

GREENWOOD CEMETERY ADVISORY BOARD AGENDA
FRIDAY, AUGUST 6, 2021
MUNICIPAL BUILDING, 151 MARTIN, ROOM 205
8:30 A.M.

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

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

I. CALL TO ORDER

Chairperson, Linda Buchanan

II. ROLL CALL

City Clerk, Alexandria Bingham

III. 2021-2022 Organization

- A. Congratulations to reappointed members
- B. Nomination and Selection of Chair and Vice Chair Person

IV. APPROVAL OF THE MINUTES

- A. Approval of meeting minutes of July 9, 2021

V. Unfinished Business

- A. Review of the DRAFT 2020-2021 Annual Report

VI. New Business

- A. Approval of the 2022 GCAB Meeting Schedule
- B. Review Sections of the Greenwood Cemetery Operational Procedures, Conditions and Regulations
 - a. Section IX. Lot Sales – Payment Plan Policy
 - b. Section X. Lot Resale Policy
- C. Proposed Content for the September meeting
 - a. Policy for Approving and Installing Markers for Persons of Historical Significance
 - b. Review Revisions to the Rules & Regulations: Monuments, Grave Markers and Foundations
 - c. Review Revisions to Section IX. Lot Sales – Payment Plan Policy & Section X. Lot Resale Policy
 - d. Review Revisions for the Cemetery Marker/Monument Survey Form & Planning for Monument Survey

VII. REPORTS

- A. Financial Reports – *refer to draft annual report*
- B. Cemetery Sales & Activity - *refer to draft annual report*
- C. City Managers Report (July)

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

IX. BOARD COMMENTS

X. ADJOURN

Next Meeting: September 3, 2021

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

<https://zoom.us/j/98983856041> Meeting ID: 989 8385 6041

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

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

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

**Greenwood Cemetery Advisory Board
Meeting Minutes
Friday, July 9, 2021, 8:30 a.m.
151 Martin St. - Room 205**

I. CALL TO ORDER

Linda Buchanan, Chair, called the meeting to order at 8:35 a.m.

II. ROLL CALL

Present: Chair Linda Buchanan
Pam DeWeese
Linda Peterson
Laura Schreiner
George Stern

Absent: Margaret Suter
Joseph Vercellone

Administration: City Clerk Bingham, Museum Director Pielack

III. APPROVAL OF THE MINUTES

A. Review of the Minutes of June 4, 2021

Mr. Stern said he asked City Clerk Bingham to find out about potential fees for additional rights of burial for cremated remains and, if such fees are charged, whether they are deposited into the Perpetual Care Fund. He asked for that to be noted as part of the second full paragraph on page three of the minutes.

MOTION: by DeWeese, seconded by Peterson:

To approve the minutes of June 4, 2021 as amended.

VOTE: Yeas, 5
Nays, 0

IV. UNFINISHED BUSINESS

None.

V. NEW BUSINESS

A. Review of the Draft 2020-2021 Annual Report

The Board recommended revisions to the draft.

City Clerk Bingham noted the recommended revisions. She said she would integrate the revisions into the draft and return it to the Board for further review.

The Board commended City Clerk Bingham for her work on the report.

B. Review of GCAB Rules and Regulations Language Component

The Board confirmed for City Clerk Bingham that it was appropriate to specify each unit of measurement when providing dimensions.

Ms. Schreiner recommended that the pronouns 'they' or 'them' in the Rules and Regulations be replaced with the appropriate antecedent instead.

City Clerk Bingham said she would implement Ms. Schreiner's recommended revision.

C. Rules and Regulations: Monuments, Grave Markers and Foundations and Draft Cemetery Marker/Monument Survey Form

City Clerk Bingham introduced the item. Museum Director Pielack presented the item.

The Board concurred broadly with Staff recommendations for this item. A few recommended changes were provided by the Board.

Museum Director Pielack and City Clerk Bingham noted the recommended changes and said they would return the updated documents to the Board for a future review.

D. Content for the August meeting

City Clerk Bingham listed the topics for the August 2021 GCAB meeting.

VI. REPORTS

- A. Financial Reports – refer to draft annual report
- B. Cemetery Sales & Activity - refer to draft annual report
- C. City Manager's Report

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

There were no public comments.

VIII. BOARD COMMENTS

Chair Buchanan noted that Marshall Fredericks's son would be interred in Greenwood Cemetery per the Birmingham Eccentric.

IX. ADJOURN

Chair Buchanan adjourned the meeting at 10:05 a.m.

GREENWOOD CEMETERY ADVISORY BOARD



2020/2021 ANNUAL REPORT

August 1, 2021

Linda Buchanan, Chair
Linda Peterson, Vice Chair
Pam DeWeese
Laura Schreiner
George Stern
Margaret Suter
Joseph Vercellone

INTRODUCTION

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

In alignment with the City's fiscal year, the current GCAB's report covers the period from July 1, 2020 through June 30, 2021.

