

**GREENWOOD CEMETERY ADVISORY BOARD AGENDA**  
**FRIDAY, SEPTEMBER 2, 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. 2022-2023 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 1, 2022

**V. UNFINISHED BUSINESS**

**VI. NEW BUSINESS**

- A. Find A Grave - Guest Speaker Jacquie Patt
- B. 2021-2022 Annual Report
- C. Future Business for October
  - a. Update on Rules and Regulations & Policy for Markers for Persons of Historical Significance
  - b. Discussion on Goal Prioritization and Topics for Future Meetings
  - c. Planning for Grave Stone Inventory
  - d. Other Items for Consideration

**VII. 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 (July & August) \*August-Engineering-2022 Sidewalk Repair Program

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

**IX. BOARD COMMENTS**

**X. ADJOURN**

**Next Meeting: October 7, 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).*



## MEMORANDUM

City Clerk's Office

**DATE:** August 30, 2022

**TO:** Greenwood Cemetery Advisory Board

**FROM:** Alexandria Bingham, City Clerk

**SUBJECT:** 2022-2023 Organization

---

### INTRODUCTION:

The Greenwood Cemetery Advisory Board was established by an Ordinance #2146 adopted by the City Commission in October of 2014. The board consists of seven members who serve three-year terms.

The City Commission routinely makes appointments to the Greenwood Cemetery Advisory Board in July. After these appointments occur, the GCAB nominates a Chair and Co-Chair to serve for the year.

Linda Buchannan and Margaret Suter were each reappointed by the City Commission to serve a 3-year term on July 25, 2022.

### SUMMARY:

The board should independently review the Cemetery Ordinances as well as the Ethics Ordinances on an annual basis. At the September 2, 2022 GCAB meeting nominations will be made by GCAB members to serve as the Chair and Co-Chair of the board for the 2022-2023 FY.

### ATTACHMENTS:

- Ordinance Establishing the Greenwood Cemetery Advisory Board
- Ethics Ordinance
- Updated GCAB Roster

### SUGGESTED ACTION:

To nominate \_\_\_\_\_ as the Chair of the Greenwood Cemetery Advisory Board for 2022-2023

AND

To nominate \_\_\_\_\_ as the Co-Chair of the Greenwood Cemetery Advisory Board for 2022-2023.

## Chapter 34 - CEMETERIES

*Footnotes:*

--- (1) ---

**Cross reference**— *Administration, ch. 2.*

**State Law reference**— *Municipal control and perpetual maintenance of cemetery lots, MCL 128.1 et seq.*

### ARTICLE I. - IN GENERAL

Secs. 34-1—34-25. - Reserved.

### ARTICLE II. - GREENWOOD CEMETERY

Sec. 34-26. - Supervision.

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

(Code 1963, § 3.41)

Sec. 34-27. - Sale of lots.

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

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

Sec. 34-28. - Rules and regulations.

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

(Code 1963, § 3.43)

Sec. 34-29. - Perpetual care fund.

- (a) *Establishment of fund; name.* The city hereby establishes, subject to the control of the city commission, a fund separate and apart from all other funds, property or securities belonging to the city, or belonging to any other entity, for the perpetual care and maintenance of Greenwood Cemetery property owned by the city,

together with its buildings and appurtenances, any extension or enlargements thereof, and any mausoleum or burial crypts thereon. All deposits hereafter deposited with the city pursuant to this section and earnings thereon (such deposits and earnings being hereinafter referred to collectively as "Care Funds"), shall be administered in accordance with Act 215 of 1937 (MCL § 128.1 et seq.) and the terms of this section. The perpetual care fund hereby established shall be known as the Greenwood Cemetery Perpetual Care Fund.

(b) *Deposits.*

- (1) *General.* The city shall set aside and deposit within the perpetual care fund, within the time period required by law, the amount of funds required by the Act. The city agrees to accept care funds paid in accordance with this section and to maintain such amounts and records as are necessary to carry out its obligations.
- (2) *Multiple care funds.* The city may establish more than one care fund as specified by the city commission, provided that the procedures and requirements for establishing a care fund, under this section are complied with separately for each separate care fund. Each separate care fund shall be handled by the city in like manner as if each such care fund were governed by its own separate and distinct agreement with terms identical to those contained herein.

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

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

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

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

(f) *Reports.*

- (1) *Annual.* The city shall provide an annual (fiscal year, July 1 through June 30) accounting as of June 30 of each year.
- (2) *Other.* The city will furnish such additional reports or information related to the care fund as may be required by ordinance and as may be required by the city or the state.

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

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

- (a) *Composition.* There is hereby established the Greenwood Cemetery advisory board for the city which shall consist of seven members who shall serve without compensation. Members must be chosen from among the citizens of Birmingham and, insofar as possible, represent diverse interests, such as persons with family members interred in Greenwood Cemetery; owners of burial sites within Greenwood Cemetery intending to

be interred in Greenwood Cemetery; persons familiar with and interested in the history of Birmingham; persons with familiarity and experience in landscape architecture, horticulture, law or cemetery or funeral professionals. The city manager or his/her designee shall serve as ex officio, non-voting members of the board.

- (b) *Terms of members.* Each member shall be appointed for a term of three years ending on the first Monday of July of the third year after appointment, or upon the appointment of his successor, whichever is later, except that in the first instance three of the members shall be appointed for a one-year term and two shall be appointed for two-year terms. Vacancies occurring other than through the expiration of term shall be filled for the unexpired term by the city commission.
- (c) *Removal of members.* Members of the Greenwood Cemetery advisory board shall hold office at the pleasure of the city commission and can be removed at any time with or without cause.
- (d) *Organization.* The Greenwood Cemetery Advisory Board shall elect a chairperson and vice-chairperson from its membership annually at its first meeting after the first Monday of July.
- (e) *Meetings.* The Greenwood Cemetery Advisory Board shall hold at least one regular public meeting in each quarter on such date and at such time and place as may be established by resolution of the Greenwood Cemetery advisory board. The Greenwood Cemetery advisory board shall keep a written or printed record of its proceedings which shall be a public record and property of the city.
- (f) *Expenditures and assistance.* The Greenwood Cemetery advisory board may call upon the city manager for such services and data from the various departments as it may require. The Greenwood Cemetery advisory board may recommend to the city commission the securing of such professional and consulting services as it may require, however, the Greenwood Cemetery advisory board shall not have any authority to authorize or otherwise obligate the city to incur expenses and/or approve contracts. Requests for expenditures shall be routed through the ex-officio member(s) of the board to the city commission for consideration.
- (g) *Powers and duties.* In general, it shall be the duty of the Greenwood Cemetery advisory board to provide recommendations to the city commission:
  - (1) *Modifications.* As to modifications of the rules and regulations governing Greenwood Cemetery;
  - (2) *Capital improvements.* As to what capital improvements should be made to the cemetery;
  - (3) *Future demands.* As to how to respond to future demands for cemetery services; and
  - (4) *Day to day administration.* The day to day administration of the cemetery shall be under the direction and control of the city, through the city manager or his/her designee.
- (h) *Reports.* The Greenwood Cemetery advisory board shall make and submit to the city commission annually a report of the general activities, operation, and condition of the Greenwood Cemetery for the preceding 12 months. The Greenwood Cemetery advisory board shall, from time to time, as occasion requires, either in the annual report, or at any time deemed necessary by the Greenwood Cemetery advisory board, advise the city commission in writing on all matters necessary and proper for and pertaining to the proper operation of Greenwood Cemetery and any of its activities or properties.
- (i) *Protection of property.* No person shall take, use, or occupy the Greenwood Cemetery except in accordance with such rules and regulations governing such as may from time to time be authorized by the city commission.



## ARTICLE IX. - ETHICS

*Footnotes:*

--- (9) ---

**Editor's note**— Ord. No. 1810, adopted May 19, 2003, states that the provisions of this article shall become effective July 21, 2003.

### Sec. 2-320. - Public policy.

Public office and employment are public trusts. For government to operate properly, each city official, employee, or advisor must earn and honor the public trust by integrity and conduct.

The city hereby declares that all city officials and employees must avoid conflicts between their private interests and the public interest. Public officials and employees must:

- (1) Be independent, impartial and responsible to the people;
- (2) Make governmental decisions and policy in the proper governmental channels;
- (3) Not use public office for personal gain.

To enhance public trust, the city must provide its officials and employees with adequate guidelines for separating their roles as private citizens from their roles as public servants.

This Code sets minimum standards of ethical conduct for all city officials and employees, elected or appointed, paid or unpaid. It proscribes actions incompatible with the public interest and directs disclosure of private financial or other interests in matters affecting the city.

(Ord. No. 1805, 4-28-03; Ord. No. 1810, 5-19-03; Ord. No. 1819, 1-12-04)

### Sec. 2-321. - Responsibilities of public office.

City officials and employees are bound to uphold the Constitution of the United States and the Constitution of the State and to carry out impartially and comply with the laws of the nation, state, and the city. City officials and employees must not exceed their authority or breach the law or ask others to do so. City officials and employees are bound to observe in their official acts the highest standards of ethical conduct and to discharge the duties of their offices faithfully, regardless of personal consideration, recognizing that their official conduct should be above reproach.

All city officials and employees shall safeguard public confidence by being honest, fair and respectful of all persons and property with whom they have contact, by maintaining non-partisanship in all official acts, and by avoiding official conduct which may tend to undermine respect for city officials and employees and for the city as an institution.

(Ord. No. 1805, 4-28-03; Ord. No. 1810, 5-19-03; Ord. No. 1819, 1-12-04; Ord. No. 2177, 3-28-16)

### Sec. 2-322. - Definitions.

*City official or employee* means a person elected, appointed or otherwise serving in any capacity with the city in any position established by the City Charter or by city ordinance which involves the exercise of a public power, trust or duty. The term includes all officials and employees of the city, whether or not they receive compensation, including consultants and persons who serve on advisory boards and commissions. The term does not include election inspectors and student representatives appointed to city boards or commissions.

*Consultant* means a person who gives professional advice or services regarding matters in the field of his or her special knowledge or training.

*Compensation* means any money, property, thing of value or benefit conferred upon or received by any person in return for services rendered or to be rendered to himself or herself or any other party.

*Financial interest* means any interest in money, property or thing of value or benefit.

*Immediate family* means a city official or employee, his or her spouse, parents or children.

*Official duties* or *official action* means a decision, recommendation, approval, disapproval or other action or failure to act, which involves the use of discretionary authority.

*Personal interest* means an interest arising from blood or marriage relationships or any business association.

*Private gain* means any interest or benefit, in any form, received by a city employee or official.

*Substantial* shall mean considerable in quantity or significantly great.

(Ord. No. 1805, 4-28-03; Ord. No. 1810, 5-19-03; Ord. No. 1819, 1-12-04)

#### Sec. 2-323. - Intention of code.

It is the intention of section 2-324 below that city officials and employees avoid any action, whether or not specifically prohibited by section 2-324, which might result in, or create the appearance of:

- (1) Using public employment or office for private gain;
- (2) Giving or accepting preferential treatment, including the use of city property or information, to or from any organization or person;
- (3) Losing complete independence or impartiality of action;
- (4) Making a city decision outside official channels; or
- (5) Affecting adversely the confidence of the public or the integrity of the city government.

The code of ethics is intended to be preventative and not punitive. It should not be construed to interfere with or abrogate in any way the provisions of any federal or state statutes, the City Charter, the city ordinances, or any rights and/or remedies guaranteed under a collective bargaining agreement.

This declaration of policy is not intended to apply to contributions to political campaigns, which are governed by state law.

(Ord. No. 1805, 4-28-03; Ord. No. 1810, 5-19-03; Ord. No. 1819, 1-12-04)

#### Sec. 2-324. - Promulgation.

##### (a) *Conflict of interest—General.*

- (1) No official or employee of the city shall divulge to any unauthorized person, confidential information acquired in the course of employment in advance of the time prescribed for its authorized release to the public.
- (2) No official or employee of the city shall represent his or her personal opinion as that of the city.
- (3) Every official or employee of the city shall use personnel resources, property and funds under his or her



official care and control solely in accordance with prescribed constitutional, statutory and regulatory procedures and not for personal gain or benefit.

- (4) No official or employee of the city shall directly or indirectly, solicit or accept any gift or loan of money, goods, services or other thing of value for the benefit of any person or organization, other than the city, which tends to influence the manner in which the official or employee or any other official or employee performs his or her official duties.

Gratuities do not include fees for speeches or published works on legislative subjects and, except in connection therewith reimbursement for expenses for actual expenditures for travel, and reasonable subsistence, for which no payment or reimbursement is made by the city, invitations to such events as ground breakings, grand openings, charitable or civic events, or inconsequential gifts from established friends.

- (5) No official or employee of the city shall engage in a business transaction in which he or she may profit because of his or her official position or authority or benefit financially from confidential information which he or she has obtained or may obtain by reason of such position or authority.
- (6) No official or employee of the city shall engage in or accept employment or render services for any private or public interest when that employment or service is incompatible or in conflict with the discharge of his or her official duties or when that employment may tend to impair his or her independence of judgment or action in the performance of his or her official duties.

This section shall not prohibit a part-time elected or appointed city official from engaging in private employment or business on his or her own time as a private citizen and where city business is not involved, subject to his or her disclosing such private employment or business on the public record for any matter on which he or she may be called upon to act in his or her official capacity, in accordance with Section 5 B below. He or she shall refrain from voting upon or otherwise participating in debate on any such matter.

- (7) No official or employee of the city shall participate, as an agent or representative of the city, in the negotiation or execution of contracts, granting of subsidies, fixing of rates, issuance of permits or certificates, or other regulation or supervision, relating to any business entity in which he or she has, directly or indirectly, a financial or personal interest.
- (8) No official or employee of the city shall use, or attempt to use, his or her official position to secure, request or grant unreasonably any special consideration, privilege, exemption, advantage, contract or preferential treatment for himself, herself, or others, beyond that which is available to every other citizen.
- (9) It is recognized that various boards and committees are part of the plan of government for the city. As such, it is further recognized that by virtue of the various requirements for membership of the board, a member may be placed in the position of participating in a decision that may directly or indirectly affect his or her financial or personal interests. Therefore, those members of the various boards and committees in the city, as they may be established from time to time, may participate in such decisions provided that they act:
- a. In furtherance of the public good;
  - b. In compliance with the duties of their respective boards; and,
  - c. In a manner consistent with subsection (8) of this section.
- (10) Determination of conflict of interest. A conflict of interest exists if:
- a. The city official or employee has any financial or personal interest, beyond ownership of his or her place

of residence, in the outcome of a matter currently before that city official or employee, or is associated as owner, member, partner, officer, employee, broker or stockholder in an enterprise that will be affected by the outcome of such matter, and such interest is or may be adverse to the public interest in the proper performance of said official's or employee's governmental duties, or;

- b. The city official or employee has reason to believe or expect that he or she will derive a direct monetary gain or suffer a direct monetary loss, as the case may be, by reason of his or her official activity, or;
- c. The public official has any other prohibited interest as defined by state statutes relating to conflicts of interest.

(11) Subsequent conflict of interest. No official or employee of the city shall acquire any financial interest in or accept any employment concerning any project which has been granted approval by the city or any commission, board, department or employee thereof within one year of the official's or employee's participation in any manner in considering or recommending the approval or disapproval of said project.

(b) *Full disclosure.*

- (1) Responsibility to disclose. It shall be the responsibility of the official or employee to disclose the full nature and extent of his or her direct or indirect financial or personal interest in a matter before him or her.

No official or employee of the city shall participate, as an agent or representative of the city, in approving, disapproving, voting, abstaining from voting, recommending or otherwise acting upon any matter in which he or she has directly or indirectly a financial or personal interest. The official or employee shall, in such circumstances, recuse himself or herself from the matter before him or her.

- (2) Disclosure of conflict of interest and disqualification.

- a. Any city official or employee who has a conflict of interest, as defined herein, in any matter before the city shall disclose such fact on the appropriate record of the city prior to discussion or action thereon and shall refrain from participating in any discussion, voting or action thereon, as follows, provided that such exceptions shall be observed as are permitted by law:

- 1. A city commissioner shall disclose any conflict of interest and the nature and extent of such interest on the record of the city commission;
- 2. A member of any city board, commission or committee shall disclose any conflict of interest and the nature and extent of such interest on the records of said board, commission or committee;
- 3. A city employee who has a financial or other interest in a matter before the city commission or any city board, commission or committee and who participates in discussion with, or gives an official opinion to the city commission, or to such other city board, commission or committee relating to such matter, shall disclose on the records of the city commission or such other city board, commission or committee, as the case may be, any conflict of interest and the nature and extent of such interest.
- 4. Otherwise, any appointed city official or employee shall address such a disclosure to the supervisory head of his or her department, and any elected city official shall address such a disclosure to the general public.

- b. If a city official, commissioner or employee who has a conflict of interest, as defined herein, in any matter before the city, and who discloses that conflict on the appropriate records but who refuses to refrain from discussion, deliberation or voting thereon, the matter under consideration shall be immediately

referred to the board of ethics for a final determination as to the conflict in question and whether the official, commissioner or employee must refrain from discussion, deliberation, action or voting thereon.

