill St	Class C
Lincoln Hills Golf Course	2666 W Fourteen Mile	Class C
Lincoln Yard	2159 E Lincoln	Class C
Luxe Bar and Grille	525 N Old Woodward Ave	Class C
Market North End	474 N Old Woodward	Class C
Phoenicia Restaurant	588 S Old Woodward	Class C

Salvatore Scallopini	505 N Old Woodward	Class C
Sidecar/Slice/Shift	117 Willits St	Class C - Quota
Social Kitchen And Bar LLC	225 Maple	Class C
Springdale Golf Course	316 S Strathmore	Class C
Streetside Seafood	273 Pierce St	Class C - Quota
Sushi Japan	176 S Old Woodward	Class C
Tallulah Wine Bar & Bistro	151 -155 S Bates St	Class C - Quota
The Daxton Hotel	298 S Old Woodward Ave	Class B - Hotel
Terra Kitchen	260 N Old Woodward Ave	Class C
Toast Birmingham LLC	203 Pierce	Class C
Townhouse Kitchen & Bar LLC	180 Pierce 5/6	Class C
Townsend Hotel	100 Townsend St	Class B - Hotel
Whistlestop	501 S Eton	Class C
Wilder's	458 N Old Woodward	Class C
Zana	210 S Old Woodward	Class C - Conditional

Pending or Otherwise Inactive		
Establishment	Address	MLCC Status
Birmingham Omni Hospitality	115 Willits	Class C
Bloom/Green Kitchen LLC	239 N. Old Woodward	Class C - Conditional
Restoration Hardware	300-394 S. Old Woodward	Tavern - Escrow
Whole Foods Market Group, Inc.	2100 E Maple	Class C

2024 Liquor License Investigative Review Summary

Establishments Currently in Compliance	
Adachi Restaurant Group, LLC	325 S Old Woodward Ave
All Seasons Senior Living (Hospitality Of Birmingham)	111 Elm Rd
Bella Piatti, LLC	167 Townsend
Bell Bistro	185 N Old Woodward Ave
Birmingham Pub	555 S Old Woodward Ave
Birmingham 8	211 S Old Woodward
Bistro Joe's	34244 Woodward
Brooklyn Pizza	111 Henrietta
Casa Perno	310 E Maple
Churchills Bistro	116 S Old Woodward
Community House	380 S Bates
Dick O'Dows	160 W Maple
Elies Mediterranean	263 Pierce St
Employee Meal	470 N. Old Woodward Suite 100
Emagine Palladium	209 Hamilton Row
Fleming's Prime Steakhouse	323 N Old Woodward Ave
Forest Grill 2, LLC	735 Forest Ave
Griffin Claw Brewing Company	575 S Eton St

Hazel Ravines & Downtown	34977 Woodward Ave
Hyde Park Steak House	201 S Woodward
La Strada Italian Kitchen and Bar	243 E Merrill St
Lincoln Hills Golf Course	2666 W Fourteen Mile
Lincoln Yard	2159 E Lincoln
Luxe Bar and Grille	525 N Old Woodward Ave
Market North End	474 N Old Woodward
Phoenicia Restaurant	588 S Old Woodward
Salvatore Scallopini	505 N Old Woodward
Sidecar/Slice/Shift	117 Willits St
Social Kitchen And Bar LLC	225 Maple
Springdale Golf Course	316 S Strathmore
Streetside Seafood	273 Pierce St
Sushi Japan	176 S Old Woodward
Tallulah Wine Bar & Bistro	151 -155 S Bates St
The Daxton Hotel	298 S Old Woodward Ave
Terra Kitchen	260 N Old Woodward Ave
Toast Birmingham LLC	203 Pierce
Townhouse Kitchen & Bar LLC	180 Pierce 5/6
Townsend Hotel	100 Townsend St
Whistlestop	501 S Eton
Wilder's	458 N Old Woodward

Establishments with outstanding violations as outlined in Chapter 10, Section 10-40	
220 Restaurant Hospitality, LLC	220 E Merrill <u>Fire violation</u> : several instances of overcrowding.
Zana	210 S Old Woodward <u>Fire violation</u> : incident involving severe overcrowding. <u>Police violation</u> : seven police contacts for assaultive behavior or disorderly conduct.



MEMORANDUM

Police Department

DATE: January 16, 2025
TO: Jana Ecker, City Manager
FROM: Chris Koch, Investigative Captain
APPROVED: Scott A. Grewe, Chief of Police
SUBJECT: 2024 Annual Class B/C Liquor License Report

In 2024, the Birmingham Police Department conducted liquor decoy operations on a total of 52 Class B/C and SDM licensed establishments. Below are the results of these decoy operations.

Class B/C liquor license establishments/brew pubs where no violations existed:

1. 220 Merrill
2. Adachi Restaurant
3. All Seasons Senior Living
4. Bella Piatti
5. Bell Bistro (Was not operating During Inspection period)
6. Birmingham Pub
7. Bistro Joe's
8. Brooklyn Pizza
9. Churchill's Bistro
10. Community House
11. Daxton Hotel
12. Dick O'Dow's
13. Ellie's Mediterranean Grill & Bar
14. Emagine
15. Employee Meal
16. Fleming's Prime Steakhouse & Wine Bar
17. Forest Grill
18. Griffin Claw Brewery
19. Hazel and Ravines
20. Hyde Park Steakhouse
21. La Strada Café

22. Lincoln Hills Golf Course
23. Lincoln Yard
24. Luxe Bar & Grill
25. Maple Road Tap Room (Whole Foods)
26. Mare
27. Market North End
28. Pernoi
29. Phoenecia
30. Salvatore Scallopini
31. Sidecar/Slice/Shift
32. Springdale Golf Course
33. Streetside Seafood
34. Sushi Japan
35. Tallulah Wine Bar & Bistro
36. Terra Kitchen
37. The Morrie
38. Toast
39. Townhouse
40. Townsend Hotel/The Corner Bar
41. Whislte Stop Diner
42. Wilder's Bistro
43. Zana

Violations Issued to Class B/C liquor license establishments/brew pubs:

Two establishments sold to minors and were issued violations.

1. Birmingham 8 Theater
2. Social Kitchen and Bar

Liquor Law Violations Specially Designated Merchant (SDM)

No SDM licensed establishments checked sold to a minor during our decoy operations.

2024 Police Contacts

All Class B/C establishments were checked for assaultive behavior and disorderly conduct-related police contacts. The following list details these contacts:

- 1) 220 Merrill (220 Merrill)
 - a) August 8, 2024: A subject came to the station to report that while he was at the Rose Room, he was punched in the mouth. This case was investigated by the detective bureau. The suspect was identified and the case was submitted to the prosecutor. The victim later did not want to pursue charges and the warrant request was then denied.
 - b) November 12, 2024: A subject came into the station and reported that she was assaulted in the Rose Room by her ex-boyfriend. The subject

was removed from the establishment by staff and when she left she was confronted by the ex-boyfriend outside and he broke her phone. The detective bureau investigated the case and obtained charges on the other party involved for domestic violence and destruction of property.

2) Birmingham Pub (555 S. Old Woodward)

- a) November 24, 2024: An employee came into the station to report that she was physically assaulted by her manager. This case was investigated by the detective bureau and a warrant was obtained for assault and battery.

3) Daxton Hotel (298 S. Old Woodward)

- a) January 24, 2024: Officers were dispatched to the Daxton Hotel for an irate customer in the lobby. Staff reported that a female was seen hitting a male subject near the restrooms. Officers were able to locate the subject and place them under arrest, they were charged with assault and battery and disturbing the peace.
- b) November 27, 2024: A member of Daxton security came into the station and reported that they were assaulted by subject that was in the bar area. They stated that the male was intoxicated and while he was being escorted out he shoved the security officer. Police were not called at the time of the incident and the incident is still under investigation.

4) Market North End (474 N. Old Woodward)

- a) December 20, 2024: Officers responded to a female that was assaulted at the restaurant. Officers located the responsible subject and due to his high level of intoxication he was transported to the hospital. He was issued a citation for disturbing the peace and assault and battery.

5) Sidecar/Slice/Shift (117 Willits)

- a) April 4, 2024: A subject came into the station to report that he was assaulted at Shift. This case was investigated by the detective Bureau and charges were issued to the other party for assault and battery.
- b) May 3, 2024: A subject came into the station to report that she was assaulted at Slice, she did have a laceration on her lower lip. This case was investigated by the detective bureau and assault and battery charges were obtained for the other party involved.

6) Zana (210 S. Old Woodward)

- a) March 3, 2024: Officers responded to a fight at Zana. They observed a subject with injuries to his face but at that time he would not talk with officers and declined medical attention. He later came into the station to make a police report. He stated that he was punched in the face while at the bar. While detectives investigated the report, the victim and his attorney advised police that they did not want to pursue the charges anymore.
- b) June 16, 2024: A subject came into the station on June 19th to report that he was struck in the face with a glass. Staff of the establishment treated the subject and police were not notified at the time of the incident. The case was investigated by the detective bureau. During the investigation the victim stated he was told not to pursue charges and stopped all communication with detectives.
- c) August 18, 2024: Officers responded to a subject that was injured at Zana and was outside the Daxton Hotel at this time. The victim told officers that he was struck in the face with a glass. The case was investigated by the detective Bureau and at this time the suspect has yet to be identified.
- d) September 1, 2024: While officers were conducting a bar check at Zana, a fight began. Officers were able to break up the fight. One of the subjects was arrested and charged with obstructing police and disturbing the peace, the other subject was charged with obstructing police.
- e) September 28, 2024: Officers were conducting a bar check when Zana security was escorting a subject out of the establishment for fighting. One subject was bleeding from his nose and the other ran from police and was later stopped. The subject was arrested and charged with assault and battery, and obstructing police.
- f) November 17, 2024: Officers were in the area of Zana when they observed several people fighting inside the establishment. Officers first came across two females who were fighting, they were separated and turned their attention to several males that had been fighting. One subject was treated by Birmingham Fire Department and taken to the hospital. Five people were charged with disorderly conduct.
- g) November 22, 2024: Officers were in the area of Zana when they witnessed a fight inside. They were able to get inside and separate the parties. Two males were in a verbal argument that then became physical. One party was charged with assault and battery.

It should be noted, in addition to the above listed incidents, the police department increases patrols of the downtown, both on foot and in patrol vehicles, during peak periods of activity. In 2024, the Police Department conducted 281 documented business checks and routinely provides a presence, during closing times, to assist in keeping the peace.