DRAFT

GENERAL ACTIVITIES

Meetings

The Greenwood Cemetery Advisory Board is required to meet at least quarterly. During the report period, the board met three times in 2020 and six times in 2021. Board activities focused primarily on established project priorities for the period.

2020/2021 Accomplishments

- Continued progress on GIS map in regards to initial setup and data entry
- Completed an 18-month report to synchronize GCAB's annual reporting with the city's fiscal year; the report covered January 2019-June 2020.
- Approved Grave Releases:
 - December 21, 2020
 - Resolution # 12-284-20 - To authorize the 10 plots sold but not authorized in Sections B, e.g.: B, Row 9-A, Plots 7, 14, 19 and 20; B, Row 10-A, Plot 17; B, Row 11-A, Plots 19, 20, and 24; B, Row 13-A, Plot 1; and B, Row 15-C, Plot 6. AND to release 10 plots in Row 19-A for sale. AND to authorize the sale of one additional grave in Section B, Lot 12a, Space 17 or 18.
 - January 25, 2021
 - Resolution # 01-012-21 = To authorize the release of 14 plots available in Section C, Row 18-A for sale in Greenwood Cemetery. Furthermore the City Commission directs the Greenwood Cemetery Advisory Board to evaluate the grave site pricing and return with recommended changes prior to any further release.
 - April 26, 2021
 - Resolution # 04-128-21 - To release 38 graves in Section B, rows 17-C, 16-C, 15-C, and 14-A to be available for purchase in Greenwood Cemetery.
- Evaluated grave prices and recommended an increase
 - In February of 2021 the GCAB studied current grave prices and made a recommendation for the Commission which was discussed and passed on March 22, 2021.
 - Resolution # 03-098-21 - To increase the price of the plots in Greenwood Cemetery that accommodate one full burial or up to 3 cremains from \$3000 to \$4000 effective immediately upon passage by the Commission, and for the new rate to be applicable to all currently released graves and future grave releases.
- Updated to the cemetery fee schedule
- Completed initial planning and proposed language updates to the Greenwood Cemetery Operational Procedures, Conditions, and Regulations
- Aligned expectations and considerations regarding planting and maintenance of trees in the cemetery
- Set goals for 2021-2022
- Renewed of the Cemetery Service Provider Contract
- Confirmed of location of unmarked burials (also known as Potter's Field) research and report completed by Museum Director Leslie Pielack
- Completed initial preparation and planning for a volunteer monument/marker inventory survey of Greenwood Cemetery

OPERATION

Sales and Financial Information

On December 1, 2019, **Creative Collaborations, LLC** became the provider for cemetery services, with the exception of grounds maintenance, which was provided by the City's Department of Public Services. On May 1, 2020, Creative Collaborations entered into a one-year renewable contract with the City to provide cemetery services on an ongoing basis, the contract was renewed again on April 26, 2021 for the 2021-2022 fiscal year. Grounds maintenance continues to be provided by DPS with ongoing communication and collaboration between the Creative Collaborations, DPS, and the City Clerk's office.

On January 14, 2019, the City Commission approved a payment plan policy for cemetery plots that requires full payment within 24 months. During the 2020-2021 fiscal year, one new payment plan has been initiated. The Clerk's Office and Treasurer's Office monitors active payment plans. Plots under a payment plan are considered sold for purposes of availability unless the plot becomes available again in the event of a purchaser default.

Grave Sales Detail, July 2020 - June 2021

Sec	3Q – 2020 July, Aug, Sept				4Q – 2020 Oct, Nov, Dec				1Q – 2021 Jan, Feb, Mar				2Q = 2021 April, May, June			
	B	C	B+C	Oth	B	C	B+C	Oth	B	C	B+C	Oth	B	C	B+C	Oth
# sold	3	-	3	-	5	-	5	2	2	9	11	-	-	1	1	-
Resident	1	-	-	-	2	-	2	-	1	1	2	-	-	-	-	-
Non-Res	2	-	-	-	3	-	3	2	1	8	9	-	-	1	1	-
Pmt Pln	-	-	-	-	-	-	-	-	-	1	1	-	-	-	-	-
Total	3				7				11				1			

**On March 22, 2021 the City Commission approved the grave price increase for plots that can accommodate one full burial from \$3,000 to \$4,000 per plot.*

FY 20-21 Grand Totals	
Sales in B	10
Sales in C	9
Sales in Other	2
Resident Purchases	5
Non-Resident Purchases	16
Payment Plans Initiated	1
Total Graves Sold	21
Private Transfer of Ownership	7

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

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

Burials and Inurnments, July 2020 - June 2021

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

	1Q 20	2Q 20	3Q 21	4Q 21	TOTAL	Sec B	Sec C	B + C	Sec D	Sec K	Sec L	Sec O	Other
Burials	1	4	4	3	12	1	2	3	1	1	1	1	5
Inurnments	7	5	-	4	16	4	1	5	-	-	3	1	7
Total	8	9	4	7	28	5	3	8	1	1	4	2	12

Perpetual Care Fund

Revenues from grave sales are used to increase the Perpetual Care Fund for Greenwood Cemetery, with investment earnings remaining with the PCF. This has contributed to substantial growth of the fund.

