

GREENWOOD CEMETERY ADVISORY BOARD AGENDA
FRIDAY, NOVEMBER 4, 2022
MUNICIPAL BUILDING, 151 MARTIN, ROOM 205
8:30 A.M.

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

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

I. CALL TO ORDER

Chairperson, Linda Buchanan

II. ROLL CALL

City Clerk, Alexandria Bingham

III. APPROVAL OF THE MINUTES

A. Approval of meeting minutes of September 2, 2022

IV. UNFINISHED BUSINESS

V. NEW BUSINESS

- A. Finalize Rules and Regulations & Update on Policy for Markers for Persons of Historical Significance
- B. Discussion on Goal Prioritization and Topics for Future Meetings
- C. Future Business for December
 - a. Begin discussions on drafting an RFP for Cemetery Services
 - b. Other Items for Consideration

VI. REPORTS

- A. Update from Museum Director Leslie Pielack
- B. Update from Clerk's Office
- C. Financial Reports
- D. Cemetery Sales & Activity
- E. City Managers Reports
 - a. September 2022
 - b. October 2022

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

VIII. BOARD COMMENTS

IX. ADJOURN

Next Meeting: December 2, 2022

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

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

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

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

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

Greenwood Cemetery Advisory Board Minutes
September 2, 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
Pam DeWeese
Linda Peterson
Laura Schreiner
George Stern
Margaret Suter
Joseph Vercellone

Absent: None

Administration: City Clerk Bingham, IT Manager Brunk, Museum Director Pielack, Deputy Clerk Woods

III. 2022-2023 Organization

A. Selection of Chair and Vice-Chair

MOTION: by Suter, seconded by Schreiner:
To nominate Linda Buchanan to serve as Chair.

VOTE: Yeas, 7
Nays, 0

MOTION: by Suter, seconded by DeWeese:
To nominate Linda Peterson to serve as Vice-Chair.

VOTE: Yeas, 7
Nays, 0

IV. Approval Of The Minutes

A. Review of the Minutes of July 1, 2022

MOTION: by Stern, seconded by Buchanan:
To approve the minutes of July 1, 2022 as submitted.

VOTE: Yeas, 5

Nays, 0
Abstain: DeWeese, Vercellone

V. Unfinished Business

VI. New Business

A. Find A Grave - Guest Speaker Jacquie Patt

Chair Buchanan introduced Ms. Patt.

Ms. Patt spoke about her experiences with Find A Grave (FG) and answered informational questions for the Board.

Chair Buchanan described her recent experience using FG.

In reply to Board comments, MD Pielack explained:

- The Birmingham Museum (the Museum) would be in a good position to manage FG's Greenwood records and would be taking that on as a public service;
- The goal would be to maintain accuracy and best practices for use of historic resources;
- The Museum would be able to educate people via its website, and other City-affiliated websites as appropriate, about how they can access further information or submit updates or corrections to their loved ones' FG pages;
- Maintaining the accuracy of the records of the historic graves at Greenwood is important;
- Given Ms. Patt's intensive research, her transferring her work on FG to the Museum would be a boon to anyone trying to learn more about someone buried in Greenwood;
- FG could help the Board answer some questions about grave conditions, which is one of the Board's stated goals, without having to conduct an additional survey;
- The Museum would work with the families of more recent decedents if those families have concerns about having their information on FG;
- The intent would be for the Museum to take on management of Ms. Patt's research on FG. There was no intention presently to further expand the Museum's interaction to other grave documentation databases; and,
- At present, it was an open question whether the Museum would engage in creating new pages on FG in the future.

CC Bingham:

- Thanked Ms. Patt for her informative presentation on FG;
- Noted for the Board that management decisions regarding Greenwood's FG pages would not fall under the Board's purview;
- Explained that FG is a collaborative effort of many people that the City and the Museum has no direct control over, but will be informing the public about as a possible resource; and,
- Explained that FG would benefit people trying to research those buried in Greenwood by providing them a way of accessing basic information at any time, instead of only through phone calls to the Clerk's Office or Ms. Arcome.

There was Board consensus that the Museum would need to offer a disclaimer that FG is a third-party, crowd-sourced tool, and not owned, managed, or vetted for accuracy by the City itself.

The Board also thanked Ms. Patt for all of her work.

B. 2021-2022 Annual Report

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

Mr. Stern asked CC Bingham to convey his compliments to the Finance Department's Staff for the quality of the report.

MOTION: by Buchanan, seconded by Suter:
To move acceptance of the 2021-2022 Annual Report as amended.

VOTE: Yeas, 7
Nays, 0

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**

CC Bingham informed the Board that a tree in Greenwood would have to be removed due to recent storm damage and resulting safety concerns.

- C. Financial Reports**
- D. Cemetery Sales & Activity**
- E. City Manager's Report**

CC Bingham noted that a sidewalk would be added in front of Greenwood.

In reply to Board inquiry, CC Bingham confirmed that all attempts would be made to preserve and replant trees during the sidewalk addition.

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

IX Board Comments

X. Adjourn

Chair Buchanan adjourned the meeting at 10:33 a.m.

Alexandria Bingham, City Clerk

A handwritten signature in black ink, appearing to read 'Laura Eichenhorn', with a stylized, flowing script.

Laura Eichenhorn, City Transcriptionist

DRAFT



MEMORANDUM

City Clerk's Office

DATE: Wednesday, November 2, 2022

TO: Greenwood Cemetery Advisory Board

FROM: Alexandria Bingham, City Clerk

SUBJECT: Finalize Rules and Regulations & Update on Policy for Markers for Persons of Historical Significance

INTRODUCTION:

Two important documents regarding the Greenwood Cemetery are at the final draft phase. The Greenwood Cemetery Advisory Board is asked to review the final draft of the Rules and Regulations and Policy for Markers for Persons of Historical Significance.

SUMMARY:

Rules and Regulations

At the May 6, 2022 GCAB meeting, the Board voted to adopt the draft of Greenwood Cemetery Operational Procedures, Conditions and Regulations. Subsequently, the City's cemetery contractor Cheri Arcome noted some additions that needed to be addressed. These were brought to the Cemetery Board on July 1, 2022, however the meeting ended prematurely due to loss of required quorum. The changes have been reviewed and approved by the City Attorney. The Board is asked to approve this final draft of the Greenwood Cemetery Operational Procedures, Conditions and Regulations, contingent on manager's office review and approval.

Policy for Markers for Persons of Historical Significance

At the May 6, 2022 GCAB meeting, the Board requested to table the item upon review from the City Manager's Office. The City Manager's office has confirmed no concerns. Additionally, the City Attorney and Museum Director have reviewed and have no concerns to this process. The Board is requested to make a formal action to approve the Policy for Persons of Historical Significance.

ATTACHMENTS:

- Greenwood Rules and Regulations Final Draft with summary
- Policy for Markers for Persons of Historical Significance with Application

SUGGESTED ACTION:

Resolution to approve the submitted final draft of the Greenwood Cemetery Operational Procedures, Conditions and Regulations, contingent on manager's office review and approval.

Resolution to approve the Policy and Application for Persons of Historical Significance.

Summary of Changes

Overall Language
<ul style="list-style-type: none"> Remove gender based language Corrected grammatical errors Simplified language Edited for cohesiveness
I. Definitions
<ul style="list-style-type: none"> Adding Definition for “City” Adding further defined definitions for Memorial Adding definition for “Minor” Adding definition for “Immediate Member” Adding definition for “Person of Historical Significance”
II. Conduct of Persons
<ul style="list-style-type: none"> Identify person under age of 18 as “minor” Add requirement of written permission in order to discharge a firearm on cemetery grounds.
III. Traffic Regulations
<ul style="list-style-type: none"> Expanding description of “drivers” to include persons and entities in control as owner, driver or operator engaged in autopilot. Identifying that city authorized vehicles may operate off of established driveways for purpose of maintenance or construction Identifying location where drivers may turn around while on cemetery grounds
IV. Maintenance and Perpetual Care
<ul style="list-style-type: none"> Removing reference to city responsibility to apply fertilizer Including language to account for addition of trees.
V. Operational Regulations
<ul style="list-style-type: none"> Language specifying regulations for planting Language that removes city responsibility for damage or loss of plants, decorations, personal items Prohibiting balloons, wind chimes, artificial flowers, solar lights, candles, glass or porcelain objects. Language giving the City right to remove items not in regulation or for safety reasons. Specifying the requirements and responsibilities of special groups wishing to place items at graves.
VI. Monuments, Grave Markers and Foundations
<ul style="list-style-type: none"> Removing language specifying that monument installations be completed by end of day, and instead must be left in a safe and secure manner Adding language identifying process for a marker of historical significance
VII. Funerals Interments and Disinterment
<ul style="list-style-type: none"> Removing language mandating 10 business hours of daylight to prepare a grave, inserting language that interments cannot be done with less than 48 hours of clerks office notice.
VIII. Burial Rights Policy
IX. Lot Sales – Payment Plan Policy
X. Lot Resale Policy
XI. Schedule of Fees and Charges

CITY OF BIRMINGHAM

GREENWOOD CEMETERY OPERATIONAL PROCEDURES,

CONDITIONS, AND REGULATIONS

I. DEFINITIONS

A. The following words and phrases, for the purposes of these operational procedures, conditions, and regulation, have the meanings respectively ascribed to them.

1. "Cemetery" shall mean Greenwood Cemetery.
2. Cemetery land designations are as follows:
 - a) "Section" shall mean a collection of cemetery lots
 - b) "Lot" shall mean a collection of plots
 - c) "Plot" shall mean an individual gravesite. Interchangeable with "gravesite" or "grave space"
3. "City" shall mean any physical part of the City, the City Manager, the City Clerk, the City Department of Public Services, or any other entity otherwise responsible for municipal functions, and/or those employed by the city of Birmingham and or under the direction of the city and or its designated contractors.
4. "Corner Marker" also known as cemetery pin or lot pin, is used to locate cemetery sections, lots, and plots.
5. "Department" shall mean the City of Birmingham Department of Public Services.
6. "Immediate Member" shall mean spouse, children, grandchildren, parents, siblings, nieces, nephews, grandparents, aunts, uncles, and stepchildren. Shall also include domestic partner or those in a civil union.
7. "Memorial" shall include:
 - a) "Marker" shall mean a stone or object denoting the location of a grave which is not installed even with the ground level but does not exceed eighteen (18) inches in height, sixteen (16) inches in width, and twenty-four (24) inches in length.
 - b) "Monument" shall denote an object or memorial stone in excess of (18) inches in height, sixteen (16) inches in width, and twenty-four (24) inches in length.
 - c) "Flush Memorial Marker" shall mean an object denoting the location of a grave installed at lawn level.
8. "Minor" shall mean persons under eighteen years of age.

