



**CITY OF BIRMINGHAM  
MUSEUM BOARD AGENDA  
556 W MAPLE  
Thursday, August 2, 2018  
5:00 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 July 19, 2018
- 5. Unfinished Business**
  - A. A Walk in the Park-Talking Points for MB stations, brochures, other details
  - B. Private Use/Special Events Policy for Museum Grounds
- 6. Communication and Reports**
  - A. Director Report
  - B. Member comments
  - C. Public comments
- 7. Next Regular Meeting: September 6**
- 8. Adjournment**

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**CITY OF BIRMINGHAM  
MUSEUM BOARD  
MEETING MINUTES  
Thursday, July 19, 2018  
5:00 PM**

Members Present: James Cunningham (left at 7:00 PM), Russell Dixon (left at 7:00 PM), Lori Eaton, Judith Keefer, Tina Krizanic, Marty Logue, Caitlin Rosso

Student Members Present: None

Members Absent: None

Administration: Museum Director Leslie Pielack

Guests: None

By consensus the board agreed to revise the agenda to begin the meeting with the election of Chair for FY 2018-2019.

**Election of Chair**

Tina Krizanic was nominated by Marty Logue as Chair. There were no other nominees. The board proceeded with the vote to approve Tina Krizanic as Chair of the Museum Board for 2018/2019.

**VOTE:** Yeas, 7  
Nays, 0

**Approval of the Minutes  
Minutes of June 7, 2018**

**MOTION:** by Dixon, seconded by Keefer:

To approve the minutes of June 7, 2018.

**VOTE:** Yeas, 7  
Nays, 0

Because of the need for some board members to leave early, the board agreed to revise the order of agenda items to deal with item A. under New Business first.

**New Business**

A. The board reviewed the scope of work outline for the RFP for Landscape Design Services. Mr. Dixon suggested language be included regarding unit pricing and flat fee for additional meetings, if required, beyond the three provided in the outline.

**MOTION:** by Dixon, seconded by Keefer:

To adopt the draft RFP outline for landscape design services, to be further developed into final form by the Museum Director.

**VOTE:** Yeas, 7  
Nays, 0

### **Unfinished Business**

A. The board reviewed the revised draft of private use/special events guidelines for the Museum Grounds. Modifications were made to clarify language regarding sound amplification and to emphasize that general city park rules apply to all use at the museum grounds unless otherwise specified. The draft application form was re-organized and resident and non-resident fees were differentiated. Groups of more than 100 people will be considered on a case by case basis at the Museum Board level, followed by the city commission. Timelines for administrative approval, forfeit of deposit and insurance requirement were also clarified. The board agreed by consensus that the Museum Director should incorporate the changes into the existing document and move forward with review with the city manager before final presentation to the city commission for review/approval. The board also reviewed the current Allen House special event rules and fee and made suggestions for updating the policy and rules to bring it into alignment with the policies and rules for group use of the park.

B. The board reviewed the revised draft of the landscape fund raising case statement in booklet form. The booklet can be used to explain the project to the general public and prospective donors, beginning at the September 9 outdoor open house event. Minor edits were suggested with additional information on the back page. The library has the ability to print folded and stapled booklets to make it possible to print only as many copies as needed. The board agreed by consensus to finalize the booklet with these changes and that the Museum Director should proceed with printing.

C. The board confirmed the outdoor open house landscape event to be called, "A Walk in the Park" for Sunday, September 9, to follow the Farmer's Market with refreshments served from 1:30-3:30 PM on the Allen House back porch. A booth at the Farmers Market would allow the public the opportunity to get advance information, a map from Booth Park to the museum grounds, and additional information. The grounds would have four stations, one in each zone, with a representative from the Museum Board to answer questions and capture feedback on flipcharts, get email addresses for more information, hand out the fundraising booklet, etc. Children's activities on the grounds would be a plus if possible, such as a scavenger hunt or sidewalk chalking.