Detail for July 2020 through June 2021:

2020 Q Ending September 30

Proceeds from cemetery plot sales	18,104.00
Investment income	<u>5,238.46</u>
Revenue for Perpetual Care Fund	23,342.46

2020 Q Ending December 31

Proceeds from cemetery plot sales	13,512.00
Investment income	6,270.68
Realized investment gains	<u>6,106.80</u>
Revenue for Perpetual Care Fund	25,889.48

2021 Q Ending March 31

Proceeds from cemetery plot sales	6,000.00
Investment income	<u>5,106.83</u>
Revenue for Perpetual Care Fund	11,106.83

2021 Q Ending June 30 – Information available end of July 2021

Proceeds from cemetery plot sales	33,600.00
Investment income	<u>5,139.40</u>
Revenue for Perpetual Care Fund	38,739.40

Market gain (loss) 181,241.44

Increase (decrease) in fund balance	280,319.61
Beginning fund balance, July 1, 2020	<u>866,438.45</u>
Ending fund balance, June 30, 2021 (preliminary)	1,146,758.06

CONDITION

During the 2020-2021 fiscal year, the City's Department of Public Services has overseen cemetery landscape maintenance, which has included:

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

PLAN FOR 2020/2021

The Greenwood Cemetery Advisory Board has prioritized the following action items for 2021/2022:

CRITICAL GOALS

Short Term

- ***Review and update Greenwood Cemetery Operational Procedures, Conditions and Regulations***
 - Discussion and planning to review and update the Greenwood Cemetery Operational Procedures, Conditions, and Regulations began at the February 5, 2021 meeting. The board decided to update language and definitions for consistency and clarity then to strategically move through the document section by section to ensure that all of the current and future needs of the cemetery and persons using the cemetery are met and protected. GCAB plans to address one to two sections of the document at each GCAB meeting in the coming year until a fully revised document is ready for the City Commission to consider.
- ***Review the Cemetery Management Agreement***
 - Creative Collaborations, LLC. has been the contracted cemetery service provider since December 1, 2019. Since then the contract has been renewed in one-year increments on May 18, 2020 and again on April 26, 2021.
 - GCAB wishes to reevaluate the contract, ensure that all Greenwood Cemetery needs are being met, along with the needs of the city and persons using the cemetery. GCAB is interested in going through the RFP process and assessing the current market for providers of these services to make sure that the City of Birmingham is able to retain the best cemetery service provider available.

Long Term

- ***Develop a long range plan for the cemetery***
 - Over the past year, the GCAB has had numerous discussions about the need to develop a more detailed long range strategic plan to address current and future needs in the cemetery. GCAB will start drafting and revising a plan in the 2021-2022 fiscal year.
- ***Confirm the baseline amount of known available plots in the cemetery***
 - Record reconciliation is an ongoing process in the Clerk's Office. While GCAB closely monitors sales activity in sections B and C, they also monitor interments and inurnments throughout the cemetery. Transfers of ownership, interments, and inurnments are the most common activities taking place in in the cemetery's sections other than B and C. This goal partners with the planned monument/marker inventory survey and the GIS mapping initiative to reconfirm that all space in Greenwood Cemetery is owned, used, or is part of the more recently plotted graves in sections B and C from 2015.
- ***Monitor the continued growth of the perpetual care fund***

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

- ***Monitor the demand for cemetery services***
 - GCAB members review cemetery data in regards to sales, internments and inurnments and consider trends in order to suggest ways Greenwood Cemetery may need to adapt in order to meet future demands.
- ***Continue historic preservation efforts***
 - The GCAB works collaboratively with the Museum Board and Friends of the Birmingham Museum (a.k.a, the Birmingham Historical society.) GCAB develops projects such as the monument/marker inventory survey, and the Friends of the Birmingham Museum conducts bi-annual tours in the cemetery to continue to educate and engage citizens while preserving history in the cemetery.