9. "Permanent outside container" shall be a container that encloses a casket. The following are considered permanent outside containers: concrete boxes, or concrete, copper, or steel burial vaults.

10. "Person of Historical Significance" shall be someone of importance to the history of Birmingham who has been buried in the Cemetery for at least 50 years. Final determination of historical significance shall be made by the Museum Director/City Clerk/City Manager in conjunction with recommendations from the Greenwood Cemetery Advisory Board, the Museum Board, and/or the Friends of the Birmingham Museum, and may include input from other Michigan based community historical groups and/or academic institutions, as well as any known family descendants.

II. CONDUCT OF PERSONS

A. All persons shall be responsible for any and all damage caused to any property in the cemetery. No minor shall enter the cemetery grounds unless accompanied by an adult responsible for the minor's conduct, or unless permission has been granted by the City.

B. All Persons shall:

1. Enter the cemetery through an established gate and only during the hours from 7:00 am to 9:00 pm.
2. Deposit or leave rubbish and debris in city-provided trash receptacles
3. Refrain from picking, mutilating, removing, or destroying any living plants or parts thereof, whether wild or domestic, on the cemetery grounds, except for work by the City.
4. Refrain from breaking, injuring, removing, defacing or otherwise harming any memorial on the cemetery grounds.
5. Comply with applicable leash laws.
6. Refrain from discharging any firearm on the cemetery grounds, except in the conduct of military funerals using only blanks, and with written permission of City or designee and prior notification of the Police Chief.
7. Refrain from the carry, use, or consumption of any intoxicants at any time while on cemetery grounds, or bring into the cemetery grounds, or consume such while in the cemetery.
8. Refrain from hosting or advertising any goods, services, or activities unless the City has provided written permission.
9. Conduct themselves in only a quiet and respectful manner while on the cemetery grounds.

III. TRAFFIC REGULATIONS

A. All vehicular traffic laws of the City of Birmingham shall be strictly observed. Every person or entity in control, including vehicular owners, drivers, and/or as operator who has engaged autopilot, will be jointly and severely liable for any and all damages caused by such vehicle which has entered onto cemetery grounds.

B. No person shall:

1. Operate a vehicle within the cemetery at a speed in excess of ten (10) miles per hour.
2. Operate or park a vehicle on other than established driveways, except for the purpose of City authorized maintenance or construction as permitted.
3. Turn a vehicle around within the cemetery by performing a u-turn.
4. Use a cemetery driveway as a public thoroughfare.

IV. MAINTENANCE AND PERPETUAL CARE

A. The City shall not be responsible for any special care of any particular section, lot, or burial space, or for the maintenance or repair of any monument, marker, or planting placed by the owner. Further, the City shall not contract or agree to give special care to any section, lot, or burial space, except as otherwise noted below.

B. The City shall be responsible for the maintenance and repair of the driveways, buildings, water system, drainage, and fences. The City and/or its designated Contractor shall also cut and maintain the grass areas, remove the leaves, trim, remove, replace or add trees and shrubs, and, in general, maintain the cemetery as a place of natural beauty devoted to the burial of the dead.

C. In order to preserve the integrity of potentially historical markers, the City shall maintain, using best practices and discretion, markers for deaths which have occurred 120 years ago, for which there has been no maintenance from family for a period of 10 years.

V. OPERATIONAL REGULATIONS

The following operational regulations shall apply to all areas within the cemetery:

A. Corners of all sections, lots, and plots will be marked with corner markers set flush with the ground surface, which will be installed and maintained by the City and shall not be disturbed.

B. The erection of any fence, railing, wall, coping, curbing, trellis, or embankment, or the planting of any hedge, on any lot or grave is prohibited.

C. The cutting of paths shall not be permitted.

D. The City shall have the right to remove from any lot any objects, including trees, shrubs, and flower pots that are not in keeping with the regulations of the cemetery.

- E. The City is not responsible for any damage or loss of potted plants, decorations, personal items.
- F. Decorative items are only allowed on owned plots or sections, not on adjacent graves or other locations in the Cemetery.
- G. Only one (1) Vase or planter shall be allowed on lots or plots, providing that the same shall be kept in good repair. If not kept in good repair, the City shall have authority to remove and shall not be liable for any such removal.
- H. Only one (1) pinwheel per plot allowed.
- I. No balloons, wind chimes, artificial flowers, solar lights, candles, glass or porcelain objects allowed on plots.
- J. The City shall have the authority to remove unapproved items from lots or plots and make the unapproved items available to an immediate family member. If the item is not claimed within six months it will be considered abandoned property.
- K. Planters for the planting of flowers will be removed from lots and plots if not filled with foliage by July 1st. The City shall make the removed planter available to an immediate family member. If the item is not claimed within six months it will be considered abandoned property.
- L. No person shall plant, cut down, remove, or trim any tree, shrub, or plant within the cemetery except by permission of the City, or a person authorized to act in their stead in matters pertaining to the cemetery.
- M. The planting of flowers on any plot, or otherwise disturbing the grass, shall release the City from all obligation to reseed without an additional fee.
- N. It is not permitted to plant any plant that may grow over three feet in height or is a non-native or invasive plant. If a plant, approved or otherwise, becomes overgrown the City may trim, cut or remove the plant. The City may ask for reimbursement from the plot owner for cost of removal or maintenance.
- O. The City reserves the right to remove all plants, flowers or other objects wherever situated that are not maintained in accordance with regulations hereof.
- P. The City reserves the right to remove any object that interferes with safety and maintenance.
- Q. If an individual or group wishes to place items at graves they do not own, they must receive written approval from the City and will be responsible for a plan for removal.

VI. MONUMENTS, GRAVE MARKERS AND FOUNDATIONS

A. MONUMENTS

1. Monuments will be permitted only on two adjoining side-by-side graves under one ownership. No more than one monument shall be erected on any plot.

2. Each monument shall be supported on a concrete foundation not smaller than the base of the monument it supports. Such foundation shall be constructed only by the City after payment has been made. Foundations will be installed April to November, weather dependent, as determined by the City. Requests received after November 1st will be held until conditions allow for installation.
3. Designs for monuments must be submitted to the City, when application is made for construction of foundations. A form with the size, material, and design must be submitted to the City or its designated contractor for approval, and all installation fees must be paid in full prior to delivery of the memorial.
4. A request to install a monument or marker on a grave of special historical significance may be made by a non-deed holder, subject to compliance with all applicable requirements for monuments and markers and final approval by the City. Such request shall be made by application, and shall include detail as to the historical significance of the person in question to the City or Cemetery, and obtaining necessary approval of such Application from the City, subject to the criteria in the Application. Any such marker or monument becomes the property of Greenwood Cemetery/City of Birmingham upon installation, and the City is not required to maintain such property, other than as part of the general maintenance of the cemetery.
5. No monument of artificial stone, sandstone, limestone, or soapstone will be permitted.
6. The City is not responsible for damage done to any attachments to a monument.
7. All contractors, vendors and workers engaged in setting monuments shall be under the supervision of the City and they will be held responsible for any damages. No work of setting monuments shall be started that cannot be completed by the end of the day following the start of such work.
8. All contractors/vendors engaged in setting monuments shall have prior approval from the City prior to commencement of work. Such contractor/vendor (and the workers thereof) will be held responsible for any damage resulting from said contractor's/vendor's (or the worker's thereof). Further, all monument installations shall be completed in a timely fashion, and may remain unfinished at the close of the business day provided the materials and area is left in a safe and secure manner.

9. No monuments shall be allowed in areas designated only for ground level memorials.

B. GRAVE MARKERS

1. Markers shall not exceed eighteen (18) inches in height and shall have a minimum horizontal dimension at the base of not less than half of the height. All markers shall be in one piece, and shall be dressed on the bottom at right angles to the vertical axis. These measurements do not apply to government issue markers.

2. Individual markers can be sod set without a concrete foundation.

3. A form with the size, material and design must be submitted to the City for approval and all installation fees must be paid in full prior to delivery of the memorial. Installation will not occur between November 1st and April 15th unless weather permits.

C. FLUSH/LAWN LEVEL MEMORIAL SECTION – AREAS PLOTTED AFTER JANUARY 1, 2015

1. On grave spaces in Sections B, C, D, K, L, and O, all memorials on new plots created after January 1, 2015, must be installed at lawn level. Memorials can be individual markers measuring twelve (12) OR sixteen (16) inches wide, twenty-four (24) inches long and four (4) inches deep. Companion memorials over two (2) graves can measure up to forty-eight (48) inches wide, twelve (12) inches long and four (4) inches deep.

2. The memorials must be made of acceptable bronze or granite material and set at lawn level. Bronze plaques must be installed on granite prior to memorial installation.

3. A form with the size, material, and design must be submitted to the City for approval, and all installation fees must be paid in full prior to delivery of the memorial. Installation will not occur between November 1st and April 15 unless weather permits.

VII. FUNERALS, INTERMENTS AND DISINTERMENTS

A. FUNERALS AND INTERMENTS

1. No lot or burial space shall be used for any purpose other than the interment of human remains and the erection of appropriate memorials.
2. No interment shall be made in Greenwood Cemetery until a proper burial permit has been issued, and until all other legally required permits have been issued by, and filed with, the proper authorities.
3. The City will provide opening and closing of grave, initial and periodic maintenance only, and will not be responsible for handling and lowering vaults or caskets. Tents, lowering devices, and other materials shall be furnished by the funeral director or vault company.
4. No grave shall be dug closer than six (6) inches from the line of any lot.
5. In all full burial interments, the casket shall be enclosed in a permanent outside container. Such outside container shall be installed by the funeral director, vault company, or the City's designated contractor.
6. In all interments of cremated remains, the container shall be installed by the City, its designated contractor, funeral director, or vault company. The size of the container must be submitted with the request for burial.
7. Proposed interments must have at minimum a 48-hour notice from the time of confirmation from the City Clerk or designated contractor, and must include the date, time and location of the interment.
8. All funerals within the cemetery shall be under the supervision of the City. No burials are to be made on Sunday or legal holidays, except by permission of the City. Overtime charges will apply after 2:00 pm Monday through Saturday, and any time on Sundays and Holidays.
9. Interments that involve preparation or follow-up work during other than regular working hours will be done at an additional charge for the overtime portion of the time required. The maximum charge shall not exceed the normal charges plus the weekend/holiday fee. This fee is in addition to the normal interment or disinterment fee charged during regular working hours.
10. Interment of the remains of any persons other than the owner will be permitted only after the written consent of the owner or the owner's authorized agent has been filed with the City Clerk or the City's designated contractor. In case of a minor being the owner, the guardian may give consent upon proof of this authority to act.
11. Only one (1) interment in any one grave space shall be permitted, except in the case of a parent and infant child, or two (2) children dying at about the same time, or in such other unusual cases as it shall seem to the City to be proper under the circumstances. Such interments shall adhere to *Section VIII Burial Rights Policy*.

