



**CITY OF BIRMINGHAM
MUSEUM BOARD AGENDA
556 W MAPLE
Thursday, December 7, 2017
5:30 PM**

***Mission Statement:** The Birmingham Museum will explore meaningful connections with our past, in order to enrich our community and enhance its character and sustainability. Our mission is to promote understanding of Birmingham's historical and cultural legacy through preservation and interpretation of its ongoing story.*

- 1. Call to Order**
- 2. Roll Call**
- 3. Introduction of Guests**
- 4. Approval of the Minutes**
 - A. Minutes of November 2, 2017
 - B. Bicentennial Book Project Committee Minutes of October 30, 2017
- 5. Announcements**
- 6. Unfinished Business**
 - A. Master landscape planning updates
- 7. New Business**
 - A. Long range and budget planning for 2018/2019
 - B. Bicentennial planning
- 8. Communication and Reports**
 - A. Committee Reports-Joint Bicentennial Book Committee
 - B. Director Report
 - C. Member comments
 - D. Public comments
- 9. Next Regular Meeting: January 4, 2018**
- 10. Adjournment**

NOTICE: Individuals with disabilities requiring accommodations 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. *APPROVED MINUTES OF THE MUSEUM BOARD MEETINGS ARE AVAILABLE IN THE CITY CLERK'S OFFICE AND ON THE CITY WEBSITE AT www.bhamgov.org.* City of Birmingham, 151 Martin, Birmingham, MI 48009; 248.530.1800. Persons with disabilities that may require assistance for effective participation in this public meeting should contact the City Clerk's Office at the number (248) 530-1880, or (248) 644-5115 (for the hearing impaired) at least one day before the meeting to request help in mobility, visual, hearing, or other assistance.

Las personas con incapacidad que requieren algún tipo de ayuda para la participación en esta sesión pública deben ponerse en contacto con la oficina del escribano de la ciudad en el número (248) 530-1800 o al (248) 644-5115 (para las personas con incapacidad auditiva) por lo menos un día antes de la reunión para solicitar ayuda a la movilidad, visual, auditiva, o de otras asistencias. (Title VI of the Civil Rights Act of 1964).

draft



**CITY OF BIRMINGHAM
MUSEUM BOARD
MEETING MINUTES
Thursday, November 2, 2017
5:30 PM**

Members Present: Lori Eaton, Judith Keefer Tina Krizanic, Marty Logue, Caitlin Rosso

Student Members Present: Hanna Sandler

Members Absent: James Cunningham, Russ Dixon

Administration: Museum Director Leslie Pielack

Guests: Brian Devlin, Devlin Nagy Land Designs

**Approval of the Minutes
Minutes of October 5, 2017**

MOTION: by Rosso, seconded by Logue:

To approve the minutes of October 5, 2017.

VOTE: Yeas, 5
Nays, 0

Announcements

None.

Unfinished Business

A. Historical landscape architect, Brian Devlin, shared his final draft concept plan for the landscape based on data and existing conditions drawing by Hubbell, Roth & Clark from the recently completed pond survey. The draft plan makes adjustments in the location of the path at the south end of the pool area to account for the HRC identified wetland boundary. It also has modified the location of the proposed chip path to the riverside overlook deck to better connect with the existing path. Mr. Devlin also provided another option for a cabled stainless steel fence that provides a barrier that has high visibility.

The walls of the former pool were located in sections below the water surface. The proposed boardwalk and close-fit flagstone terrace at the east and south edges of the former pool will, in effect, suggest the historic pool edges effectively. The west pool edge is either missing or has fallen into the pond. Mr. Devlin is looking into methods of suggesting the former concrete edge by using a floating material of some kind that will interpret its former location without actual construction or disruption of the pond.

Mr. Devlin expressed concern about the flagged location of the wetland boundary and indicated that it was identified differently by HRC than he had assessed. HRC's wetland boundary is higher in elevation by about 10 feet than the water surface of the pool. This is unusually high in Mr. Devlin's experience. At that demarcation, the wetland regulation zone extends beyond his original proposed location for the paths on the east and south side of the pond. This would require special permitting from the MDEQ. On the other hand, if the wetland boundary is actually lower, it may be possible to proceed with planning without the permit. To clarify the matter, the Museum Board agreed that a meeting between Mr. Devlin and HRC representatives would be in order. Ms. Rosso offered to represent the Museum Board at that meeting, and Museum Director Pielack will try to arrange the meeting as soon as possible.

Following that meeting, Mr. Devlin agreed that an informal meeting with city staff to discuss the project would be beneficial, with additional input from the Historic District Commission. If there are no modifications indicated, Mr. Devlin can prepare elevations and feedback from the public can be solicited before a final plan is developed. Because of the need for additional steps, the plan may not be prepared in time for combining with the Parks and Recreation Master Plan.

Regarding phased planning and construction, Mr. Devlin indicated that suggested phases roughly correspond with the four zones (Pond, Riverine, Transition, and Heritage).

