

GREENWOOD CEMETERY ADVISORY BOARD AGENDA
FRIDAY, JUNE 3, 2022
MUNICIPAL BUILDING, 151 MARTIN, ROOM 205
8:30 A.M.

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

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

I. CALL TO ORDER

Chairperson, Linda Buchanan

II. ROLL CALL

City Clerk, Alexandria Bingham

III. APPROVAL OF THE MINUTES

A. Approval of meeting minutes of May 6, 2022

IV. UNFINISHED BUSINESS

A. Preparation for 2021-2022 Annual Report, Goal Reflection & Setting

V. NEW BUSINESS

A. Future Business for July

- a. Policy for Approving and Installing Markers for Persons of Historical Significance
 - i. Read through the most recent draft of the policy
 - ii. Ask questions or make suggestions, if the current version is sufficient recommend adoption
- b. Review the final draft of the 2021-2022 Annual Report
- c. Planning for Grave Stone Inventory
- d. Clerk Update on Rules and Regs Manager Review Status
- e. Other Items for Consideration

VI. REPORTS

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

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

VIII. BOARD COMMENTS

IX. ADJOURN

Next Meeting: July 1, 2022

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

Draft Meeting Minutes

Friday, May 6, 2022, 8:30 a.m.

151 Martin St. - Room 205

I. Call To Order

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

II. Roll Call

Present: Chair Linda Buchanan
Pam DeWeese
Linda Peterson (left at 9:38 a.m.)
Laura Schreiner (left at 9:30 a.m.)
Margaret Suter

Absent: George Stern, Joseph Vercellone

Administration: City Clerk Bingham, Museum Director Pielack, Deputy Clerk Woods

III. Approval Of The Minutes

A. Review of the Minutes of April 1, 2022

Chair Buchanan asked that "gate replacement process" on page three of the minutes be replaced with "Section F access drive polls and chain replacements."

MOTION: by Suter, seconded by Peterson:
To approve the minutes of April 1, 2022 as amended.

VOTE: Yeas, 5
Nays, 0

IV. Unfinished Business

A. Greenwood Cemetery Operational Procedures, Conditions and Regulations

CC Bingham noted the Board's recommended revisions, and said those would be integrated.

MOTION: by Suter, seconded by Peterson:
To adopt the draft of Greenwood Cemetery Operational Procedures, Conditions and Regulations as corrected.

VOTE: Yeas, 5
Nays, 0

Staff recommended GCAB conduct an annual read-through of the Greenwood Cemetery Operational Procedures, Conditions and Regulations to make any needed changes.

B. Policy for Approving and Installing Markers for Persons of Historical Significance

There was discussion among GCAB members and Staff regarding how best to publicize markers for persons of historical significance.

In reply to GCAB, CC Bingham said she would check with CM Markus to see how these occasional installations might be publicized at the City Commission level in order to make the public more aware. CC Bingham said the installations would likely either end up in the City Manager's Report or on the Commission agenda, both at the City Manager's discretion.

There was Board consensus that the application form looked good.

It was decided that the item would be approved at the June 2022 meeting after receiving input from the City Manager about the process.

V. New Business

A. Preparation for 2021-2022 Annual Report, Goal Reflection & Setting

CC Bingham noted the Board's recommended revisions, and said those would be integrated.

It was decided that reviewing the Cemetery Management Agreement and possibly conducting RFP preparations as a 2022-2023 goal would be discussed at the June 2022 meeting.

GCAB asked CC Bingham to report back on options from DPS for replacing the pole and chain in Section F at their June 2022 meeting.

B. Future Business for June

- a. Continued Preparation for 2021-2022 Annual Report, Goal Reflection & Setting
- b. Planning for Grave Stone Inventory
- c. Potter's Field

Chair Buchanan summarized the topic.

d. Other Items for Consideration

VI. Reports

A. Update from Museum Director Leslie Pielack

MD Pielack stated that the Underground Railroad Commemorative Event that the Museum Board has been working on would be held on September 17, 2022 at 11 a.m. She provided details on the event.

She also recommended that GCAB and the Museum Board follow the Policy for Approving and Installing Markers for Persons of Historical Significance, once the policy is completed, for both George and Eliza Taylor and for Mary Chase Perry Stratton.

GCAB commended MD Pielack on her work.

MD Pielack thanked Ms. DeWeese and stated that the work is a team effort.

B. Update on GIS

DC Woods summarized the item.

It was noted that it would be useful to have a resource where someone could look up a decedent's burial location within Greenwood.

In reply to Board comment, DC Woods confirmed it would likely be possible to crosslink between the City's lookup and the Museum's information when available, but that it would require manual linking of every record which would take some time.

- C. Update from Clerk's Office
- D. Financial Reports
- E. Cemetery Sales & Activity
- F. City Managers Report

VII. Open To The Public For Matters Not On The Agenda
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VIII. Board Comments

IX. Adjourn

Chair Buchanan adjourned the meeting at 9:38 a.m.

Alexandria Bingham
City Clerk



Laura Eichenhorn
City Transcriptionist



MEMORANDUM

City Clerk's Office

DATE: June 1, 2022

TO: Greenwood Cemetery Advisory Board

FROM: Alexandria Bingham, City Clerk

SUBJECT: Goal Reflection, Setting & Preparation for the 2021-2022 Annual Report

INTRODUCTION:

As FY 2021-2022 is wrapping up it is time for GCAB to reflect on the progress made this past year.

