



**CITY OF BIRMINGHAM  
MUSEUM BOARD AGENDA  
556 W MAPLE  
Thursday, April 5, 2018  
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 March 15, 2018
- 5. Unfinished Business**
  - A. Book Project
  - B. Bicentennial planning-summer, fall, winter 2018
  - C. Exhibit Reception/Open House May 12
- 6. New Business**
  - A. Private Use/Special Events Policy for Museum Grounds
- 7. Communication and Reports**
  - A. Director Report
  - B. Member comments
  - C. Public comments
- 8. Next Regular Meeting: May 3, 2018**
- 9. 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](http://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).*

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CITY OF BIRMINGHAM  
MUSEUM BOARD  
MEETING MINUTES  
Thursday, March 15, 2018  
5:00 PM

Members Present: Russell Dixon, Tina Krizanic, Marty Logue, Caitlin Rosso

Student Members Present: Joy Tenjeras (arrived at 5:30 PM)

Members Absent: James Cunningham, Lori Eaton, Judith Keefer

Administration: Museum Director Leslie Pielack

Guests: None

Ms. Krizanic called the meeting to order at 5:00 PM.

**Approval of the Minutes  
Minutes of February 1, 2018**

**MOTION:** by Dixon, seconded by Logue:

To approve the minutes of February 1, 2018, as amended.

**VOTE:** Yeas, 4  
Nays, 0

**Minutes of February 15, 2018  
Special Meeting**

**MOTION:** by Dixon, seconded by Logue:

To approve the minutes of February 1, 2018, as amended.

**VOTE:** Yeas, 4  
Nays, 0

**Minutes of February 20, 2018  
Special Meeting**

**MOTION:** by Dixon, seconded by Logue:

To approve the minutes of February 1, 2018, as amended.

**VOTE:** Yeas, 4  
Nays, 0

## Announcements

In acknowledgement of the recent passing of former Museum Board member Gretchen Maricak, Ms. Krizanic offered the opportunity for honoring and remembering Gretchen and her many contributions to the museum. Board members shared their experiences and Mr. Dixon displayed two of Gretchen's last art pieces that depicted the Allen and Hunter Houses. Her work will be offered to Wayne State University for consideration to be accessioned into their collection.

## Unfinished Business

A. The board discussed the importance of re-instating the book committee, with a task of developing an actual publication plan. We have two consultants who are willing to work with the Museum Board in establishing a proposal and cost estimate. The expected timetable for the book would not be possible in connection with the bicentennial, but it could be approached as a stand-alone project. The book subcommittee could pull the information together with the help of the consultants so the Museum Board could consider next steps. Ideally, the same members of the subcommittee would participate. Museum Director Pielack will contact subcommittee members to determine their interest before the next museum board meeting in April.

B./New Business A. Bicentennial events planned in the next year include the Celebrate Birmingham parade, a possible fall bicentennial-themed garden party here at the museum, and the Museum Board set Saturday, May 12, from 1:00 p.m. to 4:00 p.m. to hold a special reception/open house to celebrate the exhibit, with cheese and crackers, lemonade and cookies. The reception can include a ceremony at 2 p.m., thanking each contributor to the exhibit display perhaps with a certificate and/or token of appreciation, such as a Book of Birmingham and/or free Friends membership for the remainder of the year. One or more city commissioners could present the certificates. Commissioners, other commission and board members, contributors, and panel subjects could be invited with postcards; otherwise the public in general could be invited through the usual announcements, press release, etc. In addition, some discussion of the proposed September garden party took place; Museum Director Pielack confirmed that the Farmer's Market would not pose a conflict with a 1 p.m. event here, as the crowds have usually thinned. A possible walk from the Farmer's Market to the museum as a kick off was mentioned, with stations at each landscape zone location and opportunities for family activities.

### Preliminary Bicentennial Event timeline:

- Thursday, April 12, Baldwin Library Presents Bicentennial Themed "Human Library" event
- Thursday, April 19, Pam DeWeese presentation at Library as part of bicentennial lecture series, 7 PM
- Saturday, May 5, Greenwood Cemetery Tour (Pioneers)
- Saturday, May 12, Bicentennial Exhibit/Public Reception at Museum, 1-4 PM
- August ?, Bicentennial Walking/Driving Tour
- September ?, Bicentennial Museum Garden Party Charity Event for Landscape
- December 1-2, Birmingham's Bicentennial at the Winter Markt

## **New Business**

- A. Exhibit Reception/Open House is addressed under Unfinished Business B.