- c. Within 20 days after election, employment, appointment, or the effective date of this ordinance, or any change in the facts set forth in the city official's or employee's previously filed disclosure statement, each city official and employee shall file with the city clerk an affidavit and disclosure statement. The city clerk shall provide each city official or employee with the required affidavit and disclosure statement form immediately upon his or her election, employment or appointment. The affidavit and disclosure statement does not apply to part-time and temporary employees of the city. Additionally, the disclosure requirements on this section do not apply to regular full-time employees below the level of assistant department head, except at the discretion of the city manager.
- d. The effective date for this ordinance shall be July 21, 2003.

(Ord. No. 1805, 4-28-03; Ord. No. 1810, 5-19-03; Ord. No. 1819, 1-12-04)

Sec. 2-325. - Violation, enforcement and advisory opinions.

(a) *Board of ethics.*

- (1) The city commission shall appoint a board of ethics, consisting of three members, as an advisory body for the purpose of interpreting this code of ethics.
- (2) The initial three members of the board of ethics shall be appointed for one-, two-, and three-year terms of office respectively, which shall begin on July 1, 2003. If appointed prior to July 1st, they shall begin their terms of office immediately and their terms shall include the additional time prior to July 1st. Terms of office shall expire on June 30th of the respective years.

Thereafter, all members shall be appointed to three-year terms, beginning July 1, so that only one member's term expires each year. A member shall hold office until his or her successor is appointed. The city commission shall fill a vacancy by an appointment for the unexpired term only.

- (3) The board of ethics shall be made up of residents of the city who have legal, administrative or other desirable qualifications.
  - a. The members of the board of ethics shall serve without compensation, and shall not be elected officials, persons appointed to elective office, full-time appointed officials or city employees, nor shall they be currently serving on any other city board or commission.
  - b. The board shall select its own presiding officer from among its members.
  - c. The board shall establish such procedures it deems necessary or appropriate to perform its functions as set forth in this article.

(b) *Functions of the board of ethics.* When there is a question or a complaint as to the applicability of any provision of this code to a particular situation, that question or complaint shall be directed to the board of ethics. It shall then be the function of the board of ethics to conduct hearings and/or issue an advisory opinion, as applicable.

- (1) Hearings. The board of ethics shall follow the following hearing procedure:
  - a. The board shall, within seven days after any matter is brought to its attention, set a date certain for hearing said matter.
  - b. The board shall, at least 28 days before the hearing date, send notice of such hearing, accompanied by a concise statement of the alleged breach of this code of ethics, to any person requested to appear before

them, by certified mail, return receipt requested, to addressee only.

- c. Any person requested to appear before a board of ethics hearing may request one extension for a period not to exceed 28 days. Extensions thereafter will be granted only under extreme circumstances.
  - d. Any person requested to appear before a board of ethics hearing may be accompanied by his or her attorney.
  - e. All hearings at which any person shall be requested to appear shall be subject to the Open Meetings Act.
  - f. All findings of board hearings shall be published in permanent form and communicated to the city commission and the public, subject to the requirements of the Open Meetings Act.
- (2) Advisory opinions. All advisory opinions so issued shall also be published in permanent form and communicated to the city commission and the public, subject to the requirements of the Open Meetings Act.
- (3) After the board of ethics' advisory opinions and/or hearing findings have been published:
- a. The city commission shall be responsible for imposing any sanction for a violation of this Code on one of its members or any person appointed by the commission to any city board.
  - b. If it becomes necessary to seek the removal of a city official after the board of ethics' advisory opinion and/or hearing findings, the city shall follow the requirements for removal of a public official in accordance with the laws of the state.
  - c. The city manager shall be responsible for imposing any discipline for a violation of this Code on any employee of the city.

(Ord. No. 1805, 4-28-03; Ord. No. 1810, 5-19-03; Ord. No. 1819, 1-12-04)

#### Sec. 2-326. - Affidavit and disclosure statement.

Immediately following an election, employment or appointment of a city official or employee, the city clerk shall provide the individual with an affidavit and disclosure statement form. Within 20 days after election, appointment, employment or any change in the facts set forth in the city official's or employee's previously filed affidavit and disclosure statement, all city officials or employees shall file with the city clerk an affidavit and disclosure statement including the following:

- A. A disclosure statement responding in detail to the following questions:
  - 1. To the best of your knowledge, do you or any members of your immediate family own any interest in real property located within the City of Birmingham, in land contiguous to the City of Birmingham, or in any area covered by a 425 Agreement to which the City of Birmingham is party?
  - 2. If your answer to question 1. is affirmative, to the best of your knowledge state the following information for each such interest owned:
    - (a) The nature of your interest in the real property;
    - (b) The location of the real property (for improved property, provide the street address; for unimproved property state its location in relation to existing streets), and;
    - (c) The property's permanent real estate tax identification number.
  - 3. To the best of your knowledge, do you or members of your immediate family own five percent (5%) or more of any business entity located in the City of Birmingham?
  - 4. If your answer to question 3. is in the affirmative, state the following, to the best of your knowledge:
    - (a) The name of the entity;

- (b) The address of the entity;
  - (c) The nature of your relationship to the entity, and;
  - (d) The date relationship commenced.
5. To the best of your knowledge, do you or any members of your immediate family have any direct financial or business relationships with any supplier, service provider or contractor of the City of Birmingham from which you or they derive direct compensation or financial benefit that is not reported in the prior answers.
6. To the best of your knowledge, have you or any members of your immediate family given or received any gifts, other than from immediate family members, the value of which exceeds \$50.00, within the last year, or since the effective date of this code, whichever time period is shorter, to or from any person or business or other legal entity doing business with the City, other than legal campaign contributions? If so, list the names and addresses of each donor or donee of each such gift and the date upon which it was made and the nature of the gift.
- B. An affidavit in which the City official or employee states: "I have read and I understand the Code of Ethics of the City of Birmingham and, to the best of my knowledge, I am not in conflict with its provisions."

Dated:

Subscribed and sworn to before me this \_\_\_\_ day of \_\_\_\_\_, 20\_\_.

Notary Public

\_\_\_\_\_ County, Michigan

My Commission Expires:\_\_\_\_\_

(Ord. No. 1805, 4-28-03; Ord. No. 1810, 5-19-03; Ord. No. 1819, 1-12-04)



# GREENWOOD CEMETERY ADVISORY BOARD

Resolution No. 10-240-14 October 13, 2014.

The Greenwood Cemetery Advisory Board shall consist of seven members who shall serve without compensation. Members must be chosen from among the citizens of Birmingham and, insofar as possible, represent diverse interests, such as persons with family members interred in Greenwood Cemetery; owners of burial sites within Greenwood Cemetery intending to be interred in Greenwood Cemetery; persons familiar with and interested in the history of Birmingham; persons with familiarity and experience in landscape architecture, horticulture, law or cemetery or funeral professionals. The City Manager or his/her designee shall serve as ex official, non-voting members of the Board.

Term: Three years.

In general, it shall be the duty of the Greenwood Cemetery Advisory Board to provide recommendations to the City Commission on:

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.
3. Day to Day Administration. The day to day administration of the cemetery shall be under the direction and control of the City, through the City Manager or his/her designee.
4. Reports. The Greenwood Cemetery Advisory Board shall make and submit to the City Commission an annual report of the general activities, operation, and condition of the Greenwood Cemetery for the preceding 12 months. The Greenwood Cemetery Advisory Board shall, from time to time, as occasion requires, either in the annual report, or at any time deemed necessary by the Greenwood Cemetery Advisory Board, advise the City Commission in writing on all matters necessary and proper for and pertaining to the proper operation of Greenwood Cemetery and any of its activities or properties.

Last Name	First Name	Home Business E-Mail	Appointed	Term Expires
Buchanan	Linda	(248) 646-3297	12/14/2015 Chair	7/7/2025
1280 Suffield Birmingham	48009	<i>lgbfeb23@gmail.com</i>		
DeWeese	Pam	(248) 642-4256	8/24/2020 Plot Owner	7/6/2023
932 Purdy Street Birmingham	48009	<i>pamdeweese@comcast.net</i>		

<b>Last Name</b>	<b>First Name</b>	<b>Home Business</b>	<b>Appointed</b>	<b>Term Expires</b>
<b>Home Address</b>		<b>E-Mail</b>		
<b>Peterson</b> 1532 Melton Birmingham	<b>Linda</b> 48009	(248) 894-9010  <i>lpeterson02@comcast.net</i>	11/24/2014 Vice Chair	7/6/2024
<b>Schreiner</b> 591 Bird Birmingham	<b>Laura</b> 48009	(248) 593-0335  <i>laschreiner@yahoo.com</i>	11/24/2014 owner of burial site in Greenwood; person familiar with and interested in the history of Birmingham.	7/6/2024
<b>Stern</b> 1090 Westwood Birmingham	<b>George</b> 48009	(248) 345-2750  <i>sterngeo@aol.com</i>	11/24/2014 Person familiar with and interested in the history of Birmingham; person with experience in landscape architecture, horticulture, or law.	7/6/2024
<b>Suter</b> 1795 Yosemite Birmingham	<b>Margaret</b> 48009	(248) 644-5925  <i>maasuter@gmail.com</i>	5/23/2016 owns a plot, relative buried in Greenwood Cemetery	7/7/2025
<b>Vercellone</b> 572 W. Lincoln Birmingham	<b>Joseph</b> 48009	(248) 798-0460  <i>jvercellone@gmail.com</i>	8/10/2020 Plot Owner	7/6/2023

**Greenwood Cemetery Advisory Board Minutes**  
**DRAFT - July 1, 2022**  
**Municipal Building, 151 Martin**  
**8:30 a.m.**

**I. Call To Order**

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

**II. Roll Call**

Present: Chair Linda Buchanan  
Linda Peterson (left at 9:40 a.m.)  
Laura Schreiner (left at 9:30 a.m.)  
George Stern  
Margaret Suter

Absent: Pam DeWeese, Joseph Vercellone

Administration: City Clerk Bingham, Deputy Clerk Woods

**III. Approval Of The Minutes**

A. Review of the Minutes of June 3, 2022

Ms. Schreiner noted the date in the minutes' header needed to be updated.

**MOTION:** by Stern, seconded by Peterson:  
To approve the minutes of June 3, 2022 as amended.

**VOTE:** Yeas, 5  
Nays, 0

**IV. Unfinished Business**

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

It was noted that this item would be presented at the September 2022 meeting, not the August 2022 meeting as originally indicated.

CC Bingham said she would ask FD Gerber if further information could be provided on page five of the report.

CC Bingham then noted the Board's recommended revisions and said they would be integrated.

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



Subsequent to Board discussion, CC Bingham said she would ask CA Kucharek and Ms. Arcome to determine how a person might indicate if they do not want markers of historical significance installed on their plot in the future.

CC Bingham then noted the Board's recommended revisions and said they would be integrated.

The Board concurred that they were comfortable with the proposed policy and application form.

**MOTION:** by Suter, seconded by Buchanan:  
To approve the policy for approving and installing markers for persons of historical significance.

**VOTE:** Yeas, 5  
Nays, 0

### **C. Update on Rules and Regulations**

DC Woods presented the item.

In reply to the Chair, CC Bingham said she would raise with MD Pielack adding 'and/or Michigan' after 'to the history of Birmingham' or changing that phrase to indicate a possible general historical significance without a location specified.

Discussion of this item ended early and no further discussion of agenda items occurred as the Board lost quorum at 9:40 a.m.

<b>V. New Business</b>
------------------------

<b>VI. Reports</b>
--------------------

- 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**


<b>VII. Open To The Public For Matters Not On The Agenda</b>
--

<b>VIII. Board Comments</b>
-----------------------------

<b>IX. Adjourn</b>
--------------------

Chair Buchanan adjourned the meeting at 9:40 a.m. due to loss of quorum.

Alexandria Bingham  
City Clerk



Laura Eichenhorn  
City Transcriptionist

DRAFT



## MEMORANDUM

City Clerk's Office

**DATE:** August 30, 2022

**TO:** Greenwood Cemetery Advisory Board

**FROM:** Alexandria Bingham, City Clerk

**SUBJECT:** Find A Grave – Guest Speaker: Jacquie Patt

---

### INTRODUCTION:

The Greenwood Cemetery Advisory Board has expressed an interest in having a 24/7 searchable database for information regarding persons buried in the Historic Greenwood Cemetery. In collaboration with Museum Staff and other interest groups we have found that a good amount of this work has been done already through Find A Grave.

### SUMMARY:

Presently the GCAB has identified the following *Desired – Long Term Goals*:

- ***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.

GCAB should take this opportunity to learn about Find A Grave from our guest speaker Jacquie Patt and determine with advice from city staff how incorporating Find A Grave could benefit to the community and help GCAB reach or revise related goals to this initiative.

ATTACHMENTS:

- Memo from Museum Director, Leslie Pielack
- Introductory Handouts from Jacquie Patt

SUGGESTED ACTION:

- Listen to the presentation from Jacquie Patt
- Discuss pros/cons/goals
- Determine next steps



## MEMORANDUM

Birmingham Museum

**DATE:** August 23, 2022

**TO:** Greenwood Cemetery Advisory Board

**FROM:** Leslie Pielack, Museum Director

**SUBJECT:** FindAGrave Memorial Database for Greenwood Grave Sites Coming to Birmingham Museum

---

### INTRODUCTION:

**FindAGrave** is an online interactive database that is crowd-sourced and designed to build information on cemeteries and gravesites for access by the public. A gravesite in the database has its own memorial, which is managed by the memorial manager, and is hosted online by FindAGrave.com. Data memorials can contain a range of information, including cemetery lot identification and location, biographical information, documents, links to other family members' graves, and photos of the marker. FindAGrave is comparable to FaceBook, and is an increasingly robust resource for locating burial sites and genealogical information, is free to the user, and is a recognized method for the public to access information about cemeteries and graves.

The Greenwood Cemetery FindAGrave database currently includes over 3700 memorials with files and images. The majority of these memorials will transfer to the Birmingham Museum's archives for permanent management and oversight beginning in the coming months. The quality of the memorials, completeness of the records, and control of the data by the City of Birmingham through the Museum provides an opportunity for the Greenwood Cemetery Advisory Board to accomplish two important objectives. It will provide a user-friendly method for the public to locate grave plots and biographical information in Greenwood Cemetery without requiring the labor-intensive creation of a GIS database through the Planning Department. It also is an excellent framework for uploading and updating marker photographs and can be used to track the status of individual historic markers for the Board's/City's internal use. This will help avoid duplicating effort in the Board's planned survey of the grave markers and make better use of GCAB resources for a more intensive marker preservation plan.

### BACKGROUND:

As a crowd-sourced resource, completeness and accuracy of FindAGrave data can vary; the quality of the database depends on the memorial manager/manager. In the case of Greenwood Cemetery, almost 2900 memorials are managed by Jacquie Patt, a skilled local researcher well known by Birmingham Museum staff. In recent years, this volunteer has determinedly attempted to photograph each marker in the cemetery, and has cross-referenced burial information to

eliminate errors, and make records more complete for almost all of Greenwood's FindAGrave memorials. Because of the valuable information contained in these memorials, Ms. Patt wants to ensure they continue to be accurate and accessible going forward, and to this end will begin transferring memorial responsibilities to the Museum in the coming weeks.

The Museum has been increasingly committed to digital access for the public, and has expanded staffing and IT resources to accomplish this objective. As such, the Museum is in a good position to take on the responsibility to manage the interactive Greenwood FindAGrave memorials and to continue to update the memorials to serve both the public and the City more effectively. To facilitate access and utilization of the memorials, we propose the following:

- That the Museum would add a web page on its site with
  - explanations of the FindAGrave process and how to use it to locate a grave at Greenwood and associated biographical information
  - how to contact the museum if they are having difficulty using the database, or to correct any errors or add information to individual memorials
  - link to the FindAGrave website and search engine
- The Greenwood Cemetery webpage on [www.bhamgov.org](http://www.bhamgov.org) will have a link to direct people to the Museum page to access information on how to use FindAGrave
- The City's Communications Director would assist with press releases and public announcements
- The Museum would assist the Greenwood Cemetery Advisory Board in developing its preservation plan and zeroing in on historic markers in most need of a professional assessment, using the FindAGrave marker photo data as a baseline

#### LEGAL REVIEW:

City Attorney Mary Kucharek has provided a review of this proposed public access plan for the FindAGrave database using the Museum's web site.

#### FISCAL IMPACT:

None.

#### PUBLIC COMMUNICATIONS:

City Communications Director Marianne Gamboa will work with the Museum to announce the availability of this service through social media, press releases, and other public communications.

#### SUMMARY:

The transfer of the FindAGrave memorials to the Birmingham Museum will offer opportunities for additional public service and access to historical, location, and condition information about gravesites in Greenwood Cemetery. It also offers a baseline framework for additional study by the Greenwood Cemetery Advisory Board in marker condition and preservation for its long-term objectives. The Museum's role will help assist both the public and the City in planning and maintaining a user-friendly database to support Greenwood Cemetery Advisory Board goals.