MEMORANDUM

Community Development Department

DATE: February 5, 2025

TO: Jana L. Ecker, City Manager

FROM: Bruce R. Johnson, Building Official
Nicholas Dupuis, Planning Director

SUBJECT: Annual Inspection Report for Liquor-Licensed Establishments

This year, the Building and Planning Departments conducted comprehensive inspections of all 42 establishments within the City that hold liquor licenses. In collaboration with the Fire Marshal, department inspectors assessed each facility for compliance with applicable zoning and building codes. Additionally, they reviewed the previous year's code enforcement records and obtained Health Department inspection reports for City Commission consideration, in accordance with Section 10-37 of the City Code.

Initial inspections took place in January, focusing on adherence to building, electrical, fire, mechanical, and plumbing codes. Inspectors also evaluated each property to ensure compliance with Special Land Use Permits and confirmed that buildings and sites were properly maintained in accordance with approved site plans on file with the City. Any deficiencies or violations identified during the inspections were communicated to the on-site manager or business owner, along with a notice that follow-up inspections would be conducted to verify compliance. The attached inspection history reports indicate that all identified violations have since been corrected.

Furthermore, the Building Department conducted a code enforcement audit of all violations cited at these establishments throughout 2024. Aside from a few minor infractions currently being addressed, all cited violations from the past year have been resolved. Additionally, we have obtained the 2024 inspection records from the Oakland County Health Division and/or the Department of Agriculture for each facility. The attached code enforcement history and health department reports provide further details for review.

The table below includes hyperlinks to individual reports and records for each establishment.

220 RESTAURANT HOSPITALITY LLC	220 E MERRILL ST
ADACHI RESTAURANT GROUP LLC	325 S OLD WOODWARD AVE STE 1
ALL SEASONS OF BIRMINGHAM	111 ELM ST
BELL BISTRO	185 N OLD WOODWARD AVE
BELLA PIATTI LLC	167 TOWNSEND ST
Birmingham Pub, LLC	555 S OLD WOODWARD AVE STE 100
BIRMINGHAM THEATER LLC	211 S OLD WOODWARD AVE
BISTRO JOE'S	34244 WOODWARD AVE
BROOKLYN PIZZA	111 HENRIETTA ST
Churchill's	116 S OLD WOODWARD AVE
COMMUNITY HOUSE	380 S BATES ST
DAXTON HOTEL	298 S OLD WOODWARD AVE
Dick O Dows	160 W MAPLE RD
ELIE'S MEDITERREAN GRILL	263 PIERCE ST
EMAGINE	209 HAMILTON ROW
EMPLOYEE MEAL	470 N OLD WOODWARD AVE STE 100
FLEMINGS PRIME STEAKHOUSE	323 N OLD WOODWARD AVE
FOREST GRILL	735 FOREST AVE STE 100
GRIFFIN CLAW BREWERY	575 S ETON ST
HAZEL RAVINES & DOWNTOWN	34977 WOODWARD AVE
Hyde Park Steakhouse	201 S OLD WOODWARD AVE
LASTRADA-CAFE	243 E MERRILL ST
Lincoln Hills Golf Course	2666 W 14 MILE RD
LUXE BAR & GRILL	525 N OLD WOODWARD AVE
Mare Mediterranean	115 WILLITS ST
MARKET	474 N OLD WOODWARD AVE
PERNOI	310 E MAPLE RD
Phoenicia Restaurant	588 S OLD WOODWARD AVE
SALVATORE SCALLOPINI RESTAURANT	505 N OLD WOODWARD AVE
SIDECAR SLIDER BAR	117 WILLITS ST
Social Kitchen	225 E MAPLE RD
Springdale Golf Course	316 STRATHMORE RD
STREETSIDE RESTAURANT	273 PIERCE ST
SUSHI JAPAN	176 S OLD WOODWARD AVE
TALLULAH WINE BAR & BISTRO	155 S BATES ST FL 1
TERRA KITCHEN & COCKTAILS	260 N OLD WOODWARD AVE
TOAST ENTERPRISES, LLC	203 PIERCE ST
Townhouse Kitchen & bar LLC	180 PIERCE ST
TOWNSEND HOTEL	100 TOWNSEND ST
WHISTLE STOP DINER INC	501 S ETON ST # 505
WILDER'S SUPPER CLUB	458 N OLD WOODWARD AVE
Zana Restaurant	210 S OLD WOODWARD AVE STE 110



MEMORANDUM

Fire Department

DATE: January 29, 2025

TO: Jana L. Ecker, City Manager

FROM: Jeffrey G. Scaife, Fire Marshal

SUBJECT: 2024 Annual Liquor License Report

Throughout the year, the Birmingham Fire Department conducts liquor licensing and occupancy inspections in addition to its routine annual fire inspections. These are typically performed the night before Thanksgiving, New Year's Eve, St. Patrick's Day, or whenever a complaint is filed through the Fire Marshal's Office. During these inspections staff from the Fire Prevention Bureau will make unannounced visits to ensure the business is complying with posted occupancy limits. Additionally, the Fire Marshal, along with representatives from the Building and Planning Departments conduct annual Liquor License Inspections. The Fire Department conducts these inspections and cite any violations in relationship to the International Fire Code (IFC) 2024 edition.

The following liquor license inspections were conducted at the following establishments for 2024:

1. 220 Merrill
2. Adachi Restaurant
3. All Seasons Senior Living
4. Bella Piatti
5. Birmingham Pub
6. Birmingham Theater
7. Bistro Joe's
8. Brooklyn Pizza
9. Churchill's Bistro
10. Community House
11. Daxton Hotel
12. Dick O' Dow's
13. Ellie's Mediterranean Grill and Bar
14. Emagine Theater
15. Employee Meal
16. Fleming's Prime Steakhouse and Wine Bar

17. Forest Grill
18. Griffin Claw Brewery
19. Hazel Ravines
20. Hyde Park Steakhouse
21. La Strada Café
22. Luxe Bar and Grill
23. Mare Mediterranean
24. Market North End
25. Pernoi
26. Phoenicia
27. Salvatore Scaloppini
28. Sidecar/ Slice/ Shift
29. Social Kitchen and Bar
30. Streetside Seafood
31. Sushi Japan
32. Tallulah Wine Bar and Bistro
33. Terra Kitchen and Cocktails
34. Toast Birmingham
35. **Townhouse Bar and Grille**
36. Townsend Hotel
37. Whistle Stop Diner
38. Lincoln Hills Golf Course- City of Birmingham
39. Springdale Golf Course- City of Birmingham
40. **Zana Hospitality**

All of the above-listed establishments were license/code compliant according to the standards set by the IFC and the Michigan Liquor Commission (MLCC). However, the Fire Department issued various target hazard violations and tickets throughout the past year. The associated establishments involved are in red type above, with the infraction(s) listed below:

220 Restaurant Hospitality, LLC.

1. July 20, 2024 – A citizen complaint was received that there was severe overcrowding of the restaurant. Fire Inspector performed a head count which was four short of the posted occupancy of 242.

Resolution: Manager on site advised to closely monitor the occupancy count.

2. August 10, 2024 – The Fire Department responded to a medical emergency in the Rose Room and were confronted with a severe overcrowding situation. On-site security personnel did not know how many were in the occupancy, or how many should be, rendering it exceptionally difficult to maneuver through the crowds to get to the patient.

Resolution: Fire Marshal issued multiple tickets for overcrowding, unsafe conditions, means of egress continuity, and obstructions. In addition, a letter was sent to ownership about the situation and future consequences up to including a suspension in their Special Land Use Permit (SLUP). Ownership requested a meeting with the City Manager, Fire Marshal, and Fire Chief and was very apologetic and ensured that new policies are put in place that will avoid similar issues moving forward.

3. November 30, 2024 – The Fire Department was notified through an anonymous patron that the Rose Room in the basement of 220 Merrill was using sparklers during a bottle service. The video that was presented showed two employees walking towards a group with these sparkler devices in each hand (4 total). The sparks were dangerously close to the ceiling and they eventually handed one off to a patron in the group. This poses a considerable element of concern based on the location of this establishment as well the surrounding cloth furniture and wall hangings.

Resolution: A member of the Fire Prevention Team visited the Rose Room on December 1, 2024 to order a cease and desist in the use of any pyrotechnic devices.

Adachi Restaurant Group, LLC.

1. May 31, 2024 – During an inspection the Fire Marshal and Building Official saw in plain view unsecured liquid propane (LP) tanks sitting on the ground and one upside down on top of the locking cage. Follow-up inspection performed on June 3, 2024 conditions remained the same. Unsecured LP tanks and no lock for the cage.

Resolution: Misdemeanor tickets issued for unsafe conditions, protection of containers, and removal from site.

2. November 25, 2024 – Fire Marshal observed in plain view while driving an LP tank sitting on top of the storage cage. Upon further investigation it was found that the cage was unlocked and two LP tanks were sitting on the ground in front of the open cage along with the one on top.

Resolution: Misdemeanor tickets issued for unsafe conditions, protection of containers, and removal from site.

*Periodic inspections have taken place since with no further issues currently.

Bistro Joe's

1. January 13, 2025 – While conducting liquor license inspections, the ground level emergency egress door was unable to open and was jammed. The locking mechanism appeared to be disengaged.

Resolution: Bistro was to remain closed to the public until a new panic device was placed on the door. This was completed in one day, the Bistro was clear to open on January 14, 2025 at 11:30am.

Townhouse Bar and Grille

1. January 7, 2025 – Fire Marshal received a critical deficiency notice from a service provider stating that they were unable to activate the hood suppression system due to excessive grease buildup in the conduit system. Upon investigation the hood system had missing vents, along with grease buildup that was noticed around all discharge nozzles and linkage. All nozzles were missing their protection caps. The Fire Marshal closed the grille

down until the service provider could confirm that all systems would function accordingly if there was a fire.

Resolution: Grille in kitchen was closed for the day while the service provider performed repairs. At approximately 3:30pm the system was inspected and cleared for use.

*No further issues at this time.

Zana Restaurant

1. July 28, 2024 – Fire Department crews were called for a medical emergency. Upon arrival the front entrance was completely blocked by a large crowd of people making entrance and access to the patient very difficult. Staff was unable to give an accurate head count inside the occupancy. Staff advised that no more were allowed in. Based on quick counts by the fire crew there were upwards of 500 occupants in the front area with a posted occupancy of 285.

Resolution: Misdemeanor tickets issued for overcrowding, unsafe conditions, means of egress continuity, and obstructions. A follow-up letter to the original SLUP warning letter delivered in early 2024 was sent by the City Attorney. The owner of Zana requested a meeting between the Fire Marshal and Building Official to apologize and to inform of new policies and staffing changes.

*Periodic inspections have taken place since with no further issues currently.