## **Communication and Reports**

- A. Museum Director Pielack reviewed her report and also announced that the city commission voted to accept the 2018 Birmingham Museum Master Landscape Plan on March 12.
- B. Mr. Dixon mentioned that architect Minoru Yamasaki's parents are believed to be interred at Greenwood Cemetery.
- C. There were no public comments.

The next regular meeting will be **April 5, 2018 at 5:30 PM.**

Ms. Krizanic adjourned the meeting at 6:22 p.m.



## Request for Special Event Use of Birmingham Historical Museum/Allen House

The Birmingham Historical Museum & Park's Allen House is available for private use for purposes such as social gatherings, presentations, guest receptions, and the like, for **limited use events**. Individual requests are subject to Museum Director approval, based on determination that such use would not unduly compromise the museum's collection, the building, or objects on exhibit.

Name of Applicant: \_\_\_\_\_  
Applicant Address: \_\_\_\_\_  
Daytime Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_  
E-mail Address: \_\_\_\_\_  
Date Requested: \_\_\_\_\_  
Purpose of event: \_\_\_\_\_

Start Time\*: \_\_\_\_\_ (am/pm)                      End Time: \_\_\_\_\_ (am/pm)

**\*Note: Maximum time available, including set up and clean up, is 2 ½ hours**

Food and/or beverage service requested (describe)\*\*: \_\_\_\_\_

**\*\*Note: Restrictions apply; approval determined by Museum Director. A special event insurance rider is required in addition to the Hold Harmless Agreement. See section below.**

Food and/or beverages provided by: \_\_\_\_\_

Please indicate the following:

Total Number of Participants: \_\_\_\_\_

# Participants strolling/standing \_\_\_\_\_

# Participants seated \_\_\_\_\_

15 min. gallery tour requested? Yes \_\_\_ No \_\_\_

**Please note:** Museum staff must be on site during the entire event, but will not provide set up or clean up. Staff may be available for a brief gallery tour, subject to advance approval by Museum Director.

A \$100 deposit is required and will be returned after the event is over and clean up has been completed. (See rules below.)

### **Allen House Use Agreement**

The following policy and rules apply to all private use of the Allen House, subject to Museum Director approval:

1. Special Use Events may only take place outside regular museum hours, subject to approval by the Museum Director.
2. There will be no access to non-public areas of the Allen House, with the exception of staff porch area for access to set up. Weather permitting, access from the Allen House to the back porch and patio is included.
3. No more than 40 (forty) people can be accommodated in the Allen House
4. Use includes a two hour maximum for the event, with an additional ½ hour set up.
5. A minimum of two museum staff must be on site.
6. Museum staff will not provide set up or clean up.
7. Museum staff may provide brief presentations or tours, subject to advance arrangement and approval by Museum Director.
8. No food or beverage will be allowed in sensitive exhibit areas.
9. Folding chairs for the expected number of people and up to 3 folding tables will be made available, and must be set up and taken down within the Special Event Use time frame.
10. Use of the Allen House does not include access to Hunter House.
11. No participant parking is available on the museum grounds; temporary drop off and loading can be done from the loading zone outside the museum adjacent to Maple Road. Public parking is available across Maple Road at the Chester Street Parking Deck. The first two hours are free.
12. A \$100 deposit is required and will be returned after the event is over and clean up has been completed.
13. Fees for the Special Event Use as described in this application are \$550.00. Full payment by check is required seven days prior to the event, \_\_\_\_\_(date), made payable to the **Birmingham Historical Museum and Park, 556 W. Maple Road, Birmingham, MI 48009.**
14. Refund of deposit shall be made if a reservation is cancelled no later than two (2) weeks to the date reserved.
15. Please attach a copy of your standard certificate of insurance. The required limits and conditions may vary depending upon the scope of the event and the organization of the event sponsor. You will be notified of additional insurance requirements, if applicable, upon completion of the review process. An event-specific insurance rider is required, for the date and purpose referenced in the application, and shall include an endorsement stating the following shall be Additional Insureds: "The City of Birmingham, including all elected and appointed officials, all employee and volunteers, all boards, commissions and/or authorities and board members, including employees and volunteers thereof. This coverage shall be primary to any other coverage that may be available to the additional insured, whether any other available coverage by primary, contributing or excess."
16. A separate Hold Harmless Agreement is required on the event sponsor's letterhead, with signature of an authorized representative of the organization, with the following language: "Hold-Harmless Agreement: To the fullest extent permitted by law, the **(applicant/organization name)** and any entity or person for whom the **(applicant/organization name)** is legally liable, agrees to be responsible for any liability, defend, pay on behalf of, indemnify, and hold harmless the City of Birmingham, its elected and appointed officials, employees and volunteers and others working on behalf of the City of Birmingham against any and all claims, demands, suits, or loss, including all costs and

reasonable attorney fees connected therewith, and for any damages which may be asserted, claimed, or recovered against or from the City of Birmingham, its elected and appointed officials, employees, volunteers or others working on behalf of the City of Birmingham, by reason of personal injury, including bodily injury and death and/or property damage, including loss of use thereof, which arises out of or is in any way connected or associated with this activity/event. Such responsibility shall not be construed as liability for damage caused by or resulting from the sole act or omission of the City of Birmingham, its elected or appointed officials, employees, volunteers or others working on behalf of the city of Birmingham.