D. Museum Director Pielack shared information from two publishers regarding a possible bicentennial book project based on the parameters set by the Museum Board. The cost is prohibitive for a quality publication with proper resolution photographs and design layout services to meet the minimum quality of a coffee table book. The board agreed

by consensus to table the bicentennial book project until such time as funding may become available and instead to concentrate on funding for the landscape project.

### **New Business (continued)**

C. Museum Director Pielack summarized the upcoming Parks Bond opportunity that will be pursued through the Parks department via committees and public meetings this fall. Mr. Dixon asked that information regarding the categories of expenditures from the original bond be made available to the board at the next meeting.

(Mr. Cunningham and Mr. Dixon left at 7:00 PM.)

B. The board reviewed the scope of work outline for the marketing RFP services and agreed with the concepts in the outline. A more detailed version will be brought back by the Museum Director to the Museum Board for review.

### **Communication and Reports**

A. Museum Director Pielack updated the Director Report with expected timelines for completion of repair projects at the Allen and Hunter Houses.

B. There were no Board member comments

C. There were no public comments

**Next Regular Meeting: August 2, 2018 at 5:00 PM.**

Ms. Krizanic adjourned the meeting at 7:18 p.m.

**DATE:** August 2, 2018  
**TO:** Museum Board  
**FROM:** Leslie Pielack, Museum Director  
**SUBJECT:** Director Report

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Parks Bond Opportunity and History—To help with understanding past events relating to parks bond funding relating to museum projects, a timeline will be helpful in providing context and background going forward:

1. In 2002 and for a smaller amount, in 2008, the city issued a Parks and Recreation bond whose total proceeds were **\$19,672,395**. Of that total, the museum received **\$212,590, or 1.1%**, the sixth highest funding amount. The museum used these funds

- For final complete design of several areas and elements of the grounds to implement the conceptual master plan (Identified as Phase I) (**2004-2006**) (**\$36,110**) (the conceptual master plan had been drawn up in 2003 but unfortunately did not incorporate research or historic preservation of the landscape):
  - Update site plan, surveys, and design work for re-grading pond and switchback paved path
  - Structural and electrical engineering studies
  - Design of pergola, fence, gazebo electrical, plumbing, furnishings and signage at plaza Design of remodel of garage area for lobby and ADA access with lift
  - Design for grading, utilities, irrigation, and demolition of existing front areas, driveway, etc.
  - Design work and construction administration for various components was contracted with: Quinn Evans, A. R. Decker, Atwell Hicks, and Johnson Hill Land Ethics
- For construction of the following (completed in **2006-2007** by Renaissance Construction Group. Unexpected conditions and additional design work costs reduced the planned scope to the following elements (**\$161,978**)
  - Concrete plaza construction, including irrigation, landscaping, pathways, and utilities
  - Remodeling of garage (lobby), entrance area and installation of lift
  - Concrete work to create curb cut for bus drop off
  - Concrete work to install new driveway and associated landscaping

2. As the bond funds were reduced, parks were required to have project-ready plans with contracts in place in order to encumber any remaining funds. The city cannot carry over funds without fully processed bids/contracts. In **2009**, the museum sought design services for Phase II concept design and Michael J. Dul was awarded the contract for **\$14,500**, (the final museum use of original bond funds). Unfortunately, the Dul concept plan did not survey the historical features or incorporate historic preservation in the plan, which focused on development of the property for heavy public use and new construction.

In **2010** the Museum Director requested approval for the Dul concept plan from the commission in order to pursue private donations over the next decade for the **\$1 million plus** work. A misunderstanding existed about \$100,000 that was thought to be left from the original bond funds and set aside for the Phase II project. This was a misunderstanding based on the **budgeted amount** originally planned for that fiscal year, which was planned to come from park bond funds when the budget was drawn up the previous year. However, as **there were no extant contracts** for Phase II construction by the end of the fiscal year, **those funds could not be encumbered**. As a result, those monies were instead made available to other city park contracts before the expiration of their availability. Confusion still persists regarding this situation. The museum was not entitled to these funds and they could not be carried over.