2025 LIQUOR LICENSE REVIEW

APPLICANT	Parcel #	July 2024 Tax Past Due	December 2024 Tax Due 2/14	Invoices	Delinquent Special Assessments	Prior Year Delinquent Personal Property	Water Account Number	Late Water Due	Total Due	Comments
220 Merrill Restaurant	19-36-202-017		\$14,552.24				00023-59924			
	99-00-015-113		\$1,421.55				00237-22056			
Adachi Restaurant Group LLC	99-00-019-073									
All Seasons	19-36-227-029		\$101,772.03				09901-10370			
	99-00-014-135						09902-10371			
Bell Bistro										
Bella Piatti	99-00-012-120		\$539.07							
Birmingham Omni Hospitality										
Birmingham Pub	99-00-022-038		\$1,504.62				17536-24761			
Bistro Joe's/Papa Joe's Gourmet Market	99-00-002-103						19469-24354			
	19-36-283-025						00000-11514			
	19-36-282-005						00000-11459			
	99-00-002-103						19469-24354			
							19471-24356			
Brooklyn Pizza	99-01-950-279						32517-22522			
Casa Perno	99-00-020-032									
Churchill's Bistro	99-01-009-140						35143-25682			
Community House	19-36-132-007						00190-78528			
							01909-22470			
Dick O'Dow's	99-01-960-288						06549-23140			
							06551-23142			
Elie's Mediterranean Café	99-01-930-115						00022-19864			
EM	99-00-022-097		\$544.50							
Emagine Palladium	99-00-016-081									
Flemings	99-00-008-040									
Forest Grill 2 LLC	99-00-009-074		\$441.27							
Griffin Claw Brewery	99-00-014-048						29898-19115			
	20-31-203-036		\$11,680.71				29899-19116			
							29901-19118			
Hazel Ravines Downtown	99-00-019-061						34487-34546			
Hyde Park Steakhouse	99-00-013-091						07725-23506			

2025 LIQUOR LICENSE REVIEW

							32231-25766		
La Strada Cafe LLC	99-00-016-108		\$233.57						
Lincoln Hills Golf Course									
Lincoln Yard	20-31-401-008		\$8,537.25				12063-24276		
Luxe Bar & Grill	99-00-011-030								
Market North End	99-00-014-056		\$752.36				07106-23265		
Phoenicia	99-01-010-170		\$1,957.70				00785-22218		
	19-36-253-028		\$6,714.32						
Sidecar	99-00-017-071								
Salvatore Scallopini	99-01-850-267						06433-23066		
	19-25-327-032								
Social Kitchen & Bar	99-00-013-079		\$1,073.74				02317-52726		
Springdale Golf Course									
Streetside Seafood	99-01-006-540						00223-22048		
Sushi Japan	99-00-022-051								
Tallulah Wine Bar & Bistro	99-00-011-051						02017-22504		
Terra Kitchen & Cocktails									
The Birmingham 8 Powered by Emagine	99-01-960-507						32027-34038		
							07731-10184		
							07737-23518		
The Daxton Hotel	99-00-021-065						00000-11541		
	19-36-202-019								
Toast	99-00-009-013		\$491.45				21549-22036		
Townhouse	99-00-012-092						01128-08396		
	99-00-014-093								
Townsend Hotel	19-36-134-006						00169-25030		
	99-01-870-185						00171-22012		
Whistle Stop	20-31-203-004						33725-19112		
	99-01-002-570								
Wilder's							01996-51638		
Zana Hospitality	99-00-023-062						01860-99920		
							18611-22138		

2025 LIQUOR LICENSE REVIEW

Total:		\$0.00	\$152,216.38	\$0.00	\$0.00	\$0.00		\$0.00	\$0.00	



MEMORANDUM

City Manager's Office

DATE: February 10, 2025

TO: Jana L. Ecker, City Manager

FROM: Melissa Fairbairn, Assistant City Manager

SUBJECT: Draft Update to Birmingham Community and Senior Center Project Vision, Goals and Objectives

INTRODUCTION:

The City purchased the existing building at 400 East Lincoln in June 2023 to become a permanent home for Next, the City's longstanding senior services provider. Following extensive study and consideration of the condition of the existing building and cost to renovate, the City Commission voted to build a new 44,500-49,000 square foot facility. The new building will provide residents with senior services operated by Next, recreational programming facilitated by the YMCA, and additional community uses.

BACKGROUND:

At its March 27, 2024 meeting, the Senior/Recreation Center Committee (SCC) recommended a Vision, Goals, and Objectives for the project, which the City Commission adopted on April 8, 2024. Since then, both the SCC and City Commission have used these guiding principles to shape discussions regarding the project, formerly referred to as the Senior/Recreation Center.

On January 27, 2025, the City Commission passed a resolution approving a new name, the Birmingham Community and Senior Center (BCSC), for the proposed new facility at 400 E. Lincoln. Given this change and the project's progression from a potential renovation to a new building that will house both Next and the YMCA, the Vision, Goals, and Objectives should be updated accordingly.

At the February 5, 2025 meeting, the SCC reviewed a draft update of the Vision, Goals and Objectives for the project. The committee discussed several edits and additions to the draft and voted to recommend the updated version to the City Commission.

LEGAL REVIEW:

No legal review is required.

FISCAL IMPACT:

While the BCSC Vision, Goals and Objectives that the Commission is asked to consider do not have a direct fiscal impact, the Commission has resolved that the cost of the project is not to exceed \$32 million.

SUSTAINABILITY:

Goal 4 in the draft BCSC Vision, Goals, and Objectives is "Incorporate sustainable concepts, design and materials, when practical, to reduce environmental impact." Sustainability will be considered throughout the design and construction of the building.

DESIGN CONSIDERATIONS:

The City has hired Neumann Smith for architectural services for BCSC project. Neumann Smith will take the project's approved BCSC Vision, Goals and Objectives into consideration as they create the design of the building.

PUBLIC COMMUNICATIONS:

There have been considerable public communications on this project. From the purchase of the YMCA Building in the spring of 2023 until now, the project has received media attention, attention from Next members, attention from YMCA members and attention from the general public. The City has provided the following public communications:

- Press releases
- E- Blasts
- Created a web page on the City's website dedicated to the project
- Promoted the project on the home page of the City's website
- Updates have been provided in all of the monthly City Manager's Reports as well as the City's Around Town E-Newsletters
- Updates have been provided in the City's summer and fall/winter editions of the Birmingham Beat Newsletter
- The project has been promoted on the City's social media channels including Facebook and Instagram
- Two Engage Birmingham surveys have been used to gather public sentiment about the project
- Two in-person town hall meetings were held at the YMCA and Next

The Ad Hoc Senior/Recreation Center Committee was created and has met almost weekly since its inception. All meetings were open to the public and provided an opportunity for members of the public to speak.

SUMMARY:

Following the renaming of the building project at 400 E. Lincoln from the Senior/Recreation Center to the Birmingham Community and Senior Center, the Commission is asked to consider the draft update of the project's Vision, Goals and Objectives as recommended by the SCC at the February 5, 2025 meeting.

ATTACHMENTS:

- Redlined draft Birmingham Community and Senior Center Project Vision, Goals and Objectives

- Senior/Recreation Center Project Vision, Goals and Objectives

SUGGESTED COMMISSION ACTION:

Make a motion adopting a resolution to approve the updated Birmingham Community and Senior Center Vision, Goals and Objectives.



**Senior / Recreation Center
Birmingham Community & Senior
Center Project**

Vision Statement:

Create a welcoming and dynamic hub where all the members of the community can gather in an environment that promotes socialization, physical activity and lifelong learning that enhance both personal and community wellness.

Goals:

1. Develop a plan for an open, welcoming, adaptable active ~~senior/community~~ community and senior center facility with flexibility for current and future uses.
2. Integrate the design and use of the ~~senior/community~~ community and senior center with St. James Park.
3. Ensure safe and accessible design of the building(s) and site for users of all ages and abilities.
4. Incorporate sustainable concepts, design and materials, when practical, to reduce environmental impact.
5. Complete design and construction of a new ~~or renovated~~ community and senior center facility and site on time and within the established budget.

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Objectives:

1. Create a ~~facility suitable as a long term operating space~~ permanent home for Next, ~~the City's long-standing provider of senior services.~~
2. Support Next in providing a wide range of programs and services.
3. Provide community gathering spaces (indoors and outdoors).
4. Provide a facility that ~~promotes the provision of health, fitness, and recreation~~ provides health, fitness and recreational services and programming for the community, including a pool.
5. Design a facility that encourages social interaction and emotional enrichment for the community.
6. Design a facility that promotes multigenerational programming opportunities and lifelong learning.

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Implementation Strategy:

1. Develop and construct a facility which optimally enables the provision of: (i) senior services to residents of Birmingham and surrounding communities through Next, a third-party contractor and (ii) recreational services, including aquatics and fitness, under the management of a third-party contractor, such as the YMCA.

Relevant City Strategic Goal:

- Offer City services and amenities that enrich the lives of residents of all ages
 - Recommended Actions: Create a task force to facilitate an aging in place plan, develop a plan for a permanent senior/community center to house Next senior services and to offer space for multigenerational programs, engage with youth in the community with a teen board or committee



Senior / Recreation Center Project

Vision Statement:

Create a welcoming and dynamic hub where all the members of the community can gather in an environment that promotes socialization, physical activity and lifelong learning that enhance both personal and community wellness.

Goals:

1. Develop a plan for an open, welcoming, adaptable active senior/community facility with flexibility for current and future uses.
2. Integrate the design and use of the senior/community center with St. James Park.
3. Ensure safe and accessible design of the building(s) and site for users of all ages and abilities.
4. Incorporate sustainable concepts, design and materials, when practical, to reduce environmental impact.
5. Complete design and construction of a new or renovated facility and site on time and within the established budget.

Objectives:

1. Create a permanent home for Next.
2. Support Next in providing a wide range of programs and services.
3. Provide community gathering spaces (indoors and outdoors).
4. Provide a facility that promotes the provision of health, fitness, and recreation programming for the community.
5. Design a facility that encourages social interaction and emotional enrichment for the community.
6. Design a facility that promotes multigenerational programming opportunities and lifelong learning.

Relevant City Strategic Goal:

- Offer City services and amenities that enrich the lives of residents of all ages
 - Recommended Actions: Create a task force to facilitate an aging in place plan, develop a plan for a permanent senior/community center to house Next senior services and to offer space for multigenerational programs, engage with youth in the community with a teen board or committee



MEMORANDUM

City Manager's Office

DATE: February 6, 2025
TO: City Commission
FROM: Jana L. Ecker, City Manager
SUBJECT: Birmingham Community and Senior Center – Draft Program

INTRODUCTION:

In the summer of 2023, the City purchased the YMCA Building at 400 E. Lincoln to serve as the new and permanent home for Next, a 501(c)(3) that provides senior services to residents of Birmingham and surrounding communities and includes anyone over 50 years of age. At that time, the YMCA, also a 501(c)(3), was looking to combine their Birmingham location with Royal Oak. As time passed, that changed and the YMCA is now committed to working with the City of Birmingham to provide recreational services as an occupant in our proposed Birmingham Community and Senior Center building at 400 E. Lincoln.