#### ATTACHMENTS:

Sample records, Greenwood Cemetery FindAGrave search and online gravesite records (historical and recent)

[Find a Grave®](#)
[MEMORIALS](#)
[CEMETERIES](#)
[FAMOUS](#)
[CONTRIBUTE](#)




Photo added by Cherie

## Greenwood Cemetery

Also known as *Birmingham Cemetery*

**LOCATION** Birmingham, Oakland County, Michigan, USA [Show Map](#)

**PHONE** 248-928-4094

**WEBSITE** [greenwoodhistoriccemetery.org](http://greenwoodhistoriccemetery.org)

**MEMORIALS** 3,644 added (88% photographed)

[SHARE](#)
[ADD FAVORITE](#)

[CEMETERY](#)
[PHOTOS 5](#)
[MAP](#)

Select Map from the About Greenwood link on their website.

### Search Memorials in Greenwood Cemetery


Exact

Exact

[SEARCH](#)
[More search options](#)
[Search tips](#)

#### Famous Memorials · 4


[View All](#)



**Marshall M. Fredericks** ★ ✨

1908–1998


Atrist and sculptor. Knighted by the King of Denmark....



**Elmore Leonard** ★ ✨

1925–2013


Author, Screenwriter. He is probably best remembered for his...



**Rowland Ebenezer Trowbridge** ★ ✨

1821–1881

US Congressman. Elected to represent Michigan's 4th and 5th...




**Barbara Whiting** ★ ✨

1931–2004


Movie Actress and Singer. She appeared in a few films such as...

### Contribute

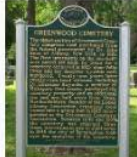
- [Add a memorial](#)
- [Upload Headstone Photos](#)
- [Transcribe Photos](#)
- [Photo requests 5](#)
- [Upload spreadsheet](#)



88% photographed ?



Added by Always with Love



Added by Pam and Dave from...

Sample Record (Historical): Elijah Fish, showing location, image of marker, related plots and biographical information

Find a Grave®

MEMORIALSCEMETERIESFAMOUSCONTRIBUTE




Photo added by Jacquie

## Deacon Elijah Stanton Fish

**BIRTH** 11 Feb 1791  
Athol, Worcester County, Massachusetts, USA

**DEATH** 28 Feb 1861 (aged 70)  
Birmingham, Oakland County, Michigan, USA

**BURIAL** [Greenwood Cemetery](#)  
Birmingham, Oakland County, Michigan, USA [Show Map](#)

**PLOT** Section B, Lot 37, Space 2

**MEMORIAL ID** 216961734 · [View Source](#)

SHARE [+ SAVE TO](#) [SUGGEST EDITS](#)

[+ Add Photos](#) [Request Photo](#)


MEMORIAL

PHOTOS 4


FLOWERS 0

### Family Members

**Parents**




[Josiah Fish](#)  
1755–1811




[Elizabeth Hazelton Fish](#)  
1757–1798


**Siblings**



[Libbeus Fish](#)  
1781–1859




[Josiah Fish](#)  
1787–1842




[George W. Fish](#)  
1807–1851

**Spouse**




[Fanny Spencer Fish](#)  
1796–1872


**Children**



[Fanny Fish](#)  
1820–1827




[Edmund Fish](#)  
1824–1904




[Fanny Emily Fish Trollope](#)  
1829–1905

[In their memory](#)  
[Plant Memorial Trees](#)


[Leave a Flower](#)




[Greenwood Cemetery](#)




[Birmingham](#)




[Oakland County](#)



[Michigan](#)



[USA](#)




[Find a Grave](#)


[Send Flowers](#)

[Sponsor and Remove Ads](#)

### Records on Ancestry




**Deacon Elijah Stanton Fish**  
Michigan, U.S., Death Records, 1867-1952



**Deacon Elijah Stanton Fish**  
Michigan, U.S., Death Records, 1897-1929

Sponsored by Ancestry



**amazon basics**  
Large Kennel, 3-Tier, Cat Cage Playpen Crate

Amazon Basics Large Kennel, 3-Tier, Cat ...  
★★★★★ 9,135  
\$99.99 [prime](#) [Shop now](#)

[Click Here For More Information](#)




Sample Record (Recent): Elmore Leonard, showing location, image of marker, related plots and biographical information

MEMORIALS

CEMETERIES

FAMOUS

CONTRIBUTE



## Elmore Leonard 🇺🇸

**BIRTH** 11 Oct 1925  
New Orleans, Orleans Parish, Louisiana, USA

**DEATH** 20 Aug 2013 (aged 87)  
Bloomfield, Oakland County, Michigan, USA

**BURIAL** [Greenwood Cemetery](#)  
Birmingham, Oakland County, Michigan, USA 📍 [Show Map](#)

**PLOT** Section G, Lot R, Grave 2

**MEMORIAL ID** 115775009 · [View Source](#)

SHARE

SAVE TO

SUGGEST EDITS


MEMORIAL

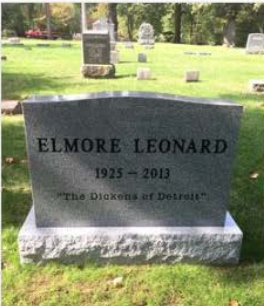
PHOTOS 3

FLOWERS 145

+

 Add Photos

 Request Photo



Added by Victoria Consiglio

Author, Screenwriter. He is probably best remembered for his novels "Hombre" (1961), "Mr. Majestyk" (1974), "Get Shorty" (1990), "Rum Punch" (1992, film version "Jackie Brown"), and "Out of Sight" (1996), as well as his short stories "Three-Ten to Yuma" (1953) and "The Captives" (1955, film version "The Tall T"), which were adapted into films. While his early works were Westerns, he later branched out to write crime fiction and suspense thrillers, and many of them were also adapted into films. His works were generally known for their gritty realism and strong dialogue. Born in New Orleans, Louisiana, his father worked for General Motors and the family moved frequently for several years because of his job, before finally settling in Detroit, Michigan in 1934. Nicknamed "Dutch" after Boston Red Sox and Detroit Tigers knuckleball pitcher Dutch Leonard, he graduated from the University of Detroit Jesuit High School in 1943 where he played quarterback on the football team, and joined the ...

Read More


Bio by: William Bjornstad


### Inscription

"The Dickens of Detroit"


Family Members

Parents

 [Elmore John Leonard](#)  
1893–1949

 [Flora Rive Leonard](#)  
1895–1990

Siblings

 [Margaret Flora Leonard Madey](#)  
1919–2007

Flowers • 145

In their memory  
[Plant Memorial Trees](#)

### See more Leonard memorials in:

- [Greenwood Cemetery](#)
- [Birmingham](#)
- [Oakland County](#)
- [Michigan](#)
- [USA](#)
- [Find a Grave](#)

Send Flowers

### Explore more

Birth, Baptism & Christening

Search


Marriage & Divorce

Search

Death, Burial, Cemetery & Obituaries

Search

Sponsored by Ancestry

 Fund our 24/7 helpline. [DONATE](#)

## Greenwood Cemetery Advisory Board meeting September 2, 2022

Jacquie Patt

### General info:

- Birmingham residency
- genealogy and cemetery experience

### Work experience:

- WSU
- software technology
- recent experiences

When and how I found FindAGrave, and my recent activity and experiences

Questions?



## MEMORANDUM

City Clerk's Office

**DATE:** August 30, 2022

**TO:** Greenwood Cemetery Advisory Board

**FROM:** Alexandria Bingham, City Clerk

**SUBJECT:** Draft 2021-2022 Annual Report

---

### INTRODUCTION:

GCAB reflected on their goals and reviewed the rough draft for the 2021-2022 FY annual report at the June 3, 2022 GCAB meeting and the July 1<sup>st</sup> meeting. The feedback from the June & July meetings was included in the draft currently being presented.

### ATTACHMENTS:

- 2021-2022 DRAFT Greenwood Cemetery Annual Report

### SUGGESTED ACTION:

#### *Conversation*

- Review each section and offer additional comments/suggest revisions

#### *Follow-up*

- If approved by GCAB the report could be included in the September 12, 2022 City Commission Packet.

---

## GREENWOOD CEMETERY ADVISORY BOARD

---



## 2021/2022 ANNUAL REPORT

September 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. The Greenwood Cemetery Advisory Board has met and exceeded the quarterly meeting requirement. Board activities focused primarily on established project priorities for the period.

### 2021/2022 Accomplishments

- Produced the 2020-2021 Annual Report
- Thoroughly reviewed the Greenwood Cemetery Operational Procedures, Conditions, and Regulations
- Discussed the concept of continuing the sidewalk in front of the cemetery along Oak Ave.
- Drafted and revised a Policy for Approving and Installing Markers for Persons of Historical Significance
- Made recommendation to the City Commission for the renewal of the Cemetery Service Provider Contract
- Discussed the installation of a sign acknowledging the cemetery's recent designation in 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 is provided by the City's Department of Public Services. On May 1, 2020, Creative Collaborations entered into a one-year renewable contract with the City to provide cemetery services on an ongoing basis, 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 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	1	-
March 2022	-	-
April 2022	-	-
May 2022	-	-
June 2022	-	-
<b>Total Sold</b>	3	3
<b>Total Available Under Current Authorization</b>	24	2
<b>Total Available (Not Released)</b>	<b>123</b>	<b>0</b>
<p><i>*Graves Obstructed - On 1/29/21 Creative Collaborations noted that graves 1 &amp; 2 in Section C rows 18-A &amp; 19-A are not able to be used due to obstructions.</i></p> <p><i>* Graves Obstructed - On 3/25/21 DPS noted that graves in row 19-A 1,2,13,14,16 are obstructed by trees</i></p> <p><i>* Grave Release Approved by Commission on April 26, 2021 – Section B, Rows 17-C, 16-C, 15-C &amp; 14-A for a total of 38 Graves, 9 of which are obstructed)</i></p> <p><i>* Grave Release Approved by Commission on December 13, 2021 - 1 grave in section B, row 2-A for an at-need situation for a family with adjacent space.</i></p>		

*\*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. All graves sold in the 2021-22 FY were at the rate of \$4,000 per grave.*

FY 21-22 Grand Totals	
Sales in B	3
Sales in C	3
Sales in Other	0
Resident Purchases	2
Non-Resident Purchases	4
Payment Plans Initiated	0
Total Graves Sold	6
Transfer of Ownership Filed	6
Additional Burial Rights Purchased	5

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

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.

*Cremation vs. Burial:* According to NFDA's 2021 Cremation and Burial Report, the 2021 cremation rate is projected to be 57.5% and the burial rate is projected to be 36.6%. The City of Birmingham's 2021-2022 cremation rate is above the national average at 73.33% and the full burial rate is below the national average at 26.66%.

	Sec B		Sec C		Other		Total by Month	
	Full	Crem	Full	Crem	Full	Crem	Full	Crem
<b>July 2021</b>	0	1	1	0	1	3	2	4
<b>August 2021</b>	1	1	0	0	1	0	2	1
<b>September 2021</b>	0	0	0	1	0	4	0	5
<b>October 2021</b>	0	1	0	0	1	2	1	3
<b>November 2021</b>	0	1	1	3	0	1	1	5
<b>December 2021</b>	0	3	0	0	1	1	1	4
<b>January 2022</b>	0	0	0	0	0	0	0	0
<b>February 2022</b>	0	0	0	0	0	0	0	0
<b>March 2022</b>	0	0	0	0	1	0	1	0
<b>April 2022</b>	0	0	0	0	0	0	0	0
<b>May 2022</b>	1	0	0	0	0	4	1	4
<b>June 2022</b>	0	0	0	0	0	1	0	1
<b>Totals</b>	2	7	2	4	5	16	9	27



## Perpetual Care Fund

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

### Detail for July 2021 through June 2022:

#### 2021 Q Ending September 30

Proceeds from cemetery plot sales	\$ 4,436.00
Investment income	<u>5,159.61</u>
Revenue for Perpetual Care Fund	\$ 9,595.61

#### 2021 Q Ending December 31

Proceeds from cemetery plot sales	\$27,410.00
Investment income	4,879.42
Realized gain (loss)	<u>305.42</u>
Revenue for Perpetual Care Fund	\$32,594.84

#### 2022 Q Ending March 31

Proceeds from cemetery plot sales	\$ 0.00
Investment income	<u>5,533.64</u>
Revenue for Perpetual Care Fund	\$ 5,533.64

#### 2022 Q Ending June 30

Proceeds from cemetery plot sales	\$ 400.00
Investment income	5,721.46
Unrealized Loss	<u>(177,192.36)</u>
Revenue for Perpetual Care Fund	\$ (171,070.90)

### Notes

1. We have created a new department within the General Fund to better track cemetery expenses. This will allow the City to get a better estimate of costs that the perpetual care fund will need to cover in the future.
2. While the fund has sustained a significant unrealized market loss (paper loss not a real loss) for this fiscal year, the fund overall has a net positive market gain on investments since inception.
3. The focus of the perpetual care fund right now is for long-term growth. To achieve this goal, the fund is invested in equity investments near the maximum allowed by state law with no more than 40% of the amount invested in equities in any one asset class (large cap, mid cap, small cap) as per our investment policy.
4. Investment gains will only go so far to grow the perpetual care fund. More plots will need to be sold to achieve a sustainable principal balance from which investment income can be generated to fund cemetery maintenance.

CITY OF BIRMINGHAM  
PERPETUAL CARE FUNDS  
INVESTMENT REPORT  
6/30/2022

	PRINCIPAL	INCOME	TOTAL
BEGINNING BALANCE 6/30/2021	\$ 1,046,957.48	\$ 77,502.09	\$ 1,124,459.57
SALE OF GRAVES	36,246.00	-	36,246.00
CAPITAL GAINS (LOSSES)	305.42	-	305.42
INTEREST/DIVIDENDS	-	23,833.97	23,833.97
CHANGE IN MARKET VALUE	(177,192.36)	-	(177,192.36)
ENDING BALANCE 6/30/2022	<u>\$ 906,316.54</u>	<u>\$ 101,336.06</u>	<u>\$ 1,007,652.60</u>
<u>INVESTMENTS</u>			
BOND MUTUAL FUNDS	\$ 468,651.91	46.5%	
EQUITY MUTUAL FUNDS	<u>539,000.69</u>	53.5%	
TOTAL	<u>\$ 1,007,652.60</u>		

CITY OF BIRMINGHAM  
 PERPETUAL CARE FUNDS  
 ANNUAL INVESTMENT REPORT  
 6/30/2022

	PRINCIPAL (NONSPENDABLE)	INCOME (SPENDABLE)	TOTAL
BEGINNING BALANCE 6/30/2021			
Pooled Funds	\$ -	\$ -	\$ -
Bond Mutual Funds	459,843.87	53,239.99	513,083.86
Equity Mutual Funds	<u>587,113.61</u>	<u>24,262.10</u>	<u>611,375.71</u>
	\$ 1,046,957.48	\$ 77,502.09	\$ 1,124,459.57
SALE OF PLOTS			
Bond Mutual Funds	12,410.00	-	
Equity Mutual Funds	<u>23,836.00</u>	<u>-</u>	
	\$ 36,246.00	\$ -	\$ 36,246.00
CAPITAL GAINS (LOSSES)			
Pooled Fund	\$ -		
Bond Mutual Funds	305.42		
Equity Mutual Funds	<u>-</u>		
	\$ 305.42		\$ 305.42
INTEREST/DIVIDENDS			
Pooled Fund		\$ -	
Bond Mutual Funds		15,706.81	
Equity Mutual Funds		<u>8,127.16</u>	
		\$ 23,833.97	\$ 23,833.97
CHANGE IN MARKET VALUE			
Pooled Fund	\$ -		
Bond Mutual Funds	(72,854.18)		
Equity Mutual Funds	<u>(104,338.18)</u>		
	\$ (177,192.36)		\$ (177,192.36)
ENDING BALANCE 6/30/2022	<u>\$ 906,316.54</u>	<u>\$ 101,336.06</u>	<u>\$ 1,007,652.60</u>
INVESTMENTS			
BOND MUTUAL FUNDS	399,705.11	68,946.80	468,651.91
EQUITY MUTUAL FUNDS	<u>506,611.43</u>	<u>32,389.26</u>	<u>539,000.69</u>
TOTAL	<u>\$ 906,316.54</u>	<u>\$ 101,336.06</u>	<u>\$ 1,007,652.60</u>

---

## 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. The contract has been renewed in one-year increments on May 18, 2020, April 26, 2021, and May 9, 2022.
  - GCAB wishes to review the contract, ensure that all Greenwood Cemetery needs are being met. GCAB is interested in issuing a new RFP to reassess the current market of providers for cemetery services to make sure that the City of Birmingham is able to retain the best cemetery service provider available.
  - This includes reviewing the cost of clerical services, as well as cost of labor for installing markers, performing burials, and inurnments.
- ***Finalize a policy and application process to allow the installation of markers for persons of historical significance***
  - The need for a policy and application process to allow the installation of markers for persons of historical significance recently emerged as special interest groups have identified specific persons in the cemetery that they would like to memorialize or give extra recognition to. Typically, only deed holders and immediate family arrange to purchase and install monuments in honor of an individual. The process being developed will allow thorough review from staff and related advisory boards in order to permit the installation of these monuments.
- ***Develop a Strategic Plan for the Greenwood Cemetery Advisory Board***
  - GCAB will benefit from going through the strategic planning process to evaluate strengths, weaknesses, opportunities, and threats/challenges the cemetery faces. In going through the process, the board will come up with a vision of what the cemetery should look like in the future, consider stakeholder perspectives, expectations, and needs as well as reconfirm the mission, vision, and values. Strategic planning will empower the board to function more efficiently. The City Clerk will continue to work as the staff liaison to the board and ensure that the board has a clear understanding of their expectations such as being in "growth" or "maintenance" mode.
- ***Conduct an Obstruction Survey***
  - An obstruction survey would be beneficial to determining the status of available graves in the cemetery. Trees and foliage in the cemetery change over time. The obstruction survey would provide a more accurate assessment of what is available right now, as well as what space may become available in the future. Space that is currently obstructed by trees and shrubs may not always be obstructed. An obstruction survey could also give way for staff to determine space that can be used for future plantings.