DESIRED GOALS

Short Term

- ***Replace pole & chain in section F***
 - The pole and chain in section F remains in place for the safety of cemetery users and to allow access as needed for cemetery operations. The current pole and chain functions as a safety measure, GCAB wishes to find an alternative safety barrier that meets the aesthetics of the cemetery. DPS and the cemetery contractor will provide input to make sure any proposed changes meet safety and operational requirements.
- ***Reevaluate the effectiveness and possible need for GPR in the cemetery***
 - GCAB wishes to reevaluate the potential benefits of GPR and take into consideration any change in cost of this type of survey as well as improvements in technology since the item was last reviewed.
- ***Evaluate the current needs of fencing maintenance for Greenwood Cemetery***
 - GCAB wishes to examine the current state of the fencing and determine if any or all areas are due to be repainted.

Long Term

- ***Monument/marker inventory survey***
 - GCAB began working on planning for the process and survey for a monument/marker inventory with the guidance of Museum Director Pielack and City Clerk Bingham at the June 4, 2021 GCAB meeting. The GCAB wishes to conduct this survey with volunteers and the support of city staff in order to cross-reference general information and collect baseline condition data and photos that could potentially be linked with the GIS data project. Monuments or markers that may need maintenance may also be identified through this survey.
- ***GIS Mapping – Launching a digital map for public reference***
 - City Staff in the planning department with GIS expertise created a GIS map of the cemetery. Data points from DPS on tree locations within the cemetery were added as a layer to the map in the spring of 2021. This goal ties in with the monument/marker inventory survey and confirming the baseline information of known available plots in the cemetery. Ongoing efforts are being made as time allows, the Clerk’s office provides progress updates to GCAB as needed.
- ***Determine Capital Outlay Projects***
 - GCAB may discuss and study the potential benefits of a capital outlay project. The GCAB will provide a recommendation and report to the City Commission if a capital outlay project is identified.

SUMMARY AND RECOMMENDATIONS

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

The City Commission releases graves upon recommendation from staff and the Greenwood Cemetery Advisory Board.

On December 21, 2020 the City Commission approved the release of remaining graves in section C, row 19-A. There are 24 graves mapped out in this row. As of July 1, 2021 14 graves are owned, 5 graves are un-owned but obstructed, and there are 5 graves ready for purchase and use at this time.

On January 25, 2021 the City Commission approved the release of remaining graves in section C, row 18-A. There are 24 graves mapped out in this row. As of July 1, 2021 22 graves are owned, 2 graves are un-owned but obstructed and not able to be used at this time.

On April 25, 2021 the City Commission approved the release of remaining graves in section B, rows; 17-C, 16-C, 15-C, and 14-A. There are 24 graves mapped out in each row. As of July 1, 2021, there are 29 graves available for purchase and use, 9 graves are un-owned and obstructed, 57 of these graves are owned.

	Section C (released) Rows: 18-A, 19-A, 20-A	Section B (released) Rows: 14-A, 15-C, 16-C, 17-C	Section B (reserved) Rows: A-1 through A-13
Obstructed	31	9	*Currently being reviewed
Owned	36	58	187
Available	5	29	*125

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



10:00 AM MEMORANDUM

City Clerk's Office

DATE: April 21, 2021
TO: Greenwood Cemetery Advisory Board
FROM: Alexandria Bingham, City Clerk
SUBJECT: Proposed 2022 Meeting Dates

SUGGESTED TENTATIVE SCHEDULE:

**The proposed schedule below is tentative and can evolve with the GCAB's needs (Time TBD):*

January 7, 2022

February 4, 2022

March 4, 2022

April 1, 2022

May 6, 2022

June 3, 2022

July 1, 2022

August 5, 2022

September 9, 2022

October 7, 2022

November 4, 2022

December 2, 2022

DATE: August 3, 2021

TO: Greenwood Cemetery Advisory Board

FROM: Alexandria Bingham, City Clerk

SUBJECT: Greenwood Cemetery Operational Procedures, Conditions and Regulations – Gathering Input to Make Revisions on Section IX Lot Sales – Payment Plan Policy & Section X. Lot Resale Policy

INTRODUCTION:

- Earlier this year GCAB decided to strategically rank and systematically review and revise all sections of the Greenwood Cemetery Operational Procedures, Conditions and Regulations.

LEGAL REVIEW:

- The City Attorneys have been consulting city staff throughout this process.

FISCAL IMPACT:

- None

PROCESS:

- Review the current language.
- Make suggestions for any needed changes and express concerns in regards to the rules and regulations; provide input for the city clerk in order to work with the attorneys to proposed revisions to meet the cemetery's needs.
- The Clerk will take consensus and direction from the board to make discussed changes and present the next drafts as needed.
- The drafting cycle will repeat as we address every section until the board is satisfied and we have a fully updated document to present to the commission for their approval.

ATTACHMENTS:

- Section IX. Lot Sales – Payment Plan Policy
- Section X. Lot Resale Policy

QUESTIONS TO CONSIDER:

- Is the section adequate as is?
- What should be added? (why)
- What should be taken away? (why)
- How is this section protecting the cemetery, city, and residents/visitors needs?