12. A Maximum of 3 occupants per plot are allowed if the owner of the plot or their heirs purchase the right to such interment. This can be in the form of one (1) casketed burial (full burial) and two (2) cremated remains, OR three (3) total cremated remains. Exceptions are made regarding children two (2) years & under.

13. Should the owner permit the burial of such cremated remains, only one additional memorial shall be permitted on the grave space and such memorial shall not be larger than twelve (12) inches wide, twenty-four (24) inches long and four (4) inches deep and installed at ground level.

B. DISINTERMENTS

1. Disinterment of a burial shall be facilitated by a Michigan licensed funeral director. Said funeral director shall obtain a permit for such removal from the local health officer of Oakland County. Disinterment shall not commence until after issuance of the Oakland County permit is presented to the City or its designated contractor, approval for removal is granted by the City or its designated contractor, and all applicable fees are paid. Such disinterments shall only be scheduled between June 15th and October 15th each year unless approved by the City. The grave space where the disinterment occurred shall be returned to a safe condition.

VIII. BURIAL RIGHTS POLICY

A. Full Plot

1. A full plot accommodates up to three (3) burials. The primary burial can be cremated remains or a full burial. The additional two burials must be cremated remains.

2. Full plots purchased prior to January 1, 2015 must purchase the second and third Burial Rights at time of each burial.

B. Cremation Plot

1. An individual cremation plot measuring three (3) feet by two (2) feet accommodates one (1) burial right for one (1) cremated remains.

2. A companion cremation plot measuring three (3) feet by four (4) feet accommodates two (2) burial right for two (2) cremated remains.

IX. LOT SALES – PAYMENT PLAN POLICY

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

B. Payment agreements require a 20% down payment of the total purchase price, with the remaining balance to be spread into equal monthly payments not to exceed twenty-four (24) months. Such payment agreements shall be interest free. There shall be no prepayment penalty to the Purchaser.

C. Plot(s) being purchased under a payment agreement may not be used for interment until the full purchase price of the plot(s) has been paid. The Purchaser may apply all payments made on the plan to the plot(s) needed for burial. Should this application of funds to the burial plot reduce the balance in the Purchaser's account below 20% of the value of the remaining plots, the Purchaser shall be given a grace period of up to six (6) months to repay the 20% deposit on the remaining plot(s).

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

E. For purchase agreements initiated after January 14, 2019, failure to pay the entire contract on or before the final payment due date and the cure period will result in forfeiture of the unpaid plot(s) and 50% of all monies paid to date. If enough money is on account to completely pay for a plot(s), the Purchaser shall have the option to purchase said plot(s) with those available funds. Fifty percent of the remaining funds on account and any plots not paid in full shall be forfeited.

X. LOT RESALE POLICY

A. All graves sold by the City after October 1, 2014 can only be returned to the City. Such graves can only be transferred from the original purchaser to an immediate member with supporting documentation.

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

XI. SCHEDULE OF FEES AND CHARGES

Fees and other charges are as set forth in the Schedule of Fees, Charges, Bonds and Insurance.

XII. REVISIONS

The obligations of the City as herein set forth may, from time to time, be modified by the Birmingham City Commission.

1. October 18, 1971 Resolution No. 1434-71
2. February 13, 1984 Resolution No. 02-97-84
3. February 23, 2009 Resolution No. 02-52-09

4. December 17, 2012 Resolution No. 12-356-12
5. August 10, 2015 Resolution No. 08-174-15
6. March 27, 2017 Resolution No. 03-82-17 (and confirmed by Greenwood Cemetery Advisory Board on May 5, 2017).
7. January 14, 2019 Resolution No. 01-011-19
8. TBD

DRAFT



APPLICATION AND POLICY FOR HISTORICAL MONUMENT INSTALLATION FOR NON-DEED HOLDERS

City Clerk's Office
151 Martin Street, P.O. Box 3001
Birmingham, MI 48012
248/530-1880 PHONE
248/530-1080 FAX

- I. Steps**
 - II: Policies and Procedures**
 - III: Application**
 - IV: Greenwood Cemetery Rules and Regulations**
-

I. Steps

STEP	REQUIREMENT
Application Submittal	<ul style="list-style-type: none">• Applicant turns in completed forms with all supporting documents to the Clerk's Office.
Staff Review <ul style="list-style-type: none">• Clerk• Museum Director• Cemetery Service Provider	<ul style="list-style-type: none">• Clerk reviews records and ensures that all information is gathered from applicant, communicates with Museum Director and Cemetery Service Provider, and prepares for GCAB• Museum Directors begins research on historical significance and prepares for Museum Board• Cemetery Service Provider advises throughout
Board Review <ul style="list-style-type: none">• Museum Board• Cemetery Board	<ul style="list-style-type: none">• Museum Board makes a recommendation regarding historical significance

	<ul style="list-style-type: none"> • Cemetery Board considers request in respect to the rules and regulations
City Manager Review	<ul style="list-style-type: none"> • City Manager will review the request and identify if the application will need further City Commission review and consideration before approval.
Notice of Approval or Denial	<ul style="list-style-type: none"> • Clerk communicates with applicant granting approval and advises applicant to coordinate with cemetery service provider OR • Clerk advises applicant of the denial or suggested revisions to the application/plan as recommended by staff and advisory boards
Installation	<ul style="list-style-type: none"> • Pursuant to the Greenwood Cemetery Rules and Regulations

II: Policies and Procedures

1. Applications must be complete and submitted to the City Clerk's office to begin the review process.
2. The city staff responsible for cemetery operations will have sole and complete discretion in deciding whether to approve a historical monument installation for non-deed holders with the input of applicable boards.
3. The City of Birmingham or its representative will determine if the proposed marker complies with the current cemetery rules and regulations.
4. The applicant must show their due-diligence in contacting any known descendants, considering all family lines of the deed holder or person being recognized. City Staff will confirm the applicant's research and expand if possible on the research and available information regarding the recognized individual and/or deed holder in attempt to determine if there is any available descendants that could give consent.
5. Installation of monuments cannot occur between November 1 and March 31 unless weather permits. The installation should be coordinated with city staff or its representative.
6. The applicant is responsible for all costs regarding the design, purchase, installation and maintenance of an approved monument.
7. The City Clerk's office should be notified and give approval for any planned celebration regarding the installation or reveal of the installed monument.

8. The applicant and their affiliate must acknowledge and adhere to the Greenwood Cemetery Rules and Regulations at all times.
9. Guidance on historical significance will be provided by the Birmingham Museum Staff and/or Museum Board.

GREENWOOD CEMETERY

OAK AVENUE BETWEEN GREENWOOD AND LAKEVIEW
STREETS BIRMINGHAM, MICHIGAN



APPLICATION FOR HISTORICAL MONUMENT INSTALLATION FOR NON-DEED HOLDERS, PRE-PAYMENT REQUIRED FOR ALL MARKER INSTALLATIONS

Deceased

Name of Deceased: _____
Grave Location: Section _____ Lot _____ Grave # _____

Applicant

Name: _____ Date: _____
Address: _____
City/State/Zip: _____
Phone: _____ Email: _____
Relation to deceased: _____

Detail of historical significance to Birmingham or Greenwood Cemetery: _____

* If more room is needed to explain attach a detailed letter and all supporting documents.

Please note: installation of a marker or monument by a non-deed holder for purposes of historical significance of the deceased is subject to review and approval by the City of Birmingham.

Monument/Marker Information

Monument Company: _____
Address: _____
City/State/Zip _____
Phone: _____ Email: _____

Please provide/attach detail and specifications for marker, including foundation type, style, size, material, and inscription, and attach design or drawings provided by Monument Company: _____

	Marker Size:	Base Size:	Foundation
Length			
Width			
Height			

Office Use Only

Reviewed: Greenwood Cemetery Superintendent: _____ Date: _____

Additional Historical Significance Review

Museum Board Recommendation: _____ Date: _____

Greenwood Cemetery Advisory Board Recommendation: _____ Date: _____

APPROVED:

Clerk, City of Birmingham: _____ Date: _____

and/or City Manager: _____ Date: _____



MEMORANDUM

City Clerk's Office

DATE: Wednesday, November 2, 2022

TO: Greenwood Cemetery Advisory Board

FROM: Alexandria Bingham, City Clerk

SUBJECT: Discussion on Goal Prioritization and Topics for Future Meetings

INTRODUCTION:

At the September 2, 2022 GCAB meeting, the board agreed upon a set of long and short term goals which will provide the framework for future meetings. The board is asked to review this list and recommend items to address at future meetings.

SUMMARY:

The Greenwood Cemetery Board is tasked with providing recommendations as outlined in the City Code of Ordinances:

Chapter 34 - Cemeteries/ Article II Greenwood Cemetery/ Sec. 34-30 Establishment of the Greenwood Cemetery advisory board:

(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.

Through the annual report process, the board discusses future long and short term goals. Looking at the 2023 meeting calendar, the board is asked to further identify an order to which these items are addressed. Meeting Dates for 2023 are provided as an attachment.

Items for discussion will need majority approval and should have appropriate time reserved for discussion and administration research and review.

ATTACHMENTS:

- 2021/2022 Greenwood Annual Report
- 2023 Greenwood Cemetery Advisory Board Meeting Calendar

SUGGESTED ACTION:

- Board discussion regarding goal prioritization
- Board agreement on specified goals and tentative schedule



Greenwood Cemetery Advisory Board 2023 Meeting Dates

January 7, 2023	Begin RFP qualifications for cemetery services contract
February 4, 2023	Finalize RFP for cemetery services contract
March 4, 2023	
April 1, 2023	Review Applicants from RFP cemetery services contract <ul style="list-style-type: none">• Board-recommended contract needs to go to the June 5 commission meeting
May 6, 2023	Preparation of the 2022-2023 Annual Review Document <ul style="list-style-type: none">• Encompasses July 1, 2022 to June 30 2023
June 3, 2023	
July 1, 2023	
August 5, 2023	
September 2, 2023	
October 7, 2023	
November 4, 2023	
December 2, 2023	

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 2022-2023 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	-	-
Total Sold	3	3
Total Available Under Current Authorization	24	2
Total Available (Not Released)	123	0
<p><i>*Graves Obstructed - On 1/29/21 Creative Collaborations noted that graves 1 & 2 in Section C rows 18-A & 19-A are not able to be used due to obstructions.</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 & 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 75.0% and the full burial rate is below the national average at 25.0%.