ATTACHMENTS:

- 2021-2022 DRAFT Greenwood Cemetery Annual Report

SUGGESTED ACTION:

Conversation

- Review each section and suggest revisions

Follow-up

- A Final draft of the report for 2022-2023 will be presented at the next GCAB meeting with time for discussion

GREENWOOD CEMETERY ADVISORY BOARD



2021/2022 ANNUAL REPORT

August 2022

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, 2021 through June 30, 2022.

GENERAL ACTIVITIES

Meetings

The Greenwood Cemetery Advisory Board is required to meet at least quarterly. During the report period, the board met four times in 2021 and five times in 2022. Board activities focused primarily on established project priorities for the period.

2021/2022 Accomplishments

- Produced the 2020-2021 Annual Report
- Thorough review of the Greenwood Cemetery Operational Procedures, Conditions, and Regulations
- Discussed the concept of continuing the sidewalk in front of the cemetery along Oak Ave.
- Drafted a and worked on revising a Policy for Approving and Installing Markets for Persons of Historical Significance
- Recommended renewal of the Cemetery Service Provider Contract
- Discussed the installation of a sign regarding the Cemetery recent designation for being on the National Underground Railroad Network to Freedom
- Advocated for enhancements to the cemetery including improving the appearance of the pole and chain in section F and the installation of an additional trash receptacle
- Reflected on the 2020-2021 Annual Report and participated in goal setting discussions in order to produce the 2021-2022 report and goals.

OPERATION

Sales and Financial Information

On December 1, 2019, **Creative Collaborations, LLC** became transitional provider for cemetery services, with the exception of grounds maintenance, which 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 and again on May 9, 2022 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 2021-2022 fiscal year, no new payment plans have been initiated, 3 of the existing plans have been paid in full, 4 payment plans are still in progress. 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

<i>Month</i>	<i>Sec B</i>	<i>Sec C</i>
July 2021	1	1
August 2021	-	-
September 2021	-	1
October 2021	-	1
November 2021	-	-
December 2021	1	-
January 2022	-	-
February 2022	-	-
March 2022	-	-
April 2022		
May 2022		
June 2022		
Total Sold	2	3
Total Available Under Current Authorization	25	2
Total Available (Not Released)	123	0

** Data provided as of December 31, 2021*

**On 1/29/21 Cheri noted that graves 1 & 2 in Section C rows 18-A & 19-A are not able to be used due to obstructions.*

** on 3/25/21 Row 19-A 1,2,13,14,16 Obstructed by Trees*

** Grave Release Approved by Commission on April 26 – Section B, Rows 17-C, 16-C, 15-C & 14-A for a total of 38 Graves, 9 of which are obstructed)*

** 1 grave in section B, row 2-A was released on December 13, 2021 by the City Commission for an at need situation for a family with adjacent space.*

**On April 12, 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 21-22 Grand Totals	
Sales in B	2
Sales in C	3
Sales in Other	0
Resident Purchases	
Non-Resident Purchases	
Payment Plans Initiated	0
Total Graves Sold	5
Transfer of Ownership Filed	

**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 contractor for services performed.

Burials and Inurnments, July 2021 - June 2022

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

	Sec B		Sec C		Other		Total by Month	
	Full Crem		Full Crem		Full Crem		Full Crem	
July 2021		1	1		1	3	2	4
August 2021	1	1			1		2	1
September 2021				1		4	0	5
October 2021		1			1	2	1	3
November 2021		1	1	3		1	1	5
December 2021		3			1	1	1	4
January 2022	0	0	0	0	0	0	0	0
February 2022	0	0	0	0	0	0	0	0
March 2022	0	0	0	0	1	0	0	0
April 2022								
May 2022								
June 2022								
Totals	1	7	2	4	5	11	8	22

Perpetual Care Fund

After expenses, 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 2021 through June 2022:

2021 Q Ending September 30

Proceeds from cemetery plot sales	xx,xxx.xx
Investment income	<u>xx,xxx.xx</u>
Revenue for Perpetual Care Fund	xx,xxx.xx

2021 Q Ending December 31

Proceeds from cemetery plot sales	xx,xxx.xx
Investment income	<u>xx,xxx.xx</u>
Revenue for Perpetual Care Fund	xx,xxx.xx

2022 Q Ending March 31

Proceeds from cemetery plot sales	xx,xxx.xx
Investment income	<u>xx,xxx.xx</u>
Revenue for Perpetual Care Fund	x,xxx.xx

2022 Q Ending June 30 – Information available end of July 2021

Proceeds from cemetery plot sales	XX,XXX.XX
Investment income	X,XXX.XX
Unrealized gain (loss)	<u>XX,XXX.XX</u>
Revenue for Perpetual Care Fund	XX,XXX.XX

Total Fund Balance, Period ending June 30, 2021	XXX,XXX.XX
Net of Revenues vs. Expenditures	<u>XX,XXX.XX</u>
Ending Fund Balance	XXX,XXX.XX

CONDITION

During the 2021-2022 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 2022/2023

The Greenwood Cemetery Advisory Board has prioritized the following action items for 2022-2023:

CRITICAL GOALS

Short Term

- ***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, April 26, 2021, and May 9, 2022.
 - 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.
- ***Finalize a policy and application process to allow the installation of markers for persons of historical significance***
 - Over the past year, several opportunities have emerged to recognize individuals in the cemetery without markers or for individuals to receive extra recognition in the cemetery for their historical significance. Establishing a policy will ensure that all cases are documented properly and treated equitably.
- ***Reconfirm the mission and vision of the Greenwood Cemetery Advisory Board***
 - By reconfirming the mission, vision, and intentions of the board the board will be able to function more efficiently. The City Clerk will continue to work as the staff liaison to the board and ensure that the board has a clear understanding of their expectations such as being in "growth" or "maintenance" mode.
- ***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.