IX. LOT SALES – PAYMENT PLAN POLICY

1. A payment agreement may be entered into to allow for the purchase price of a plot(s) to be paid over a period of time not to exceed 24 months and the period provided to cure a default. A copy of this Payment Plan Policy shall be attached to all installment payment agreements and shall be provided to the Purchaser.

2. Payment agreements require a 20% down payment of the total purchase price, with the remaining balance to be spread into equal monthly payments for the payment period. Such payment agreements shall be interest free. There shall be no prepayment penalty to the Purchaser.

3. A plot(s) being purchased under a payment agreement may not be used for interment until the full purchase price of the plot(s) has been paid. The Purchaser may apply all payments made on the plan to the plot(s) needed for burial. Should this application of funds to the burial plot reduce the balance in the Purchaser's account below 20% of the value of the remaining plots, the Purchaser shall be given a grace period of up to six months to repay the 20% deposit on the remaining plot(s).

4. In the event a Purchaser fails to make an installment payment, the Purchaser shall have 90 days from the default to cure the deficiency and bring the payments current.

5. For purchase agreements initiated after January 14, 2019, failure to pay the entire contract on or before the final payment due date and the cure period will result in forfeiture of the unpaid plot(s) and 50% of all monies paid to date. If enough money is on

account to completely pay for a plot(s), the Purchaser shall have the option to purchase said plot(s) with those available funds. Fifty percent of the remaining funds on account and any plots not paid in full shall be forfeited.

X. LOT RESALE POLICY

All graves sold by the City after October 1, 2014 can only be returned to the City. Such graves cannot be transferred from the original purchaser to an unrelated third party. Graves can only be transferred to family according to the Rules of Consanguinity with supporting genealogical documentation.

All graves returned to the City shall receive 50% of the original purchase price from the Greenwood Cemetery Perpetual Care Fund. Upon return of the graves, the City may resell the graves.

(For the purpose this policy, immediate family shall mean the immediate family of the purchaser(s) – spouse, children, grandchildren, parents, siblings, nieces/nephews, grandparents, aunts/uncles, step-children.)



CITY MANAGER'S REPORT

July 2021

Baldwin Public Library

The Library is open for visits of any length, seven days a week and the Library has a variety of lounge and study seating available throughout the building. Curbside pickup is also available. Room rentals have now resumed and you can find out more information and make reservations at www.baldwinlib.org/rent. Baldwin's annual summer reading program is running now through August 8. At the Library Board meeting on August 16, the Library Board will vote to select the architectural firm to design Phase 3 of the Library's Building project. Three firms attended the pre-bid meeting on June 30 and bids were due on July 20. The family and friends of Miranda S. Burnett have donated money to the Library in her memory and purchased naming rights for the Miranda S. Burnett Youth Reference Desk.

The Birmingham Museum

The Birmingham Museum recently earned recognition from Twitter by becoming "verified." The checkmark symbol next to our account main page tells visitors and followers that we have met Twitter's standards for authenticity. This designation is rare for small museums, since it is largely dependent on a high degree of public interest and activity, which is usually only the case in much larger institutions. Like all of the museum's social media platforms, its Twitter account has grown steadily, currently with 1035 followers.

Birmingham Shopping District

Attracting New Businesses

A vibrant, prosperous, and walkable downtown strengthens neighborhoods, serves as the heart of the community, and drives the local economy. To that end, the BSD recognizes the importance of continually working to attract new businesses. The BSD looks forward to making some exciting announcements in the near future regarding business attraction.

South Old Woodward Reconstruction

The BSD stands ready with plans to communicate with and help support businesses that may be affected by the upcoming road construction on S. Old Woodward next year. The BSD held a Merchant Meeting on Tuesday, July 13th where the city's engineering consultant, MKSK, presented information about the upcoming project to business and

property owners. The meeting was held at Phoenicia, where owner and BSD board member Samy Eid generously let the BSD use the space. Business owners voiced the importance of ongoing communication with the city about the project, prompting the BSD to look into innovative tools like text updates and regular door-to-door check-ins with those who may be affected by the construction. Additional programs are being developed to help with access and promotions for these businesses.

Community Events

The BSD recognizes that community events strengthen the bonds between residents and their downtown. Movie Night took place on Saturday, July 17th after unfortunate weather caused the event to move to its rain date. The event theme was Christmas in July, featuring the movie Elf.

Day on the Town is scheduled for July 31st. More than 71 retailers have registered, approaching record-setting participation. BSD staff has been working to ensure the success of the event. For many, this event is a significant revenue generator and serves to strengthen our downtown retail businesses.