	Sec B		Sec C		Other		Total by Month	
	Full	Crem	Full	Crem	Full	Crem	Full	Crem
July 2021	0	1	1	0	1	3	2	4
August 2021	1	1	0	0	1	0	2	1
September 2021	0	0	0	1	0	4	0	5
October 2021	0	1	0	0	1	2	1	3
November 2021	0	1	1	3	0	1	1	5
December 2021	0	3	0	0	1	1	1	4
January 2022	0	0	0	0	0	0	0	0
February 2022	0	0	0	0	0	0	0	0
March 2022	0	0	0	0	1	0	1	0
April 2022	0	0	0	0	0	0	0	0
May 2022	1	0	0	0	0	4	1	4
June 2022	0	0	0	0	0	1	0	1
Totals	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 or other sources of income need to be determined 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	<u>(177,192.36)</u>	<u>-</u>	<u>(177,192.36)</u>
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>
<u>INVESTMENTS</u>			
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.

November 2022 Updates

Clerk's Office Update

The clerk's office is in full swing preparing for the November 8, 2022 General Election. Heading into the election, the office continues to process absent voter applications and issues absent voter ballots, while also preparing supplies and trainings to ensure that election day runs smoothly.

The office intern, Brendan, was a huge asset in preparing for the November election. He assisted with everything from organizing supply bags to issuing absentee ballots to confirming signatures. His tenure in the office will end Mid-November and we thank him for all his help during election season!

Clerk Bingham worked with Fire Chief Wells to create an emergency management plan relating to elections. The plan addresses natural and man-made situations which would prohibit operations on election day. The plan serves a framework and guide to address logistical maneuvers, human resources, communication and safety to ensure that election day would proceed regardless of issues which could present.

Clerk Bingham met with the cemetery contractor to improve the process of tracking individual invoice payments. This collaborative solution will make communication regarding invoices and payments seamless and automatic between the Clerk's Office and Creative Collaborations.

Engineering Update

The contractor has relocated the trees and is going to start prepping for pouring the concrete sidewalk. It will likely take 2 weeks to prepare and construct, and another one to two weeks for clean-up and restoration.

Department of Public Services Update

The Department of Public Services has been "tidying up" the landscaping of neglected plots in October. Recently an aging Cedar tree in section C that had some storm damage was removed and debris cleaned up. The majority of leaves have fallen and DPS will begin Fall leaf cleanup.

Financial

** This update will be available at the December 2, 2022 meeting*

Sales

Greenwood Cemetery Sales and Availability				
	Sec B	Sec C	Resident	Non-Resident
July 2022	1	1	1	1
August 2022	-	-	-	-
September 2022	1	2	1	2
October 2022				
November 2022				
December 2022				
January 2023				
February 2023				
March 2023				
April 2023				
May 2023				
June 2023				
Total Sold	2	3	2	3
Total Available Under Current Authorization	23	1		
Total Available (Not Released)	121	0		

** *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
July 2022	2	0	2	0	0	1	4	1
August 2022	0	1	1	0	0	1	1	2
September 2022	1	0	1	1	1	3	3	4
October 2022	0	0	0	2	0	5	0	7
November 2022								
December 2022								
January 2023								
February 2023								
March 2023								
April 2023								
May 2023								
June 2023								
Totals	3	1	4	3	1	10	8	14



CITY MANAGER'S REPORT

September 2022

Baldwin Public Library

Youth Room Reopened

After experiencing water damage on August 4, the extensive restoration process has been completed. The Youth Room reopened to the public on Monday, September 12.

Library Board Update

The Library Board will meet on September 19 for a regular meeting. The Board will be discussing responses to the RFP for janitorial services, reviewing community feedback from the proposed logo designs, and considering design options for the upcoming expansion and renovation of the front entrance and circulation area.

Welcome, Alyssa Gudenburr

Alyssa Gudenburr will be starting as Baldwin's newest full-time youth librarian on September 19. She has worked as a substitute librarian at Baldwin in the past and has recently been working part time at the Canton Public Library.

Outdoor Storytimes

Outdoor storytimes at Barnum Park resumed on September 12. Storytimes are held Monday through Friday and the schedule can be found online at www.baldwinlib.org/youth.

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.

Library to be Closed Friday, September 23, 2022

The Library will be closed on Friday, September 23 for staff training. Library staff will participate in active shooter training with the Birmingham Police Department, learn from a youth psychologist about how to better manage teen behavior, and attend departmental meetings.

The Birmingham Museum

Underground Railroad Commemoration Ceremony

On September 17, the community gathered to commemorate the designation of the grave sites of Elijah Fish and George Taylor to the National Park Service's Underground Railroad Network to Freedom. The event included remarks by descendants of the honorees, and a walking tour to the grave sites at Greenwood Cemetery. We enjoyed honoring these two men and recognizing their lifelong struggles to bring an end to slavery in America, and their contributions to Birmingham's history.

Elijah Fish was an anti-slavery activist who co-founded the Oakland County Anti-Slavery Society with over 50 other nearby pioneer settlers even before Michigan had formed such a group. He brought nationally known lecturers and formerly enslaved abolitionist speakers to the small village of Birmingham, drawing crowds from all over the area in the years leading up to the Civil War to create awareness and promote anti-slavery public policy. Fish, who was also a deacon in Birmingham's First Presbyterian Church, died in 1861 before seeing slavery finally abolished and was buried in Greenwood Cemetery.

During the same period, freedom seekers in slaveholding states were desperate to gain their freedom, even if it meant walking hundreds of miles by night toward the North Star and to the Underground Railroad in Michigan. In 1855, George Taylor, who was held as a slave in Kentucky, fled on foot by night after a public whipping, almost died of hunger and thirst, was hunted by dogs and narrowly escaped capture and re-enslavement. After almost a month's journey, he finally reached Michigan and then made it Canada by the Underground Railroad. Taylor returned to Birmingham after achieving freedom and became a farmer. He later purchased a house in Birmingham, becoming the first African American to own property here, and also helped found Birmingham's United Presbyterian Church. George and his wife Eliza, also formerly enslaved, made their home here until they died in 1901 and 1902. They are buried together in Greenwood, but do not have grave markers. Past public donations will make it possible to install a marker for them this fall.

A Tapestry of Birmingham: Exploring our Diversity

The Birmingham Museum reopened to the public in August following the completion of the window restoration project, which required closure of the museum and temporary relocation of museum staff. Upon reopening, the museum launched its new exhibit at The Allen House, entitled, "A Tapestry of Birmingham: Exploring our Diversity," which looks at the surprisingly diverse racial and cultural history and range of attitudes that have shaped the Birmingham we know today.

Saturday Hours Resume

October 1 marks the return of Saturday hours at the Birmingham Museum. Students, families, and other visitors will be able to stop by between 1 and 4 PM on Saturdays to see updates to the Hunter House and our new exhibit at the Allen House. The 1822 Hunter House has an updated historic paint and interior with recently acquired artifacts and a handy tour app geared toward students and parents. Admission is \$7 for adults; \$5 for students and seniors. Friends (Birmingham Historical Society) Members and children under five are free.

Birmingham Shopping District (BSD)

Staffing Updates

The BSD is pleased to welcome Cristina Sheppard-Decius as the new Executive Director. Ms. Sheppard-Decius was selected for this role by the BSD Board after completing an extensive interviewing process. Ms. Sheppard-Decius has over 20 years of downtown economic development and executive management experience, managing downtown organizations in the cities of Ferndale, Dearborn, Pontiac and Plymouth, and holds a Bachelor of Arts in Public Relations from Western Michigan University. Ms. Sheppard-Decius has been the Chairperson of the Michigan Downtown Association for the past two years and is well

respected both locally and nationally for her work transforming downtowns.

Art Walk

This year the BSD will sponsor the first ever Birmingham Art Walk on Thursday, October 13, 2022. This strolling event will take place during the evening from 5:00 p.m. - 8:00 p.m. Downtown businesses are encouraged to extend their hours that day and the Birmingham Bloomfield Art Center will be providing featured artists to showcase their talents and art pieces at multiple retailers in the heart of downtown. Individual merchants will offer special promotions and light refreshments. Please come downtown and enjoy a night out.

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 a new logo and colors to the BSD Board. On September 1, 2022, the BSD voted unanimously to approve the following logos:



The BSD plans to roll out the new logo and colors this fall in conjunction with the opening of the reconstructed section of South Old Woodward south of Brown.

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 August, we processed 495 online permit applications, totaling 3,343 applications so far in 2022.

Commercial and Residential Construction - Maintaining Consistent Growth

6Ea

- The Building Department issued 33 new house permits between the beginning of May and the end of August.
- The final approval was just granted for the Restoration Hardware complete new building permit. Construction continues on the foundations and basement walls.
- All Seasons II foundation installation began this week and regular informational inspections are being conducted for site compliance.
- The Adams/Haynes mixed use project is currently in plan review and the two existing buildings were approved for demolition on 9/1/22. Construction site barriers and fencing have been installed. 720 South Adams was granted Temporary Use approval through the Planning Department for the storage and staging of construction materials and equipment.

City Clerk's Office

2022 November General Election

Voter registration

Residents can register to vote online at mi.gov/vote or www.expressSOS.com, by mail, at the City Clerk or County Clerk offices, 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). After October 24, residents must register in person at the City Clerk's office if they wish to vote in the November 8 general election.

Absentee Voting

Voters who previously submitted an application to vote absentee in the November election will receive their absentee ballot in late September/early October. If something has changed since you submitted your application, please let the City Clerk's office know so we can mail your ballot to the correct place. Registered voters who have not applied for an absentee ballot for the November election can still request one online at mi.gov/vote, or with a signed application returned to the City Clerk's office in person, by mail, in the City Hall dropbox or to elections@bhamgov.org. Ballots requested after 5:00 pm on November 4 must be picked up in person by the voter with identification at the city clerk's office.

There are many third-party special interest groups that mail absentee ballot applications to voters in addition to the applications sent by the City Clerk's office. Voters may continue to receive multiple applications for an absentee ballot even after successfully submitting an application to the city. If the clerk's office has your application requesting a ballot for the Nov. 8 election on file, you do not need to send another one. Voters can confirm that they will receive a November ballot on mi.gov/vote or by contacting the clerk's office at elections@bhamgov.org, or 248-530-1880. When we receive a second (or third) request from a voter, we compare the new request to the existing one to identify any changes, and follow up with the voter to confirm changes to ensure that the requested ballot is sent to the current address.

Did you know you can pick up your absentee ballot at the City Clerk's office? Once the ballots arrive in late September/early October, you can visit us in City Hall during business hours to apply and receive your absentee ballot in one quick stop. There are also several voting booths if you wish to complete your ballot and place it in our secure ballot box that day. You must bring a current photo ID or driver's license, and you cannot pick up a ballot for anyone other than yourself.

Voting while out of the country

Voters who will be out of the United States for the 2022 election can submit a Federal Post Card Application (FPCA) to receive an overseas 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.