Long Term

- ***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 internments and inurnments throughout the cemetery. Transfers of ownership, internments, and inurnments are the most common activities taking place 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.

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.
- ***Review and update Greenwood Cemetery Operational Procedures, Conditions and Regulations***
 - The GCAB spent a considerable amount of time in the 2021-2022 FY reviewing and updating the rules and regulations. To keep the rules and regulations current going forward they will conduct an annual read through to maintain the document.

SUMMARY AND RECOMMENDATIONS

**** LAST YEARS TEXT ****

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.

REPORTS

Clerk's Office Update

The clerk's office is very busy with election prep for August 2, 2022.

Rules and Regulations Update

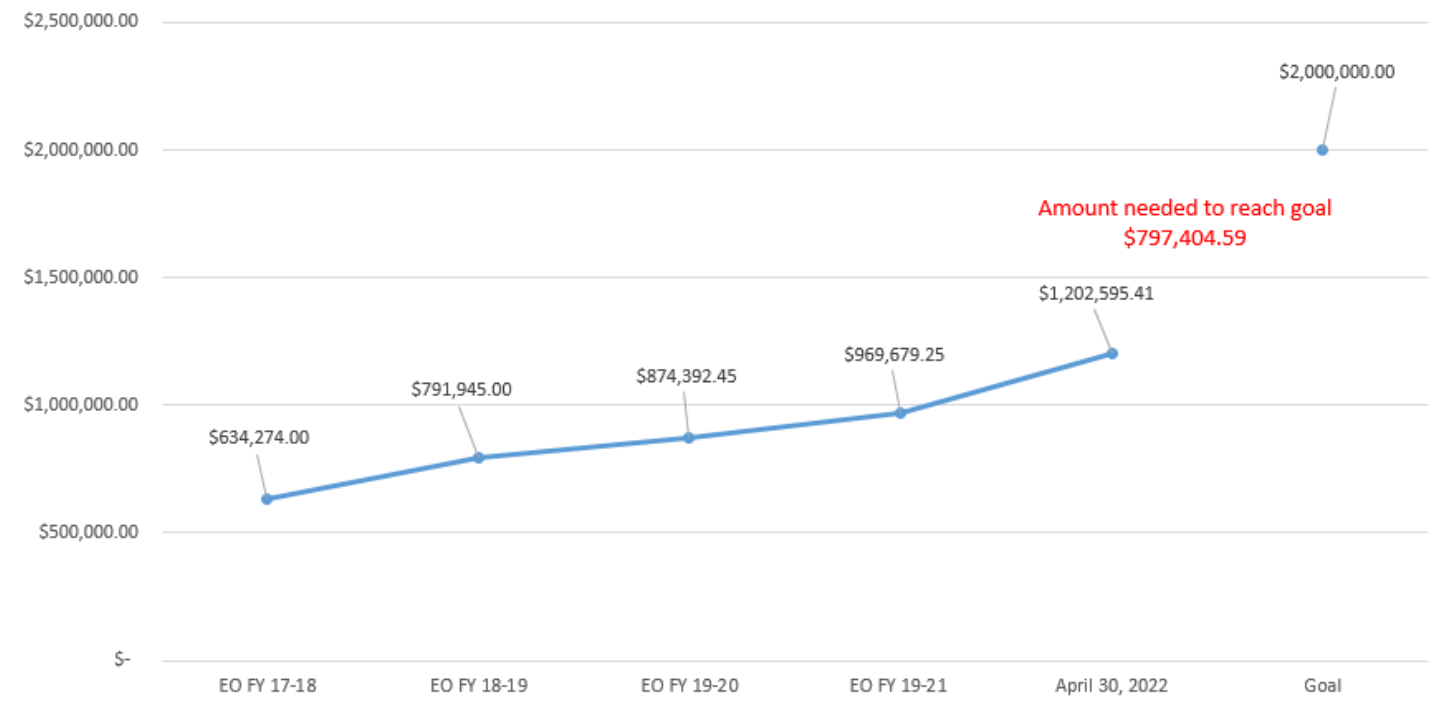
Since GCAB adopted the newest revisions to the Rules and Regulations, the clerk's office has been working on a final review. Time will be scheduled with the City Manager's Office soon to for final approval. GCAB will be updated if there are any changes and when the revised regulations are officially approved by the Manager's Office.

Pole and Chain in Section F

Staff is considering next steps with the pole and chain in section F. The safety function of the pole and chain is the most important aspect to consider. When Clerk Bingham was following up on the issue, a good point was made cautioning the idea of a cosmetic replacement. There have been occasions where equipment has slid into the pole due to wet, snowy, or muddy conditions. More information will be shared regarding this issue as it becomes available.