BACKGROUND:

Since the purchase of the YMCA Building in July 2023, City staff, the City Commission, and the Ad Hoc Senior/Recreation Center Committee have been working diligently to determine the best plan for redevelopment of the site with a new building for the future home of Next senior services, the YMCA including a pool, and a space for community use, enjoyment, and recreation, all with the same purpose of health, wellness, and socialization for the Birmingham community.

Initial concept and program planning was conducted by NORR in the spring and summer of 2024. The NORR report completed in July 2024 discussed multiple options to renovate the existing building, renovate and expand the existing building, or to demolish the existing building and construct a new building approximately 73,980 square feet in size to accommodate Next, the YMCA and the community at large. Both the Ad Hoc Senior/Recreation Center Committee (SCC) and the City Commission discussed the NORR report, and both concluded that the proposed 73,980 square foot size for a new building was excessive. Thus, both the SCC and the City Commission worked with City staff, our owner's representative, Next and the YMCA to maximize space efficiencies within a new building to include shared space and reduce the size of the building program.

On July 17, 2024, the SCC recommended a revised option 4A prepared by Kramer, our owner's representative, which reduced the overall size of a new building to 50,000 square feet in size, with the caveat that additional space be added to incorporate a pool as well. This recommendation was brought to the City Commission for review and discussion. The City Commission requested additional refinement of the building program to reduce construction and operating costs.

Over the next several months, City staff, our owner's representative, Next and the YMCA continued to work together to maximize shared space within the building and reduce the size further. A proposed building usage schedule was created to inform and reduce the number of multi-purpose rooms necessary in a proposed new building. Based on this effort, on October 28, 2024, the City Commission made a decision to limit the size of a new building to between 44,500 and 49,000 square feet in size, at a maximum cost of \$32 million. The same evening, the City Commission authorized the issuance of the RFP for design services for the building.

In December 2024, the City Commission hired Neumann Smith to lead the architectural and engineering design team for a new building. Neumann Smith commenced work immediately.

At this time, the Neumann Smith design team has completed a draft architectural building program for the new Birmingham Community and Senior Center. **An architectural building program is a detailed document that outlines the spatial requirements for a building based on the proposed uses. It is not a floor plan or layout that shows where each space will be located, but is a list of all of the needed space within a building.** This list breaks down individually how much office space is needed based on proposed staffing, the size and number of rooms needed for all proposed uses, space needed for equipment and utility rooms, space needed for circulation, storage and restrooms for example. This building program was developed in collaboration with all proposed users of a building to ensure that it meets the needs of all community members. Neumann Smith has designed and constructed many similar community and senior center buildings recently, and provides their expertise in terms of benchmarking the required spaces, and sizes for each of the building elements. Once completed, the building program then serves as a guide to the design and layout of the building.

To inform the building program, it is helpful to develop a **hypothetical schedule** for the proposed community and senior center that demonstrates what uses and programming may be going on at all times of the day, along with the hypothetical number of attendees participating at any given time. By analyzing and understanding the different uses and types of programming, the anticipated number of attendees and the duration of individual programming sessions by all proposed organizations operating within the building, Neumann Smith is then able to determine the number and size of multi-purpose rooms, the class of occupancy for each and to determine which rooms to equip with operable partitions to enhance the flexibility of use for each space.

On January 31, 2025, Neumann Smith submitted the first draft of the building program for the Birmingham Community and Senior Center. In addition, Neumann Smith included a hypothetical schedule exercise to demonstrate all of the opportunities for community, senior and recreational uses within the building. It is important to note the draft schedule exercise attached to this report is not a formal schedule proposed for the Birmingham Community and Senior Center. It is a hypothetical example of what programming could take place in a new building, taking into account Next and the YMCA's current programs, as well as additional programming that is planned to be added in the future. The hypothetical schedule exercise allows Neumann Smith to demonstrate that there is ample opportunity to provide extensive use by residents of the community at large,

regardless of whether they are members of Next or the YMCA. The hypothetical schedule exercise is color coded to show how the use of the building is shared by Next exclusive programming, YMCA exclusive programming, community programming and community space available to all residents of Birmingham who are not members of Next or the YMCA. Both the hypothetical schedule exercise and the draft building program were distributed to both the City Commission and the SCC on January 31, 2025 for review. Both were also posted on the City's website as part of the SCC's agenda packet for February 5, 2025.

On February 5, 2025, Neumann Smith presented both the hypothetical schedule exercise and the draft building program that was created. The SCC reviewed in detail the draft building program and provided several suggestions for changes to the presentation format to make it easier for residents to understand all of the facilities that a new community center would provide for everyone, as well as the nature and extent of the community, senior and recreational programming that could be offered over and above current offerings. Specifically, the SCC asked Neumann Smith to differentiate between the programming that is currently offered by Next and the YMCA and the proposed future programming expansion by each organization, to clarify all of the programming available to all residents of Birmingham, and to provide a numerical breakdown of Next, YMCA and community at large uses and timeslots for comparison purposes.

Accordingly, Neumann Smith has updated both the hypothetical schedule exercise and the draft building program to incorporate the suggestions of the SCC on February 5, 2025.

LEGAL REVIEW:

The City Attorney's office has been following the preparation of a draft building program and has no concerns at this time.

FISCAL IMPACT:

The City may be proposing a bond initiative for the August 2025 ballot asking the residents of Birmingham to approve a \$32 million dollar bond in order to pay for the construction and turnkey finishing of the City owned asset which will provide not only services for the senior residents of Birmingham, the YMCA and its members, but a recreational facility with the ability for the community to utilize the pool and gym at certain times, conference rooms, and recreational services. The YMCA has offered to pay the operating costs of the new Birmingham Community and Senior Center, as well as all costs for the pool, including maintenance and liability.

SUSTAINABILITY:

It is proposed that the Birmingham Community and Senior Center will include multiple sustainability elements. It is planned that the various building materials will be considered for final design and for approval by the City Commission at a later date.

PUBLIC COMMUNICATIONS:

There has been considerable public communication on this project from the inception of the idea of purchasing the YMCA Building in 2023 until now. The project has received media attention, attention from Next members, YMCA members, and the general public. The City has provided the following communications:

- Press Releases
- Eblasts
- Creation of a web page on the City's website dedicated to the project
- Promotion of the project on the homepage of the City's website

- Updates are provided in all of the monthly City Manager reports as well as the City's Around Town e-newsletters
- Updates have been provided in the summer edition of the Birmingham Beat Newsletter
- The project is promoted on the City's social media channels including Facebook and Instagram
- There have been two town hall meetings and two public surveys
- All prior City Commission meetings and Ad Hoc Committee meetings are available to be viewed on the City's website and/or Vimeo
- Public engagement will be ongoing throughout the project

SUMMARY:

Neumann Smith will conduct a presentation to outline the proposed building program and the process used to create it. The City Commission is asked to review the draft building program and to provide comments and suggestions, and to provide direction to Neumann Smith on a final building program to be used as the foundation of the next steps in the schematic design process.

ATTACHMENTS:

- Updated Draft Building Program Presentation
- Updated Project Schedule

SUGGESTED COMMISSION ACTION:

To approve in concept the draft building program for the new Birmingham Community and Senior Center at 400 E. Lincoln.



Birmingham Community and Senior Center

Program Document - 2-06-2025 REV



Architectural Program

What is an Architectural Program?

An architectural program is a detailed document that outlines the spatial requirements for a building. It serves as a guide to the design process, developed in collaboration with users to ensure that it meets the needs of all community members.

What an Architectural Program is not?

An architectural program is not a detailed design or a set of architectural drawings. It's not about the specifics of how the building will look or the technical details of construction.

Can the size of an Architectural Program fluctuate?

Yes! The architectural program is a flexible document that evolves throughout the life of a project. Its size can fluctuate as user needs, budget considerations, site constraints, and building code regulations change during the design and construction phases.

Building Schedule Exercise (Draft)

How we started-

The development of the building schedule began with both the YMCA and NEXT providing schedules for all their programs, including Monday through Friday as well as Saturday and Sunday. These schedules detailed the days of the week and the duration of each program. This information was then combined to identify opportunities for community use by the residents of the City of Birmingham.

How did developing a schedule help with the architectural program?

By analyzing and understanding the different program types, desired occupancies, and durations, we were able to determine the number and size of all multi-purpose rooms. Further analysis of class occupancy allowed us to recommend that several multi-purpose rooms be equipped with operable partitions, thereby enhancing their flexibility.

Some highlights:

- The schedule represents current and FUTURE programs of both NEXT and YMCA.
- The schedule has been color-coded to better understand programs offered by NEXT, YMCA and openings within the schedule that would permit community use.
- It is important to note that both NEXT and YMCA offer a great variety of programs that the community would have access to. Additionally, many of these programs offered by these organizations are available without membership for a nominal fee. These types of programs are indicated on the schedule in "goldenrod" color-coding.



Building Schedule Exercise - Project Variables

Room areas that have been established

- Gymnasium, Pool and Lockers
- NEXT Living Room, Wellness Area
- Administrative Area, Entry Lobby
- YMCA Wellness and NEXT Fitness Areas

What are the areas that need further evaluation?

- NEXT Multi-Purpose Room Requirements
- YMCA Fitness Room Requirements
- How can these areas be shared?
- How can the community use these spaces and when?