24/7 voter information resource

The Michigan Voter Information Center offers around-the-clock answers to common election-related questions at mi.gov/vote. Check your voter information, request an absentee ballot by mail (no later than 5 pm on Nov. 4), locate your polling location, see a sample ballot and more anytime you want!

Sample ballots

Clerks across Oakland County have observed a trend of voters requesting and receiving an absentee ballot, then surrendering or spoiling that 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 allows voters to view sample ballots and track the status of absentee ballot requests.
- The clerk's office will have sample ballots available for review in late September. Call 248-530-1880, email 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 to determine what will be on their ballot.

Election mail and the voter cancellation process

Have you recently been mailed a voter id card or absentee ballot application for a person who doesn't live at your address? Residents who receive election mail for someone that no longer lives at an address can play an important role in updating the city's voter rolls. The clerk's office asks residents to write "no longer at this address" on the mail and put it back in the mailbox. The postal service will then notify the clerk's office that the mail was returned as undeliverable, and the clerk's office will send a notice of cancellation – either a letter or an orange "voter registration confirmation notice" – and schedule these voters for cancellation, after two federal elections have passed.

Please note that U.S. citizens who live in foreign countries and no longer maintain a U.S. address are allowed to use their last domestic address for voting residency purposes. Therefore, it is possible that a former resident could still legally use your address as a voting residence in Michigan, even though the person currently lives in another country.

If you receive a notice of cancellation for your own voter registration, it is likely because a piece of election mail addressed to you was returned to the clerk's office. You may respond to the notification by mail, online at mi.gov/vote or contact the clerk's office at 248.530.1880 or elections@bhamgov.org. You may:

- update your voter registration with your current address
- request that your voter registration be canceled immediately
- vote or request an absentee ballot in an upcoming election

- do nothing and your registration will be canceled after the second even-year (federal) November election after you get the notice

Federal and state laws require the clerk's office to follow a detailed procedure before canceling voters. Learn more about this [here](#).

Cemetery Board

The Cemetery Board met on Friday, September 2, 2022. They finalized the 2021-2022 Annual Report and discussed cataloging graves in Greenwood Cemetery with www.FindAGrave.com, an open source cataloging site. Community member Jacquie Patt discussed her volunteer efforts with this website, cataloging obituaries and gravestones from the cemetery onto this searchable website.

Next Meeting: October 7, 2022 8:30 am at City Hall

Boards & Commissions

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
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
Board of Zoning Appeals	3 Regular Members	10/19/22	10/24/22
Birmingham Shopping District	3 Regular Members	10/17/22	10/24/22
Hearing Officer	1 Alternate Member	10/19/22	10/24/22
Multi-Modal Transportation Board	2 Alternate Members, 1 Regular Member	10/19/22	10/24/22
Advisory Parking Committee	1 Regular Members	Until Filled	
Birmingham Area Cable Board	1 Alternate Member	Until Filled	

Board of Building Trades Appeals	3 Regular Members	Until Filled	
Board of Review	1 Alternate Member	Until Filled	
Brownfield Redevelopment Authority	1 Regular Member	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	1 Regular Members	Until Filled	

City Manager's Office

Communications

Around Town e-Newsletter

The communications team is working on the October edition of the Around Town e-Newsletter, which will include information about the Fire Department Open House, the upcoming election, curbed street leaf collection, fall golf opportunities, ice skating class registration and more. [Follow this link](#) to view the September edition of the Around Town e-Newsletter.



Engage Birmingham

Share Your Feedback about Birmingham's Strategic Plan

There's still time for the community to share feedback online and attend a Strategic Planning workshop in person on Tuesday, October 11 at 7 p.m. in the Baldwin Public Library's Rotary Room (lower level). The community may watch the workshop on the local cable access channel and by web streaming on the City's Vimeo channel. Virtual participation will not be available. Submit feedback online at <https://engage.bhamgov.org/strategic-plan>.

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.

2023 City Calendar Photo Contest

We have received beautiful images of Birmingham via our Engage Birmingham contest inviting photographers of all ages and skill levels 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. Images may be submitted at <https://engage.bhamgov.org/2023-calendar-cover-contest>.

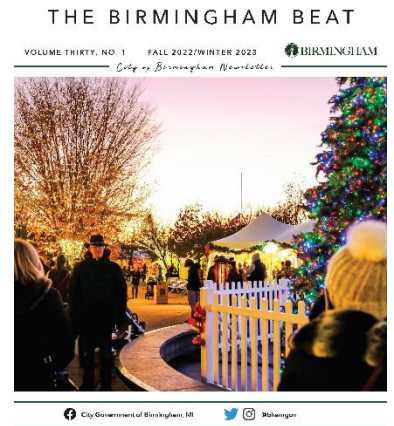


Fall 2022/Winter 2023 Birmingham Beat Newsletter

The Fall 2022/Winter 2023 edition of The Birmingham Beat newsletter is at the printer and will be delivered to residents around October 1, 2022. This edition features information about new parking structure equipment, the Citywide Master Plan for 2040, strategic planning, the election, upcoming holiday events and more.

Ad Hoc Wayfinding & Branding Committee Update

On Monday, September 12, 2022, the Ad Hoc Wayfinding & Branding Committee approved the city's color palette. The City and Birmingham Shopping District (BSD) now have some of the same colors in their palettes, which will help to create a cohesive look throughout the city.



Human Resources

The Human Resources department has selected a top candidate for the BSD Director position. Applications for the Plumbing Inspector position continue to be collected. Interviews for part-time and full-time Police Dispatch have been completed, with selected candidates being contacted for hire. Our new Senior Clerk/Cashier resigned after a short tenure, and we will seek to fill that position quickly. Micah Robinson has been hired as a Streets/Sewer/Water Operator, and John Covington is starting soon as a new Streets/Sewer/Water Assistant Foreman. One more vacancy remains for Streets/Sewer/Water Assistant Foreman, and recruitment efforts to backfill a replacement remain ongoing.

Staff & Vacancy Update

Department	FT & PT Staff Count	Current Vacancies/Hiring	Department Vacancies Filled Since 2020	Notes
Birmingham Shopping District	5	Events & Office Assistant	7	BSD Director Hire Pending
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 resigns 9/30 Deputy Treasurer candidates under review
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 & FT 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

BIRMINGHAM CITY COMMISSION - UPCOMING AGENDA ITEMS

Topics brought up by the Commission

Meeting	Topic	Commissioner	Staff Follow Up	Dates Addressed	Status (resolved/ongoing)
In Progress					
8/15/22	Birmingham Country Club	M: Host S: Haig	Fairbairn, Dupuis, Clerk's Office	8/29 - CC Discussion *Draft a letter	Letter was sent to Bloomfield Twp.
8/15/22	Speed Bumps	M: Haig S: Host	Clemence/Brooks	8/29 - Staff report *Further study by MMTB	In progress
6/13/22	Sustainability Board	Schafer	Nick Dupuis	On agenda for 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	Will be revised and presented again at an

				Conduct for future agenda 7/11/22 - Initial presentation to commission by CA	upcoming CC meeting
Resolved					
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

Department of Public Services

Adams Park Project Update

The park is at 95% completion. Over the past three weeks, we've been closely monitoring the sod establishment.

The grass roots of the lawn bond to the soil during the first weeks of growth, so in addition to a regular irrigation regimen, the protection of the lawn during this period is extremely important. Because the lawn requires a lot of water at first, the soil will retain a consistent level of moisture. This softer soil allows for exaggerated footprints and divots to be created by park users (people, dogs, balls, bikes) as well as lawnmowers, maintenance vehicles, and service equipment. Staying off the sod during this initial watering period is crucial for a safe and healthy lawn.

Just last week, we were able to adjust the irrigation for less water in order to mow the new sod for the first time. We will continue to monitor the condition of the sod and allow for entry to the new park as soon as it's ready.

Site furnishings (benches, tables, chairs, litter and recycling receptacles) unfortunately are delayed, with shipping now slated for mid-October. Upon opening, we will set out temporary litter and recycling containers. Finishing touches on fencing and the rain garden are also in the works to finalize the project.

We will be ready to open the park very soon, and plan to have a ribbon cutting ceremony in October. We are pleased with the overall project and timeline. We are very excited to open the park for all to enjoy!

There is still time to donate to the Adams Park project. We are extending the deadline to October 15th for the \$1,000 or more donation to be included on the donor plaque in Adams Park.

Stay tuned for details and project updates: <https://engage.bhamgov.org/adams-park>.

Golf Courses

Come out and enjoy the fall weather at both of the Birmingham Golf Courses. The two "Best Kept Secrets" in Birmingham!

Springdale Golf Course will be closing first this season, sometime during mid-October. Lincoln Hills Golf Course will remain open until the snow flies, contingent on the weather.

Check out the golf website for events and course updates at www.golfbirmingham.org. An upcoming event which the members look forward to is the Annual Turkey Shoot held on November 5th at Lincoln Hills Golf Course.

Birmingham Ice Arena Mural

Thank you to all who participated in the Birmingham Ice Sports Arena Party Room Mural Contest! The winning design was created by 15-year-old Maddie Gold. Maddie is a member of the Figure Skating Club of Birmingham and has been skating at the arena since she was three years old. Congratulations, Maddie! Be sure to check out Maddie's mural the next time you're at the arena.



Engineering Department

South Old Woodard Reconstruction Phase 3

The project is in construction phase two with the traffic shift of southbound traffic to the east side of the Old Woodward south of Frank Street. The city contractor has multiple crews working on utilities, road grading, sidewalk installation, and landscape island. Electrical work is also continuing for street and pedestrian lighting. The city contractor is coordinating with Consumers Energy, as they are replacing and relocating their gas main at the south end of the project area leading south into the City of Royal Oak. Weather permitting, significant completion of the project, including driving lanes, parking lanes and sidewalks, will be complete by the end of October.

2022 Sidewalk Repair Program

The City will start the 2022 Sidewalk Repair Program in September with work continuing into the Fall. This year's program includes Residential Area 5: Southfield Road to Cranbrook Road and Maple Rd to 14 Mile Road, Downtown 1B: Old Woodward to Woodward, and from Maple Road to Ravine Area 5 (extends in general from Oak Avenue Sidewalk at Greenwood Cemetery, Ann Street Sidewalk), and miscellaneous repairs throughout the City.

2022 Sidewalk Trip Elimination Services

The contractor has started work on the 2022 Sidewalk Trip Eliminations Service in Residential Area 6, which is located between Quarton Road to Maple Road, and the west City's limits to Quarton Lake and the Main Branch of the Rouge River. The contractor is anticipating completing the work by October.

Water Service Verification Program

Verification of existing water service material as part of the Lead and Copper Rule started in September, with work continuing through the end of October. As a reminder, please do not touch or remove flags as they help indicate where existing utilities are located.

Lead Service Replacement Program

Replacement of lead water services will continue at the beginning of October. HRC is working on coordination between the residents and the city contractor.