Financial

Greenwood Perpetual Care Fund



Sales

Greenwood Cemetery Sales and Availability		
	Sec B	Sec C
July 2021	1	1
August 2021	-	-
September 2021	-	1
October 2021	-	1
November 2021	-	-
December 2021	1	-
January 2022	-	-
February 2022	-	-
March 2022	-	-
April 2022		
May 2022		
June 2022		
Total Sold	2	3
Total Available Under Current Authorization	25	2
Total Available (Not Released)	123	0
<i>* Data provided as of December 31, 2021</i> <i>*On 1/29/21 Cheri noted that graves 1 & 2 in Section C rows 18-A & 19-A are not able to be used due to obstructions.</i> <i>* on 3/25/21 Row 19-A 1,2,13,14,16 Obstructed by Trees</i> <i>* Grave Release Approved by Commission on April 26 – Section B, Rows 17-C, 16-C, 15-C & 14-A for a total of 38 Graves, 9 of which are obstructed)</i> <i>* 1 grave in section B, row 2-A was released on December 13, 2021 by the City Commission for an at need situation for a family with adjacent space.</i>		

Burials & Activity

	Sec B		Sec C		Other		Total by Month	
	Full Crem		Full Crem		Full Crem		Full Crem	
July 2021		1	1		1	3	2	4
August 2021	1	1			1		2	1
September 2021				1		4	0	5
October 2021		1			1	2	1	3
November 2021		1	1	3		1	1	5
December 2021		3			1	1	1	4
January 2022	0	0	0	0	0	0	0	0
February 2022	0	0	0	0	0	0	0	0
March 2022	0	0	0	0	1	0	0	0
April 2022								
May 2022								
June 2022								
Totals	1	7	2	4	5	11	8	22



CITY MANAGER'S REPORT

May 2022

Baldwin Public Library

Children's Garden

The newly expanded Children's Garden, made possible with a donation from the Jane Van Dragt Trust, was installed on May 10. The garden will be open to the public in early June and children's librarians will be hosting outdoor story times in the garden throughout the week during the summer and fall.

Library Board Meeting Update

The Library Board met on May 16 for a regular meeting. As part of the Front Entrance and Circulation Area Expansion and Renovation planning project, the Library Board decided to hire a Construction Manager for the project rather than a General Contractor, install a Nanawall on the east side of the new cafe instead of a hangar door, and to move forward with a self-serve cafe rather than a staffed cafe.

Summer Reading Program

Baldwin's annual summer reading program begins in June. After a two year hiatus, our Summer Reading Kickoff party returns on Friday, June 10 from 1-4:00 p.m. The summer reading program is open to all ages and you can find more information at www.baldwinlib.org/summer-reading.

Print Newsletters Resume

After two years of monthly emailed newsletters, we are now resuming our quarterly print newsletters, which you should find in your mailbox at the end of May. The newsletter contains information about upcoming programs being held every day at the library.

Behind the Scenes Tour

If you'd like to learn even more about the library, join Library Director Rebekah Craft for a Behind the Scenes Tour. You'll visit staff areas, learn how items are added to the collection, and hear about new programs and services. The next tour will meet in the Library's vestibule on Tuesday, June 14 at 4:00 p.m.

The Birmingham Museum

In honor of Juneteenth, the museum will be placing memorial flowers at the site of the Greenwood Cemetery graves of George and Eliza Taylor, a formerly enslaved couple who made Birmingham their home in the late 19th century, and were the first African Americans to own property in Birmingham. The floral arrangements are specially designed to reflect the symbolic importance of the Juneteenth celebration and the end of slavery in the United States. Although the Taylors do not have markers for their graves, a museum-led crowd-funded campaign in 2020 raised enough funds to install markers later this year. The planned inscription is, *"Born into slavery/Died free in Birmingham."* Learn more at www.bhamgov.org/blackhistory.

Birmingham Shopping District (BSD)

Birmingham Farmers Market

The Birmingham Farmers Market kicked-off its 20th season on Sunday, May 1 in Public Parking Lot 6. The market will be open every Sunday from 9 a.m. – 2 p.m. through the end of October. More than 7,500 people have attended the market since opening for the season.

South Old Woodward Reconstruction Phase 3 Incentives

The BSD is helping merchants and shoppers during the South Old Woodward Reconstruction Phase 3 Project. BSD staff members visited all businesses within the project zone to distribute information regarding how to subscribe to both TextMyGov text messaging and email communications. There will be expanded marketing efforts, Birmingham Bucks promotions, a scavenger hunt, a barricade art contest, and more. Free parking will be available at the Pierce and Peabody structures on weekends for the duration of the project. Coordination of additional surface lot parking is underway.

Executive Director Position

The Executive Director of the Birmingham Shopping District, Sean Kammer, resigned earlier this month. Assistant City Manager Jana Ecker is serving as Interim Executive Director of the Birmingham Shopping District, and recruitment efforts are underway to fill the position.

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. In April, we processed 393 online permit applications, totaling 1,405 applications so far in 2022.

Safety and Compliance Measures

The Building Department is always improving and adapting operational procedures in order to continue growth, productivity, and quality of services. We always want to ensure that builders and sites remain in compliance, the safety of the public is maintained, and the integrity of our neighborhoods is protected. To accomplish this goal, the following measures have been put into place:

- Inspectors will routinely inspect sites during all stages of construction.

- Code Enforcement is improving the way we report and track concerns with GovPilot and GovAlert. Additionally, modifications will be made to inspection and comment entry to create reporting consistency.
- A seasonal reminder email will be sent to contractors outlining the City's construction site requirements and construction regulations.
- Procedural guides, project requirement checklists, project documents, and links to BS&A Online instructionals have been made available on the website. The department is also working on clarifying the process for obtaining a Certificate of occupancy and project finalizations to avoid project disruptions.
- The Home Builder's Association seasonal newsletter was distributed to their members and contractors discussing Code Enforcement updates, construction site maintenance requirements, and reminders about common seasonal violations. An update on the City Hall phased reopening and current COVID policies was provided.

City Clerk's Office

Staff Update

The City Clerk's office is happy to welcome two new additions to their team, and happy to announce that the department is fully staffed.