Hourly Program Analysis

Proposed Operating Hours:

- 6am - 11 pm, Monday through Sunday = 17 hours/day x 7 days = 119 hours
- Hours calculated using the following rooms:
 - Multi-purpose rooms 1-6
 - Gymnasium (both sides)
 - Pool
- Calculation: 119 weekly hours x 9 rooms - **1071 available program hours**
- **Total Current Program Hours: 428**
- **Total Future Program Hours: 67**

YMCA Programming (Represented in both purple and light purple colors)

- Current Programming Hours: 226
- Future Programming Hours: 69

NEXT Programming (Represented in both blue and light blue colors)

- Current Programming Hours: 202
- Future Programming Hours: 14

Shared YMCA + NEXT Programming (Represented in green color)

- Future Programming Hours: 18

Proposed NEXT + YMCA Programs for Community Members (Represented in Goldenrod color)

- Proposed Programming Hours: 18

City of Birmingham Open Gym / Open Pool (Represented in orange color)

- Proposed Programming Hours: 12

Available hours for City of Birmingham Usage (Represented in light yellow color)

- Hours: 493



Birmingham Community and Senior Center - Program Summary
01-31-2025

ITEM NO	ROOM TYPE	QUANTITY	CAPACITY	UNIT ASF	TOTAL ASF	DEPT. GROSSING FACTOR	TOTAL GSF	Employee	GENERAL NOTES
1.0 Administrative Area									
1.1	Reception Area - Shared	1	4	120	120	1.3	156		Shared reception between NEXT, YMCA and City
1.2	NEXT Exec. Director Office	1	1	180	180	1.3	234	Cris Braun	
1.3	NEXT Finance / Marketing Office	1	1	150	150	1.3	195	Sandra Catterall, Susan Gwizdz	Shared Office
1.4	NEXT Support Services	1	1	150	150	1.3	195	Pat Brooks, Sandi Cassar	Shared Office
1.5	NEXT Open Office / Workstations								
1.6	Staff Assistants	2	1	36	72	1.3	94	Sara Callendar, Bev Singer	workstation - Located in Reception Area
1.7	Program Planners	2	1	36	72	1.3	94	Jolee Hentgen, Pam Hall	workstation
1.8	Facility Operations	0	0	36	0	1.3	0	Kim Holmes	To Be Located in Mechanical Room T.B.D.
1.9	Office Supervisor	1	1	36	36	1.3	47	Kathleen Tilson	workstation - Located in Reception Area
1.10	Shared Hoteling Desks	2	1	20	40	1.3	52	Future	Hoteling - Benching
									Note: Judy Murrell (M.O.W.) to be located in Kitchen, No workstation required for Calvin Moss and Clement Travicz (drivers) and instructors
1.11	YMCA Exec. Director Office	1	1	180	180	1.3	234	Kelly Stubbe	
1.12	YMCA Business Office	1	1	120	120	1.3	156	Erin Boone	
1.13	YMCA Open Office / Workstations								
1.14	Member Experience Director	1	1	36	36	1.3	47		workstation
1.15	Member Experience Manager	1	1	36	36	1.3	47		workstation
1.16	Welcome Center Supervisor	1	1	36	36	1.3	47		workstation
1.17	Youth & Family Director	1	1	36	36	1.3	47		workstation
1.18	Aquatics Director	1	1	36	36	1.3	47		workstation
1.19	Flex Hoteling Workstations	3	1	20	60	1.3	78		Hoteling - Benching. To be used for Day Camp Coordinators, Central Maint., Regional Support staff
1.20	Birmingham P&R Manager	1	1	120	120	1.3	156		
1.21	Birmingham P&R Staff	2	1	36	72	1.3	94		workstation
1.22	Rental Coordinator	1	1	36	36	1.3	47		workstation
1.23	Shared Small Conference / Huddle Rooms	1	10	300	300	1.3	390		Rule of thumb- 30sf / Person
1.24	Shared Copy/Workroom/Mail	1	---	150	150	1.3	195		
1.25	Shared Kitchenette	1	---	20	20	1.3	26		Provide countertop niche'
1.26	NEXT File Room	1	---	100	100	1.3	130		
1.27	NEXT Storage Room for Loan Items	1	---	150	150	1.3	195		
1.28	YMCA Storage	0	---	30	0	1.3	0		Provide space for (3) file cabinets- Lockable
	<i>Sub-Total</i>				2,308		3,000		
2.0 Lobby and Support Spaces									
2.1	NEXT Lobby (Living Room) Area + Library and (3) open computer stations	1	tbd	1,200	1,200	1	1,200		
2.2	NEXT Café Area	1	tbd	150	150	1	150		Living Room Adjacency
2.3	NEXT - Small Wellness Room	1	4	120	120	1	120		
2.4	NEXT - Large Wellness Room	1	12	350	350	1	350		Size increased for Henry Ford Health and Wellness programming
2.5	YMCA Lobby / Check in	1	tbd	900	900	1	900		
2.9	Vending	0	---	36	0	1	0		As recommended by City. Build into wall niche in lobby
	<i>Sub-Total</i>				2,720		2,720		
3.0 Child watch									
3.1	Check-In Corral	1	1	45	45	1	45		
3.2	Play Area	1	tbd	1,100	1,100	1	1,100		



Birmingham Community and Senior Center - Program Summary
01-31-2025

ITEM NO	ROOM TYPE	QUANTITY	CAPACITY	UNIT ASF	TOTAL ASF	DEPT. GROSSING FACTOR	TOTAL GSF	Employee	GENERAL NOTES
3.3	Child Toilet	1	1	45	45	1	45		
3.4	Staff desk	1	1	10	10	1	10		Provide small admin counter for staff. Room storage to be accommodated within lockable millwork cabinetry.
	<i>Sub-Total</i>				1,200		1,200		
4.0 Locker Rooms									
4.1	Locker Rooms	1	tbd	2,500	2,500	1	2,500		
	<i>Sub-Total</i>				2,500		2,500		
5.0 Gymnasium + Walking Track									
5.1	Gymnasium	1	tbd	7,200	7,200	1	7,200		7200 sf = (3) Pickleball Courts. 8360 sf = (4) Pickleball Courts. Includes elevated indoor walking / running track
5.2	Storage	1	---	500	500	1	500		
	<i>Sub-Total</i>				7,700		7,700		
6.0 Fitness Spaces									
6.1	YMCA Wellness Center	1	tbd	5,085	5,085	1	5,085		Cardio, Free Weights, Strength
6.2	Fitness Experience Director	1	1	100					Provide space within Wellness Area
6.3	NEXT Senior Fitness Room	1	tbd	1,500	1,500	1	1,500		
	<i>Sub-Total</i>				6,585		6,585		
7.0 Natatorium Space									
7.2	Pool	1	tbd	5,300	5,300	1	5,300		Assuming 25 yard (75') 5 lane pool
7.2	Pool Storage Room	1	---	525	525	1	525		Rule of Thumb: Use +/- 10% of Pool Size
7.3	Aquatics Support Aquatics Manager Office/ Guard	1	1	100	100	1	100		Shared Office Space
	<i>Sub-Total</i>				5,925		5,925		
8.0 Multi-Purpose Rooms									
8.1	Multi-Purpose Activity Room 1	1	tbd	1,000	1,000	1	1,000		Use for Art, Intergenerational, Kitchen Center. Operable Partition to permit simultaneous usage for smaller programs
8.2	MPA Room 1 Storage	1	---	200	200	1	200		
8.3	Multi-Purpose Activity Room 2	1	tbd	500	500	1	500		Use for NEXT Speaker / Concert Series, NEXT Tech Programs, Small Group Lectures Operable Partition- opens to MP room No. 3, Carpeted, More Hospitality-like
8.4	MPA Room 2 Storage	1	---	150	150	1	150		
8.5	Multi-Purpose Activity Room 3	1	tbd	1,100	1,100	1	1,100		Use for NEXT Speaker / Concert Series, Large Group Lectures and Programs Carpeted, more hospitality-like, Operable Partition- creates (2) 550 sf Rooms to permit simultaneous usage for smaller programs.
8.6	MPA Room 3 Storage	1	---	150	150	1	150		
8.7	Multi-Purpose Activity Room 4	1	tbd	2,200	2,200	1	2,200		Primarily large fitness group classes, Some large NEXT speakers, concerts
8.8	MPA Room 4 Storage	1	---	150	150	1	150		
8.9	Multi-Purpose Activity Room 5	1	tbd	1,000	1,000	1	1,000		Primarily small fitness group classes
8.10	MPA Room 5 Storage	1	---	150	150	1	150		
8.11	Multi-Purpose Activity Room 6	1	tbd	1,000	1,000	1	1,000		Operable Partition to permit simultaneous usage for smaller programs.
8.12	MPA Room 6 Storage	1	---	150	150	1	150		
	<i>Sub-Total</i>				7,750		7,750		



Birmingham Community and Senior Center - Program Summary
01-31-2025

ITEM NO	ROOM TYPE	QUANTITY	CAPACITY	UNIT ASF	TOTAL ASF	DEPT. GROSSING FACTOR	TOTAL GSF	Employee	GENERAL NOTES
9.0 Catering / Culinary Kitchen / Meals on Wheels Support / Demonstration									
9.1	Kitchen	1	tbd	900	900	1	900		Judy Murrell (M.O.W.) to be located in Kitchen
9.2	Storage	1	---	100	100	1	100		
	<i>Sub-Total</i>				1,000		1,000		
10.0 Building Support Spaces									
10.1	Custodial Rooms	2		0	0	1	0		This space is accounted for within the building grossing factor
10.2	Toilets	TBD		0	0	1	0		This space is accounted for within the building grossing factor
10.3	IT/Data Closets	2		0	0	1	0		This space is accounted for within the building grossing factor
10.4	Water / Fire Suppression Room	1		0	0	1	0		This space is accounted for within the building grossing factor
10.5	Building Mechanical Room	1		0	0	1	0		This space is accounted for within the building grossing factor
10.5	Pool Equipment Room	1		0	0	1	0		This space is accounted for within the building grossing factor
10.7	Main Electrical Room	1		0	0	1	0		This space is accounted for within the building grossing factor
10.8	Receiving / Maintenance / Loading	1		0	0	1	0		This space is accounted for within the building grossing factor
10.9	Building Maintenance Room	1		0	0	1	0	Kim Holmes	This space is accounted for within the building grossing factor
10.10	General Building Storage	1		0	0	1	0		This space is accounted for within the building grossing factor
10.11	Building Circulation - (stairs, elevator, corridors)	1		0	0	2	0		This space is accounted for within the building grossing factor
Total					37,688		38,380		

	Total GSF	Building Grossing Factor (30%)
Total Gross Square Footage	38,380	49,895



Building Schedule Exercise (Draft)