Planning Department

Master Plan 2040

The City of Birmingham has received the third and final draft of the Birmingham Plan 2040, which is available to read and download on www.thebirminghamplan.com. 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. The remaining schedule of review should closely resemble the following:

Date	Meeting Type	Action Needed
October 3, 2022	City Commission	<ul style="list-style-type: none">• Vote to authorize the 63-day distribution period for the final, draft Master Plan.
<i>Required 63-Day Public Notice Period</i>		
December 14, 2022	Planning Board	<ul style="list-style-type: none">• Review final draft and present / discuss comments received during the distribution period.• Set public hearing date.
January 11, 2023	Planning Board	<ul style="list-style-type: none">• Present the final Plan and hold a public hearing. Further discuss comments

		<p>received during the distribution period as needed.</p> <ul style="list-style-type: none"> • Adopt plan; recommend to the City Commission for adoption.
February 2023 (Exact Date TBD)	City Commission	<ul style="list-style-type: none"> • Present the final Plan and hold a public hearing. • If prepared to do so, the City Commission may adopt the Plan by resolution.

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

Planning Board

The Planning Board has reviewed 28 development applications this year so far. The Planning Board will be rounding out the year with a review of the third and final draft of the 2040 Master Plan, several additional anticipated development applications, and a number of study sessions. A tentative Planning Board schedule is provided below:

1. 2040 Master Plan – Draft #3 Review (Ongoing)
2. 295 Elm St. – Forest Townhouses – FINAL SITE PLAN (9/28/22)
3. Outdoor Dining Study (10/12/22)

Historic Preservation

The Historic District Commission recently reviewed an outline and draft section of the Historic Design Guidelines project and has provided the consultants, Kraemer Design Group, with feedback to continue forward. The City has remained engaged with the State Historic Preservation Office to ensure compliance with the Certified Local Government grant program. The consultant team and City Staff have created a detailed survey on the Engage Birmingham platform. Keep an eye out for the survey coming soon on <https://engage.bhamgov.org/>.

Public Art

The Public Arts Board received two new sculpture donations from resident Joel Tauber. The sculptures are from artists Jane Dedecker and John Henry. The Board is in the process of reviewing appropriate locations for each sculpture.

Multi-Modal Transportation Board (MMTB)

The MMTB is in the process of updating the Multi-Modal Transportation Plan to reflect present conditions. The Board will be bringing back review of the S. Eton design this fall as well as reviewing speed table policy and traffic calming measures.

Police Department

Congratulations, Commander Scott Grewe

On September 13, 2022, Commander Scott Grewe successfully completed the Federal Bureau of Investigation's National Academy, located in Quantico, Virginia. The FBI National Academy is internationally known for its academic excellence. The National Academy offers ten weeks of advanced

communication, leadership and fitness training. Participants who attend the academy must have proven records as professionals within their agencies. On average, these officers have twenty-one years of law enforcement experience and usually return to their agencies to serve in executive-level positions.

The 283rd session of the National Academy consisted of men and women from 49 states and the District of Columbia. The class included members of law enforcement agencies from 21 countries, five military organizations and five federal and civilian agencies. FBI Director Christopher Wray delivered the keynote address at the graduation ceremony. We are all very proud of Commander Grewe's accomplishment.

City Hall/Police Department Safety and Security Upgrade Project Update

The Telluris Team continues to work on phase one (the assessment phase) of the City Hall/Police Department Safety and Security upgrade project. The Telluris Team hopes to have a final draft for phase one completed by October 5, 2022.

Parking Systems Update

Equipment

City Staff will be making a recommendation to the Advisory Parking Committee on 10/5/22, and then go to the City Commission for their final approval. The goal will be to replace the existing equipment before the end of the calendar year.

Construction

Construction on the North Old Woodward Parking Structure continues with topside and underside concrete repairs. The traffic coating on the roof of the garage was completed in August.

Occupancy

AUGUST AVG CAPACITY	
Chester Garage (880)	34.58%
Old Woodward (745)	50.13%
Park Garage (811)	57.41%
Peabody Garage (437)	83.45%
Pierce Garage (706)	73.63%

Future Agenda Items

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

Future Workshop Items

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



CITY MANAGER'S REPORT

October 2022

Baldwin Public Library

Library Board Update

The Library Board met on October 17 for a regular meeting. The Board selected a new janitorial services company, made design decisions for the cafe in the Phase 3 renovation, and approved updates to the library's Naming Rights Policy, Code of Conduct, Privacy Policy, Library Displays Policy, Group Study Rooms Policy, and Unattended Children Policy.

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, November 10 at 10:00 a.m.

Used Books and Media Sale

The Friends of the Baldwin Public Library will hold a sale of used books and media on Saturday, October 29 from 10 a.m.-4 p.m., Sunday, October 30 from 12-4 p.m. and Monday, October 31 from 10 a.m. to noon on the lower level of the Baldwin Public Library. On Friday night, October 28, Friends members will have the opportunity to shop a special pre-sale from 6-8pm. Memberships will be available for purchase at the door. All proceeds benefit the library's programs and services.

The Birmingham Museum

November is National Native American Heritage Month, and the museum regularly gets questions about local archaeology and the Indigenous People who lived here before Birmingham was settled. So, as part of its monthly free lecture series at the Baldwin Public Library, the museum will present a program on November 10 at 7 PM entitled, "Buried Past: Birmingham's Indigenous People and Archaeological Heritage." The presentation will explain the importance of the Saginaw Trail (now Woodward Avenue) to our Native American history and highlight over 10,000 years of archaeological artifacts from the Birmingham area currently on display at the museum.

Birmingham Shopping District (BSD)

DPS Appreciation Lunch

On Wednesday, September 14, 2022, the BSD Board provided lunch for all 40 of our Department of Public Services employees in appreciation for all of their hard work assisting the BSD Board and staff with special events, installing and removing holiday lighting, and keeping our streets, sidewalks and parks beautiful all year (and much more). A large assortment of smoothies, wraps, cookies and potato chips

from Tropical Smoothie Café were enjoyed by all.

Birmingham Art Walk

This year the BSD and the Birmingham Bloomfield Art Center sponsored the first ever Birmingham Art Walk on the evening of Thursday, October 13, 2022. This strolling downtown event featured many artists showcasing their talents and art pieces at more than 15 shops and establishments in the heart of downtown. Individual merchants offered special promotions and light refreshments for guests, with musical entertainment provided by a quartet of singers performing on City sidewalks throughout the event area. Save the date for next year's Birmingham Art Walk, tentatively scheduled for Thursday, October 12, 2023.

Farmers Market

On Sunday, October 30, 2022 from 9:00 a.m. – 2:00 p.m., the Birmingham Farmers Market will wrap up its 20th season in Public Parking Lot 6. Visitors are encouraged to wear costumes, and can enjoy live music, pumpkin decorating, hay bale climbing, trick-or-treating and more at our End of the Season Celebration, as we say farewell to another great season at the Birmingham Farmers Market.

The Birmingham Farmers Market would like to thank our vendors, sponsors and patrons for a wonderful 20th anniversary season! The market featured over 110 vendors (including 36 new) and sponsors providing local produce, plants, fresh foods and other goods and services, throughout the season. May through September, the market welcomed over 44,000 patrons and expects that total to be over 50,000 at the end of the season.

Small Business Saturday

On Saturday, November 26, 2022 the BSD is kicking off the holiday shopping season. Please come out and support our local businesses, sip hot chocolate and enjoy special giveaways all day. In addition, shoppers and families can participate in the annual Santa Walk, enjoy horse-drawn carriage rides and park free of charge in the parking structures all day. Shoppers can also look forward to the 2022 Holiday Gift Guide that will be sent out in November, and save the dates for the Birmingham Winter Markt that will be open December 2 – 4, 2022.

BSD Board Chair Succession

After 30 years of service to both the BSD and the City, Geoffrey Hockman has stepped down as Chair of the BSD Board, and has passed the gavel to Amy Pohlod. Mr. Hockman will continue to serve as a BSD board member through the end of his term in November of this year.

Both the BSD and the City would like to thank Mr. Hockman for his longstanding history of service in all facets of our community, whether as City Commissioner, Mayor, School Board President, or BSD Board member, to name just a few of the volunteer positions he has held over his distinguished career.

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 September, we processed 424 online permit applications, totaling 3,767 applications so far in 2022.

Proposed Road Preservation Bond

The Building Department is drafting language proposing that a road preservation bond be required for all new home builds. A fee in the amount of \$5,000 will be held until the project is completed to ensure that no damage occurs to City roads and right-of-ways during construction. In the event that damage occurs, the bond will be held until the road is repaired in accordance to City standards. We anticipate presenting this proposal to the Commission for approval by the end of the year.

Risk Management Audit

The department is in preparation for our upcoming ISO (International Organization for Standardization) risk management audit. This audit is an operational review conducted every five years that is used to evaluate building departments for enforcement of codes and safety standards, public awareness programs, budgeting, and staff education and professionalism. Classification scoring ranges from 1 (exemplary) to 10 (requires improvement). Scores are used for insurance rating and underwriting purposes.

The ISO has been developing standards for varying industries and communities for around 75 years, but only began assessing building code enforcement in 1992 in response to the catastrophic losses resulting from Hurricane Andrew.

When our department was evaluated 10 years ago, our ranking increased from a score of 3 to a score of 2. We were only the second building department in the State of Michigan to have achieved this score. We are still one of only five building departments in the State to hold this ranking.

In order to demonstrate compliance in the key areas of focus, we are organizing a comprehensive report of the following information and documents:

- Administration of codes, appeal processes, and code adoption
- Employee data sheets providing qualifications and experience, levels of responsibility, continuing education, and any applicable professional certifications
- Plan review procedures including checklists, hazard mitigation measures, certification of reviewers and Building Official, and use of outside professionals
- Field inspection details such as inspection and safety checklists, special inspection criteria, and inspector qualifications
- Revenue and expense data
- Public awareness programs including informational guides and handouts, community newsletters, and public meetings and forums

City Clerk's Office

2022 November General Election

Last Minute Voting Reminders

October 25th through Election Day

Voter Registration must be completed in person at the Clerk's Office with proof of residency required.

Friday, November 4th by 5 pm

Last day to apply for an absent voter ballot to be sent in the mail.

Last day voters may submit a written request to spoil their absent voter ballot and receive a new one by mail.

Saturday, November 5th

Clerk's office will be open for election purposes from 8 am to 4 pm.

Monday, November 7th at 10 am

Last day a voter may submit a written request to spoil their ballot and receive a new one in the Clerk's Office.

Monday, November 7th at 4 pm

Last day to receive an absent voter ballot in person at the Clerk's Office.

Tuesday, November 8th

Election Day polling places are open from 7 am - 8 pm.