Mr. Devlin will also suggest locations for planned replacement elm trees ('Valley Forge' cultivars) that the Parks department will be replacing after Thanksgiving.

With the completion of the concept master plan to this point, the Museum Board acted to finalize the plan.

MOTION: by Keefer, seconded by Rosso:

To approve the proposed Conceptual Landscape Master Plan proposed by historical landscape architect/consultant Brian Devlin of Nagy-Devlin Land Designs for the Birmingham Museum/John West Hunter Park.

VOTE: Yeas, 5
Nays, 0

New Business

The Museum Board reviewed the letter provided by historical architect Jackie Hoist of H2A Architects about appropriate roofing shingles for the Allen House for planning purposes, going forward into the next budget cycle. The existing roof will need to be complete replaced, and Ms. Hoist indicated that the replacement shingles being used in the current siding project, Certainteed Landmark 30 year shingles, would be an appropriate choice for the remainder of the roof. The Museum Board agreed by consensus to plan for this material accordingly. At the next meeting, this discussion will be reviewed for the benefit of Mr. Dixon and Mr. Cunningham, who were not present this evening.

Communication and Reports

- A. Joint Bicentennial Book Committee Report-the committee has completed its work and chair, Mr. Daniel Patton, will prepare a report and presentation for the next Museum Board meeting.
- B. Museum Director Pielack provided updates to her report. Fall programs have been getting lots of attention, and next week's presentation by Susan Whitall will also be featured with a radio interview at WDET. Director Pielack and the other museum staff will be presenting the 2018 exhibit to various groups in the community to solicit submissions for the crowd sourced exhibit. The museum's social media strategy was reviewed with the Museum Board. The social media work being done by Caitlin Donnelly is exemplary.
- C. There were no board comments.
- D. There were no public comments.

Ms. Krizanac adjourned the meeting at 6:40 p.m.

draft



CITY OF BIRMINGHAM
MUSEUM BOARD
BOOK PROJECT COMMITTEE
MEETING MINUTES
Monday, October 30, 2017
5:00 PM

Members Present: Dan Patton, George Getschman, Tina Krizanic, Caitlin Rosso
Members Absent: None
Administration: Museum Director, Leslie Pielack
Guests: Library Director Doug Koschik

Mr. Patton called the meeting to order at 5:14 PM.

Introduction of Guests

Mr. Koschik introduced himself.

Approval of the Minutes

MOTION: by Krizanic, seconded by Getschman:

To approve the minutes of October 26, 2017.

VOTE: Yeas, 4
Nays, 0

Unfinished Business

Committee members discussed the research and information they have collected to date and reviewed the input from the public and their various areas of expertise to develop a list of final recommendations for a publication to coincide with Birmingham's Bicentennial in 2018.

The final committee recommendations for a publication are as follows:

- The publication should be hard cover, coffee table style, and 200-300 pp. in length, approximately 12 X 9 format (wider than tall)
- The narrative portion of the book should be limited with an emphasis on photos, maps and graphics
- The book should be a high quality product with professional photos and high end layout (full color)
- The target retail price should be \$35 (will probably require cost offset from donors, sponsors, or other funding support*)
- The content should include material from earliest period to the present, especially the last 50 years that are not represented in any other publication
- The content should include emphasis on people-places-maps-graphics-and, where appropriate, artifacts from the museum collection

- The content should involve thematic vignettes that cluster ideas and related material together and may illustrate important themes with specific Birmingham events or people (for example, Martha Baldwin can be used to address women's issues)
- A professional editor/writer would be needed to coordinate material (even if there are contributions from local writers) into one organized voice to create a flow/continuity for the narrative, captions, and graphics
- *A funding program will need to be developed for various sources of monetary support , but no advertising should appear within the book

Additional recommendations of the committee for further exploration:

1. A walking tour map that can be accessed online or separately printed
2. Other supplemental materials made available online that are related to the final publication

Mr. Patton will prepare a report and present it to the Museum Board at their next scheduled meeting, tentatively scheduled for December 7, 2017.

The purpose of the committee being concluded, Mr. Patton dissolved the committee and adjourned the meeting at 7:03 PM.



November 29, 2017

Leslie Pielack - Museum Director
Birmingham Historical Museum
556 W. Maple Rd.
Birmingham MI 48009

RE: Roofing for Allen House and Hunter House

Dear Ms. Pielack:

This letter is regarding the future re-roofing of the Allen House and the Hunter House.

Shingles for the future re-roofing project should be chosen based on historic precedence, durability, and warrantee.

The historic photos available do not definitively reveal the type of shingle that was originally used on the house. Therefore, a selection should be made based on a contemporary shingle that is clearly not historic yet complements the house and is appropriate for the style and class of the original house.

Today's asphalt shingles come in various weights with varying degrees of durability. Generally, we classify them and 20-year, 25-year, 30-year shingles or lifetime shingles. A 30-year shingle would provide appropriate durability for a house of this type.