- To clarify this question, the Finance Director issued a memo to the Interim Museum Director in October of 2010 to share with the Museum Board (attached)
- Museum Board members were also informed of this issue by the city manager and also by the Museum Director, with repeated re-distribution of this memo and discussion since 2010

### Other Current Matters:

Site Improvements—Many of the improvement projects have been completed and some are nearly complete.

- The rails for the Allen House are being repaired and repainted and will be reinstalled as soon as they are available (could be several weeks)
- FY 2018-2019 will continue improvements through the roofing projects, paint analysis and fence line improvements.
- The Hunter House porch will also be evaluated for needed repair and restoration.

Presentations and Group Tours—We continue to get requests for presentations to civic, church, and private groups, which usually result in donations of about \$100 on average. The earliest history of Birmingham and the bicentennial is a popular theme but recent history is also well-received.

City Hall Exhibits—Staff are working to update the cases in the Clerk's office and the Treasurer's office, using themes and photos relating to City Hall or their departments in some way. Stay tuned for updates.

Facebook, Twitter, and Instagram—we are building our audiences in the social media realm, which helps us increase our reach and promote Birmingham History as well as engage with people who are interested in our collection.

Marketing RFP—Additional input is being sought on refining our marketing RFP scope of work further. A local brands/marketing specialist has offered to volunteer to help us with final wording and specifications, which will be forthcoming.

CITY OF BIRMINGHAM  
PARK & RECREATION BOND ISSUES  
TOTAL BOND PROCEEDS AND DISBURSEMENTS

AUTHORIZED BOND ISSUANCE	\$ 25,000,000	
BONDS ISSUED	\$ 19,700,000	
RECEIPTS:		
BOND PROCEEDS	\$ 19,672,395	
INTEREST INCOME ON BOND:	<u>465,082</u>	
TOTAL RECEIPTS	\$ 20,137,477	
DISBURSEMENTS:		
QUARTON LAKE	\$ 2,392,720	11.9%
MUSEUM	212,590	1.1%
BOOTH PARK	1,173,407	5.8%
BARNUM PARK	10,344,275	51.4%
SHAIN PARK	2,773,178	13.8%
ROEPER PROPERTY	2,472,888	12.3%
SKATE PARK	186,976	0.9%
DEWEY PROPERTY	190,583	0.9%
ST. JAMES	38,914	0.2%
HOWATH PARK	31,529	0.2%
KENNING PARK	20,040	0.1%
TRAIL SYSTEM	19,500	0.1%
LINCOLN WELL SITE	15,483	0.1%
DOG PARK	9,000	0.0%
VARIOUS PARK IMPROVEMENTS *	108,214	0.5%
BOND COSTS	<u>148,180</u>	0.7%
TOTAL DISBURSEMENTS	\$ 20,137,477	