### Long Term

- ***Confirm the baseline amount of known available plots in the cemetery***
  - Record reconciliation is an ongoing process in the Clerk's Office. GCAB closely monitors sales activity in the cemetery as well as internments and inurnments throughout the cemetery. Section B and C are active in regard to sales as well as internments and inurnments. Transfers of ownership, internments, and inurnments are the most common activities taking place in in the cemetery's sections other than B and C with the occasional private sale. This goal partners with the planned monument/marker inventory survey and the GIS mapping initiative to reconfirm that all space in Greenwood Cemetery is owned, used, or is part of the more recently plotted graves in sections B and C from 2015.
- ***Monitor the continued growth of the perpetual care fund***
  - The GCAB monitors the growth of the perpetual care fund and 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.
- ***Explore Above Ground Crematorium Opportunities***
  - With the limited space in the cemetery and shifting demand towards cremation and inurnments, the GCAB wishes to explore the costs, benefits, and opportunities for installing a columbarium.
- ***Review and update Greenwood Cemetery Operational Procedures, Conditions and Regulations***
  - The GCAB spent a considerable amount of time in the 2021-2022 FY reviewing and updating the rules and regulations. To keep the rules and regulations current going forward they will conduct an annual read through to maintain the document.

---

## SUMMARY AND RECOMMENDATIONS

---

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

	Section C (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	41	63	187
Available	0	24	*123

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

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

For the 2022-2023 FY GCAB is encouraged to continue working on the goals as identified in this report at their regular monthly meetings. Recommendations made by the Greenwood Cemetery Advisory Board will be presented to the City Manager's Office for further direction and implementation.



# REPORTS

## Clerk's Office Update

The clerk's office is already in full swing preparing for the November 2022 General Election. Ballot quantifies have been ordered and we will be proofing ballots soon. Clerk's Office intern Isabella Mikhail is off to a good start at the University of Michigan, we wish her a safe and studious school year.

The Ethics Board recently met on two different cases regarding the conduct of appointed board members.

Creative Collaborations notified the City Clerk's Office of an urgent need to release one grave so a family could have adjacent space in section B, row 12-A. There was not time to get this matter before the GCAB so administratively the matter was taken to the City Commission and approved at the August 15, 2022 City Commission meeting under the consent agenda.

## August 29, 2022 Storm

A major storm swept through the area around 6:00pm on Monday, August 29, 2022. DPS plans to get to the cemetery for storm cleanup on Wednesday, August 31 and Thursday, September 1<sup>st</sup>. City Clerk Bingham walked the cemetery on August 30<sup>th</sup> to coordinate cleanup plans with DPS and Creative Collaborations.



## Financial

\*See Annual Report

## Sales

Greenwood Cemetery Sales and Availability				
	Sec B	Sec C	Resident	Non-Resident
July 2022	1	1	1	1
August 2022	-	-	-	-
September 2022				
October 2022				
November 2022				
December 2022				
January 2023				
February 2023				
March 2023				
April 2023				
May 2023				
June 2023				
<b>Total Sold</b>			1	1
<b>Total Available Under Current Authorization</b>	23	1		
<b>Total Available (Not Released)</b>	<b>122</b>	<b>0</b>		

*\* 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.*  
*\*1 grave in section B, row 12-A was released on August 15, 2022 by the City Commission for a family with adjacent space.*

## Burials & Activity

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



## MEMORANDUM

City Clerk's Office

**DATE:** August 10, 2022

**TO:** Thomas M. Markus, City Manager

**FROM:** Alexandria Bingham, City Clerk

**SUBJECT:** Grave Release Request

### INTRODUCTION:

Cheri Arcome of Creative Collaborations, the city's contracted cemetery services provider, recently brought a sensitive issue to the attention of the City Clerk. There is a family with a space in the cemetery but they are very concerned about another loved one and wish to secure another space adjacent to a current family plot that they own. At this time, the available adjacent space is not included in what has currently been released by the City Commission.

### BACKGROUND:

On April 26, 2021 the City Commission approved a grave release that limited new sales to only the rows highlighted in the map below in orange:





The family wishing for to secure another space currently has one family owned plot in section B, row 12-A. In order to allow the family to plan to have their family members together in the cemetery the family is requesting that the City Commission allow the release of one grave adjacent to the space they currently have in section B, row 12-A.

**\*\***Section B, Row 12-A is indicated on the above map with a **red** arrow.

LEGAL REVIEW:

N/A

FISCAL IMPACT:

This plot will be sold at the current rate of \$4,000 per space as indicated on the city's fee schedule. All revenue from cemetery plot sales is deposited into the Perpetual Care Fund.

PUBLIC COMMUNICATIONS:

All decisions in regards to releasing graves for sale in Greenwood Cemetery are made by the City Commission, in open public meetings that are noticed allowing for public comment.

SUMMARY:

The City Clerk and Contracted Cemetery Service Provider recommend the release of one grave in section B, row 12-A, in order to allow a family in to plan to keep their loved ones together in the cemetery.

ATTACHMENTS:

- City Commission Minutes from December 13, 2021, see resolution number 12-316-21, consent item E. regarding a similar request granted by the City Commission.
- City Commission minutes from April, 26, 2021, see resolution number 04-128-21 regarding the most recent grave release.

SUGGESTED COMMISSION ACTION:

Make a motion adopting a resolution to release one grave in section B, row 12-A, for a family seeking one additional space adjacent to their currently owned plot in order to keep their family members together in Greenwood Cemetery.

**Birmingham City Commission Minutes**  
**December 13, 2021**  
**7:30 p.m.**  
**Municipal Building, 151 Martin**  
**Vimeo Link: <https://vimeo.com/653939970>**

**I. CALL TO ORDER AND PLEDGE OF ALLEGIANCE**

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

**II. ROLL CALL**

Alexandria Bingham, City Clerk, called the roll.

Present: Mayor Longe  
Mayor Pro Tem Boutros  
Commissioner Baller  
Commissioner Haig  
Commissioner Host  
Commissioner McLain  
Commissioner Schafer

Absent: None

Administration: City Manager Markus, City Clerk Bingham, Senior Planner Cowan, Assistant City Manager Ecker, Finance Director Gerber, City Attorney Kucharek, Assistant City Engineer Zielinski

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

- The Mayor shared the Commission's support for all those affected by the tornadoes that occurred across six states on December 10, 2021 and December 11, 2021.
- COVID-19 cases COVID-19 cases locally are the highest they have been since the beginning of the pandemic. Michigan and Oakland County continue to be at a high level of community transmission. As a result, the CDC recommends vaccinated and unvaccinated individuals wear a facemask indoors while in public. The City requires masks in City Hall for all employees, board and commission members, and the public. Please visit the CDC's website on how to safely celebrate the holidays and for more COVID-19 information.

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

**V. CONSENT AGENDA**

All items listed on the consent agenda are considered to be routine and will be enacted by one motion and approved by a roll call vote. There will be no separate discussion of the items unless a

commissioner or citizen so requests, in which event the item will be removed from the general order of business and considered under the last item of new business.

**12-316-21 Consent Agenda**

**MOTION:** Motion by Mayor Pro Tem Boutros, seconded by Commissioner Baller:  
To approve the Consent Agenda.

ROLL CALL VOTE: Ayes, Mayor Pro Tem Boutros  
Commissioner Baller  
Commissioner McLain  
Commissioner Schafer  
Commissioner Host  
Mayor Longe  
Commissioner Haig

Nays, None

- Minutes for the December 6, 2021 workshop and regular meeting will be included in the January 10, 2022 meeting consent agenda for approval.
- A. Resolution to approve the warrant list, including Automated Clearing House payments, dated December 8, 2021, in the amount of \$578,072.41.
- B. Resolution to set a public hearing date of January 24, 2022 to consider updates to Birmingham's Corridor Improvement Authority Development and TIF Plan.
- C. Resolution to authorize the City Clerk to complete the Local Government Approval Notice at the request of Sushi Japan, Inc. approving the liquor license request of Sushi Japan, Inc. requesting a Redevelopment Quota Class C and SDM liquor license to be issued pursuant to MCL 436.1521 a(1)(b) with Sunday Sales (AM/PM) located at 176 S Old Woodward, Birmingham, Oakland County, MI 48009.
- D. Resolution to allow the IT department to purchase the renewal of 9 licenses of Adobe Creative Cloud from CDWG for a total purchase price of \$8,443.26 using funds available in the IT computer software account 636-228.000-742.0000.
- E. Resolution to release one grave in section B, row 2-A, for the family in an "at need" situation to purchase another plot adjacent to their existing family plots.

**VI. UNFINISHED BUSINESS**

**12-317-21 Public Hearing – Wall Art – Ordinance Amendment**

The Mayor ~~opened the public hearing at 7:35 p.m.~~ continued the public hearing from the December 6, 2021 meeting.<sup>1</sup>

SP Cowan summarized the item.

<sup>1</sup> As amended at the January 10, 2022 meeting.

Excerpt from the approved City Commission minutes of April 26, 2021

that at the direction of the City Manager she would also review the purchase agreement template to add any language necessary to protect the City’s interests.

Cheri Arcome of Creative Collaborations stated that City Clerk Bingham can send the City Attorney the purchase agreement template.

In reply to Commissioner Sherman, City Clerk Bingham stated that the currently proposed fee changes would be effective after this ordinance is approved by the Commission and published. She stated that the fee changes approved at the March 22, 2021 Commission meeting were already in effect.

In reply to Commissioner Hoff, City Clerk Bingham stated that the cost to repair damages done to markers or monuments by lawnmowers or natural changes would come out of the perpetual care fund.

Public Comment

Andrew Haig made a recommendation about timing of payments for gravesite purchases.

Commissioner Hoff stated that it was her recollection that the City prohibited payment plans for grave purchases.

Ms. Arcome stated that the Cemetery’s Rules and Regulations currently allow payment plans and outline the process of their creation.

Commissioner Hoff said the matter should be looked into further since she was sure payment plans were prohibited.

City Clerk Bingham said GCAB would be looking into clarifying the payment plans section of the Rules and Regulations at an upcoming meeting.

CM Markus noted that the present conversation was no longer germane to the motion.

Margaret Suter, resident and member of GCAB, said the previous change in payment plans eliminated the variety of options available and replaced them with a single option that would allow a purchaser to pay over the course of two years.

ROLL CALL VOTE:     Ayes, Commissioner Sherman  
                                 Commissioner Host  
                                 Commissioner Hoff  
                                 Commissioner Nickita  
                                 Mayor Boutros  
                                 Commissioner Baller  
                                 Mayor Pro Tem Longe

Nays, None

04-128-21 Greenwood Cemetery Grave Release

**MOTION:**             Motion by Commissioner Host, seconded by Commissioner Nickita:  
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.

Commissioner Hoff reiterated her ongoing stance that any other available graves in the Cemetery should be located via reclamation, ground-penetrating radar, cross-referencing of records, or any other means, and released for sale before further selling graves in historic Sections A and B.

It was noted that the Commission discussed and approved plans for creating and selling gravesites in Sections B and C in 2015. Commissioner Nickita said this proposed grave release was a continuation of that process which has been ongoing for a number of years.

Mayor Boutros echoed Commissioner Nickita.

Mayor Boutros and Commissioners Nickita and Sherman said they were also in favor of utilizing the mechanisms listed by Commissioner Hoff to locate possible additional graves outside of the historical sections.

CM Markus stated that the GCAB, City Clerk Bingham, Ms. Arcome, DPW and himself all were recommending the currently proposed grave release. He noted that nine sites have partial obstructions but those would not preclude the burial of cremated remains.

Commissioner Hoff expressed concern that the turnover in the Clerk’s Office staff in the last few years has lead to difficulties for GCAB because ‘things have slipped through the cracks’. She acknowledged that the reconciliation of Cemetery records is a large undertaking and said more time was required to know what additional graves might be available outside the historical sections.

Commissioner Nickita noted that the aisles in Sections B and C would remain walkable even with the sale of additional graves in those sections.

Public Comment

Fred Lavery said he owned two plots in the Cemetery that are as yet unused, and said the graves’ lack of occupancy did not reflect the graves’ availability for reclamation.

ROLL CALL VOTE:     Ayes,   Commissioner Host  
  Commissioner Nickita  
  Commissioner Sherman  
  Commissioner Baller  
  Mayor Pro Tem Longe  
  Mayor Boutros

Nays,   Commissioner Hoff

**04-129-21   Greenwood Cemetery Contract Service Provider Annual Renewal**

City Clerk Bingham presented the item.

**MOTION:**               Motion by Mayor Pro Tem Longe, seconded by Commissioner Host:  
To authorize the agreement with Creative Collaborations, LLC, a Cemetery Service Provider firm to act, on behalf of the City, as the service provider to the Historic Greenwood Cemetery for a term of one year with annual renewals until either party exercises the termination provisions as stated in the contract. The annual contract is set for an amount not to exceed \$45,600.00, which will be paid from account #101-215.000-811.0000.

Mayor Pro Tem Longe moved the motion, saying that a number of current factors make the decision to renew the contract with Creative Collaborations at this time the most judicious one.

ROLL CALL VOTE:     Ayes,   Mayor Pro Tem Longe  
  Commissioner Host  
  Commissioner Sherman  
  Commissioner Hoff  
  Commissioner Nickita  
  Mayor Boutros  
  Commissioner Baller

Nays,   None

**Commission discussion on items from prior meeting.**

- 1.   Builder developer street damage. Issues, costs, remedial action and payment proposal.

CM Markus reported that he had met with Mr. Haig, and that many of Mr. Haig’s recommendations are already in place in the City. He stated that Mr. Haig had recommended the City consider requiring that builders obtain a bond while building a new home in order to repair damage to public property that may not be immediately visible. CM Markus stated that he would be looking into possible ways of instituting that requirement and would be returning to the Commission with a proposal. He said that the City generally has the appropriate policies in place to prevent construction damage and needs to spend more energy on enforcement.

**Commission Items for Future Discussion.** A motion is required to bring up the item for future discussion at the next reasonable agenda, no discussion on the topic will happen tonight.



**IX.**

**COMMUNICATIONS**

A. Short Term Rentals – Haig

Mr. Haig asked the City to look into Ferndale, Michigan’s recently passed provisions regarding short-term rentals to see if they might provide a model for Birmingham’s ordinances.

City Attorney Kucharek stated she would be presenting potential ordinance language to address short-term rentals at the Commission’s upcoming workshop on the topic.

Commissioner Nickita stated that the Michigan Municipal League (MML) has also done work regarding short-term rentals in the past few years and that it would be worthwhile for Staff to see how the MML’s research might inform Birmingham’s policies.

**X.**

**REPORTS**

- A. Commissioner Reports
- B. Commissioner Comments
- C. Advisory Boards, Committees, Commissions’ Reports and Agendas
- D. Legislation
- E. City Staff
  - 1. Manager’s Report

CM Markus reviewed the item. He confirmed, in reply to Commissioner Hoff, that outdoor dining allowances for restaurants would be on an upcoming Commission agenda.

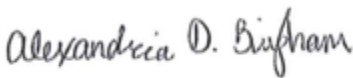
- 2. Indexing of Fees
- 3. Prior Communications with Restoration Hardware

INFORMATION ONLY

**XI.**

**ADJOURN**

Mayor Boutros adjourned the meeting at 10:25 p.m.



---

Alexandria Bingham, City Clerk  
/le

## **Birmingham City Commission Minutes**

**August 15, 2022**

**Municipal Building, 151 Martin**

**7:30 p.m.**

**Vimeo Link: <https://vimeo.com/733446146>**

### **I. CALL TO ORDER AND PLEDGE OF ALLEGIANCE**

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

### **II. ROLL CALL**

Alexandria Bingham, City Clerk, called the roll.