Isabella Mikhail is a recent graduate of Marian High School who is assisting in the clerk's office this summer with plans to continue her studies at the University of Michigan in the fall of 2022.

Kelly Dolland also joined the clerk's office earlier this month. Kelly is a former city clerk and recent retiree from the city of Fraser. Kelly comes to Birmingham with more than 25 years of public administration service across a variety of departments.

Parade & Hometown Celebration

The beloved Celebrate Birmingham hometown parade and party in Shain Park was held on May 15, 2022. In addition to wonderful weather, we had a fantastic turnout. The Clerk's office sends their appreciation to the entire community and everyone who participated in the parade and/or activities in Shain Park. A special thank you goes out to all of our amazing volunteers.

Thanks again to our sponsors and supporters! Parade Main Sponsor The Bank of Ann Arbor; Parade Master Beier Howlett, PC; and parade supporters DAR Piety Hill Chapter, Michelle Woodell, and Michigan United Credit Union.

Elections

The City Clerk's office relies on many election workers to ensure a smooth election. In preparation for the Aug. 2, 2022 primary, we will begin contacting past election workers in May and recruit new election workers in May and June. Election workers will attend training in July, and at that time we will evaluate whether we need to recruit more workers for the Nov. 8, 2022 general election.

Voting while out of the Country

Voters who will be out of the United States for the 2022 elections can submit a Federal Post Card Application (FPCA) to obtain an absent voter ballot by email, fax or regular mail. This application must be completed every year for which a voter will be out of the United States for an election. To obtain this application, go to www.fvap.gov

Voter Information

You can check your voter information, register for an absentee ballot, identify your precinct, district and more at mi.gov/vote. If you have not registered for an absentee ballot and you are not on the permanent absentee ballot list, make sure to register soon. The deadline to register for an absentee ballot is 5pm the Friday before the election.

Board and Commission Appointments

The following City of Birmingham [boards and commissions](#) have vacant positions or members with terms expiring soon:

BOARD:	APPLICATIONS DUE:	INTERVIEWS/ APPOINTMENTS:
Historic District Study Committee	6/22/2022	6/27/2022
Board of Ethics	6/22/2022	6/27/2022
Hearing Officer	6/22/2022	6/27/2022
Museum Board	6/22/2022	6/27/2022
Advisory Parking Committee	*until filled	
Architectural Review Committee	*until filled	
Brownfield Redevelopment Authority	*until filled	
Public Arts Board	*until filled	
Storm Water Utility Appeals Board	*until filled	
Triangle District Corridor Improvement Authority	*until filled	

For details, visit www.bhamgov.org/boardopportunities.

Cemetery

At the May 6, 2022 Greenwood Cemetery Association Board (GCAB) meeting, the board reviewed the penultimate draft of the Greenwood Cemetery Rules and Regulations document. This document has been thoroughly reviewed by the board for the past year and has input from City Attorney Kucharek, Department of Public Services and the Greenwood Cemetery Contract Manager. The board suggested more revisions to a policy for approving and installing markers of persons of historical significance, and began working on their annual report for FY 2021-2022 as well as reflection and goal setting.

Future Agenda Topics for GCAB

June 3, 2022 - Meeting in person at City Hall

- Further review of a policy for approving and installing markers for persons of historical significance
- Continued preparation for the 2021-2022 Annual Report, Goal Reflection & Setting
- Planning for Grave Stone Inventory

July 1, 2022 - Meeting in person at City Hall

Topics TBD

City Manager's Office

Communications

Birmingham Bloomfield Community Coalition (BBCC) Update

The communications team is working with Carol Mastroianni, Executive Director of the Birmingham Bloomfield Community Coalition (BBCC), regarding mental health messaging. An article from the BBCC will be included in the June edition of the Around Town e-Newsletter. We will continue to assist the BBCC with efforts to spread the word about mental health resources in our community, fighting mental health stigma, information to help prevent a crisis or assist those who are experiencing a mental health crisis.

Around Town e-Newsletter

The team is working on the June edition of the Around Town e-Newsletter, which will include information about upcoming community events, the South Old Woodward Reconstruction Phase 3 project, Parks & Recreation bond projects, new businesses, golf opportunities and more. [Follow this link](#) to view the May edition of the Around Town e-Newsletter.

Engage Birmingham

Ice Arena Party Room Mural Contest

The [Ice Arena Party Room Mural contest](#) on Engage Birmingham invites artists to design a mural that will be displayed on a party room wall at the newly renovated Birmingham Ice Arena. The winner will receive a free party in the room featuring their very own design! The deadline for entry is June 10, 2022.

Birmingham Museum Heritage Plant Exchange

The public is invited to a Plant Exchange on Saturday, June 4, from 10:00 a.m. to 2:00 p.m. at the Birmingham Museum. Simply bring a healthy plant (or two) to trade with others and/or a heritage plant to place in the Allen House perennial garden. There is no charge for the exchange—leave a plant, take a plant. Visit [Engage Birmingham](#) to learn more and let your fellow gardeners know what you plan to bring.

Human Resources

Open Positions

The Human Resources department is currently accepting applications for the position of Birmingham Shopping District Executive Director. The Building Department is looking to hire a Plumbing Inspector to bridge a transition for an upcoming retirement. Recently closed job postings include Accounting Administrator, Streets Sewer Water Operator, and Parks & Forestry Operator. The seasonal position of Public Works Inspector for the Engineering Department is currently considering candidates. The Police Department is accepting applications for the position of part-time Dispatcher. Recruitments for seasonal golf positions continue, with 27 candidates either hired, within the hiring

process, or currently being considered for hire. Last, there is an upcoming recruitment search for Engineering Intern.