All absent voter ballots must be returned to the Clerk's Office by 8 pm.

Voter registration

Residents can register to vote online at mi.gov/vote or www.expressSOS.com, by mail, at the City Clerk or County Clerk offices, 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). After October 24, residents must register in person at the City Clerk's office if they wish to vote in the November 8 General Election.

Absentee Voting

Registered voters who have not applied for an absentee ballot for the November election can still request one online at mi.gov/vote, or with a signed application returned to the City Clerk's office in person, by mail, in the City Hall dropbox or to elections@bhamgov.org. Ballots requested after 5:00 pm on November 4 must be picked up in person by the voter with identification at the City Clerk's office.

There are many third-party special interest groups that mail absentee ballot applications to voters in addition to the applications sent by the City Clerk's office. Voters may continue to receive multiple applications for an absentee ballot even after successfully submitting an application to the city. If the Clerk's Office has your application requesting a ballot for the Nov. 8 election on file, you do not need to send another one. Voters can confirm that they will receive a November ballot on mi.gov/vote or by contacting the Clerk's Office at elections@bhamgov.org, or 248-530-1880.

Did you know you can pick up your absentee ballot at the City Clerk's office? You can visit us in City Hall during business hours to apply and receive your absentee ballot in one quick stop. There are also several voting booths if you wish to complete your ballot and place it in our secure ballot box that day. You must bring a current photo ID or driver's license, and you cannot pick up a ballot for anyone other than yourself.

Voting while out of the country

Voters who will be out of the United States for the 2022 election can submit a Federal Post Card Application (FPCA) to receive an overseas absentee 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.

24/7 voter information resource

The Michigan Voter Information Center offers around-the-clock answers to common election-related questions at mi.gov/vote. Check your voter information, request an absentee ballot by mail (no later than 5 pm on Nov. 4), locate your polling location, see a sample ballot and more anytime you wish!

Sample ballots

Clerks across Oakland County have observed a trend of voters requesting and receiving an absentee ballot, then surrendering or spoiling that absentee ballot on election day to vote in person. Voters intending to vote in person should not request an official absentee ballot from the City 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 view sample ballots and track the status of absentee ballot requests.
- Voters can use the district numbers on their voter ID card along with the official candidate and proposal lists on oakgov.com/elections to determine what will be on their ballot.

Cemetery Board

The Cemetery Board did not meet in October due to lack of quorum. The next meeting will be on Friday, November 4, 2022 8:30 am at City Hall.

Boards & Commissions

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
Board of Review	2 Regular Members, 2 Alternate Members	11/23/22	11/28/22
Board of Zoning Appeals	3 Regular Members	10/19/22	10/24/22
Birmingham Shopping District	3 Regular Members	10/17/22	10/24/22
Multi-Modal Transportation Board	2 Alternate Members, 1 Regular Member	10/19/22	10/24/22
Triangle District Corridor Improvement Authority	1 Regular Member	11/23/22	11/28/22
Advisory Parking Committee	1 Regular Members	Until Filled	
Birmingham Area Cable Board	1 Alternate Member	Until Filled	

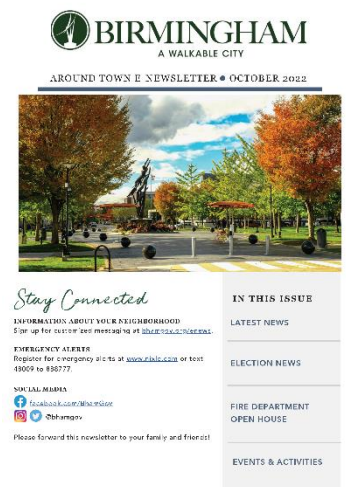
Board of Building Trades Appeals	3 Regular Members	Until Filled	
Brownfield Redevelopment Authority	1 Regular Member	Until Filled	
Historic District Commission	1 Alternate Member	Until Filled	
Museum Board	1 Regular Member	Until Filled	
Public Arts Board	1 Alternate Member	Until Filled	
Storm Water Utility Appeals Board	1 Regular, 2 Alternate Members	Until Filled	

City Manager's Office

Communications

Around Town e-Newsletter

The communications team is working on the November edition of the Around Town e-Newsletter, which will include information about the election, leaf collection, holiday news and events, and more. [Follow this link](#) to view the October edition of the Around Town e-Newsletter.



Engage Birmingham

"Sunrise in Shain" Wins 2023 City Calendar Cover Photo Contest

Congratulations to Birmingham Parks and Forestry Operator Brandon Wynn, who submitted the winning photo in the 2023 City Calendar Cover Photo Contest. More than 150 Engage Birmingham participants voted in the contest. His photo, titled "Sunrise in Shain", shows Marshall Fredericks' *Freedom of the Human Spirit* sculpture with a stunning pink sky aglow in the background. Wynn said he snapped the photo this summer as he watered flowers in Shain Park and noticed the sunrise was particularly beautiful. Thank you to all who submitted photos and voted in the contest!



Public Education Video re: Fire Ops 101 Training

IT and Media Specialist Jamil Kim attended the Fire Ops 101 Training on Friday, October 7, 2022. Jamil's video recap helps the community understand the importance of the event and the environment in which firefighters work. Learn more about the training in the Fire Department's section of this report, and watch the video here: <https://bhamgov.org/fireops2022>.

Human Resources

Lauren Wood Retirement Announcement

Department of Public Services (DPS) Director Lauren Wood retired earlier this month. City Manager Tom Markus is serving as Interim DPS Director. Human Resources has posted the position and is working to fill it as soon as possible. We thank Lauren Wood for her many years of service to the City and wish her well in retirement.

Staff & Vacancy Update

The Human Resources department has opened a recruitment for the vacancy of Director of Public Services. Our new Senior Clerk/Cashier, Kimberly Mann, started in the Treasury Department in late September, while our new Deputy Treasurer, Ryan Katz, started on October 3rd. Interviews are ongoing for the Street Sewer and Water Operator vacancy. We are also collecting applications for Police Officers, and will soon be starting recruitment for Police Chief. Community Development employee Mollie Mackinnon has resigned, and a recruitment to find a new Secretary A is actively collecting applications. Applications for the Plumbing Inspector position continue to be collected. Fire Marshal Jack Pesha is retiring in December, and Battalion Chief Alan Soave will be taking his place as Marshal. A new firefighter, Steven McIntyre, is starting at the end of October. Cristina Sheppard-Decius, the new BSD Director, will soon be joining HR on a recruitment for a part-time Events and Office Assistant position. The City Manager recruitment posting will be opened by October 25th, and will close on December 2nd.

Department	FT & PT Staff Count	Current Vacancies/Hiring	Department Vacancies Filled Since 2020	Notes
Birmingham Shopping District	5	Events & Office Assistant	8	BSD Director started on part-time basis, moving to full time in December 2022
Clerk's Office	5	-	6	
Building	17	Plumbing Inspector Secretary A Community Dev Coord	1	M. Labriola retirement official 10/31 M. Mackinnon resigned 10/7 B. Moran retirement end of 2022
Engineering	8	-	7	
Finance / Treasury	14		8	R. Katz hired as Deputy Treasurer 10/3 K. Mann hired as Sr Clerk/Cashier 9/26
Fire	35	-	11	J. Pesha retirement 12/16 A. Soave promo to Fire Marshal 9/26 Firefighter S. McInerney hired 10/31
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 & FT Dispatcher ongoing
Public Services	56	DPS Director	12	L. Wood retirement SSW Asst Frmn J. Covington hired 9/12 P&F Operator M. Robinson hired 8/23
Ice Arena & Golf Courses	N/A	Seasonal Labor	48	Hiring ongoing in Ice Arena

BIRMINGHAM CITY COMMISSION - UPCOMING AGENDA ITEMS

Topics brought up by the Commission

Meeting	Topic	Commissioner	Staff Follow Up	Dates Addressed	Status (resolved/ongoing)
In Progress					
9/12/22	Banner	M: Baller S: Host	N/A	10/24 CC discussion scheduled	
8/15/22	Birmingham Country Club	M: Host S: Haig	Fairbairn, Dupuis, Clerk's Office	8/29 - CC Discussion *Draft a letter	Resolved, letter sent
8/15/22	Speed Bumps	M: Haig S: Host	Clemence/Brooks	8/29 - Staff report *Further study by MMTB	In progress, sent to MMTB
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 10/3/22 Workshop - staff given direction to return with recommendation	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 and Planning Board Discussed 6/27/22 - City Manager Directed to encourage food trucks at all city sponsored events, BSD events, and direct the BSD to	6/27/22 In progress/ being monitored

				organize a rotation of food truck events	
1/10/22	Leaf Blowers	M:Baller S:Host	Nick Dupuis	1/24/22 - make formal item 10/3/22 Workshop - staff given direction to return with recommendation	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
Resolved					
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 vote	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 and Planning 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

Renovation Kudos to Boji Group and The Surnow Company

Congratulations to the Boji Group for the wonderful historic restoration of 100 North Old Woodward future home of CB2, and to The Surnow Company for the great renovation of 191 North Chester Street, now OneStream Software LLC global headquarters.

Setting the Record Straight

On September 12, 2022, another City Commission workshop was held to discuss the public parking system in Birmingham. This workshop was scheduled as a result of the comments of the public and concerns by some members of the City Commission that the previous parking studies that were completed when the public parking structures were contemplated did not include future development potential. Relying on this inaccurate assumption or interpretation, some members of the public have thus assumed and continuously stated that all new development within previous parking assessment districts should be specially assessed in order to be permitted to rely on the existing public parking system. These assumptions are simply not correct. I trust that the following facts will serve to set the record straight:

1. Previous parking studies did factor in future development potential when evaluating the number of parking spaces needed for the system, and in calculating special assessments.

City staff presented evidence at the September 12, 2022 City Commission workshop that clearly demonstrated that future development potential was included in prior parking studies over the past 70 years. Evidence of such can be found in numerous archival files of the City, including, but not limited to, the following:

- Central Business District Study and Proposed Plan (1961)
- City Commission Meeting Minutes from public hearings held to consider special assessments for public parking structures (1965)
- The Birmingham Urban Design Plan & Objectives (1968)
- The Birmingham Plan (1980)

In fact, at the City Commission meeting on October 4, 2022, Commissioner Host also shared two charts from Appendix 2 of The Birmingham Plan (1980) related to the history of the public parking system that further confirmed the fact that future development potential was considered in previous parking studies. The charts referred to at this meeting clearly illustrated the calculations done to determine the number of public parking spaces needed in the future, based on potential future zoning standards. The charts demonstrated multiple development scenarios that considered future development potential based on a Floor Area Ratio (FAR) of 2, as well as an

FAR of 4. The charts shared by Commissioner Host from Appendix 2 of The Birmingham Plan confirm the City's position that future development potential was in fact included in prior parking studies.