\_\_\_\_\_ **Applicant Signature."**

17. The Request for Special Event Use of Birmingham Historical Museum/Allen House Agreement must be submitted with the facility use fee, the Hold Harmless Agreement, the Insurance Certificate, and the special event insurance rider at least seven days prior to the event, \_\_\_\_\_(date) .

18. I have read and fully understand the above Special Event Use rules for the Allen House. I agree to abide by said rules and accept full responsibility to assure that my group and I comply. I understand that the Allen House is a historic site and museum and needs to be treated with due respect. Failure to observe any of the above rules, or any other applicable regulations, may result in loss of my security deposit or immediate demand to vacate the premises. The City of Birmingham reserves the right to exclude any group from future rentals of public facilities based on a violation of any of its rules and procedures. Any property damage, breakage and or trash removal resulting from my reservation may be charged against my security deposit. If the security deposit does not cover full costs, I will be billed for the difference owed to the City of Birmingham.

I \_\_\_\_\_(print name) have read and agree to abide by the rules and regulations that have been stated above.

\_\_\_\_\_  
(Applicant's Signature)

\_\_\_\_\_  
Date

Date Received: \_\_\_\_\_ Approved: \_\_\_\_\_ Denied: \_\_\_\_\_

\_\_\_\_\_  
Museum Director

A \$100 deposit is required and will be returned after the event is over and clean up has been completed. Amount Received: \_\_\_\_\_ Date: \_\_\_\_\_ Ck#: \_\_\_\_\_

Returned: Date: \_\_\_\_\_

V. HOLD-HARMLESS AGREEMENT

For most types of activities, the City requires a certificate of insurance and a signed hold-harmless agreement on the event sponsor's letterhead (see following language). Please attach a copy of your standard certificate of insurance. The required limits and conditions may vary depending upon the scope of the event and the organization of the event sponsor. You will be notified of additional insurance requirements, if applicable, upon completion of the review process.

*NOTE: The following language should be submitted on the applicant's stationery and signed by an authorized representative of the organization.*

**HOLD-HARMLESS AGREEMENT**

"To the fullest extent permitted by law, the **(applicant/organization name)** and any entity or person for whom the **(applicant/organization name)** is legally liable, agrees to be responsible for any liability, defend, pay on behalf of, indemnify, and hold harmless the City of Birmingham, its elected and appointed officials, employees and volunteers and others working on behalf of the City of Birmingham against any and all claims, demands, suits, or loss, including all costs and reasonable attorney fees connected therewith, and for any damages which may be asserted, claimed or recovered against or from the City of Birmingham, its elected and appointed officials, employees, volunteers or others working on behalf of the City of Birmingham, by reason of personal injury, including bodily injury and death and/or property damage, including loss of use thereof, which arises out of or is in any way connected or associated with this activity/event. Such responsibility shall not be construed as liability for damage caused by or resulting from the sole act or omission of the City of Birmingham, its elected or appointed officials, employees, volunteers or others working on behalf of the City of Birmingham."

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**Applicant's signature**



**DATE:** April 5, 2018  
**TO:** Museum Board  
**FROM:** Leslie Pielack, Museum Director  
**SUBJECT:** Director Report

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Exhibit support growing—We continue to get submissions from all over the community, and even out of state. Items are also being offered for our collection or to display. We are pleased to see support coming from so many sources and that the promotion of our exhibit is reaching far and wide!

Intern-developed exhibit slideshow—Our intern from Oakland University, Amy Wells, is completing a slideshow relating to our exhibit that will be added to the museum and also online.

Budget Meeting and Process—The public budget meeting before the commission is scheduled for April 28. The museum's budget reflects ongoing operations at similar levels and capital projects for the roofs of both houses and a new sign, which would be designed in coordination with our landscape plan.

National Register Nomination—The Historic District Commission will review the possibility of nominating the Allen House to the National Register of Historic Places at their meeting on April 4; if they find it appropriate to pursue, they will make a recommendation to the city commission accordingly.