\* - includes park signage, recreation master plan, and furnishings for parks

**CITY OF BIRMINGHAM**  
**PARKS AND RECREATION BOND ISSUES**  
**ALLOCATION OF BOND FUNDS BY PROJECT**

	<b>2002 ISSUE</b>	<b>2008 ISSUE</b>	<b>TOTAL</b>
SOURCE OF FUNDS			
BOND PROCEEDS	\$15,700,000.00	\$3,972,395.00	\$19,672,395.00
INTEREST INCOME	422,687.88	42,394.12	465,082.00
<b>TOTAL FUNDS AVAILABLE</b>	<b>\$16,122,687.88</b>	<b>\$4,014,789.12</b>	<b>\$20,137,477.00</b>
USE OF FUNDS			
QUARTON LAKE DREDGING	\$1,274,911.63		\$1,274,911.63
QUARTON LAKE PARK DESIGN & IMPROVEMENTS	787,901.28		787,901.28
QUARTON LAKE DAM	329,907.81		329,907.81
ST. JAMES TENNIS COURT	32,414.20		32,414.20
PARK SIGNAGE	8,925.00		8,925.00
DOG PARK (SPRINGDALE)	9,000.00		9,000.00
TRAIL STUDY	19,500.00		19,500.00
MUSEUM SITE IMPROVEMENTS PHASE 1	198,089.85		198,089.85
MUSEUM SITE IMPROVEMENTS PHASE 2	14,500.00		14,500.00
BOOTH PARK DESIGN PHASE I & II	298,880.71		298,880.71
BOOTH PARK DEVELOPMENT PHASE I	33,661.00		33,661.00
BOOTH PARK DEVELOPMENT PHASE II	816,235.00		816,235.00
BOOTH PARK WALL REPAIR	24,629.75		24,629.75
BARNUM SITE LAND ACQUISTION & CLOSING COSTS	8,586,113.75		8,586,113.75
BARNUM PARK SITE USE CONSULTING & DEVELOPMENT	151,818.71	1,593,123.46	1,744,942.17
BARNUM-PHASE 2	13,218.83		13,218.83
SKATE PARK DESIGN & CONSTRUCTION	186,975.73		186,975.73
HOWATH PARK	31,529.00		31,529.00
LINCOLN WELL SITE PLAYGROUND EQUIP.	15,483.00		15,483.00
UPDATE RECREATION MASTER PLAN	29,200.00		29,200.00
PICNIC TABLES, BENCHES, BASKETS	34,577.91		34,577.91
KENNING PARK/ICE ARENA PARKING LOT	20,040.30		20,040.30
DEWEY PROPERTY	190,583.68		190,583.68
ROEPER PROPERTY	2,472,887.75		2,472,887.75
SHAIN PARK DESIGN	388,410.74	53,751.87	442,162.61
SHAIN PARK DEVELOPMENT	16,238.23	2,300,000.00	2,316,238.23
SHAIN PARK FURNITURE	14,777.00		14,777.00
ST. JAMES PARKING LOT		6,500.00	6,500.00
PARKS-VARIOUS	35,510.84		35,510.84
BOND ISSUANCE COSTS	86,766.18	61,413.79	148,179.97
<b>TOTAL BOND FUNDS ALLOCATED TO PROJECTS</b>	<b>\$16,122,687.88</b>	<b>\$4,014,789.12</b>	<b>\$20,137,477.00</b>



# MEMORANDUM

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**DATE:** October 11, 2010

**TO:** Jenny Ezzo, Interim Museum Director

**FROM:** B. Sharon Ostin, Director of Finance/Treasurer

**SUBJECT:** Museum Project

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I have received the attached copy of Mr. McElhone's correspondence. At the time the correspondence was prepared in May 2010 the City Commission had appropriated or approved \$103,000 from bond proceeds to be spent during the 2009-2010 fiscal year for building site landscaping improvements at the museum. At June 30, 2010 the end of the City's fiscal year, \$90,500 had not been spent or encumbered. All unexpended funding lapses at the end of each fiscal year, except for amounts approved to be carried forward by the City Commission as a result of a legal commitment against the funds. A legal commitment would typically result from an outstanding purchase order or contract having been issued.

At the City's June 30, 2010 fiscal year end there was no outstanding purchase order or contract against the remaining funds of \$90,500 that were left for the museum project. Therefore, the funding for this project lapsed and was not carried forward.

For the fiscal year 2010-2011 budget the Museum Director requested \$94,000 for the museum project. However, only \$44,000 in funding was approved. The \$44,000 approved for expenditure was to come from grants and private sources. Attached is a copy of the page from the 2010-2011 budget document showing the amount that was approved and is therefore available for expenditure this year for the museum project.