Present: Mayor Longe  
Mayor Pro Tem Boutros  
Commissioner Baller  
Commissioner Haig  
Commissioner Host  
Commissioner Schafer

Absent: Commissioner McLain

Administration: City Manager Markus, City Clerk Bingham, Senior Planner Cowan, Planning Director Dupuis, Assistant City Manager Ecker, City Attorney Kucharek, Department of Public Services Director Wood, Assistant City Engineer Zielinski

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

#### **Announcements**

- The City continues to recommend the public wear masks while attending City meetings per CDC guidelines. The cases of COVID-19 are increasing in the area. All City employees, commissioners, and board members must wear a mask while indoors when 6-feet of social distancing cannot be maintained. This is to ensure the continuity of government is not affected by an exposure to COVID-19 that can be prevented by wearing a mask. The City continues to provide KN-95 respirators and triple-layered masks for all in-person meeting attendees.
- Enjoy Birmingham's Concert in the Park on August 17th at 12 p.m. with UC3 Acoustic Trio and at 7 p.m. the return of crowd favorite, Mainstreet Soul. Our last concert of the season will be Wednesday, August 24th at 7 p.m. with Captain Fantastic Detroit and The Donny Rod Show. We wish to thank our sponsors and concertgoers for another fantastic season!
- The Clerk's Office would like to thank all of the Election Inspectors and City Staff that helped with conducting a successful August 2nd State Primary Election. We appreciate all of the voters who participated safely, turnout for this election was 35.33%, which was above the 30.04% average for Oakland County. Unofficial results are available at oakgov.com/elections under the August election tab. Official results will be available after the completion of the canvass of the Oakland County Board of Canvassers.

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

Susan Randall, Maureen Field, Tom Schneider, and Pete Webster spoke against the proposed location of the Birmingham Country Club's pickleball courts, saying the courts should be relocated in order to minimize any impact on the Club's residential neighbors.

#### V. CONSENT AGENDA

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

**08-208-22**

#### Consent Agenda

Commissioner Haig noted that he would be recused from voting on Item O, citing his residency on one of the affected streets.

#### MOTION:

Motion by MPT Boutros, Commissioner Host:

To approve the Consent Agenda, noting Commissioner Haig's recusal from Item O.

#### ROLL CALL VOTE:

Ayes, Commissioner Baller  
MPT Boutros  
Commissioner Schafer  
Commissioner Host  
Mayor Longe  
Commissioner Haig

Nays, None

- A. Resolution to approve the City Commission meeting minutes of July 25, 2022.
- B. Resolution to approve the warrant list, including Automated Clearing House payments, dated July 27, 2022, in the amount of \$7,149,774.29.
- C. Resolution to approve the warrant list, including Automated Clearing House payments, dated August 3, 2022, in the amount of \$426,183.56.
- D. Resolution to approve the warrant list, including Automated Clearing House payments, dated August 10, 2022, in the amount of \$598,607.66
- E. Motion to adopt an ordinance amending Chapter 54 – Fire Prevention and Protection, Article II. – Fire Prevention Code, Sec. 54-26, Sec. 54-27 and 54-28, which adopt the International Fire Code and its amendments.
- F. Resolution to approve the contract from Air Handler Services to replace the HVAC system at Fire Station 1 and the additionally contingency funds for repairs etc. in the amount not to exceed \$149,008 from the Capital Projects Fund #403.0-339.000-977.0000. In addition, to authorize the Mayor, City Clerk, City Manager, City Attorney, Finance Director, and Fire Chief to sign the contract on behalf of the City and further, to approve the appropriations and amendment to the Capital Projects Fund budget as follows:

#### Revenue:

Draw from Fund Balance	403.0-000.000-400.0000	\$149,008
------------------------	------------------------	-----------

Expenditures:

Buildings – Adams Fire Station	403.0-346.001-977.0000	\$149,008
--------------------------------	------------------------	-----------

- G. Resolution to approve the contract from Royal Roofing Company Inc. to replace the steel roof system at Fire Station 1 in the amount not to exceed \$236,960 from the Capital Projects Fund #403.0-346.0019-977.0000. In addition, to authorize the Mayor, City Clerk, City Manager, City Attorney, Finance Director, and Fire Chief to sign the contract on behalf of the City and further, to approve the appropriations and amendment to the General Fund and Capital Projects Fund budgets as follows:

General Fund Revenues:

Draw from Fund Balance	101.0-000.000-400.0000	\$85,968
------------------------	------------------------	----------

Expenditures:

Transfers Out	101.0-999.000-955.4030	\$85,968
---------------	------------------------	----------

Capital Projects Fund Revenues:

Draw from Fund Balance	403.0-000.000-400.0000	\$150,992
------------------------	------------------------	-----------

Transfers In	403.0-346.001-699.0101	\$85,968
--------------	------------------------	----------

Total Revenues		\$236,960
----------------	--	-----------

Expenditures:

Buildings – Adams Fire Station	403.0-346.001-977.0000	\$236,960
--------------------------------	------------------------	-----------

- H. Resolution to approve the purchase of the replacement monitor for Fire Station One and the additional monitor for Fire Station Two from CDWG with a total cost of \$19,884.10. Funds are available in the machinery and equipment fund account # 636.0-228.000-971.0100.

- I. Resolution to purchase one (1) 2023 Chevrolet Traverse AWD SL SUV, from Berger Chevrolet Inc., located at 2525 28<sup>th</sup> Street S.E., Grand Rapids, MI 49512, under the State of Michigan MiDeal extendable purchasing contract #071B7700184, in the amount not to exceed \$29,916.00. Funds for this purchase are available in the FY 2022-2023 Auto Equipment Fund account#641.0-441.006.971.0100.

- J. Resolution to confirm the City Manager's authorization for the emergency expenditure related to the purchase of a new breaker. AIS Construction Equipment Corp., which is located at 56555 Pontiac Trail, New Hudson, MI 48165, will provide a new breaker for the amount of \$12,380.50. The funds for the purchase will be charged to the Auto Equipment account #641.0-441.006-971.0100.

- K. Resolution to approve the purchase of eleven (11) Dumor benches, five (5) litter receptacles, and five (5) recycled plastic park benches for a total purchase price of \$39,820.00 from the sole source vendor, Penchura, LLC and charge the purchase to account # 101.0-751.000-729.0000. Further, to approve and amend the General Fund budget as follows:

General Fund Revenues

Draw from Fund Balance	101.0-000.000-400.0000	\$39,820
------------------------	------------------------	----------

Expenditures

Parks Operating Supplies	101.0-751.000-729.0000	\$39,820
--------------------------	------------------------	----------

- L. Resolution to approve the agreement with Goddard Coatings Company for the Crestview Park Pickleball project in the amount of \$63,750 and charge the purchase to the Land Improvement Account # 408.1-751.000-979.0000. Further, to appropriate and amend the Park System Construction Fund budget as follows:

Park System Construction Fund

<u>Revenues</u>		
Draw from Fund Balance	408.1-000.000-400.0000	\$63,750
<u>Expenditures</u>		
Land Improvements	408.1-751.000-979.0000	\$63,750

- M. Resolution approving the service agreement with Next in the amount of \$122,944 for services described in Attachment A of the agreement for fiscal year 2022-2023, account number 101.0-656.000-811.0000, and further direct the Mayor and City Clerk to sign the agreement on behalf of the City.
- N. Resolution to award the 2021-2022 Public Services contract totaling \$36,912.00 for Yard Services, Senior Outreach Services, and Minor Home Repair to NEXT under the Community Development Block Grant Program; and further, to authorize the Mayor to sign the contract on behalf of the City.
- O. Resolution to set the Public Hearing of Necessity for the road surface cape-seal treatment for all properties within the project on Taunton between Woodward and Lincoln, Torry between Emmons and Sheffield, Bradford between Sheffield and Eton, Croft between Bradford and 14 Mile Road, Penistone between Torry and 14 Mile Road, Banbury between Torry and Sheffield, Humphrey between Torry and Eton, and Melton between Taunton to Eton on Monday, September 12, 2022 at 7:30 P.M.; and

If necessity is determined on September 12, 2022, to meet on Monday, September 19, 2022 at 7:30 P.M., for the purpose of conducting the Public Hearing to Confirm the Assessment Roll for the road surface cape-seal treatment for all properties within the project area on Taunton between Woodward and Lincoln, Torry between Emmons and Sheffield, Bradford between Sheffield and Eton, Croft between Bradford and 14 Mile Road, Penistone between Torry and 14 Mile Road, Banbury between Torry and Sheffield, Humphrey between Torry and Eton, and Melton between Taunton to Eton.

- P. Resolution to set a public hearing date of September 19, 2022 to consider the Special Land Use Permit, Final Site Plan and Design Review application for 460 N. Old Woodward – Wilders.
- Q. Resolution to release one grave in section B, row 12-A, for a family seeking one additional space adjacent to their currently owned plot in order to keep their family members together in Greenwood Cemetery.

## **VI. UNFINISHED BUSINESS**

## **VII. NEW BUSINESS**

### **08-209-22 Public Hearing – Westwood, Raynale & Oak Street Project, Hearing of Necessity for Cape Seal Special Assessment District**

The Mayor opened the public hearing at 7:47 p.m.

ACE Zielinski presented the item.

#### Public Comment

Brock Rooney, resident of Westwood, said he believed that the charges for resurfacing Westwood should be discounted. He opined the street had service life left and so the City should compensate the Westwood



## **CITY MANAGER'S REPORT**

July 2022

### **Baldwin Public Library**

#### **Library Board Update**

The Library Board met on July 18 for a regular meeting. The Library Board voted to approve employee raises and an updated pay and benefits schedule for FY2022-23. All staff will be receiving a 5% increase for the year. The Library does not offer separate COLA and merit-based increases. Baldwin will be updating its logo this year. At the meeting, the Library Board discussed the design direction for the new logo. The new Library logo will complement the new City logo.

#### **Building Committee**

The Building Committee met with Merritt Cieslak Design on July 14 to complete a 50% design development drawing review. The Library Board and City will be issuing an RFP for a Construction Manager for the Phase 3 project. The RFP will be presented to the City Commission at the August 15 meeting.

#### **Access Services Department**

We have combined two departments, Technical Services and Circulation Services, into one department called Access Services. This change will help to cross-train employees and will better utilize employee time throughout the year. Kristen Tait has been promoted to Head of Access Services. Brandon Bolek-Toubeaux has been promoted to Assistant Department Head. And Cameron Crawford has been promoted to Page Supervisor.

#### **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 Thursday, August 11 at 10:00 a.m.

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

#### **Executive Director Recruitment Process**

We received a total of 33 applications for the position, 15 of which met the qualifications requested. We are currently in the process of booking interviews with the top five candidates for the first week of August. As the BSD directed, the chairpersons of each of the BSD committees have been invited to attend the interviews. Interviews will be conducted by a panel of BSD members, Human Resources staff, and the City Manager's Office. Assistant City Manager Jana Ecker will continue to serve as Interim Executive Director of the Birmingham Shopping District until a permanent Executive Director is hired. During

summer vacation season, Assistant to the City Manager Melissa Fairbairn will act as Interim Executive Director if Ms. Ecker is out of the office.

### **Day on the Town**

The annual Day on the Town event will be held this year on July 30, 2022, from 9:00 a.m. – 6 p.m. Join us for the biggest retail event of the year and browse unique and discounted high-end merchandise in stores and on the streets and sidewalks throughout downtown Birmingham.

### **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.

On August 7, 2022, the Birmingham Farmers Market will officially celebrate their 20<sup>th</sup> anniversary starting with a ceremony at 10:00 a.m. with guest speakers and activities all day, in addition to the wonderful offerings of our local market vendors. The Farmers Market will host special activities for the kids, and food trucks will be on hand all day, along with live musical entertainment and a petting zoo.

## **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 June, we processed 538 online permit applications, totaling 2,409 applications so far in 2022.

### **Project Updates**

- Restoration Hardware received their permit for the installation of the building foundations and construction has already begun.
- The building permit for the new All Seasons 2 building located at 219 Elm Street has been issued.
- A building permit application and construction plans have been submitted for the foundations at 770 S. Adams for the new Adams/Haynes multi-story mixed use development.

### **Project Submissions**

The Building Department is seeing a steady increase in project submissions this calendar year. Impervious surface permits such as driveways, patios, walkways and other flatwork are up 60%, residential building permits have seen an increase of 5%, and commercial building permits are up 50%. Overall, building permits have seen a rise of 14% and trade permits 37% over this time last year.

## **City Clerk's Office**

### **2022 August State Primary**

#### **Voter registration options**

There's still time to register to vote in Birmingham in the August 2 primary election. Voters must register in person at the city clerk's office and be:

- A Michigan and Birmingham resident for at least 30 days before the election
- A U.S. citizen
- At least 18 years old on election day
- Not currently serving a jail or prison sentence

Please bring a non-expired government ID – a driver’s license, Michigan ID card, a passport or an official student ID. If your ID doesn’t include your current Birmingham address, please also bring an official document that lists your name and Birmingham address – a paystub, utility bill, bank statement, a lease or a government document. Learn more about these requirements [here](#).

After August 2, residents can again register to vote online at [mi.gov/vote](https://mi.gov/vote) or [www.expressSOS.com](https://www.expressSOS.com), by mail or at any Secretary of State Branch Office until the end of the day on October 24 (15 days before the November 8 general election). Voter registration applications are available online at [bhamgov.org/voting](https://bhamgov.org/voting) or in the clerk’s office.

#### Clerk’s office open Saturday, July 30

The City Clerk's Office is open Monday - Friday, 8:00 a.m. - 5:00 p.m., and the Saturday immediately preceding the August election (Saturday, July 30, 2022) 8:00 a.m. - 4:00 p.m. to register voters and issue absent voter ballots.

#### August 2022 absentee voting schedule:

Absentee ballots can be requested online at [mi.gov/vote](https://mi.gov/vote), or with a signed application returned to the clerk’s office via email to [elections@bhamgov.org](mailto:elections@bhamgov.org), in person, via a City Hall drop box, or by mail. Key dates include:

- July 29 at 5 p.m. - Deadline for voter requests to obtain absentee ballots by first-class mail. Ballot applications received after 5 p.m. must be picked up by the voter at the clerk’s office.
- August 1 at 4 p.m. - Last day to pick up an absentee ballot in person.
- August 2 at 8 p.m. – All absentee ballots must be received by the clerk’s office, regardless of postmarked date.

#### Sample ballots

A sample ballot can be viewed at [www.mi.gov/vote](https://www.mi.gov/vote). Voters must confine their votes to a single political party in this primary election; “ticket-splitting” or choosing candidates from both parties will result in a rejected primary ballot. Birmingham races on the August 2022 primary ballot include:

##### State of Michigan:

- Governor
- State Senator, District 8
- Representative in Congress, District 11
- Representative in State Legislature, Districts 5, 19, and 56

##### Oakland County:

- County Commissioner, Districts 1 and 19

##### City of Birmingham:

- Precinct Delegates to County Conventions of the Democratic and Republican Parties

#### Absentee Voter Data & Processes

August State Primary - Absentee Ballot Stats			
	Total AV Ballots Sent	Total AV Ballots Returned	% Returned



August 7, 2018 - Final	2063	1935	93.8%
August 4, 2020 - Final	7147	5383	75.32%
August 2, 2022 - *As of 7/15/22	4394	1002	22.8%

The 2018 passage of proposal 18-3 allowing no-reason absent voting combined with the 2020 pandemic fueled a significant increase in absentee voting activity. The chart above documents the growth, which corresponds to an increased burden on the clerk's office. Because of this we remind voters to be proactive about their absentee ballot:

- Make sure to carefully and correctly fill out your absentee ballot application and include contact information
- Take your time to read all the instructions and understand your ballot
- If you make a mistake, contact the clerk's office. We can spoil that ballot and issue a new ballot.
- Track your absentee ballot on [mi.gov/vote](https://mi.gov/vote) to see:
  - Date your application was received
  - Date your ballot was sent
  - Date your ballot was received
- Turn your ballot in at your earliest convenience. From start to finish, it takes time to process an absentee ballot. Every ballot returned:
  - Is sorted by precinct and ballot number
  - Is checked:
    - We ensure the envelope is sealed and that the envelope/ballot does not appear to have been damaged in transit
      - If a ballot returned to us appears to be damaged or not properly sealed in the envelope, we contact the voter to correct the issue as soon as possible.
    - We verify signatures
      - If a voter forgets to sign or the signature does not match, we take the time to contact the voter to correct the error as soon as possible.
  - Is marked as received and filed
    - Ballots are filed and secured. On Election Day the envelopes are opened and the ballots are counted by the Absentee Ballot Counting Board.