2. The Zoning Ordinance has codified the fact that future commercial development is specifically exempt from providing on site parking, and has specifically permitted property owners to rely on the public parking system for their commercial parking requirements since at least 1955.

A zoning provision was added in 1955 to the Zoning Code that stated that any property that paid into a parking assessment district was not required to provide on site parking for non-residential uses. The almost identical zoning provision continues to remain in effect today.

3. Impact fees are not permitted in the State of Michigan.

Section 94-3 of the City Code states that the City Commission has the power to defray any portion of a public improvement through a special assessment upon a property especially benefited. However, a special assessment must be tied to payment for a public improvement (such as construction of a new parking structure, or the addition of floors to an existing structure, etc.). An individual property cannot be special assessed for an increase in density alone. Some states allow an impact fee to be charged for additional services (such as increased parking needs) that will be required as a result of a new development. Michigan does not.

Even if future development had not been considered when the public parking system was established, the fact remains that the parking system is able to adjust to any increases in future parking demand by adding additional parking and assessing benefiting properties if the need arises.

Department of Public Services

Adams Park Open; Ribbon Cutting Ceremony Set for Nov. 12

We are thrilled to invite you to visit Adams Park, now open for play! The brand new park boasts a significant play area, a garden seating plaza, beautiful landscaping improvements with many new trees, an open grassy area for field sports, a basketball court, shot put, discus, and a long jump area. Site furnishings (benches, tables, chairs, litter and recycling receptacles) and finishing touches on fencing and the rain garden are coming soon. Virtually tour the new park at www.bhamgov.org/adamsparktour.

The Adams Park Ribbon Cutting Ceremony is scheduled for Saturday, November 12, 2022 at 10 a.m. Attendees will enjoy donuts and hot cider. Following a brief ceremony, the community is encouraged to explore the park and enjoy the new play equipment. We are very excited for everyone to experience the brand new Adams Park!

Trail Improvement Public Input Session Set for Nov. 1

The community is invited to attend the Parks & Recreation Board meeting on Tuesday, November 1, 2022 at 6:30 p.m. to participate in a trail improvement public input session. Those who are not able to attend in person may participate virtually via Zoom. Trail improvements are part of the approved Parks and Recreation Bond. Design Services with MCSA Group, Inc. (MCSA) were engaged in February of 2022. A draft Trail Improvements Concept Plan is now available at www.bhamgov.org/parksbond. Feedback from the public is welcome and encouraged. Those who are unable to attend the public input session on November 1 may also share feedback on [Engage Birmingham](#) through November 30, 2022.

Engineering Department

S. Old Woodard Reconstruction Phase 3

The project is in construction phase two with the traffic shift of southbound traffic on the east side of South Old Woodward, south of Frank Street. The City contractor has multiple crews working on the concrete installation, sidewalk installation, and landscape islands. Work with DTE is also continuing for the electrical street and pedestrian lighting.

Weather permitting, the new roadway is anticipated to open to traffic on November 5, 2022, and the project as a whole to be completed toward the third week of November. Sidewalks and parking are to be as accessible as possible once the road is open to traffic.

Water Service Verification Program

Verification of existing water service material as part of the Lead and Copper Rule work is continuing through the beginning of November. As a reminder, the "In-Home/Business" water service line material needs to be determined as part of this program. Property owners can schedule an inspection by an authorized City Representative at 248-303-2292 or determine the in-home/business material themselves with the steps provided in the property owner letter.

2022 Sidewalk Repair Program

Work is continuing on the 2022 Sidewalk Repair Program. This year's program includes Residential Area 5: Southfield Road to Cranbrook Road and Maple Road to 14 Mile Road, Downtown 1B: Old Woodward to Woodward, and from Maple Road to Ravine Area 5. A sidewalk will also be added adjacent to Greenwood Cemetery, a section of Ann Street's sidewalk will be replaced, and miscellaneous repairs are planned throughout the City.

14 Mile Road Reconstruction, West of Evergreen

The Village of Beverly Hills is reconstructing 14 Mile Road from Lahser Road to Evergreen Road. Final paving of the roadway is anticipated toward the end of October/beginning of November and will be open to two-way traffic around November 9, 2022, weather permitting. As a reminder, please follow the eastbound road closure and follow the detour routes.

Fire Department

OAKWAY Fire Ops 101 Training

On Friday, October 7th, Birmingham Fire Department personnel, along with Commissioner Andrew Haig, participated in the annual OAKWAY Fire Ops 101. The event gives elected officials an opportunity to spend a day training as a firefighter. Attendees experience an EMS scenario, extrication, and suiting up in firefighter protective clothing, donning self-contained breathing apparatus and actually going inside a real fire to experience first-hand the environment in which firefighters work. Watch a video regarding the event here: <https://bhamgov.org/fireops2022>.





Birmingham Fire Department Induction Ceremony and Open House

On Saturday, October 8th, Battalion Chief Alan Soave was sworn in as the new Fire Marshal for the Birmingham Fire Department. Current Fire Marshal Jack Pesha will ensure a smooth transition prior to his upcoming retirement in December. Fire Marshal Pesha has done an outstanding job improving the department's Fire Prevention Bureau and we expect that trend to continue with Fire Marshal Soave. Later that same day, the Birmingham Fire Department Open House event welcomed hundreds of attendees who enjoyed operating a fire hose, trying on a fire coat, viewing live demonstrations and learning about fire safety. Additional festivities included an inflatable obstacle course, face painting and a fire safety equipment raffle. Firehouse chili, hot dogs, treats and popcorn were also served and a fun time was had by all!



Firefighter Ryan Wiseman Helps to Extinguish Upper Peninsula Blaze

Firefighter Ryan Wiseman was recently deployed to the Upper Peninsula in Menominee, Michigan to help contain a commercial paper mill fire that has been burning for almost two weeks. Ryan proudly represented the Birmingham Fire Department as part of a four-person crew that responded to the Statewide mutual aid request in a West Bloomfield Ladder truck. The crew worked for four days almost around the clock to help extinguish the extensive blaze.

Planning Department

2040 Master Plan

The City of Birmingham has received the third and final draft of the 2040 Birmingham Plan, which is available to read and download on www.thebirminghamplan.com. 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. The remaining schedule of review should closely resemble the following:

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

All of the documents related to the 2040 Plan remain available on www.thebirminghamplan.com. You can also watch a recording of past meetings on the City of Birmingham website. As a reminder, you can still submit comments directly to the consultant team through the aforementioned 2040 Plan website, and can 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 29 development applications this year so far. The Planning Board will continue to round out the year with a review of the third and final draft of the 2040 Master Plan, several additional anticipated development applications, and a number of study sessions. A tentative Planning Board schedule is provided below:

1. 2040 Master Plan – Draft #3 Review (Ongoing)
2. Outdoor Dining Study (10/26/22)
3. 34350 Woodward – Fred Lavery Porsche – Community Impact Study & Preliminary Site Plan Review – (10/26/22)

Historic Preservation

The Historic District Commission (HDC) recently reviewed an outline and draft section of the Historic Design Guidelines project and has provided the consultants, Kraemer Design Group, with feedback to continue forward. The City has remained engaged with the State Historic Preservation Office to ensure compliance with the Certified Local Government grant program. The consultant team and City Staff have created a detailed survey on the Engage Birmingham platform. Please take the survey at <https://engage.bhamgov.org/>.

Public Art

The Public Arts Board (PAB) is reviewing two sculpture donation applications for *Shooting Star* by John Henry and *Touch the Sky* by Jane Dedecker. The PAB is in the process of selecting favorable locations for each of the sculptures to recommend to the City Commission.

Multi-Modal Transportation Board

The Multi-Modal Transportation Board is reviewing neighborhood traffic calming measures to address streets reporting speed issues. Sidewalk priorities will also be revisited as new board members would like to be apprised of questions and concerns raised by residents. The S. Eton road configuration will also be revisited in the near future.

Police Department

Police Department / City Hall Building and Security Upgrades

At the July 11, 2022 City Commission meeting, the City Commission passed a resolution to approve a contract with Telluris Architecture to conduct a two-phase evaluation of the existing Police Department and City Hall building. Telluris has submitted a draft Assessment Report. On Friday, October 14, 2022, City staff met with Telluris to review the report prior to final editing for completion and submission to the City Commission. Additionally, staff met with Telluris on Wednesday, October 12, 2022, to start the second phase of the project. Telluris held a charette to gather ideas and recommendations during a discussion with staff as they begin to review possible recommendations.

Grant Funding for CoRe Program

This month, our Co-Response (CoRe) program received official notice that grant funds requested through the Substance Abuse and Mental Health Services Administration (SAMHSA) have been received. Representative Haley Stevens sponsored the grant request which resulted in the award of \$260,000 dollars through SAMHSA to the CoRe program. These funds will cover the cost of the CoRe program and may also be used to pay for other related training such as our continued training of officers in Crisis Intervention Training (CIT). Per the grant, these funds must be used within the next year.

Officer McIntyre and FBI Task Force Uncover 1.6 Million in Fraud Case

Earlier this year, the Birmingham Police Department took two fraud reports pertaining to the Halsted Gallery at 2235 Cole. Victims reported they had entered into a consignment agreement with the owner to sell several pieces of artwork. The victims allege they were never paid. Birmingham officer Scott McIntyre is assigned to the FBI Financial Crimes Task Force and took the case. In partnership with the FBI, they were able to uncover fraud in the amount of 1.6 million dollars. A search warrant was executed on the owners' home outside of the City on Friday, October 14, 2022, and a suspect was taken into custody.

Congratulations on a job well done by our officer and thank you to the FBI for their contributions to this case.

Operation Safe Stop

During the week of October 17th, the Birmingham Police Department participated in a statewide campaign called Operation Safe Stop. The goal of this campaign is to send a zero-tolerance message to the public: illegally passing a school bus on America's roadways will result in a ticket.

Parking Systems Update

Construction

Construction on the North Old Woodward Parking Structure continues with topside and underside concrete repairs. Construction is scheduled to end around the second week of November, weather permitting.

Repair Design & Construction Document Development Services

WJE engineering submitted a proposal for Repair Design & Construction Document Development Services for all five of the City's parking Garages. This proposal is part of a larger five-year repair project that not only continues the ongoing concrete restoration and repair, but includes mechanical, electrical, and plumbing repairs in the garages. This will include designing the staining of ceilings, the installation of LED lights, etc. Construction bidding would take place around April 2023.

Operations

The City and SP+ have agreed to extend their current operating agreement another year.

Occupancy:

SEPTEMBER AVG CAPACITY	
Chester Garage (880)	37.32%
Old Woodward (745)	50.18%
Park Garage (811)	53.55%
Peabody Garage (437)	77.56%
Pierce Garage (706)	74.01%

Future Agenda Items

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

Future Workshop Items

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