## CAPITAL PROJECTS FUND #401

CAPITAL PROJECTS FUND #401										Expenditures For Capital Outlay					Future Years					Impact of 2010/2011 Budget Request on Annual Operating Budgets Average Increase/Decrease Per Year			
Account Number	Project Description Total Cost Funding Source	Life-To-Date Expenditures At 6/30/09	Budget 2009/2010	Total Estimate 2009/2010	Dept Request 2010/2011	Approved 2010/2011	Planned 2011/2012	Future Capital Outlay Requests					Personnel Service Costs	Other Operating Costs	Debt Service Costs	Total							
								2012/2013	2013/2014	2014/2015	2015/2016												
401-2556-776-50-01	Booth Park Wall Repair Total Estimated Cost: \$25,000 Funding Source: 2nd Bond Issue	-	25,000	25,000	-	-	-																
401-2556-776-50-01	Building Site Landscaping Improvements- Museum-Phase II Total Estimated Cost: \$157,000 Funding Sources: 1st Bond Issue \$103,000 General Fund \$10,000 Grants, Private Sources \$44,000	8,900	108,655	104,100	94,000	44,000	-																
401-2556-776-50-01	Shain Park Design Total Estimated Cost: \$441,589 Funding Sources: 1st Bond Issue \$389,189 2nd Bond Issue \$52,400	395,353	44,120	46,630	-	-	-																
401-2556-776-50-01	Shain Park Improvements - Phase 1 Total Estimated Cost: \$2,327,160 Funding Sources: 2nd Bond Issue \$2,278,845 General Fund \$44,305 Donations \$4,010	12,158	1,951,350	2,315,000	-	-	-																
401-2556-776-50-01	Lincoln Well Tennis Courts Reconstruction Total Estimated Cost: \$85,000 Funding Source: General Fund	-	-	-	85,000	85,000	-																
401-2556-776-50-01	Poppleton & Quanton Tennis Court Resurfacing Total Estimated Cost: \$35,000 Funding Source: General Fund	-	40,000	35,000	-	-	-																
401-2556-776-50-01	Kenning Park Parking Lot Cape Seal Total Estimated Cost: \$69,000 Funding Source: General Fund	-	69,000	-	69,000	69,000	-																
401-2556-776-50-01	Kenning Park-Phase 1 Total Estimated Cost: \$1,460,000 Funding Sources: Capital Projects Fund \$60,000 Donations \$1,400,000	-	-	60,000	1,400,000	1,400,000	-																
401-2556-776-50-01	Resurface Tennis Courts (Park TBD) Total Estimated Cost: \$25,000 Funding Source: General Fund	-	-	-	-	-	25,000																
401-2556-776-50-01	Resurface Rooper Basketball Courts Total Estimated Cost: \$25,000	-	-	-	25,000	-	-																
												Increase < \$22,500	Increase < \$7,500	No impact	Increase < \$30,000								
												No impact	No impact	No impact	No impact								
												No impact	No impact	No impact	No impact								

small portion of the plan drawings to reflect actual grade change concerns. Once the plans have been amended the project will go out to bid for these granted funded improvements.

— Museum & Historic Park Phase 2 Project:

Park Bond funds are still designated for use for the improvements identified in the plan. There is approximately \$100,000 in park bond proceeds that was designated for the Phase 2 last year that is still available, and it will be carried forward into the next budget. The funds will be used to construct, previously identified priority elements including a main museum sign and few other improvements for the Plaza and lower section of the park. City Engineering has completed their review. Additional reviews will be made by Architectural Review Committee and Parks & Recreation Board before presenting the final concept plan to the City Commission for their approval.

There is a tentative proposal to have a group of Boy Scouts paint the picket fences at the Museum & Park, and seal the wooden staircase going down the hill behind the Allen House. This project is going to be coordinated with Mike Jurek with DPS.

Volunteer News: Mary Ellen Craig, who has been coordinating the volunteers for the school tours over the past 12 years or so, has indicated that she will be stepping down as the "unofficial coordinator" of the school tours. She is interested in continuing to do tours. There will be a real need to fill her position; and look at other ways to schedule tours and volunteers docents. Ms. Craig's years of service and commitment to sharing Birmingham's heritage with these school children is greatly appreciated.