Combined YMCA + NEXT Programs for Multi-Purpose Rooms, Gym, Fitness Areas, Pool -2025-01-31 (DRAFT)																			
Schedule Color Key		NEXT Program -Must be a NEXT member for these programs. Please note that there are additional fees (beyond membership fee) for paid instructor-led art and fitness classes.			YMCA Program -Must be a YMCA member for these programs The only exception to this is Personal Training and Small Group Training - this is bought in packages, and you must be a member.			Senior Fitness Programs - To be shared by NEXT and YMCA			NEXT / YMCA Programs for Community Members -These are fee-based programs available to members and nonmembers, enrollment is available to all in the community. -NEXT / YMCA members receive a discount on programming.			Birmingham Community Programming -Available time for community programs and community rental use			Birmingham Community- Open Gym and Open Pool		
		NEXT Future Programs			YMCA Future Programs						CURRENT Programs offered By NEXT-These are fee-based programs available to members and nonmembers, enrollment is available to all in the Comm.			CURRENT Programs offered By YMCA-These are fee-based programs available to members and nonmembers, enrollment is available to all in the Comm.					
Square Feet	Program Spaces	6:00 AM	7:00 AM	8:00 AM	9:00 AM	10:00 AM	11:00 AM	12:00 PM	1:00 PM	2:00 PM	3:00 PM	4:00 PM	5:00 PM	6:00 PM	7:00 PM	8:00 PM	9:00 PM	10:00 PM	
1,000	Multi-Purpose-1 - Art / Inter-Generational/ Kitchen Center (Dividing Wall)																		
	Monday				Streaming - Watercolor	Streaming Knit Studio	Art Therapy Knit Studio	Art Therapy Knit Studio	Oil Painting	Oil Painting	Bingo	Bingo	Cooking	Art	Art				
	Tuesday				Watercolor	Watercolor	Watercolor	Crafting Grp	Crafting Grp	Crafting Grp	Palette	Palette	Palette	Stamp Club	Stamp Club				
	Wednesday				Drawing Calligraphy	Needle Arts Art Therapy	Needle Arts Art Therapy	Studio Art Knit Lesson	Studio Art Basket Class	Studio Art Basket Class	Music Less	Music Less	Cooking	Coin Club	Coin Club				
	Thursday				Pottery	Pottery	Pottery	Pottery Less	Watercolor	Watercolor	Pottery	Pottery	Enrichment	Art	Y Arts				
	Friday				Prep & Play	Prep & Play	Prep & Play	Enrichment	Cooking	Cooking									
	Saturday - Sunday																		
500	Multi-Purpose -2 - Tech/ Small Meeting (Can be combined with MP 3 Lecture/classroom)																		
	Monday				Dementia Sup.	Dementia Sup.	MahJongg	MahJongg	Tech Class	Hearing Grp.	MahJongg	MahJongg	Invest. Club	Invest. Club	Comp. Lesson	Comp. Lesson			
	Tuesday				Writers Group.	Writers Group.	Grieve Support	Grieve Support	Tech Class	Low Vision	Estate Plan.	Estate Plan.	Early Parkinson	Early Parkinson	Concert/ Ent	Concert/ Ent			
	Wednesday				Meditation	Men's Group	Men's Group	Tech Class	Attorney	Attorney	Movie	Movie	Poker Lesson	Poker Lesson	Comp. Lesson	Comp. Lesson			
	Thursday				Caregiver Sup.	Caregiver Sup.	Birding Club	Birding Club	Tech Class	Meditation	A.Language	A.Language	Lecture Setup	Thursday Lecture	Thursday Lecture	Thursday Lecture			
	Friday				Parkinson's Su.	Parkinson's Su.	B.Language	B.Language	Tech Class	Comp. Lesson									
	Saturday - Sunday																		
1,100	Multi-Purpose-3 - Lecture/ Classroom (Can be combined with MP 2 Tech/ Small Meeting)																		
	Monday				Blood Pr.+Ox	Blood Pr.+Ox	Women's Grp.	Women's Grp.	Book Club	Book Club	Bridge	Bridge	Bridge	Trivia	Trivia				
	Tuesday				Intergen Pro.	Intergen Pro.	Intergen Pro.	Bridge	Bridge	Bridge	Health Series	Health Series	Retire. Reimag.	Retire. Reimag.	Concert/ Ent	Concert/ Ent			
	Wednesday				Meeting	Speaker	Speaker	Bridge	Bridge	Bridge	Municipal	Municipal	Movie	Movie	Movie				
	Thursday				Book Club	Book Club	Book Club	Lecture/ Music	Lecture/ Music	Bridge	Bridge	Bridge	Lecture Setup	Thursday Lecture	Thursday Lecture	Thursday Lecture			
	Friday				Photo Club	Photo Club	Current Events	Current Events	Current Events	Bingo	Bingo								
	Saturday				Youth dance	Tumbling	Teen Improv												
Sunday					Tumbling	Teen Improv													



Square Feet	Program Spaces	6:00 AM	7:00 AM	8:00 AM	9:00 AM	10:00 AM	11:00 AM	12:00 PM	1:00 PM	2:00 PM	3:00 PM	4:00 PM	5:00 PM	6:00 PM	7:00 PM	8:00 PM	9:00 PM	10:00 PM
2,200	Multi-Purpose Room-4 - (50+ participants)																	
	Monday		BODYPUMP	COMBAT	Zumba	Personal Training	Strength	Lunch Social	Lunch Social	Lunch Social	Speaker	Speaker	COMBAT	TONE				
	Tuesday	Les Mills format	HIIT	Zumba	TONE	Cheer	Small Group Training	Set up	Chair Yoga	Ball Room Dancing	Ball Room Dancing	Ball Room Dancing	BODYPUMP	Barre	Yoga			
	Wednesday		COMBAT	Les Mills format	BODYPUMP	TONE	Active Older Adults	Set up	Chair Yoga	Line Dancing	Line Dancing	Zumba	COMBAT	Pilates	TONE			
	Thursday	COMBAT	Zumba	BODYPUMP	HIIT	Sports Sampler	Small Group Training	Set up	Chair Yoga		Cardio Dance	Cardio Dance	Zumba	BODYPUMP	Yoga			
	Friday	TONE	HIIT	Barre	Zumba	Personal Training	Strength	Set up	Chair Yoga	Line Dancing	Line Dancing		Les Mills format					
	Saturday			Personal Training	Pilates	Small Group Training	Family Zumba	Personal Training	Personal Training									
	Sunday					Small Group Training	Family Zumba	Personal Training	Personal Training									
1,000	Multi-Purpose Room-5 (<50 Participants)																	
	Monday	Cycling	Personal Training	Personal Training	Power Yoga	Core & Yoga	Personal Training	Strength Tr.	Strength Tr.	Zumba	Cardio Dance	Cardio Dance	Personal Training	Personal Training	Yoga			
	Tuesday	Cycling	Yoga	Pilates	TONE	Power Yoga	Sports Clinic		Zumba	Cardio Drum	Barre Class	Matt Yoga	Bootcamp	Sports Clinic				
	Wednesday	Cycling	Personal Training	Personal Training	Stretch	Bootcamp	Personal Training			YogaNidra	Belly Dance	Belly Dance	Personal Training	Personal Training	Yoga			
	Thursday	Cycling	Yoga	Bootcamp	TONE	Power Yoga	Small Group Training		Zumba	La BlastFit	Barre Class	Yoga	Pilates	Cycling				
	Friday	Cycling	Personal Training	Personal Training	Bootcamp	Core & Yoga	Personal Training			Barre Class			Personal Training	Personal Training				
	Saturday			Cycling	Personal Training	Family Storytime	Yoga	Personal Training	Personal Training									
	Sunday					Family Storytime	Yoga	Personal Training	Personal Training									
1,000	Multi-Purpose Room 6 (Dividing Wall)																	
	Monday			HIIT	Aerobics	Senior Fitness Class	Senior Fitness Class	Ping Pong -Stretch	Ping Pong -Pickle.Cond	Ping Pong -Pickle.Cond	Ping Pong -Golf Cond.	Ping Pong -Golf Cond.	Personal Training	Martial Arts	Martial Arts			
	Tuesday		Personal Training	Personal Training	Tumbling	Yoga -Stretch	Barre Class -Limber Up	Music Therapy	Music Therapy	Jazz Band	Jazz Band	Jazz Band	Cheer	Martial Arts	Martial Arts			
	Wednesday			Pilates	Senior Fitness Class	Tai Chi	Tai Chi	Fall Prevent.	Fall Prevent.	Mat Yoga	Choir	Choir	Personal Training	Small Group Training				
	Thursday		Personal Training	Personal Training	Pilates	Aerobics -Strength	Barre Class -Limber Up	Ping Pong -	Ping Pong -	Ping Pong -	Ping Pong -		Sports Sampler	Tumbling	Tumbling			
	Friday			HIIT	Aerobics	Tai Chi	Tai Chi	Friday Fitness		Yoga			Personal Training	Martial Arts	Martial Arts			
	Saturday			Personal Training	Personal Training	Martial Arts	Martial Arts	Martial Arts										
	Sunday					Martial Arts	Martial Arts	Martial Arts										



Square Feet	Program Spaces	6:00 AM	7:00 AM	8:00 AM	9:00 AM	10:00 AM	11:00 AM	12:00 PM	1:00 PM	2:00 PM	3:00 PM	4:00 PM	5:00 PM	6:00 PM	7:00 PM	8:00 PM	9:00 PM	10:00 PM
7,200	Gym Part 1 (Dividing Curtain)																	
	Monday	Open gym (Members)	Open gym (Members)	Open pickleball (Members)	Open pickleball (Members)	Open pickleball (Members)	Open pickleball (Members)	Open gym (Members)	Open gym (Members)				Youth league	Youth league	Youth league	Open gym (Members)		
	Tuesday	Open gym (Members)	Open gym (Members)	Open gym (Members)	Senior Fitness - To be shared by NEXT and YMCA	Senior Fitness - To be shared by NEXT and YMCA	Senior Fitness - To be shared by NEXT and YMCA	Pick up basketball	Pick up basketball				Family open gym (Members)	Pickleball league	Pickleball league	Open gym (Members)		
	Wednesday	Open gym (Members)	Open gym (Members)	Open pickleball (Members)	Senior Fitness - To be shared by NEXT and YMCA	Senior Fitness - To be shared by NEXT and YMCA	Senior Fitness - To be shared by NEXT and YMCA	Open gym (Members)	Open gym (Members)				Youth league	Youth league	Youth league	Open gym (Members)		
	Thursday	Open gym (Members)	Open gym (Members)	Open gym (Members)	Senior Fitness - To be shared by NEXT and YMCA	Senior Fitness - To be shared by NEXT and YMCA	Senior Fitness - To be shared by NEXT and YMCA	Open gym (Members)	Open gym (Members)				Family open gym (Members)	Pickleball league	Pickleball league	Open gym (Members)		
	Friday	Open gym (Members)	Open gym (Members)	Open pickleball (Members)	Open pickleball (Members)	Open pickleball (Members)	Open pickleball (Members)	Pick up basketball	Pick up basketball				Sports program	Birmingham Community Open Gym	Birmingham Community Open Gym			
	Saturday			Youth League	Youth League	Youth League	Youth League	Youth League	Open gym	Open gym	Birmingham Community Open Gym	Birmingham Community Open Gym						
	Sunday					Open gym	Open gym	Open gym	Open gym	Open gym								
	Gym Part 2																	
	Monday			Open pickleball (Members)	Open pickleball (Members)	Open pickleball (Members)	Open pickleball (Members)	Pickleball	Pickleball	Pickleball	Pickleball	Pickleball	Youth league	Youth league	Youth league			
	Tuesday				Senior Fitness - To be shared by NEXT and YMCA	Senior Fitness - To be shared by NEXT and YMCA	Senior Fitness - To be shared by NEXT and YMCA	Pick up basketball	Pick up basketball	Pickleball	Pickleball	Pickleball	Pickleball	Pickleball league	Pickleball league			
	Wednesday			Open pickleball (Members)	Senior Fitness - To be shared by NEXT and YMCA	Senior Fitness - To be shared by NEXT and YMCA	Senior Fitness - To be shared by NEXT and YMCA	Pickleball	Pickleball	Pickleball	Pickleball	Pickleball	Youth league	Youth league	Youth league			
	Thursday				Senior Fitness - To be shared by NEXT and YMCA	Senior Fitness - To be shared by NEXT and YMCA	Senior Fitness - To be shared by NEXT and YMCA	Pickleball	Pickleball	Pickleball	Pickleball	Pickleball	Pickleball	Pickleball league	Pickleball league			
	Friday				Pickleball	Pickleball	Pickleball	Pick up basketball	Pick up basketball	Pickleball	Pickleball	Pickleball	Pickleball	Birmingham Community Open Gym	Birmingham Community Open Gym			
	Saturday			Youth League	Youth League	Youth League	Youth League	Youth League	Open gym	Open gym	Birmingham Community Open Gym	Birmingham Community Open Gym						
	Sunday					Open gym	Open gym	Open gym	Open gym	Open gym								