City Manager Recruitment Timeline

- ❖ **May 9, 2022** – Resolution by City Commission directing City Manager to engage in a City Manager selection process.
- ❖ **September 2022** – City Commission review of position profile / recruitment profile developed by the Human Resources department.
- ❖ **October 25, 2022** – External recruitment profile is published to ICMA, MML, and other external locations with a link to view full recruitment profile. City Manager and HR Director initiate recruitment activities with potential candidates.
- ❖ **December 2, 2022** – Posting closes, and application review to select qualified candidates for interview with the City Commission begins.
- ❖ **December 2022** - Staff review of applications completed, with an anticipated 5-7 selected finalists presented to the City Commission.
- ❖ **January 2023** – City Commission conducts a public meet and greet with the finalists, along with a tour of facilities, as well as a formal employment interview.
- ❖ **February 2023**
 - Commission holds 2nd round of interviews (if applicable)
 - Commission selects a candidate for hire
 - Negotiation of a contract with candidate
 - Extension of a conditional offer of employment
 - Public meet & greet with new City Manager
- ❖ **February - March 2023** – New City Manager appointed at Commission Meeting. New City Manager to begin 7/1/2023 or sooner, if an overlap/transition is determined to be beneficial.

Staff & Vacancy Update

Department	FT & PT Staff Estimate	Current Vacancies/Hiring	Percentage Staffed	Vacancies Filled Since 2020	Notes
Birmingham Shopping District	5	BSD Director	80%	7	Director vacancy open
Clerk's Office	5	-	100%	5	
Building	17	-	100%	1	Hiring transitional Plumbing Inspector.
Engineering	8	City Engineer Engineering Intern Pub. Wks. Insp.	63%	5	Open to applications
Finance / Treasury	14	Accounting Admin	93%	4	PT Hires on hold pending FT recruitment
Fire	35	-	100%	10	
Information Technology	4	-	100%	2	
Maintenance	2	-	100%	1	
Manager's Office / Communications / HR	6	-	100%	6	
Museum	3	-	100%	0	
Parking System	9		10%	1	Hiring plan in FY 22-23
Planning	7	-	100%	4	
Police	71	PT Dispatcher	100%	11	Dispatch vacancy open
Public Services	56	Streets & Parks Operator (3)	TBD	8	Interviews in late May/early June
Golf Seasonal	N/A	Golf Seasonal Labor	N/A	27 (Hired, or in hiring process)	Hiring ongoing

City Staff Vaccination Update

Vaccination Card Tracking				
Department	# Received	Total Staff	Percentage	
City Staff	195	223	87%	
IT	5	5	100%	
BSD	4	5	80%	
Community Development	30	33	91%	
Fire Dept	33	36	92%	
Clerks	5	5	100%	
Finance/Treasurer	12	13	92%	
Building/Maintenance	2	2	100%	
Museum	3	3	100%	
Police Dept (w/o crossing guards)	51	61	84%	
CM/HR	6	6	100%	
DPS (w/o summer seasonals)	44	54	81%	

Commission Items for Future Discussion

Meeting	Topic	Commissioner	Dates Addressed
5/9/22	-Pickleball -PAD ordinance/cleanup -Policy for granting public space ODD/Valet	Baller Baller Baller *nothing got voted on	
4/25/22	Improvements in Information Provision and Methodology	M: Haig, S: Baller	
3/28/22	City Manager Selection Process	M: Host S: Boutros	4/25/22 - direct to formal agenda item 5/9/22 - New Business Item
4/11/22	BBCC - Mental Health Workshop - More time to talk	M: Baller S: Haig	4/25/22 - clarify commissioners intent 5/9/22 - added time on the agenda to discuss
1/24/22	Social Districts	M: Schafer S: Boutros	2/14/22 - make formal item 3/9/22 - Workshop 3/14/22 - Informally brought up by host
1/10/22	Food Trucks	M: Host S: Schafer	1/24/22 - CC requested more info 3/9/22 - Workshop 3/14/22 - Informally brought up by host
1/10/22	Leaf Blowers	M: Baller S: Host	1/24/22 - make formal item
1/10/22	Commissioner Conduct	No vote	2/14/22 - Workshop 2/28/22 Directed CM to prepare Code of Conduct for future agenda

Topics Failed

4/25/22	On Street Parking Study	M: Haig S: Host
4/11/22	Downtown Parking	M: Host S: Haig
3/28/22	Parking Matters	M: Host S: Haig

Topics With No Vote

1/10/22	Unimproved Streets	McLain, assured it would be addressed in LRP
2/28/22	Solidarity with Ukraine	All, CM directed to explore ways to light City Hall

Great Lakes Water Authority (GLWA) Correspondence with Gov. Whitmer re: Highland Park
GLWA recently received a letter from Governor Whitmer regarding the Highland Park debt recovery matter. Download the [letter and GLWA's response to the Governor here](#).

Department of Public Services

Groundwater Energy Passive System (GEPS)

We are having a GEPS system installed in a very wet area at Fairway Park, at the north end of the park, along the Rouge River, just before the chip trail enters the wooded area. GEPS network system of tubular polys was invented to outperform traditional drainage, and uses technology to solve groundwater issues caused by poorly permeable or compacted soils. Touted to be maintenance free, GEPS maximizes the infiltration rate and homogenizes the distribution of water in the soil. Should the trial prove to be successful, DPS will consider this system for future drainage projects. For more information, visit www.exlterra.com/geps.