## Board and Commission Appointments

The following City of Birmingham boards and committees have vacant positions or members with terms expiring soon. Applications are due before noon the Wednesday prior to the commission interview/appointment date:

Board	Openings	Application Due by Noon	Interview/ Appointment at City Commission meeting 7:30 pm
Greenwood Cemetery Advisory Board	2 Regular Members	7/20/2022	7/25/2022
Advisory Parking Committee	3 Regular Members	8/24/2022	8/29/2022
Design Review Board	2 Regular, 2 Alternate Members	9/14/2022	9/19/2022
Historic District Commission	2 Regular, 2 Alternate Members	9/14/2022	9/19/2022
Birmingham Area Cable Board	1 Alternate Member	Until Filled	
Board of Building Trades Appeals	3 Regular Members	Until Filled	
Board of Zoning Appeals	1 Alternate Member	Until Filled	
Brownfield Redevelopment Authority	2 Regular Members	Until Filled	
Public Arts Board	1 Alternate Member	Until Filled	
Storm Water Utility Appeals Board	1 Regular, 2 Alternate Members	Until Filled	
Triangle District Corridor Improvement Authority	2 Regular Members	Until Filled	
Hearing Officer	1 Regular Member	Until Filled	

## Cemetery

At the July 1, 2022 meeting of the Greenwood Cemetery Advisory Board, the board discussed items to be included into the 2021-2022 Annual Report.

Next Meeting: September 2, 2022

## City Manager's Office

### Communications

#### Around Town e-Newsletter

The communications team is working on the August edition of the Around Town e-Newsletter, which will include a video introducing our new City Engineer, a video about the fire engine donated by Bill Olsen earlier this year, election news, Parks and Recreation bond project updates, the Birmingham Cruise Event and more. [Follow this link](#) to view the July edition of the Around Town e-Newsletter.

#### Skyway Interactive Virtual Tour

The communications team is working on the Skyway Interactive virtual tour of Birmingham. The Skyway tour will use 360-degree images, drone footage, videos, and graphics to create a fully immersive experience. This interactive virtual tour will be embedded on the City's website and serve as a resource to attract those who are considering relocating to Birmingham, opening a business, visiting the city, or holding a special event in Birmingham. A link to the tour can also be shared via social media and emailed to potential visitors, residents, patrons, businesses, etc.

#### Engage Birmingham



#### Design Selected for Party Room Mural at the Ice Arena

The city received entries from many talented artists for the Ice Arena Party Room Mural Contest. The votes are in and the winning design (shown below) was submitted by 15-year-old Maddie Gold. Maddie is a member of the Figure Skating Club of Birmingham and has been skating at the Birmingham Ice Arena since she was three years old. Congratulations, Maddie!



#### AROUND TOWN

MONTHLY E-NEWSLETTER • JULY 2022



#### Stay Connected

##### INFORMATION ABOUT YOUR NEIGHBORHOOD

Join the Citywide Email List at [www.bhamgov.org/citywideemail](http://www.bhamgov.org/citywideemail).

##### CUSTOM UPDATES FOR YOUR TOPICS OF INTEREST

Select topics of interest at [bhamgov.org/enews](http://bhamgov.org/enews).

##### EMERGENCY ALERTS & CRIMEDAR

For Nixle emergency alerts directly from Birmingham Police and Fire, register at [www.nixle.com](http://www.nixle.com) or text "48009" to "888777". View and track crime at [Crimedat.com](http://Crimedat.com).

##### SOCIAL MEDIA

Follow us for the latest City news and events.



Please forward this e-newsletter to your family and friends!

#### IN THIS ISSUE

##### LATEST NEWS

##### FIREWORKS SAFETY

##### DAY ON THE TOWN

##### EVENTS & ACTIVITIES



## Human Resources

The Human Resources department has scheduled interviews for the BSD Director vacancy for the first week of August. Interviews for the Plumbing Inspector position did not yield a qualified candidate, so the external recruitment has been renewed. Destinee Watson has been hired as a part-time Dispatcher in the Police Department, and Valerie Pitts has been hired as a Clerical Assistant in the Treasury Department. Senior Clerk/Cashier interviews are anticipated to take place next week. On July 1st, longtime City IT Manager, Eric Brunk, was converted from a contractor to a direct employee of the City of Birmingham, returning the IT Department to an in-house department. A recent recruitment for Streets/Sewer/Water Operator returned no qualified candidates, and an external posting has been reopened. A vacancy has also opened back up for Streets/Sewer/Water Assistant Foreman, and recruitment efforts have begun to backfill a replacement.

### Staff & Vacancy Update

Department	FT & PT Staff Count	Current Vacancies/Hiring	Department Vacancies Filled Since 2020	Notes
Birmingham Shopping District	5	BSD Director	7	Director interviews first week of August
Clerk's Office	5	-	6	
Building	17	Plumbing Inspector	1	Hiring transitional Plumbing Inspector.
Engineering	8	-	7	M. Coatta started 7/11
Finance / Treasury	14	Sr. Clerk Cashier	6	M. Webb promoted to Accounting Administrator on 6/27 V. Pitts hired 6/20/22
Fire	35	-	10	
Information Technology	4	-	3	Eric Brunk converted to direct employee 7/1/22
Maintenance	2	-	1	
Manager's Office / Communications / HR	6	-	6	
Museum	3	-	2	D. Casaceli & J. Koch promoted to elevated roles
Parking System	9		2	Hiring plan in FY 22-23
Planning	7	-	4	
Police	71		13	D. Watson hired on 6/20
Public Services	56	SSW Operator SSW Assistant Foreman	8	P&F Operator hires pending
Golf Seasonal	N/A	Golf Seasonal Labor	48	Hiring ongoing

### Commission Items for Future Discussion

Meeting	Topic	Commissioner	Staff Follow Up	Dates Addressed	Status (resolved/ongoing)
6/13/22	479 South Old Woodward (Doraid) PAD	Boutros			Motion failed

6/13/22	Sustainability Board	Schafer (had handout)	Nick Dupuis	On 6/27/22 agenda - direction for staff to draft requirements to establish board, coming back at next available meeting	In progress
5/23/22	Commission Meeting Start Time	Baller	Mary Kucharek	On agenda for 6/27/22 - Mary to draft generic ordinance language and discuss in July. On agenda for 7/11/22 - Commission decided not to proceed	No changes for now
5/9/22	-PAD ordinance/cleanup	Baller, no vote			No vote
5/9/22	-Policy for granting public space ODD/Valet	Baller, no vote			No vote
5/9/22	-Pickleball	Baller, no voter	Lauren Wood	Agenda item 5/23/22	Installed on 6-3-22
4/25/22	Improvements in Information Provision and Methodology	M: Haig, S: Baller			
3/28/22	City Manager Selection Process	M: Host S: Boutros	Managers Office & HR	4/25/22 - direct to formal agenda item 5/9/22 - New Business Item 5/23/22 CM report	Process approved and timetable established.
4/11/22	BBCC - Mental Health Workshop - More time to talk	M: Baller S: Haig	Marianne Gamboa	4/25/22 - clarify commissioners intent 5/9/22 - added time on the agenda to discuss  Tom directed staff to add mental health info in city publications	Resolved
1/24/22	Social Districts	M: Schafer S: Boutros	Nick Dupuis/Jana Ecker	2/14/22 - make formal item 3/9/22 - Workshop	No formal action taken by the Commission

				3/14/22 - Informally brought up by host 6/20/22 Commission Plan Board Discussed	
1/10/22	Food Trucks	M: Host S: Schafer	Nick Dupuis/Jana Ecker	1/24/22 - CC req. more info 3/9/22 - Workshop 3/14/22 - Informally brought up by host 6/20/22 Commission Plan Board Discussed 6/27/22 - City Manager Directed to encourage food trucks at all city sponsored events, BSD events, and request the BSD to organize a rotation of food truck events	6/27/22 In progress/ being monitored
1/10/22	Leaf Blowers	M: Baller S: Host	Nick Dupuis	1/24/22 - make formal item	In progress
1/10/22	Commissioner Conduct	No vote	Mary Kucharek	2/14/22 - Workshop 2/28/22 Directed CM to prepare Code of Conduct for future agenda 7/11/22 - Initial presentation to commission by CA	Will be revised and presented again at an upcoming CC meeting

#### 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 - Resolved

1/10/22	Unimproved Streets	Discussed during the Long Range Planning meeting.
2/28/22	Solidarity with Ukraine	City Manager arranged for exterior lighting at City Hall.

#### Baldwin House Update

The City Manager's Office has received numerous complaints recently from Baldwin House residents and their family members regarding senior residents being charged and overcharged for parking in the City's Chester Street parking structure. In 1990, the City and Baldwin House entered into an agreement that provided 69 parking spaces free of charge in the Chester structure for the exclusive use of Baldwin House tenants and their guests. Complaints were made that Baldwin House was not only charging residents directly for the use of these City provided parking spaces, but were charging residents almost double (\$90) the rate that members of the public pay (\$50) for monthly parking permits. In addition, complaints were also made indicating that Baldwin House was allowing employees and contract workers to use the parking spaces for free, which is not what the agreement provided for.

Accordingly, Assistant City Manager Ecker and I met with Tina Marzolf from Baldwin House and Jim Nichols, attorney for Baldwin House on July 14, 2022 to discuss the terms of the agreement dated March 26, 1990 in which the City agreed to provide 69 parking spaces free of charge for the exclusive use of Baldwin House tenants and their guests.

The Parking Agreement executed by Baldwin House and the City in 1990 has a 30 year term from the date a Certificate of Occupancy was issued in 1994 (term ends in 2024). The agreement only ends prior to the 30 year term if:

- i) Baldwin House ceases to be a "qualified low income housing project" as defined in section 42(g) of the Internal Revenue Code of 1988 or otherwise does not qualify under the existing state or federal low-income housing program; or
- ii) A certain number of units designated for the elderly within Baldwin House are not occupied or available for occupancy by persons over 55 years of age or older.

The Parking Agreement clearly states that "Commencing with the date that a certificate of occupancy is issued for the occupancy of the housing project known as Baldwin House, the City shall **provide without charge sixty-nine (69) parking spaces in the Chester Street Parking Structure for the exclusive use of Baldwin House tenants and their guests.**"

Further, the Parking Agreement states that the "City wishes to memorialize their agreement relative to the use of parking spaces in the Chester Street Parking Structure by residents of Baldwin House, as well as the **terms under which subsequent owners of the property may continue such use**".

During the meeting on July 14, 2022, Ms. Marzolf and Mr. Nichols confirmed the following:

- Baldwin House is charging some senior residents \$90 per month for the City provided parking spaces in the City's Chester Street parking structure (members of the public purchasing monthly parking permits for Chester from the City are only charged \$50);
- Both low income qualified residents and market rate residents are apparently being charged the same \$90 monthly parking fee for the City spaces;
- Baldwin House has been charging residents for years for these City parking spots;
- Baldwin House did not notify the City that they were charging their residents for the free parking provided by the City;
- Baldwin House did not turn over any of the money for the City parking spaces to the City;
- While charging senior residents for the City provided parking spaces in Chester, Baldwin House provides free parking to both their employees and independent health care providers in the parking spaces set aside by the City for the exclusive use of Baldwin House residents in the Chester parking structure.

At this same meeting, the City stated clearly that our position is that the 69 parking spaces included in the 1990 Parking Agreement were to be provided **free of charge**, for the **exclusive use of Baldwin House tenants and their guests only**, for the duration of the contract term. Mr. Nichols committed to stop charging monthly parking fees to the four low income qualified residents currently paying for the City parking spaces, but did not commit to cease charging all senior residents for the City parking, nor to stop providing free parking in the Chester structure to Baldwin House employees or independent health care providers. Ms. Marzolf and Mr. Nichols argued that they were charging the tenants the parking fee as a way to distribute the free spaces.

Accordingly, the City Attorney has been asked to review the terms of the 1990 Parking Agreement and determine if further legal action is required due to breach of contract by the Baldwin House. In addition, if the City Attorney determines a breach of contract has occurred, the City can seek a court order to force the Baldwin House to reimburse all parking fees charged to all Baldwin House residents from 1990 to date. The City Attorney has been asked to secure historic, numeric and legal answers as to this issue

and I have directed the City Attorney to pursue the necessary legal action to secure compliance with the intent, terms, and conditions of the various agreements related to Baldwin House.

## **Department of Public Services**

### **Adams Park Development Project**

This project is entering its sixth week of excellent progress on the development of Adams Park. This is a 1.46 acre neighborhood park along Adams Road. The project kicked off on June 13, 2022 with some major earth moving! In fact, grading has been taking place over the course of the project to date and will greatly improve the runoff issue. Concrete work is complete, including the central seating area. Hefty boulders are placed around the play area. Track and field items are shaping up, and the basketball court surface is in place too. A beautiful stately disease resistant Elm tree has been installed in the central seating area. For more information, and construction progress photos, visit <https://engage.bhamgov.org/adams-park>.

### **EV-Mobility and Economic Stimulus Program**

We are looking to enter an EV-Mobility and Economic Stimulus Program with AAW Infrastructure Partners in fairly short order. At no cost to the City, this program aims to fund electric vehicles for City use, EV charging stations, and LED lighting. Participants in this program currently include cities of Dearborn, Ferndale, Royal Oak, Westland and Inkster, as well as Henry Ford Health Systems, Henry Ford College, Ford and many other small to midsize businesses. More details to follow at a future City Commission meeting.

## **Fire Department**

### **Weather Stations**

The City recently installed a second weather station on the roof of Birmingham Fire Station 2. The KestrelMet weather station monitors wind, temperature, and rain fall. This device has its own cellular capabilities and updates its app every 15 minutes with all data collected. The weather station will send an alert to the Fire Chief if rainfall reaches potential flooding levels or if wind speeds are significant. Residents can access both Fire Station weather stations on the free Ambient Weather app at <https://apps.apple.com/us/app/ambient-weather/id1426025887>.



### **COVID-19 Grant Funds**

To date, the City has received over \$4 million dollars in COVID-19 related grant funds. In the past two months, the City has received over \$500,000 in FEMA Public Assistance (PA) reimbursement grants for COVID-19 employee expenses and \$1,123,858 from American Rescue Plan Act (ARPA) funds. Additionally, there is \$350,000 in FEMA PA reimbursement grants pending. [Attached is a breakdown](#) of each grant and its status.

### **Babysitter First Aid and Home Safety Class**

On June 29, Police Officer Gina Moody and Firefighter/Paramedic Jessica Rak held a first aid and home



safety class for babysitters. Nine children attended the class in ages ranging from 11 to 15 years old. The objective was to prepare the students for possible emergencies that could occur while babysitting, or while home alone. Firefighter/Paramedic Rak covered first aid which included treating wounds, creating a first aid kit, performing CPR, using an AED and choking emergencies. The students were educated about fire emergencies and the importance of working fire alarms. They were informed about having an escape plan if smoke or smell of smoke is present. Officer Moody covered stranger danger and online dangers from using social media.

All of the students seemed to respond positively to the training material presented. The Police and Fire Department plan on hosting more classes in the future. I would like to thank Officer Moody and Firefighter/Paramedic Rak for starting this new program!

## **Planning Department**

### **Master Plan 2040**

The 2040 Plan consultant team is diligently working on the third and final draft of the 2040 Plan. The third and final draft is expected in the fall. All of the documents related to the 2040 Plan remain available on [www.thebirminghamplan.com](http://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 a mixture of site plan reviews and study session items. This year, the Planning Board has already tackled 23 development reviews, which included three Community Impact Studies for buildings over 20,000 sq. ft. in size. In addition, the Planning Division has performed over 75 administrative reviews. A tentative Planning Board schedule is provided below:

1. 35106 Woodward – Whole Dental Wellness – Final Site Plan (FSP) & Design Review (DR) (7/27/22)
2. D4 Parking Waiver Ordinance Request (7/27/22)
3. 320 Martin St. – Birmingham Post Office – FSP & DR (7/27/22)
4. Food Trucks Study (8/10/22)
5. Outdoor Dining Study (8/10/22)
6. Window Standards Study (Public Hearing (PH) 8/10/22)
7. Side Yard A/C Units Study (PH 8/10/22)

The following items have recently been through Planning Board review, and are either in the City Commission review process, or are upcoming:

1. Watkins/Brown – REZONING (SET PH 7/25/22)
2. Watkins/Brown – LOT DIVISION (SET PH 7/25/22)
3. 220 Merrill – 220 Restaurant – Special Land Use Permit (SLUP) Review (7/25/22)
4. 1160 Grant St. – SLUP, FSP & DR (PH 7/25/22)
5. 36877 Woodward – Gasow – SLUP, FSP & DR (PH 7/25/22)
6. Barrier Free Ramps – (PH 7/25/22)
7. 770 S. Adams – LOT COMBO (PH 8/15/22)
8. 460 N. Old Woodward – Wilders – SLUP, FSP & DR (SET PH 8/15/22)

## **Historic Preservation**

The Historic District Commission is embarking on the highly anticipated Historic Design Guidelines project with the selected consultant, Kraemer Design Group (KDG). So far, a project kickoff meeting has been completed, and the team was given a tour of Birmingham's Central Business, Shain Park, and Bates St. Historic Districts. To begin the project, KDG will perform some public engagement. The first engagement opportunity is planned during the Day on the Town event on July 30, 2022. Meanwhile, 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**

The Public Arts Board recently reviewed a new sculpture donation titled "Khyber" by Tom Fitzgerald. The sculpture refers to the Khyber Pass, a historic Silk Road pass connecting central and southern Asia on the border of Pakistan and Afghanistan. The Public Arts Board recommended to accept the donation and have the sculpture located along Fairway Trail near the intersection of Fairway Drive. The proposed sculpture location will be reviewed by the Parks and Recreation Board in August before the final review goes to City Commission.