Square Feet	Program Spaces	6:00 AM	7:00 AM	8:00 AM	9:00 AM	10:00 AM	11:00 AM	12:00 PM	1:00 PM	2:00 PM	3:00 PM	4:00 PM	5:00 PM	6:00 PM	7:00 PM	8:00 PM	9:00 PM	10:00 PM	
5,085	Wellness Center Cardio, Strength, Free Weight -																		
	Monday-Friday	Open	Open	Open	Open	Open	Open	Open	Open	Open	Open	Open	Open	Open	Open	Open			
	Saturday			Open	Open	Open	Open	Open	Open	Open	Open	Open							
	Sunday				Open	Open	Open	Open	Open	Open	Open	Open							
1,500	NEXT Senior Fitness																		
	Monday-Thursday			Senior Fitness	Senior Fitness	Senior Fitness	Senior Fitness	Senior Fitness	Senior Fitness	Senior Fitness	Senior Fitness	Senior Fitness	Senior Fitness	Senior Fitness					
	Friday			Senior Fitness	Senior Fitness	Senior Fitness	Senior Fitness	Senior Fitness	Senior Fitness	Senior Fitness									
	Saturday - Sunday																		
5,300	Pool																		
	Monday	Lap swim	Lap swim	Lap swim	Water Fitness Swim lessons (Open enrollment)	Lap swim Open swim Swim lessons (Open enrollment)	Lap swim Open swim Swim lessons (Open enrollment)	-	-	-	-	BBD Swim Team	BBD Swim Team	BBD until 6:30pm Lap swim Open swim Swim lessons (Open enrollment)	Lap swim Open swim Swim lessons (Open enrollment)				
	Tuesday	Lap swim	Lap swim	Lap swim	Water Fitness Swim lessons (Open enrollment)	Lap swim Open swim Swim lessons (Open enrollment)	Lap swim Open swim Swim lessons (Open enrollment)			Birmingham Community Open Pool	Birmingham Community Open Pool	BBD Swim Team	BBD Swim Team	BBD until 6:30pm Lap swim Open swim Swim lessons (Open enrollment)	Lap swim Open swim Swim lessons (Open enrollment)				
	Wednesday	Lap swim	Lap swim	Lap swim	Water Fitness Swim lessons (Open enrollment)	Lap swim Open swim Swim lessons (Open enrollment)	Lap swim Open swim Swim lessons (Open enrollment)					BBD Swim Team	BBD Swim Team	BBD until 6:30pm Lap swim Open swim Swim lessons (Open enrollment)	Lap swim Open swim Swim lessons (Open enrollment)				
	Thursday	Lap swim	Lap swim	Lap swim	Water Fitness Swim lessons (Open enrollment)	Lap swim Open swim Swim lessons (Open enrollment)	Lap swim Open swim Swim lessons (Open enrollment)					BBD Swim Team	BBD Swim Team	BBD until 6:30pm Lap swim Open swim Swim lessons (Open enrollment)	Lap swim Open swim Swim lessons (Open enrollment)				
	Friday	Lap swim	Lap swim	Lap swim	Water Fitness Swim lessons (Open enrollment)	Lap swim Open swim Swim lessons (Open enrollment)	Lap swim Open swim Swim lessons (Open enrollment)					BBD Swim Team	BBD Swim Team	BBD until 6:30pm Lap swim Open swim Swim lessons (Open enrollment)	Lap swim Open swim Swim lessons (Open enrollment)				
	Saturday			Lap swim	Water Fitness Swim lessons (Open enrollment)	Water Fitness Swim lessons (Open enrollment)	Lap swim Open swim (Open enrollment)	Lap swim Open swim	Lap swim Open swim	Lap swim Open swim	Lap swim Open swim	Birmingham Community Open Pool	Birmingham Community Open Pool						
	Sunday					Water Fitness Swim lessons	Lap swim Open swim	Lap swim Open swim	Lap swim Open swim	Lap swim Open swim	Lap swim Open swim	Lap swim Open swim							



400 E. Lincoln Revised Timeline – January 2025

PHASE 3: FINAL SITE PLAN & DESIGN REVIEW, PREPARATION OF CONSTRUCTION PLANS		
1/13/25	City Commission	Review bond language (May 2025 vote) Review Construction Manager (CM) RFP for release
1/13/25- 1/24/25	Neumann Smith	Synthesize program and survey results
1/15/25	City staff	Post RFP for CM (due 2/6)
1/17/25	Neumann Smith	Community survey due
1/22/25	SCC	Name discussion Review community survey results
1/27/25	City Commission	Discuss building name, YMCA & Next agreements
1/31/25	Neumann Smith	Program for review to SCC & CC
2/3/25- 2/14/25	Neumann Smith	Site and building design
2/5/25	SCC	Review program Survey results update
2/6/25		CM proposals due
2/10/25	City Commission	Visioning Workshop Review program at regular meeting
2/17/25- 2/28/25	Neumann Smith	Site and building design refinement
2/19/25	SCC	Review and recommend CM firm to City Commission
2/24/25	City Commission	Recommend and/or interview CM firms at CC meeting Award CM contract Bond language discussion
2/26/25	SCC	Kickoff CM firm for Schematic Design (SD) budget Review test fit
3/5/25	SCC	SD review SD progress
3/10/25	City Commission	Presentation of SD progress for CC review Bond language discussion
3/26/25	SCC	Final SD review
4/7/25	City Commission	Schematic design presented to CC for review and comment
4/23/25	SCC	Review SD budget
5/5/25	City Commission	SD and budget estimate presented to CC for review and comment Final meeting to approve ballot language for August bond vote
5/13/25		Ballot language due to Oakland County
5/20-8/4/25		Public education about bond proposal
6/20/25		Absentee ballots sent to voters
8/5/25		Bond vote

8/6/25	SCC	Review CC comments with AE and CM, start Design Development (DD)
8/11/25	City Commission	Review DD schedule and effort
8/13/25	SCC	Continue DD review
9/17/25	SCC	Continue DD review
10/1/25	SCC	DD submit for review, CM prepare budget update
10/6/25	City Commission	Review DD package
10/22/25	SCC	Review DD budget
10/27/25	City Commission	Present DD and budget to City Commission
10/29/25	SCC	Review comments from CC with AE; kickoff CD phase
11/19/25	SCC	Continue CD review Review proposed bid package from CM
12/17/25	SCC	Final review Construction Documents for bidding
1/12/26	City Commission	Final review of CD and budget for release of bidding
1/13/26	Neumann Smith	AE issues documents for bidding
PHASE 4: CONSTRUCTION & CONSTRUCTION MANAGEMENT		
2/18/26	SCC	CM submits GMP from bidding for review Recommendation to City Commission
2/23/26	City Commission	Present GMP to CC for approval and award
FEB 24, 2026- FEB 2027		12-15 months of construction
5/31/27		Building turnover



MEMORANDUM

Planning Department

DATE: January 27, 2025

TO: Jana L. Ecker, City Manager

FROM: Nicholas Dupuis, Planning Director

SUBJECT: Sustainability & Climate Action Fund

INTRODUCTION:

For the last 2-3 years, sustainability and climate action planning has been at the forefront of City business and policy making. Several deliberate and progressive policy decisions, such as the adoption of the [Birmingham Plan 2040](#) and [City Commission Goals](#), propagated the creation of the [Birmingham Green: Healthy Climate Plan](#), which is a 10-year plan to reduce carbon emissions by 25% and ultimately guide the City to carbon neutrality.

As is expected, integral to successful implementation of the Birmingham Green plan is the allocation of resources to support plans and projects that reduce carbon emissions. At this time, the Planning Department is requesting that a new fund be created to house funds dedicated towards sustainability and climate action projects. In addition, the Planning Department is requesting seed money in the amount of \$10,000 to jumpstart the fund balance and provide an immediate available balance for use towards grant matching or other projects approved by the City Commission.

BACKGROUND:

The Birmingham Green: Healthy Climate Plan was adopted on September 23, 2024 ([Agenda – Minutes](#)). Within this plan are several recommendations related to funding future projects and a prioritization matrix that outlines critical enablers of future recommendations. One of the recommendations (MO-3) states that the City should “create a sustainability fund for use by multiple City Departments.”

It is anticipated that this fund and any expenditures therein will be monitored closely by the City Commission, City Manager and Planning Director and that such expenditures should work directly towards meeting the goals of the Birmingham Green Plan or other sustainability and climate action projects deemed appropriate by the City Commission.

LEGAL REVIEW:

The City Attorney has reviewed this request and has no objections as to form and content.

FISCAL IMPACT:

The creation of this new fund will provide a municipal funding source available for specific sustainability and climate action projects, and at the same time will provide a dedicated special revenue fund that will be able to accommodate any potential future revenues. Although the initial \$10,000 seed money requested will come from the General Fund, it is not anticipated that the fund will require regular appropriations from the General Fund in the future. Instead, the Planning Department will be pursuing other funding mechanisms including (but not limited to) grants and philanthropy, but also the new approaches of redistribution and congestion fees that were presented at Long Range Planning on January 25, 2025 ([Agenda](#)).