Donation Webpage

The Birmingham Parks donation page and [submission form](#) are now live! Adams Park kicks us off with a donation opportunity, and more park projects are available as well. Visit the page at www.bhamgov.org/donate.

Adams Park Project

The Adams Park Project is slated to begin in early June, soon after Roeper school is in recess for the summer. We are excited to bring forth a beautiful design that meets the needs of the entire community. We met with the neighborhood groups at the park last week to review the schedule, what to expect during construction, and fundraising efforts.

Fire Department

OAKWAY HazMat Foam Trailer Training

On May 10th and 11th, the Birmingham Fire Department took part in a 2-day training with the OAKWAY HazMat team covering the deployment and usage of the OAKWAY HazMat Foam Trailer. This foam trailer is housed at Station 1 and would be deployed on any large spill or tanker fire within an OAKWAY community. Our personnel train annually on the foam trailer to ensure their efficiency whenever it is needed.



Swearing-In Ceremony

On May 17, 2022 the fire department swore in 10 firefighters. All of the firefighters and one Lieutenant sworn in have passed their initial one-year probationary period. Typically, the ceremony will take place during the calendar year in which their probationary period ends, however, due to COVID-19, many of the members had their ceremony delayed. All members of this group excelled at completing their probationary period. The Fire Department is very proud of the dedication and professionalism these members showed handling the stresses of learning City and Department SOPs during a prolonged public health emergency.

Congratulations,

- Lieutenant Paramedic Adam Knowles - promoted 7-1-2019
- Firefighter/Paramedic Jessica Rak - hired 9-10-2018
- Firefighter/Paramedic Randy Bearden - hired 2-11-2019
- Firefighter/Paramedic Ian McLaughlin - hired 2-11-2019
- Firefighter/Paramedic Ryan Neuville - hired 5-20-2019
- Firefighter/Paramedic Steve Bonora - re-hired 4-11-2020
- Firefighter/Paramedic in training Owen Bachusz - hired 4-8-2020
- Firefighter Kyle Kraft - hired 4-5-2021
- Firefighter/Paramedic Trevor Hulbert - 5-3-2021
- Firefighter/Paramedic DuShawn Brandy - hired 6-1-2021
- Firefighter/Paramedic Jeremy Shultz - hired 6-14-2021



Planning Department

Master Plan 2040

The 2040 Plan consultant team is diligently working on the third and final draft of the 2040 Plan. All of the documents related to the 2040 Plan remain available on www.thebirminghamplan.com. You can also watch a recording of past meetings on the City of Birmingham website. As a reminder, you can still submit comments directly to the consultant team through the aforementioned 2040 Plan website, and can also submit comments directly to the Planning Division to be placed in the next available agenda of the Planning Board.

Planning Board

Overall, the Planning Board is keeping very busy with agendas that are now full moving into July. The Planning Board has begun to tackle several ordinance studies that have been waiting for the 2040 Master Plan review to be completed, along with various site plan reviews. A tentative Planning Board schedule is provided below:

- 185 N. Old Woodward – Bell – SLUP, FSP & DR (5/25/22)
- 320 Martin St. – Birmingham Post Office – CIS & PSP (5/25/22)
- 310 E. Maple – Casa Perno – SLUP, FSP & DR (5/25/22)
- Side Yard A/C Units Study (6/8/22)
- 1160 Grant St. – SLUP, FSP & DR (6/8/22)
- 36877 Woodward – Gasow – SLUP, FSP & DR (6/8/22)
- 460 N. Old Woodward – Wilders – SLUP, FSP & DR (6/22/22)
- 115 Willits – Mare Mediterranean – SLUP, FSP & DR (6/22/22)
- Watkins/Brown – REZONING (6/22/22)
- Outdoor Dining Study (7/13/22)
- Window Standards Study (7/13/22)

Historic Preservation

The Historic District Commission (HDC) is steadily making progress on its larger preservation goals with a number of smaller projects that will contribute to the overall historic preservation plan that the HDC hopes to develop in the next year. The Historic District Commission continues to build a strong media presence to educate Birmingham residents, highlight preservation efforts in the City, and encourage historic designation.

Public Art

2022 Call for Entries & Wall Art Update

The Public Arts Board is continuing its 2022 call for entries. The program affords an opportunity for artists to receive a small grant to provide public art in the City of Birmingham. Along with the call for entries program, the Public Arts Board continues to field donation requests. In addition to public art programs, the Public Arts Board has been reviewing applications for the newly adopted Wall Art application process. Two applications have been reviewed so far, and several more inquiries have been made within the approved Wall Art boundaries. In addition, City Staff has been fielding multiple inquiries for Wall Art along the Woodward corridor, prompting a review of the Wall Art boundary and a possible expansion.

Keeping Their Ducks in a Row

The Public Arts Board kept their ducks in a row with another successful painting event for Piano in the Park 2022! On Saturday, May 7th, the board welcomed more than 60 participants joining in to paint the piano that will be placed in Shain Park throughout the summer. The board was also joined by a family of ducks living behind St. James Church who decided to make their way down to the Rouge River that Saturday afternoon. Public Arts Board members escorted the ducks to safety

and did not mind stopping traffic on Maple Road to do so. Local drivers were quick to stop and assist in the effort. The duck theme made it onto the side panel of the piano, which can be viewed and played in the Shain Park Pavilion.