## **Multi-Modal Transportation Board**

The Multi-Modal Transportation Board (MMTB) will be reviewing potential road designs for Brown Street between Old Woodward and Woodward as eastbound Brown Street has been approved to be reduced from two lanes down to one lane. The Multi-Modal Transportation Board has also begun making updates to the Multi-Modal Transportation Plan. The Plan is nearly 10 years old now and a number of items have been implemented. New trends in multi-modal transportation planning have also emerged in the past decade which the MMTB would like to incorporate into the plan.

## **Other Planning Projects**

Aside from the busy slate of projects at our boards/commissions/committees, the Planning Division is also working steadily on several other projects including the following:

- Sustainability – The Planning Division has been doing work in this field for several years now, which includes research, training, and finding opportunities to improve the sustainability conditions in Birmingham. Most recently, the Planning Division has been tasked with the development and implementation of a sustainability board to oversee all of the different strategies that the City is currently engaged in, and will continue to be engaged in. The Planning Division hopes to be ready to present a proposal by late August or early September.
- Leaf Blowers – The Planning Division is also diligently working on reviewing and proposing changes to the noise ordinance (or other ordinances) in regards to leaf blowers, as directed by the City Commission and City Manager. The Planning Division is planning to bring research and any changes in late August.
- Bus Shelters – An ongoing project, high quality bus shelters have been a priority of Birmingham's for some time. There are several new shelters that are waiting to be installed, and a few new locations along S. Old Woodward that will be going in this fall. Staff has been working with SMART and Enseicom (bus shelter provider) to get these shelters in place and operating.

## **Police Department**

### **Welcome, Destinee Watson**

The police department would like to welcome our new part time dispatcher, Ms. Destinee Watson, to

the staff. Ms. Watson recently graduated from Wayne State University with a Bachelors Degree in Criminal Justice.

#### **Lt. Kearney "Acting Commander"**

Lt. Ryan Kearney will assume the position of "Acting Commander" while Commander Scott Grewe is out of state at the FBI National Academy. Lt. Kearney will assist Chief Clemence in handling all of the responsibilities previously handled by Commander Grewe.

#### **Commander Chris Koch Named CoRe Program Co-Coordinator**

Commander Chris Koch of the Investigative Division was named the "Co-Coordinator" of the CoRe Program, our mental health co-responder program with Auburn Hills, Bloomfield Township and Rochester.

#### **Potential CoRe Program Wayne State Analysis**

The CoRe program has caught the attention of a number of different communities and academic professionals. The Wayne State University School of Social Work expressed interest in the program and has offered to conduct a data analysis of our program under a state grant they received to analyze the effectiveness/impact of social work/mental health programs. We are working with Wayne State University and the Oakland County Health Network (OCHN) to address legalities and the type of data to be analyzed.

### **Parking Systems Update**

#### **Equipment:**

The City submitted an RFP to replace the existing parking equipment at all five garages. The scope of the RFP includes replacing all of the entry/exit kiosks (switching from credit card only to guests pulling a ticket and paying with a credit card on exit), replacing all gate arms, new back-end operating system, and new monthly parking software that will allow the City to manage monthly parking more efficiently and provide a new online platform for parkers to manage their own account. Six bids were received in response to the RFP deadline on June 30th. The bids are being reviewed and a recommendation and decision will be presented to the Commission for approval. The goal will be to replace the existing equipment before the end of the calendar year.

#### **Construction:**

Current repairs are nearing completion on the Peabody Parking Structure's lower level columns. Most of the shoring has been removed except in one area from which work should be completed in 2-3 weeks. Masonry work around the column is also near completion.

Construction on the North Old Woodward Parking Structure continues with underside concrete repairs. The traffic coating on the roof of the garage should be complete by the end of the month. Levels 4 and 5 will be reopened once this is complete.

Park Street Parking Structure repairs are almost complete. Painting of the newly replaced/repaired drains is all that needs to be completed. The brick wall at the entrance of Park St. was struck by a vehicle causing damage to the brick. This repair should be completed by the end of the month.

#### **Special Events:**

Day on the Town - parking will be free to all patrons at all five garages and meters to help support this event on 7/30/22.

**Occupancy:**

JUNE	
Chester Garage (880)	32.67%
Old Woodward (745)	50.88%
Park Garage (811)	47.75%
Peabody Garage (437)	82.32%
Pierce Garage (706)	74.92%

**Future Agenda Items**

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

**Future Workshop Items**

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



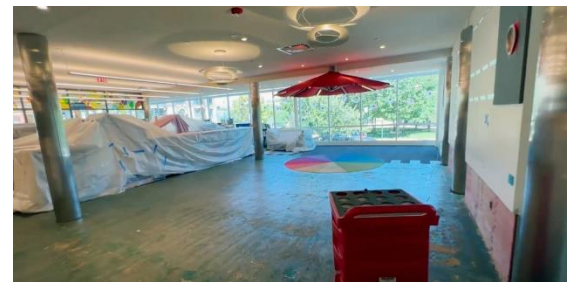
## CITY MANAGER'S REPORT

August 2022

### **Baldwin Public Library**

#### **Water Damage**

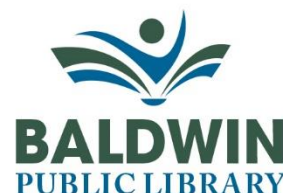
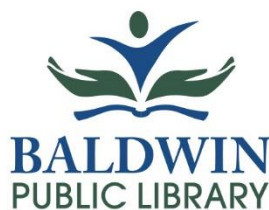
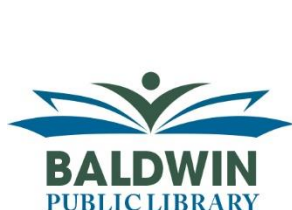
3,500 square feet of the Library's youth room and staff offices were damaged by water the evening of August 4. The water damage was caused by a combination of issues related to the heavy, 25-year rain that poured that evening and a faulty sink drain. Due to extensive damage, we will need to carpet and replace drywall in the Youth Room over the next several weeks. Fortunately no books or materials were damaged. The Library was closed from August 5 through 11 and reopened on August 12 for curbside pickup only. The Library reopened to the public on August 22. We will not be able to reopen the youth room until the carpet is replaced. The carpet is on backorder with the manufacturer, but as soon as it is in stock, it will take about 7 business days to complete the installation process. Librarians have set up a temporary youth room in the Legacy Room and we will be relying on interlibrary loan for materials because the shelving is inaccessible.



#### **Library Board**

The Library Board met on August 15 for a regular meeting. The Board voted unanimously to issue RFPs for a new janitorial services contract and to forward an RFP to the City Commission for Construction Management Services for the Front Entrance and Circulation Area Expansion and Renovation.

The Library Board reviewed seven proposed logo designs and narrowed the designs down to their top three favorites (shown below). Over the next month, Library staff will collect feedback from patrons and staff on the favored design. The logos were designed to pair well with the new City logo and use the same Birmingham green and fonts as are used in the City logo.



### **Quarterly Fall Newsletter**

The library's quarterly fall newsletter will be reaching homes this week. Take a look to read more about upcoming programs and events at the library this fall.

### **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, September 20 at 4:00 p.m.

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

### **Staffing Updates**

Congratulations to Claire Galli on her recent appointment as Athletic Director at a local school. Claire previously coached at Oakland University, and was a college athlete herself. During her time with the BSD, Claire has been a pleasure to work with and has provided assistance on a broad range of projects including special events, promotions, wayfinding and downtown gateways, the business anniversary program, and completed a complex analysis of the mix of tenants within the BSD. While we are sad to see Claire leave the BSD, we wish her the best of luck in her new job!

The first round of interviews for Executive Director have been completed, and two finalists have emerged. Both finalists will complete the second round of interviews with the selection committee on August 31, 2022. On September 1, 2022, the BSD board will consider the recommendations of the selection committee and may make an offer to their preferred candidate.

### **Cruise Event**

This year's Cruise Event was held on Saturday, August 20, 2022, on the east side of Woodward due to the construction on S. Old Woodward. A big thank you to all City and BSD staff that participated, and to the many citizen volunteers that help make this event possible. Special thanks to our Police and Fire Departments for ensuring a safe and smooth event for everyone. Next year's Cruise Event will return to its usual location on S. Old Woodward.

### **New BSD Logo**

Over the past several months, the Marketing & Advertising Committee has been discussing new colors for use on BSD print materials, and considering new BSD logo options. Committee members wished to incorporate the City's new logo, and thus on August 15, 2022, the City's Wayfinding and Branding Committee reviewed the options presented and approved the use of a modified City logo by the BSD.

On August 18, 2022, the Marketing and Advertising Committee met and passed a motion to recommend approval of the following:



On September 1, 2022, the BSD board will consider approval of the recommended logo options and colors.

## **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 July, we processed 439 online permit applications, totaling 2,848 applications so far in 2022.

### **Thank you and farewell, Mike Labriola**

The Building Department is sad to announce the retirement of our plumbing and mechanical inspector, Mike Labriola, at the end of this month. He has worked for the City since August of 1999 and over the past 23 years he has completed more than 68,269 inspections and performed nearly as many project plan reviews. His encyclopedic knowledge, kindness, work ethic, integrity, and character are the foundation of his professional reputation. It is his character, smile, and infectious laugh that all of his friends and family here at the City will miss.

Please join us in celebrating him this month and let him know how much we appreciate his hard work and dedication! Our department will have a scrapbook that we encourage everyone to stop by and sign.

Mike Labriola is a man of many accomplishments and notable achievements, a few of which are listed below.

- Licensed Act 407 Code Official since 1999
- Licensed Master Plumber since 1981
- International Code Council Certified Plumbing Inspector
- Tri-County Plumbing Inspection Association Member and Past Director (2015)



- Mechanical Inspector Association of Michigan Member
- Metropolitan Mechanical Inspector Association Member
- American Association of Sanitary Engineering, Michigan Chapter, Honorary Person of the Year (2017)



### **City Clerk's Office**

The Clerk's Office would like to thank all of the Election Inspectors and City Staff that helped with conducting a successful August 2nd State Primary Election. We appreciate all of the voters who participated safely. Turnout for this election was 35.33%, which was above the 30.04% average for Oakland County. Unofficial results are available at [oakgov.com/elections](https://oakgov.com/elections) under the August election tab. Official results will be available after the completion of the canvass of the Oakland County Board of Canvassers.

### **Recognition of Staff**

Birmingham resident and Marian High School Graduate Isabella Mikhail assisted the Clerk's Office as intern starting in June 2022 and was a valuable asset leading up to and including the August 2022 State Primary Election. During her time here, she steadily assumed increased responsibility for complex duties in our busy clerk's office. She made hundreds of telephone calls to voters to resolve questions about absentee ballot requests, impressing us all with her problem solving and communication skills. While we are sad to see her leave, we wish her continued success as a University of Michigan freshman studying public policy.

### **2022 November General Election**

#### **Voter Registration**

Residents can register to vote online at [mi.gov/vote](https://mi.gov/vote) or [www.expressSOS.com](https://www.expressSOS.com), by mail or at any Secretary of State Branch Office until the end of the day on October 24 (15 days before the November 8 General Election). Voter registration applications are available online at [bhamgov.org/voting](https://bhamgov.org/voting) or in the clerk's office.

#### **Absentee Voting**

Voters who previously submitted an absentee ballot application for voting for the November election will receive an absentee ballot after September 24th. If something has changed since you submitted your absentee ballot application, please let the City Clerk's office know so we can be sure to send your ballot to the correct place.



Registered voters who have not applied for an absentee ballot can still request one for November. You can do this online at [mi.gov/vote](https://mi.gov/vote), or with a signed application returned to the City Clerk's office in person, by post mail, in the City Hall dropbox or to [elections@bhamgov.org](mailto:elections@bhamgov.org). After 5:00 pm on November 4th, you can only obtain an absentee ballot in-person at the Clerk's Office.

Did you know you can pick up your absentee ballot at the Clerk's office? You can come to the City Clerk's office during business hours after September 24th to apply and receive your absentee ballot in person. The process does not take long and there is even a voting booth that you may use to fill out your absentee ballot and then put it in the drop box. You must bring a photo ID or Driver's License, and you cannot pick up any absentee ballots other than your own.

### 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](https://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](https://mi.gov/vote). If you have not registered for an absentee ballot and you are not on the permanent absentee list, make sure to register soon. The deadline to register for an absentee ballot is 5pm the Friday before the election.

### Sample Ballots

Clerks across Oakland County have observed a trend of voters surrendering or spoiling their absentee ballot on Election Day to vote in person. Voters intending to vote in person should not request an official absentee ballot from the clerk's office. Voters wishing to view a sample ballot before Election day can do so in a number of ways:

- [Mi.gov/vote](https://mi.gov/vote) allows voters to look up and view a sample ballot and track the status of your absentee ballot if one was requested.
- The clerk's office will have sample ballots available for viewing in late September. Call 248-530-1880, email [elections@bhamgov.org](mailto:elections@bhamgov.org), or stop by our office and we will be happy to help you!
- Voters can use the district numbers on their voter ID card along with the official candidate and proposal lists on [oakgov.com/elections](https://oakgov.com/elections) to determine what will be on their ballot

## **Cemetery Board**

At the July 1, 2022 meeting of the Greenwood Cemetery Advisory Board, the board discussed items to be included into the 2021-2022 Annual Report. The board had a summer break in August. Their next meeting will be September 2, 2022 8:30 am at City Hall.

## **Board and Commission Appointments**

The following City of Birmingham boards and commissions have vacant positions or members with terms expiring soon. Applications are due before noon the Wednesday prior to the commission interview/appointment date:

Board	Openings	Application Due by Noon	Interview/ Appointment at City Commission meeting 7:30 pm
Advisory Parking Committee	3 Regular Members	8/24/2022	8/29/2022
Design Review Board	2 Regular, 2 Alternate Members	9/14/2022	9/19/2022
Historic District Commission	2 Regular, 2 Alternate Members	9/14/2022	9/19/2022
Museum Board	1 Regular Member	9/14/2022	9/19/2022
Birmingham Area Cable Board	1 Alternate Member	Until Filled	
Board of Building Trades Appeals	3 Regular Members	Until Filled	
Board of Zoning Appeals	1 Alternate Member	Until Filled	
Brownfield Redevelopment Authority	2 Regular Members	Until Filled	
Public Arts Board	1 Alternate Member	Until Filled	
Storm Water Utility Appeals Board	1 Regular, 2 Alternate Members	Until Filled	
Triangle District Corridor Improvement Authority	2 Regular Members	Until Filled	
Hearing Officer	1 Regular Member	Until Filled	

## **City Manager's Office**

### **Communications**

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

The communications team is working on the September edition of the Around Town e-Newsletter, which will include a video about Parking Systems Manager Aaron Ford, fall golf events, election news, the final draft of the Citywide Master Plan for 2040 and more. [Follow this link](#) to view the August edition of the Around Town e-Newsletter.



## Engage Birmingham

### Share Your Feedback about Birmingham's Strategic Plan

The Birmingham community is encouraged to share feedback online and attend a series of workshops as part of the city's strategic planning process. Following a comprehensive evaluation of the city and community, the resulting plan, expected to be complete this fall, will include strategic goals to direct the city's efforts and resources toward a clearly defined vision for its future. View upcoming workshop dates and submit feedback online at <https://engage.bhamgov.org/strategic-plan>.



### 2023 City Calendar Photo Contest

Photographers of all ages and skill levels are invited to submit a photo (or a photo collage) for the cover of the 2023 City of Birmingham calendar. Submissions will be accepted through Friday, September 30, 2022, at which time the community will be invited to vote for their favorite image. Submit images at <https://engage.bhamgov.org/2023-calendar-cover-contest>.

## Human Resources

The Human Resources department has completed the first round of interviews for the BSD Director position, and is now down to two finalists. A second round will be conducted at the end of the month, with a selected candidate anticipated for the first day of September. Plumbing Inspector and part-time Dispatcher remain open for applications, and a recruitment has been opened to backfill a vacancy created by the departure of our Deputy Treasurer. Savannah Simancek has been selected to fill the role of Senior Clerk Cashier in our Treasury Office, with an anticipated start date of August 29th. A recent interview for Streets/Sewer/Water Assistant Foreman yielded one potential new hire, but our second Assistant Foreman in this role has also just resigned. An external posting remains open. Parks & Forestry Operator has completed recent interviews, and is in multiple stages of the hiring process for qualified candidates. Isabella Mikhail has completed a successful internship with the Clerks' Office, and has left to pursue her college education at the University of Michigan. Special thanks to Commissioner Boutros for his recommendation of Isabella.