Preparation for the Birmingham Cruise event is proceeding. Due to the reduced footprint of the event, BSD staff conducted a lottery to fairly select the cars that will be able to participate in the car show.

Building Department

Monthly Report

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

Short-Term Rentals

The Building Department is working on developing a procedure for identifying short-term rentals, such as Air BNBS, and contacting the property owners to inform them of the City's rental licensing policy. We have identified almost 30 short-term rentals so far and have started the registration process on several properties.

Sidewalks and Walkways

We are also developing a procedure to proactively enforce the maintenance and violation abatement of trees and shrubs that encroach on sidewalks and walkways to maintain and uphold the beautification and walkability of the City.

Online Permit Applications

In May we processed 363 online permit applications, bringing our total to 2,156 online permits for 2021.

City Clerk's Office

Elections

The Clerk's office has begun preparing for the general election on November 2, 2021. The Clerk's office will send confirmation letters to past election inspectors in August, recruit additional workers in September, and train all election inspectors in October in preparation for the election.

Now is a great time to confirm your voter registration at mi.gov/vote. Voters wishing to vote absentee should make sure they are on the permanent absentee voter list and that your correct mailing address is on file. When returning applications be sure to include phone and email contact information so that if any issue pops up we can reach you quickly to resolve it. The initial mailing of absentee ballot applications for the November election is planned to go out late August.

For more updates and information on the November 2, 2021 election visit bhamgov.org/voting.

Greenwood Cemetery

Future Agenda Topics for Greenwood Cemetery Advisory Board

August 6 - Meeting in-person at City Hall

- Selection of chair and co-chair
- Draft annual report for Greenwood Cemetery
- Continued discussion on updating the rules and regulations for Greenwood Cemetery
- Continued discussion on planning to conduct a grave stone inventory

September 3 - Meeting in-person at City Hall

- Continued discussion on updating the rules and regulations for Greenwood Cemetery
- Continued discussion on planning to conduct a grave stone inventory

Upcoming Board Appointments

As terms expire notice will be given for existing members to reapply or for new applicants to apply to the following boards in August and September:

- Advisory Parking Committee
- Design Review Board
- Historic District Commission

Board Vacancies

The following boards have open positions that were noticed and have not yet been filled:

- Advisory Parking Committee
- Martha Baldwin Park Board
- Multi Modal Transportation Board
- Storm Water Utility Appeals Board
- Triangle District Corridor Improvement Authority

For more information visit bhamgov.org/boardopportunities.

City Manager's Office

Communications

Engage Birmingham

The Engage Birmingham site recently saw a flurry of activity due to the [Year-Round Enclosed Outdoor Dining project](#). Within six days of launching the project, 240 people completed the survey and more than 500 people visited the site. Several new projects will launch soon, such as the Food Truck project and a Public Notice Redesign project.

Ordinance Reminders

The communications team continues to publish reminders regarding the city's ordinances pertaining to pet etiquette and safety, long grass and weeds, and other poisonous growths. Information about the ordinance pertaining to trees and shrubs that encroach on sidewalks was posted via social media this month, and an article will be included in the August Around Town e-Newsletter.

Miscellaneous

Request for Qualifications for Strategic Planning

A Request for Qualifications (RFQ) for the development of a Strategic Plan will be issued in September. Strategic planning determines where an organization is going and how it is going to get there. The Strategic Plan is intended to help the City direct its efforts and resources toward a clearly defined vision for its future. Commissioners are encouraged to [download a draft of the RFQ here](#) and provide feedback to the City Manager by August 15, 2021.

Melissa Fairbairn Accepted into Municipal Leadership Program

Melissa Fairbairn was recently accepted into the 16/50 Project's Women's Municipal Leadership Program (WMLP). As a participant in this program, she will join a dynamic community of women all on the path to becoming strong local government managers. The WMLP offers an exclusive setting to dive in on key topics instructed by municipal experts, build executive leadership expertise, and gain insight on the application of new skills from current municipal managers. Congratulations, Melissa!

Shared Parking Spaces

An article by the Metropolitan Area Planning Council (MAPC) titled "Parking Spaces Serving Multiple Masters" delves into the benefits of facilities with shared parking spaces serving multiple destinations. Follow [this link](#) to read the article.

Potential Changes to the Open Meetings Act

Earlier this month, Tom Markus sent a [letter to Representative Manoojian and Senator McMorrow](#) in support of allowing officials to continue participating remotely in public meetings. Follow [this link](#) to read the response letter from Senator McMorrow.