We believe the same family of ducks were rescued the previous week by Department of Public Services staff members. A big "thank you" goes out to the crew (Chad Check, Ian Nock, Greg Foley, Dave Bartley & Brad McNab) who saved the four baby ducklings that fell into the sewer basin at Southfield and Maple. All of the ducklings were unharmed and reunited with their mother!



Multi-Modal Transportation Board

The Multi-Modal Transportation Board (MMTB) is diligently working through the challenging task that is improving conditions along the Woodward corridor. The MMTB is actively working on the Woodward Avenue Road Diet Checklist, and will be studying various other improvements for Woodward in the near future.

Police Department

Health Screenings

On May 23rd and 24th, Ascension Providence Mobile Screening Center will be in Birmingham providing free comprehensive health screening to officers. First responders are under a lot of stress which can lead to numerous health concerns. After a 33 year old officer of Detroit died of a heart attack, the family partnered with Ascension Providence to provide this free health screening to first responders to help them prevent the same fate. We have scheduled to have this service available to our officers as their health and safety are extremely important to us and our community.

New Radio System

All police and fire agencies in Oakland County will be switching to a new radio system. Cmdr. Greg Wald has been selected to attend training to become an instructor for the new system. Once trained, Cmdr. Wald will not only train all officers in Birmingham, but will team up with other instructors to assist in training all agencies within the county.

Crisis Intervention Training (CIT)

One of the police department's goals is to have at least 20% of the department trained each year until the entire department is certified in Crisis Intervention Training (CIT). CIT programs help officers create connections between law enforcement, mental health providers, hospital emergency services and individuals with mental illness and their families. To assist in accomplishing this goal, Cmdr. Chris Koch will be attending CIT instructor school in May. Once complete, Cmdr. Koch will train officers in CIT. This training is being paid for by a grant that was awarded to the City's CoRe program.

Parking Systems Update

Free Parking

Starting May 21, 2022 Pierce and Peabody Parking Structures will be free to the public on Saturdays to supplement parking needs during the South Old Woodward construction project.

Construction

Repairs continue on the Peabody Parking Structure's lower level columns. All shoring has been installed and column repairs are expected to be complete in 2-3 weeks. All expansion joint repairs have been completed.

Construction on the North Old Woodward Parking Structure continues with underside concrete repairs, light pole concrete base repairs, concrete wall repairs and stair tower cover plate repairs. For more information, download reports ([Site Visit #10](#), and [Site Visit #11](#)) provided by Wiss, Janney, Elstner Associates, Inc.

Work continues at the Park Street Parking Structure. Repairs include adding supplemental steel at the internal webs due to deterioration.

Work at the Chester Street Parking Structure for the 2021-2022 year is complete.

Road to Recovery

Since reinstituting payments at meters (June 2020) and at all five parking structures (July 2021), our meter and monthly permit revenue has bounced back surpassing pre-COVID levels. Daily transient parking is still playing catch up, but we are starting to see it slowly climb. [Attached is a report](#) prepared by the National Parking Association, summarizing how parking across the nation is recovering from COVID.

Daily Transient											2022 vs 2019
2019- Jan	\$ 235,858.00		2020- Jan	\$ 207,602.00		2021- Jan	\$ -		2022- Jan	\$ 113,629.00	-107.6%
2019 Feb	\$ 228,586.00		2020- Feb	\$ 176,084.00		2021- Feb	\$ -		2022- Feb	\$ 121,682.00	-87.9%
2019- March	\$ 269,389.00		2020- March	\$ 114,447.00		2021- March	\$ -		2022- March	\$ 162,817.00	-65.5%
2019 - April	\$ 271,409.00		2020- April	\$ 1,536.00		2021- April	\$ -		2022- April	\$ 156,482.00	-73.4%
Monthly											2022 vs 2019
2019- Jan	\$ 209,131.00		2020- Jan	\$ 167,439.00		2021- Jan	\$ 2,330.00		2022- Jan	\$ 294,277.00	28.9%
2019 Feb	\$ 171,353.00		2020- Feb	\$ 227,533.00		2021- Feb	\$ 1,740.00		2022- Feb	\$ 269,232.00	36.4%
2019- March	\$ 243,094.00		2020- March	\$ 221,582.00		2021- March	\$ 5,750.00		2022- March	\$ 276,640.00	12.1%
2019 - April	\$ 233,130.00		2020- April	\$ 65,062.00		2021- April	\$ 5,230.00		2022- April	\$ 277,810.00	16.1%
Meters											2022 vs 2019
2019- Jan	\$ 128,509.00		2020- Jan	\$ 128,509.00		2021- Jan	\$ 67,361.00		2022- Jan	\$ 132,208.00	2.8%
2019 Feb	\$ 142,971.00		2020- Feb	\$ 148,605.00		2021- Feb	\$ 86,740.00		2022- Feb	\$ 129,653.00	-10.3%
2019- March	\$ 177,095.00		2020- March	\$ 80,527.00		2021- March	\$ 134,061.00		2022- March	\$ 177,419.00	0.2%
2019 - April	\$ 178,087.00		2020- April	\$ 2,659.00		2021- April	\$ 136,205.00		2022- April	\$ 178,270.00	0.1%

Occupancy:

Average Total Occupancy April	
Chester Garage	31%
Old Woodward	45%
Park Garage	52%
Peabody Garage	70%
Pierce Garage	69%

	Average Pass Holders Parking	Total Passes Sold	Percentage of Monthly Parking Showing up
Chester Garage	331	1074	31%
Old Woodward	397	827	48%
Park Garage	365	945	38%
Peabody Garage	290	523	55%
Pierce Garage	423	829	51%

Future Agenda Items

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

Future Workshop Items

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