## Staff & Vacancy Update

Department	FT & PT Staff Count	Current Vacancies/Hiring	Department Vacancies Filled Since 2020	Notes
Birmingham Shopping District	5	BSD Director	7	Second round 8/31 Selection expected 9/1
Clerk's Office	5	-	6	
Building	17	Plumbing Inspector	1	Hiring Plumbing Inspector.
Engineering	8	-	7	
Finance / Treasury	14	Sr. Clerk Cashier	6	S. Simancek starts 8/29 Deputy Treasurer interviews upcoming
Fire	35	-	10	
Information Technology	4	-	3	
Maintenance	2	-	1	
Manager's Office / Communications / HR	6	-	6	
Museum	3	-	2	
Parking System	9	-	2	Hiring plan in FY 22-23
Planning	7	-	4	
Police	71		13	Recruitment for PT Dispatcher ongoing
Public Services	56	SSW Operator SSW Assistant Foreman	10	SSW Assistant Foreman and P&F Operator hires pending
Golf Seasonal	N/A	Golf Seasonal Labor	48	Hiring ongoing

## Commission Items for Future Discussion

Meeting	Topic	Commissioner	Staff Follow Up	Dates Addressed	Status (resolved/ongoing)
<b>In Progress</b>					
8/15/22	Birmingham Country Club	M: Host S: Haig	Fairbairn, Dupuis, Clerk's Office	8/29 - CC Discussion Possibly plan to write a letter, invite bham cc and twp to meeting to collaborate	In progress
8/15/22	Speed Bumps	M: Haig S: Host	Clemence/Brooks	8/29 - Staff report	
6/13/22	Sustainability Board	Schafer	Nick Dupuis	6/27/22 - direction for staff to draft requirements to establish board, coming back at next available meeting	In progress
4/25/22	Improvements in Information Provision and Methodology	M: Haig, S: Baller	TBD	TBD	
3/28/22	City Manager Selection Process	M: Host S: Boutros	Managers Office & HR	4/25/22 - direct to formal agenda item 5/9/22 - New Business Item 5/23/22 CM report	Process approved and timetable established.
1/10/22	Food Trucks	M: Host S: Schafer	Nick Dupuis/Jana Ecker	1/24/22 - CC req. more info 3/9/22 - Workshop 3/14/22 - Informally brought up by host 6/20/22 Commission Plan Board Discussed 6/27/22 - City Manager Directed to encourage food trucks at all city sponsored events, BSD events, and direct the BSD to organize a rotation of food truck events	6/27/22 In progress/being monitored

1/10/22	Leaf Blowers	M: Baller S: Host	Nick Dupuis	1/24/22 - make formal item	In progress
1/10/22	Commissioner Conduct	No vote	Mary Kucharek	2/14/22 - Workshop 2/28/22 Directed CM to prepare Code of Conduct for future agenda 7/11/22 - Initial presentation to commission by CA	Will be revised and presented again at an upcoming CC meeting
<b>Resolved</b>					
4/11/22	BBCC - Mental Health Workshop - More time to talk	M: Baller S: Haig	Marianne Gamboa	4/25/22 - clarify commissioners intent 5/9/22 - added time on the agenda to discuss  Tom directed staff to add mental health info in city publications	Resolved
5/9/22	-Pickleball	Baller, no voter	Lauren Wood	Agenda item 5/23/22	Installed on 6-3-22
1/24/22	Social Districts	M: Schafer S: Boutros	Nick Dupuis/Jana Ecker	2/14/22 - make formal item 3/9/22 - Workshop 3/14/22 - Informally brought up by host 6/20/22 Commission Plan Board Discussed	No formal action taken by the Commission
5/23/22	Commission Meeting Start Time	Baller	Mary Kucharek	On agenda for 6/27/22 - Mary to draft generic ordinance language and discuss in july On agenda for 7/11/22 - Commission decided not to proceed	No changes for now

#### 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
6/13/22	479 SOW (Doraid) PAD	M: Boutros

### Topics With No Vote - Resolved

1/10/22	Unimproved Streets	Discussed during the Long Range Planning meeting.
2/28/22	Solidarity with Ukraine	City Manager arranged for exterior lighting at City Hall.

### Topics With No Vote - Unresolved

5/9/22	-PAD ordinance/cleanup	Baller, no vote	No vote
5/9/22	-Policy for granting public space ODD/Valet	Baller, no vote	No vote

### Next Survey Results

Next released an infographic (shown below) with the summarized results from their recent community survey. The goal of the survey was to help Next understand how they can better serve their current members, and to gain a better understanding of how to reach residents who may not be familiar with Next and what it has to offer. Learn more about the opportunities and challenges Next faces by downloading the [entire survey and results here](#).



## 2022 Next Community Survey Summary

Number of respondents: 549  
439 current members  
110 non-members

#### Points of Pride:

- The quality and variety of the programs offered, particularly the speakers, presentations and entertainment - received a 95% favorable rating!
- Next has a relaxed, warm and friendly atmosphere, a good place to gather and meet new friends.
- The staff is caring and capable.
- Next does well with the resources available.



#### Needs Improvement:

- A vast majority of current members and many non-members responded that the Midvale building is very outdated, too small for today's needs, and offers little room for growth, especially when compared to other communities.
- There is a need to increase awareness of the supportive services Next offers to all residents, regardless of membership status.



Next - 2121 Midvale, Birmingham MI 48009 (248)203-5270 | [www.BirminghamNext.org](http://www.BirminghamNext.org)

### Department of Public Services

#### Ice Curling – Birmingham Ice Sports Arena (BIA)

During the Long Range Planning Session on January 23, 2021 a public comment under the Ice Arena Financial Forecast segment suggested looking at offering curling to increase revenue at the ice arena in the studio rink. At this time, the Ice Arena project had not started and upgrading the Studio Arena with the new refrigeration system to offer year-round ice was an alternate to the base bid. Ultimately, due to the significant cost for this item, over \$380,000, it was not include as part of the bid award.

The renovated Ice Arena opened on November 1, 2021 upon completion of the construction project. We are still operating in our first year since the facility upgrade. When the curling idea was suggested, we anticipated reviewing this as part of the planning efforts to explore future revenue opportunities at the Birmingham Ice Arena after we had some experience the first year as a baseline operating with the new Ice Arena.

When the ice is in the Studio Arena, the City offers its Learn to Skate program during those nine months. In addition, after reviewing the specifics needed for curling we note the following.

- The Studio Rink is 80' x 50'. Curling dimensions are 146' - 150' x 14' to 16'.
- Curling requires the use of ice space
- This portion of the refrigeration system was not updated to the sub-floor heating system as was done in the main arena.
- Ice is used in the studio rink during the season and removed in the summer, as required for the flooring system.
- We offer our Learn to Skate Classes during this period in the Studio rink. In addition, while the ice is in the studio rink there are private lessons and birthday parties that rent the ice.
- There is no down time, in essence, during the peak season September - May.
- We remove the ice in May and put it back in mid-late August.

Based on the current rentals, activities and events at the BIA, curling is not viable. We continue to actively evaluate the existing operations and explore other revenue generating opportunities. The three-month period the ice is out of the Studio and the concrete floor is available, we offer rentals for this space that are often coordinated with the new party room rental.

### **Adams Park Development Project**

This project is substantially complete as we approach the end of the month. Many park features are now complete including the playground, the gathering area pavilion, the basketball court and track and field items, rain garden, and trees and landscaping. Some park elements including site furnishings had longer lead times but are expected to ship out in early September.

As final items are wrapping up, one of the last tasks is the sod installation, which was scheduled for last week (August 24-weather permitting). Upon installation, it is extremely important that the sod be managed properly with a regular irrigation regimen and it be protected from any foot traffic. During this time the lawn bonds to the soil, and it's standard practice to keep foot traffic off of a newly installed lawn for, at minimum, two (2) weeks after installation. Ideally, three (3) to four (4) weeks before walking on, or mowing.

The following is a recommendation from our landscape architect:

In order to ensure the health of the lawn, in both the near- and long-term, Michael J Dul & Associates recommends the following measures be taken:

WEEK 1 & 2: Keep protective fencing and green screen around park perimeter for minimum of two weeks after date of sod installation. Park to remain closed to public during this period (at least through September 7th).

WEEK 3: City / landscape architect / park contractor / landscape contractor to assess lawn two weeks after date of sod installation. Safe date to open the park to foot traffic will be determined.

WEEK 4: City / landscape architect / park contractor / landscape contractor to assess lawn four weeks after date of installation. Safe date to begin lawn maintenance will be determined. Once allowed, park

maintenance team to hand mow at the highest blade-height and follow best practices for mowing a newly established lawn.

We will communicate appropriately with Roeper School, the surrounding neighborhood groups and general public about the park opening date. We appreciate everyone's patience! Please visit <https://engage.bhamgov.org/adams-park> for park progress photos and updates!

## **Engineering**

### **2022 Sidewalk Repair Program**

The City will be starting the 2022 Sidewalk Repair Program in September. This year's program is focused on Residential Area 5 of the City's Sidewalk Repair Program and Downtown 1B. Area 5 extends in general from Southfield Road to Cranbrook Road, and Maple Road to 14 Mile Road. Area 1B of the downtown generally extends from Old Woodward to Woodward, and from Maple Road to Ravine. This program also includes Oak Avenue Sidewalk at Greenwood Cemetery, Ann Street Sidewalk, and miscellaneous repairs throughout the City.

### **2022 Sidewalk Trip Elimination Services**

The contractor for the 2022 Sidewalk Trip Eliminations Service will start work in September. They will be focusing on Residential Area, 6 which is located between Quarton Road and Maple Road, and the west City's limits to Quarton Lake and the main branch of the Rouge River.

### **Water Service Verification Program**

As part of the Lead and Copper Rule (amended to the Michigan Safe Water Drinking Act), the City has randomly selected 364 water service lines to be physically verified. The contractor is anticipated to start in the beginning of September and complete the program by the end October. In locations where the water services will be verified, flags have been installed to indicate where exiting utilities are located. Please do not touch or remove these flags as they help the contractor.

## **Fire Department**

The Fire Department is conducting its annual vehicle extrication training this month. Each year, through the generosity of Ford Motor Company, the department receives three new Ford test vehicles to examine and perform extrication training. For three weeks, the training vehicles are on site at Station 1. Each shift will train using various extrication tools and techniques. For the last training day, the vehicles are flipped onto each other, simulating various accident scenarios. The crews will then perform an exercise simulating having one or two victims trapped in the wreck who are in need of Advanced Life Support care and extrication. This realistic, hands-on training is vital to the preparedness of the Fire Department personnel.

## **Planning Department**

### **Master Plan 2040**

The City of Birmingham is expecting the third and final draft of the Birmingham Plan 2040 in August of 2022. The schedule of review will consist of reviews at the Planning Board, the required 63-day public noticing period, and review by the City Commission. Depending on the exact date of delivery of Draft #3, the remaining schedule of review should closely resemble the following:

Date	Meeting Type	Action Needed
September 14, 2022	Planning Board	<ul style="list-style-type: none"><li>Present final draft.</li></ul>



		<ul style="list-style-type: none"> <li>Board recommends to the City Commission that the Plan be distributed for public comment (minimum of a 63-day period).</li> </ul>
October 3, 2022	City Commission	<ul style="list-style-type: none"> <li>Vote to authorize the 63-day distribution period for the final, draft Master Plan.</li> </ul>
<i>Required 63-Day Public Notice Period</i>		
December 14, 2022	Planning Board	<ul style="list-style-type: none"> <li>Review final draft and present / discuss comments received during the distribution period.</li> <li>Set public hearing date.</li> </ul>
January 11, 2023	Planning Board	<ul style="list-style-type: none"> <li>Present the final Plan and hold a public hearing. Further discuss comments received during the distribution period as needed.</li> <li>Adopt by resolution; recommend to the City Commission for adoption.</li> </ul>
February 2023 (Exact Date TBD)	City Commission	<ul style="list-style-type: none"> <li>Present the final Plan and hold a public hearing.</li> <li>If prepared to do so, the City Commission may adopt the Plan by resolution.</li> </ul>

All of the documents related to the 2040 Plan remain available on [www.thebirminghamplan.com](http://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 submit comments directly to the Planning Division to be placed in the next available agenda of the Planning Board.

## Planning Board

The Planning Board has reviewed 27 development applications this year so far, with no signs of slowing down. This averages out to be six applications per meeting, which is more than a full slate each and every month. In addition to these development reviews, the Planning Board started the year rounding out the review of the Birmingham 2040 Plan Draft #2, and has mixed in several study session items to fill out their schedule. A tentative Planning Board schedule is provided below:

1. 35106 Woodward – Whole Dental Wellness – FINAL SITE PLAN & DESIGN REVIEW (8/24/22)
2. D4 Parking Waiver Ordinance Request (8/24/22)
3. 183 N. Old Woodward – Paris Baguette – DESIGN REVIEW (8/24/22)
4. 295 Elm St. – Forest Townhouses – PRELIMINARY SITE PLAN (8/24/22)
5. Outdoor Dining Study (9/14/22)
6. 2040 Master Plan – Draft #3 Review (9/14/22)

The following items have recently been through Planning Board review, and are either in the City Commission review process, or are upcoming:

1. Watkins/Brown – REZONING (Public Hearing 8/29/22)

2. Watkins/Brown – LOT DIVISION (Public Hearing 8/29/22)
3. 460 N. Old Woodward – Wilders – SPECIAL LAND USE PERMIT (Public Hearing 9/19/22)
4. Window Standards Study (Set Public Hearing 9/19/22)
5. Side Yard A/C Units Study (Set Public Hearing 9/19/22)

## **Historic Preservation**

The Historic District Commission (HDC) has been busy with design review applications for non-designated properties located within the Central Business Historic District, as well as renovations proposed on several designated historic resources. The HDC continues to pursue appropriate renovations within the context of the Secretary of the Interior Standards for Rehabilitation, and has been very thorough in their reviews. The upcoming Historic Design Guidelines project aims to build another level of clarity and expectations within these reviews. The consultant team and City Staff gained some feedback at the Day on the Town event, and plan to follow up with a detailed survey on the Engage Birmingham platform. Keep an eye out for the survey on <https://engage.bhamgov.org/>.

## **Public Art**

The Public Arts Board has received an application for two new sculpture donations by famed artists John Henry and USA Today's 2022 Woman of the Year Jane Dedecker. The Board is currently in the process of determining locations for each sculpture. The Board has also discussed selecting locations for potential public murals, particularly in the Rail District.

## **Multi-Modal Transportation Board**

The Multi-Modal Transportation Board is reviewing necessary updates to the Multi-Modal Transportation Plan to reflect current conditions and trends. Traffic and speed studies for various parts of town have been continuously reviewed, and the Board will begin considering permanent recommendations for S. Eton this upcoming fall.

## **Police Department**

### **Police Department/City Hall Assessment**

The Police Department/City Hall safety and security upgrade/expansion project kicked into full gear with the Telluris Team (the architectural firm chosen by the City to conduct the Police Department/City Hall assessment). The following was completed:

- a. A site visit to the Police Department/City Hall on Thursday, August 4, 2022 with their outside specialty consultants (plumbing/electrical/fire/structural/HVAC). City staff related to these areas guided the group throughout the building.
- b. On August 10, 2022, Police Chief Clemence arranged for and accompanied the Telluris Team on a tour of the City of Royal Oak's new police station. The three and one half hour tour covered all aspects of the design features and construction of the facility.
- c. On August 11 and August 12, 2022, the Telluris Team interviewed staff from the Police Department and staff from City Hall to gain further insights into each individual department's building needs and concerns.
- d. On August 22 2022, the Telluris Team returned to the building for a day, tying up loose ends with staff members and conducting measurements throughout the building.

### **CoRe Program**

The police department's CoRe Team program has been replicated by the Oakland County Sheriff's Office (one mental health co-responder) and the City of Troy (one mental health co-responder). Both departments attended our monthly CoRe program meeting and will be welcome additions to improving law enforcement's response to individuals suffering from a mental health crisis.

Wayne State University School of Social Work's Center for Behavioral Health and Justice has agreed to conduct data analysis of the CoRe program - "Retrospective Outcomes of Crisis Response Services." The City Attorney is working with Wayne State University officials to iron out some minor legal issues before the project begins.

## **Parking Systems Update**

### **Equipment**

City staff have been meeting with companies that bid on the RFP and have been reviewing demonstrations of the various types of parking equipment available. Once demonstrations are complete, a recommendation will be made to the Advisory Parking Committee on 9/14/22 and then to the Commissioners for their final approval. The goal will be to replace the existing equipment before the end of the calendar year.

### **Construction**

The emergency shoring and column repair work at the Peabody Parking Structure has been completed.

Construction on the North Old Woodward Parking Structure continues with underside concrete repairs. The traffic coating on the roof of the garage should be complete by the end of the month. Levels 4 and 5 will be reopened once this is complete.

Ongoing work at Park St. being performed by Pullman has been completed. The brick wall at the entrance of Park St. was struck by a vehicle causing damage to the brick. The repair of this wall is being presented to the City Manager as an emergency repair due to the possibility of falling over and its proximity to the vehicle entrance and sidewalk.

### **Occupancy**

JULY	
Chester Garage (880)	33.62%
Old Woodward (745)	49.80%
Park Garage (811)	54.66%
Peabody Garage (437)	82.66%
Pierce Garage (706)	67.60%

### **Future Agenda Items**

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

### **Future Workshop Items**

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