Relationship between Commercial and Residential Property

Earlier this year, Tom Markus sent an [email](#) to City Commissioners regarding the relationship between commercial and residential properties. The information provided

demonstrates the mutually beneficial relationship between the two, and suggests that in Birmingham (and in most communities) it is likely that commercial properties financially support services in the residential community more than residential properties support the commercial properties in the City. Our focus should be on the services we should expect from our county, state and federal governments to ensure we are getting the service and support we need from those entities. Learn more about this topic in a report by Public Sector Consultants titled ["Creating 21st Century Communities - Making the Economic Case for Place"](#). We have and continue to develop our sense of place, which our residential and commercial uses continue to contribute to.

Department of Public Services

Wedding Ceremony Agreement

The Administration (DPS) advanced the update to the Wedding Park Rental Agreement (Ceremony Only) to the Parks and Recreation Board on July 13, 2021 to eliminate the use of Shain Park for wedding ceremonies. The Parks and Recreation Board endorses this change. In addition, we updated the facility use fees (for use of a city park) as part of the revised Agreement. The City Commission adopted the original Wedding Agreement on June 27, 2011.

We are no longer accepting wedding ceremony applications for Shain Park during 2021. September is the last month for this year for which a wedding ceremony is scheduled. The effective date for this revised Wedding Rental Agreement will be January 1, 2022. At such time this goes before the City Commission for approval, the City of Birmingham Fee Schedule will need to be updated to reflect the price increase. The coordination for this report with the fee update will be addressed prior to returning to the City Commission.

Adams Park Concept Plan Update

Since engaging Michael J. Dul & Associates earlier this year, we continue to meet with the relevant neighborhood groups to tweak the Adams Park concept plan created and accepted during 2015-2016. As part of the work schedule, July and August includes developing the updated plan, sharing the minor revisions of creating more park and play area with the stakeholders (Community members and Roeper School), preparing preliminary cost estimates, and holding meetings to update the Parks and Recreation Board and City Commission.

We expect a proposal from Michael J. Dul & Associates to prepare construction drawings and bid specifications along with the revised concept plan to present to the City Commission in either September or October.

Ice Arena Project Schedule Status for July and August

July

- Electrical primary installation • Combo sewer installation • Dehumidification unit concrete pad installation • Cold slab tubing installation • Cold slab concrete pour • Addition

foundation pour, block walls, roof framing • Infrared heating system installation • Interior wall painting • Start bleacher installation • Start main rink HVAC system installation

August

• Install addition roofing • Install underground plumbing • Install addition brick veneer • Finish interior painting • Elect./Plumbing/HVAC/Fire Suppression installations • Ceramic tile showers • Acoustical tile ceiling grid and pads • Refrigeration equipment installations

Visit [Engage Birmingham](#) for additional updates and progress photos.

Pickleball Court Update

City administration is working with a consultant on feasibility design for each of the five potential locations: NE Corner of S. Eton and Lincoln (Kenning Park), St. James, Crestview, W. Lincoln Well, and Poppleton. This includes site evaluations and complete review of proposed sites. This information, when available, will be shared with the Parks and Recreation Board and on Engage Birmingham - as Pickleball 2.0!

Engineering Department

S. Old Woodward Reconstruction Phase 3 Update

Phase 3 of the Downtown infrastructure improvements includes S. Old Woodward, between E. Brown and Landon, and is a continuation of the work completed in 2018 on S. Old Woodward and in 2020 on Maple. City Staff and consultants are working on the conceptual plans, considering the same project goals and employing the "template" used in Phase 1 and 2 within the Phase 3 project limits. Even though the basic design elements are planned to be the same, the Phase 3 project area has some unique differences from the previous phases, which will impact how the project is designed.

The most notable difference is the number of "tee" intersections at Daines, Hazel, E Frank, Bowers, Haynes and George, and how they interact with street parking. In previous phases, this situation occurred, but with less frequency (Merrill & S. Old Woodward for example). At these intersections, bump-outs were incorporated to improve crosswalk conditions, and thereby eliminating some parking spaces that were located opposite of the street approach, which also improved driver safety. This same strategy is being proposed for Phase 3, but because of the number of these intersections, and compounded by the relative close proximity of them at Hazel/E. Frank and Haynes/George, there is more of an impact to street parking than previous phases.

Parking meter data was reviewed to see the current utilization of the parking spaces in the project area. There are 154 current parking spaces in the project area, with an average utilization of 36% (approximately 55 vehicles occupying spaces). Based on the concept plan being developed, 94 parking spaces are proposed (net reduction of 60 spaces). Using the current parking meter data, the proposed parking utilization would be 60% for the conceptual configuration. Our goal for parking space utilization is typically 85% occupancy, so even with the reduced spaces in the proposed concept, the overall utilization shows some excess parking capacity will remain. Other factors that contributed to reduction in parking spaces included ADA accessibility improvements and moving the bus stop for northbound Old Woodward from its current location on Bowers (under the elevated parking deck for the 555 building), to a safer location on S. Old Woodward, north of Bowers.