Minor water damage—the unused upstairs bathroom in the west end of the building experienced a minor leak that damaged the ceiling in the study and resulted in moisture exposure to some news clippings and photos, which were not permanently damaged. A wood protective cover for an object in the collection also had water-exposure to part of the finish; staff is monitoring the situation. Repairs were completed, the water lines drained to prevent future leaks, and no future problems are anticipated.

Relocation of Utilities on grounds—Comcast and DTE have completed their review of the proposed relocation of utilities underground as part of the landscape master plan. Awaiting final cost estimates.

MDEQ—MDEQ representative reviewed the wetlands issues around the pond and the proposed master landscape plan to assess whether the project will meet MDEQ requirements. At this point, it appears that the project will be able to go forward, but more information will be needed when the formal application is filed. After review and approval, the permit will be good for five years.

Adult Lecture Series—The spring adult lecture series has two remaining presentations. On Thursday, April 19, Pam DeWeese is presenting *Ellsworth Plumstead* and on May 10, Museum Director Pielack will be presenting "The Most Important Road." The series is also being announced at the commission meeting on April 9.

Children's Storytime Series—Continues to build interest. The Baldwin Public Library's children's librarian, Maeve Devlin, works with museum staff Caitlin Donnelly to select topics on a three-month cycle.

School Tours in May—Mammoth teeth are being printed for our students to handle for the school tours. The Idealab at the Baldwin Library will be helping us get a full jaw bone completed during the summer for use next year. We will borrow Cranbrook's replica jawbone again for the tours. It is very popular with students and teachers alike.

Celebrate Birmingham Parade May 20—The Friends are purchasing adult T-shirts (size L and XL) for the parade and will be distributing to everyone walking for the museum. Museum staff will be planning to create cutout masks on paint sticks of the "people of Birmingham" that can be handed out and carried along.

**CITY OF BIRMINGHAM**  
**RESOLUTION REGARDING USE OF THE ALLEN AND HUNTER HOUSES**

Moved by Commission Member \_\_\_\_\_, Seconded by Commission Member \_\_\_\_\_

**WHEREAS**, the Birmingham Historical Museum and Park (BHMP) is owned by the City of Birmingham; and,

**WHEREAS**, the City of Birmingham may authorize, from time to time, the Friends of the Birmingham Historical Museum and Park to use the Allen House to conduct fundraisers and charity events which benefit the Birmingham Historical Museum and Park.

**NOW, THEREFORE, BE IT RESOLVED**, that in the event the Friends of the Birmingham Historical Museum and Park use the Allen House to conduct fundraisers and charity events to benefit the Birmingham Historical Museum and Park, the following terms and conditions shall be adhered to:

1. The times and dates of permitted use shall be authorized by the Museum Director.
2. There is a limit of forty (40) people for inside, sit-down events. The Allen House will accommodate a maximum of one hundred (100) persons. Larger events of up to two hundred (200) invited guests may be accommodated during the months of May through September only, weather permitting. However, events of more than 100 guests may require a tent to cover outside area(s) at the expense of the Friends.
3. The use of the Hunter House is limited to the main floor only. The use of the Allen House is limited to the first floor public access rooms only: foyer, living room, dining room, kitchen, library, north (sun) porch and bathroom. The outside grounds may also be used. Room and/or grounds availability will be determined by the Museum Director. The condition of the Allen House shall be returned to the condition prior to the event.
4. The City of Birmingham's noise ordinance must be adhered to at all times. A copy of this ordinance will be provided upon request. No amplified music is permitted outside the house. Any music not requiring amplification, which is planned for outside the house, must be approved by the Museum Director prior to the event.
5. Due to City requirements, it is essential that guests are advised of proper parking locations in advance. All guests, except those requiring barrier free parking, must park in the municipal Chester Street Parking Structure across Maple to the South and cross at the crosswalks. One barrier free parking space is available in the Allen House driveway on the west side of the house. Only two vehicles are permitted to park in the driveway of the Allen House during the event. Valet parking may also be used, however, only valet companies approved by the City of Birmingham may be used. Loading and unloading is permitted in the bus loading zone along Maple Road.

6. Upon approval by the City, alcoholic beverages may be served on the premises in conjunction with a valid catering permit and in accordance with the requirements set forth in the attached Permit. Under no circumstances can alcohol be served to minors, nor illicit drugs be used on the Birmingham Historical Museum and Park premises.

AYES: \_\_\_\_\_

NAYS: \_\_\_\_\_

ABSENT: \_\_\_\_\_

MOTION CARRIED.

I, Laura Pierce, Clerk of the City of Birmingham, certify that the foregoing is a true and compared copy of a Resolution duly made and passed by the Birmingham City Commission at a meeting held on \_\_\_\_\_, 2014.

\_\_\_\_\_  
Laura Pierce, City Clerk