SUSTAINABILITY:

This proposal has a direct tie to the City's sustainability goals. As noted above, this request is a direct effort to complete a recommendation from the Birmingham Green Plan. In addition, this request works towards the City Commissions strategic goal #2:

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.

DESIGN CONSIDERATIONS:

No design changes proposed.

PUBLIC COMMUNICATIONS:

There are no public communications required for this agenda item.

SUMMARY:

The Planning Division requests that the City Commission consider establishing a Sustainability and Climate Action Special Revenue Fund to house funds dedicated towards sustainability and climate action projects. In addition, the Planning Department is requesting that the City Commission consider providing seed money in the amount of \$10,000 to jumpstart the fund balance and provide an immediate available balance for use towards grant matching or other projects approved by the City Commission.

ATTACHMENTS:

There are no attachments to this report.

SUGGESTED COMMISSION ACTION:

Make a motion adopting a resolution to establish a Sustainability and Climate Action Special Revenue Fund to house funds dedicated towards sustainability and climate action projects and further, to approve the appropriations and amendment to the General Fund budget as follows:

(This space intentionally left blank)

General Fund

Revenues

Draw from Fund Balance	101.0-000.000-400.0000	\$10,000
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Expenditures

Transfers Out	101.0-999.000-995.0230	\$10,000
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Sustainability & Climate Action Fund

Revenues

Transfer from General Fund	230.0-000.000-699.0101	\$10,000
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Draw from Fund Balance	230.0-000.000-400.0000	<u>(\$10,000)</u>
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Total		\$0
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NOTICE OF INTENTION TO APPOINT TO THE ARCHITECTURAL REVIEW COMMITTEE

At the meeting of Monday, April 7, 2025, the Birmingham City Commission intends to appoint one regular member to the Architectural Review Committee, a Michigan Licensed Architect and a resident of Birmingham to serve a three-year term to expire April 11, 2028.

Interested citizens may submit an application available at the City Clerk's office or online at www.bhamgov.org/boardopportunities. Applications must be submitted to the City Clerk's office on or before noon on Wednesday, April 2, 2025. These applications will appear in the public agenda for the regular meeting at which time the City Commission will discuss recommendations, and may make nominations and vote on the appointments.

Board Duties

The purpose of the Architectural Review Committee is to review certain public improvement projects initiated by the City and referred to the committee by the City Manager or his/her designee. The Committee is expected to offer opinions as to what physical alterations or enhancements could be made to these projects in order to improve the aesthetic quality of the project and the City's overall physical environment.

Members of this Committee will be appointed by the City Commission. The Committee shall consist of three Michigan licensed architects who reside in the City of Birmingham.

Criteria/Qualifications of Open Position	Date Applications Due (by noon)	Date of Interview
Michigan Licensed Architect & resident of the City of Birmingham	4/2/2025	4/7/2025

NOTE: All members of boards and commissions are subject to the provisions of City of Birmingham City Code Chapter 2, Article IX, Ethics and the filing of the Affidavit and Disclosure Statement.



**NOTICE OF INTENTION TO APPOINT TO THE
PLANNING BOARD**

At the regular meeting of Monday, March 24, 2025, the Birmingham City Commission intends to appoint two regular members to serve three-year terms to expire Friday, January 28, 2028, and one alternate member to serve the remainder of a three-year term to expire March 28, 2027.

Interested citizens may submit an application available at the City Clerk’s office or online at www.bhamgov.org/boardopportunities. Applications must be submitted to the City Clerk’s office on or before noon on Wednesday, March 19, 2025. These documents will appear in the public agenda for the regular meeting at which time the City Commission will discuss recommendations, and may make nominations and vote on appointments.

Board Duties

The Planning Board consists of seven regular and two alternate members who serve three-year terms without compensation. The board meets at 7:30 P.M. on the second and fourth Wednesday of each month to hear design reviews, zoning ordinance text amendments and any other matters which bear relation to the physical development or growth of the City.

Specifically, the duties of the Planning Board are as follows:

- Long range planning
- Zoning ordinance amendments
- Recommend action to the City Commission regarding special land use permits
- Site plan/design review for non-historic properties
- Joint site plan/design review for non-residential historic properties
- Rezoning requests
- Soil filling permit requests
- Requests for opening, closing or altering a street or alley

Criteria/Qualifications of Open Position	Date Applications Due (by noon)	Date of Interview
<ul style="list-style-type: none"> • Members must consist of an architect duly registered in this state, a building owner in the Central Business or Shain Park Historic District, and the remaining members shall represent, insofar as possible, different occupations and professions such as, but not limited to, the legal profession, the financial or real estate professions, and the planning or design professions. • Members must be residents of the City of Birmingham. 	3/19/2025	3/24/2025

NOTE: All members of boards and commissions are subject to the provisions of City of Birmingham City Code Chapter 2, Article IX, Ethics and the filing of the Affidavit and Disclosure Statement.

BIRMINGHAM AREA CABLE BOARD
ANNUAL REPORT
FISCAL YEAR 2023-2024

Submitted By:

Cathy K. White

Executive Director

January 20, 2025

INFORMATION ONLY

CABLE BOARD MEMBERS

As of December 31, 2024

BIRMINGHAM

David Eick- Vice Chair & Personnel Committee Chair

George Abraham- Cable Action Committee Chair

Donovan Shand

Jim Cleary

Deanna Brown

BINGHAM FARMS

D.E. Hagaman

FRANKLIN

Rick David-Treasurer

BEVERLY HILLS

Christopher Dobies

Gilbert Gugni- Chairman

Shane Henry

Ray Kamoo- Secretary & PEG Committee Chair

INFORMATION ONLY

Introduction

The Birmingham Area Cable Board is comprised of the following four communities: Birmingham, Beverly Hills, Franklin and Bingham Farms. Each year, after completion of the annual audit prepared by Plante & Moran, BACB submits an annual report to its four members. Below is our annual report for the fiscal year 2023-2024.

BCTV Contract

The contract with BCTV for public and governmental programming, which originally expired on June 30, 2019, has been extended until December 31, 2026. Carrie LeZott currently serves as Director of Cable and Community Relations and Greg Black currently serves as Manager. The cost for BACB production and associated services in FY 2023-24 was \$308,300.00. BCTV has been taping three additional Birmingham public meetings: the Board of Zoning Appeals, the Advisory Parking Committee and the Multi-Modal Transportation Board. In addition, we utilize PEG funds for BCTV to tape local high school sports events.

Board Committees

The Board has three standing committees: PEG (Public Educational Governmental), CAC (Cable Action) and Personnel committees.

PEG Committee

The PEG Committee is charged with oversight and development of programming on the public access and governmental channels as well as reviewing proposed grants for PEG infrastructure. Ray Kamoo is the Chairman; membership is open to any Board member, and representatives of BCTV and the Birmingham Public Schools participate on a regular basis. Live broadcast, as well as rebroadcast, of local governmental meetings continues on the Governmental channel. The Public channel provides opportunities for local citizens to produce their own programs, as well as to broadcast/rebroadcast parades, lectures, concerts and other events of community interest. The rebroadcast of Groves versus Seaholm athletic contests, both boys and girls, is now in its eleventh year and is an especially popular undertaking. Comprising its contribution to the “E” in PEG, the Cable Board has made significant contributions to help fund the broadcast infrastructure for the Birmingham Public Schools and, specifically, the Birmingham Public School Education and Administration Center. We are actively seeking new PEG grant requests to include community equipment upgrades and enhancements to the school facilities within our footprint.

CAC Committee

The Cable Action Committee was formed to follow up on Board initiatives and cable provider commitments at the monthly meetings and drive special projects. Subscriber complaints are reviewed, and legal/legislative issues and new initiatives are discussed. George Abraham is the Chairman. Discussions involved PEG and municipal support services grants, financial matters, cable TV industry developments, review and improvement of the BACB website, FCC rule-making proceedings and long-term planning. We are continuing to expand our outreach to assist more members of the community in resolving customer service issues.

INFORMATION ONLY

Personnel Committee

The Personnel Committee was formed to address personnel issues, fill Board vacancies and complete performance evaluations of the Executive Director. David Eick is the Chairman. The Personnel Committee met in May of 2024 to conduct the annual review of the Executive Director's job performance.

Audit

Plante & Moran, PLLC conducted the annual audit of Board financial operations. The audit included a review of the financial activities performed by Beverly Hills, which acts as the BACB fiduciary agent. The audit also reviewed activity on the Michigan United Credit Union account (designated funds to purchase capital equipment for PEG-related activities) and our Multi Bank Securities account (institutional investments). The Independent Auditor's Report indicated that the BACB's financial statements received an unmodified audit opinion for 2023-2024, which is the highest level given.

Grants

The Board paid a total of \$54,923.04 in grants during the fiscal year. This amount includes municipal support services grants to the Franklin Bingham Fire Department in the amount of \$3,331.56, to the Franklin-Bingham Police Department in the amount of \$1,686.60, to the Village of Franklin in the amount of \$14,531.56, to the Village of Beverly Hills in the amount of \$30,874.30 (which includes \$22,448.04 for the purchase and installation of audio-visual equipment at Beverly Park and audio/ speaker equipment at Beverly Park Pavilion) and to the Village of Bingham Farms in the amount of \$3,396.22. A PEG grant was awarded to the Franklin Historical Society in the amount of \$1,102.80.

In addition, Administrative Grants from franchise fees, per our Interlocal Agreement, were also returned proportionally to each BACB community.

Complaints

Written complaints to the BACB decreased in FY 2023-24. There were approximately 17 formal complaints, compared to 31 complaints the previous year. Our Executive Director accepts all calls and website complaints including informal actions wherein residents decline to record formal action. Complaints involved pricing/billing, poor service, service interruptions, long wait times on Comcast 1-800 numbers, calls being shifted overseas, missed appointments (without compensation) and downed/unburied wires in the rights-of-way. Subscribers are still encouraged to call their provider first to try to resolve disputes. The BACB continues to accept and process complaints from our residents. We have streamlined the escalation process. WOW!, Comcast and AT&T have escalation teams to promptly deal with residents' problems and are often resolved within 24 hours.

The Michigan Public Service Commission also addresses complaints against cable providers (as well as disputes between local units of government and cable providers). The MPSC process is rather difficult and time-consuming for residents; the BACB, however, continues to address all local complaints immediately.

Fiscal Year Budget

The Board is expected to receive \$500,000.00 in franchise and PEG fees this upcoming fiscal year. This includes \$250,000.00 in franchise fees and \$250,000.00 in PEG fees. PEG fees are designated funds and may only be used for purchase and maintenance of capital equipment.