The warrantees offered by shingle manufacturers are generally pro-rated based on the conditions of the installation, style of roof and venting of the roof. In this case the construction of these two houses (with habitable space in the attic) leaves portions of the roof in a non-vented state. Therefore, the expectation for warrantee coverage for any of the shingles listed will be limited to about 10 years.

Based on these factors, the Landmark 30-year shingle manufactured by CertainTeed, (that is currently being used on the project for repairs), would be an appropriate choice for a complete re-roofing project.

Sincerely,

A handwritten signature in blue ink, appearing to be 'JH' or similar initials, written in a cursive style.

Project Manager, AIA
Historical Architect 36CFR61

Z:\Projects\City of Birmingham\17-170 Allen House\Correspondence\Letters\Shingle recommendation letter.docx

DATE: December 7, 2017
TO: Museum Board
FROM: Dan Patton, Bicentennial Book Project Committee
SUBJECT: Committee Report

At its meeting on October 30, 2017, the Bicentennial Book Project Committee concluded its review and finalized recommendations for the Museum Board regarding a publication associated with Birmingham's bicentennial in 2018. The recommendations are as follows:

1. The publication should be hard cover, coffee table style, and 200-300 pp. in approximately 12 X 9 format (wider than tall)
2. The narrative portion of the book should be limited with a preference for photos, maps, graphics
3. The book should be a high quality product with professional photos and high end layout (full color)
4. The target retail price should be \$35 (will probably require cost offset from donors, sponsors, or other funding support*)
5. The content should include material from earliest period to the present, especially the last 50 years that are not represented in any other current publication
6. The content should include emphasis on people-places-maps-graphics-and artifacts from the museum collection
7. The content should involve thematic vignettes that cluster material together and may illustrate important themes with specific Birmingham events or people (for example, Martha Baldwin can be used to tell the story of women's issues)
8. A professional editor/writer would be needed to coordinate material, even if there are contributions from local writers, into one organized voice for the narrative, captions, and graphics
9. *A funding program will need to be developed to plan for various forms of monetary support , but without actual advertising within the book

Additionally, the committee recommended exploration of the following:

- A walking tour map that can be accessed online or separately printed
- Other supplemental materials made available online related to the final publication

DATE: December 7, 2017
TO: Museum Board
FROM: Leslie Pielack, Museum Director
SUBJECT: Director Report

Meeting with Pond Survey Engineers and Other Landscape Plan Input—A site meeting with landscape architect Brian Devlin, Museum Board member Caitlin Rosso, and representatives from Hubbell Roth and Clark clarified that the wetland boundaries are determined by seeps where water emerges from slopes around the pond. This will have impact on regulations for permitting with the Michigan Department of Environmental Quality. Also, city staff from the Building, Engineering, Parks, and Planning Departments also met with Mr. Devlin, Ms. Rosso, and Museum Board chair Tina Krizanic to provide suggestions regarding the concept plan and city requirements.

Museum Boards and Governance Workshop—Museum Board members James Cunningham, Lori Eaton, Judith Keefer, and Tina Krizanic attended a workshop sponsored by the American Alliance of Museums at the Detroit Science Center. The presentation highlighted findings of a recent survey of museum boards and effective governance. Two important areas that museum boards are under-performing are in fund-raising and diversity.

Allen House Siding—siding portion of project and repair of trim and dormer roofing is complete. Contractor has just finished the architect's punch list and final review.

Upcoming Programs—Victor Pytko will be presenting a program on "Art and Activism: Visual Arts" here at the museum December 14. That same evening, the Hunter House will feature a winter holiday-themed story time for kids. The joint library/museum program has been building attendance and in November, it was standing room only!

Special Holiday Events—"Holidays at the Hunter House" will bring back the model train experience, this time in the Hunter House. Old fashioned crafts and decorations will also deck the halls of the oldest building in Birmingham. And on Saturdays through December, kids 18 & under are free with an adult. On December 2, the Hill School Bell was the site of a hot chocolate celebration for the 2017 paver donors during the Winter Market weekend.

2018 Exhibit, "The People of Birmingham: Celebrating 200 Years of Stories"—museum staff have met with numerous civic and educational groups to present and promote the upcoming exhibit and invite submissions. Enthusiasm has been high, and submissions are beginning to come in. A press release will be going out to local print, online and television media. A presentation is also planned for December 11 to the city commission. A lecture series that integrates the theme of the bicentennial is being developed for joint library/museum programming during the year. Currently the adult lecture series will feature local historians during March, April, and May.

Long Range Planning and Budget Process—The museum's expected focus for long range planning for 2018/2019 relates primarily to planning for the continuation of the landscape project and possibly also Birmingham's bicentennial. The museum's budget for 2018-2019 will include these priorities as well as needed maintenance, personnel, and other operational planning related to implementation of the strategic plan. This also includes developing a professional marketing plan and expanding community engagement. Also, funds will be needed to engage professional design services for the phased design and implementation of the landscape plan. Capital projects that will replace the roofs of both the Allen and Hunter Houses will be needed. Other considerations include the question of whether to install appropriate historic shutters on the Allen House, and repair/replacement of existing picket fencing on the east boundary line.