Initial concepts have been presented to the Multi-Modal Transportation Board and the Advisory Parking Committee at their recent meetings, and they provided important feedback that was considered by the design team. The concept plan was presented to the business community at their Merchant's Meeting last week, where additional feedback was received. Upcoming events include an "open-house" to present the concept plans to the public that is scheduled for 8/3, and will be hosted at the Baldwin Public Library from 4 to 7pm. The concept plans will be presented at the Principle Shopping District meeting on 8/5.

After receipt of the feedback from these presentations, as well as considering the results of the public survey currently on Engage Birmingham polling residents on their experiences as a pedestrian and driver on the previous phases of the project, the design team will refine the concept plan, complete illustrative renderings, and prepare a formal presentation of the recommended concept. Our goal is to present the recommended concept plan to the City Commission at the August 23 or September 13 regular meeting.

Information Technology

Upcoming Projects

As part of the upcoming phone system upgrade, the IT department is working to finalize the E911 configuration for the City. We are also working to finish the implementation of the Mitel Mass Notification system.

The IT department is currently getting quotes to replace the server at the museum as it is running out of space.

Staffing Update

Jamil Alawadi has been moved to a full time position – splitting his time between the IT department and Communications.

Planning Department

Update on Oakland County's Participation in the Triangle District CIA

The Triangle District is located between Adams Road and Woodward Avenue, south of Maple Road. Land uses in the district include a mix of commercial, office uses, and some residential uses. The district is adjacent to a single-family neighborhood that is not included in the proposed TIF District. Most of the higher intensity uses are located along Woodward, with other fine stores and offices found throughout the district.

As reported in May, the City recently commenced discussion with Oakland County to attempt to resolve the previous stalemate on the contract negotiation and have Oakland County participate in the TIF Plan for the Triangle District as previously approved in 2015. Oakland County advised that the City will be required to completely restart the county TIF review process despite the previous approval of the TIF Plan.

Accordingly, City staff attempted to schedule a meeting of the Corridor Improvement Authority to discuss our options. There were only four appointed members of the

Authority, and one member advised they no longer qualified for membership, thus leaving the Authority without a quorum to conduct a meeting. The City is currently soliciting volunteers to apply for appointment to the Triangle District Corridor Improvement Authority.

MDOT Proposal for Interstate Signage on Woodward

The Michigan Department of Transportation has advised cities along the Woodward Corridor of their intent to install an Intelligent Transportation System ("ITS") for the purpose of "traffic monitoring, incident management and advance notification" along Woodward. This system is proposed to include connected vehicle technology, traffic signal controller and cabinet upgrades at several intersections, and related equipment. Based on the proposal submitted by MDOT, "related equipment" includes new 85' monopoles, large dynamic digital message signs, cameras, bracket arms and utility cabinets along Woodward Avenue that are commonly used on high speed freeways separated from the local street network.

The City of Birmingham has significant concern about the necessity for the ITS project itself, and in particular the design and placement of the ITS equipment proposed, and requested that MDOT representatives conduct an informational presentation before the Birmingham City Commission to educate City officials on the proposed ITS project, and obtain the input of the elected officials. The City also requested that MDOT set up a meeting with MDOT project management and local community stakeholders within the ITS project area to further discuss the need and scope of the ITS project, evaluate the aesthetic compatibility of the proposed equipment, and to engage the public. Please see the [letter previously submitted to MDOT](#) on June 17, 2021.

MDOT conducted a virtual meeting on Tuesday, July 20, 2021 to outline the parameters of the proposed ITS project with representatives from various communities along the Woodward Corridor, and to obtain input from the stakeholders. Birmingham, as well as several other communities along the corridor were vocal in their opposition to the use of obtrusive freeway technology along Woodward given the cultural, historic, scenic and recreational assets located along the designated All American Road and Pure Michigan Byway. MDOT did not make any formal commitment to fulfilling our request for presentation and discussion at a Birmingham City Commission meeting or future public hearings to engage the general public and residents along the corridor. MDOT did commit to sharing the presentation slides and minutes from the virtual meeting on July 20, 2021. Upon receipt, these will be shared with the City Commission.

Police Department

Co-Response Mental Health Response Team Grant Request Approved

The police department received confirmation that the Community Foundation of Southeast Michigan approved the department's grant request of \$75,000 for the Co-Response Mental Health Response Team (CoRe Team). The police department also received confirmation from Congresswoman Hailey Stevens' Office that the second federal grant the department applied for was approved by the Appropriations Committee and will now move to the U.S. Congress/President for final approval for fiscal year 2022.

Sgt. Kate Long Retirement

Sgt. Kate Long retired from the department after 25 years of service. We all wish her and her husband, Steve, a long and prosperous retirement.

Future Agenda Items

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

Future Workshop Items

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