



**CITY OF BIRMINGHAM
MUSEUM BOARD AGENDA
556 W MAPLE
Thursday, November 1, 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 October 18, 2018
- 5. Unfinished Business**
 - A. Bicentennial Time Capsule
- 6. New Business**
 - A. 2019 Meeting Schedule
 - B. Heritage Zone fundraising reception-spring
- 7. Communication and Reports**
 - A. Director Report
 - B. Member comments
 - C. Public comments
- 8. Next Regular Meeting: December 6**
- 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.* 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, October 18, 2018
5:00 PM**

Members Present: Jay Cunningham, Russell Dixon, Lori Eaton, Judith Keefer, Tina Krizanic, Marty Logue

Student Members Present: None

Members Absent: Caitlin Rosso

Administration: Museum Director Leslie Pielack

Guests: None

Ms. Krizanic called the meeting to order at 5:01 PM.

**Approval of the Minutes
Minutes of September 6, 2018**

MOTION: by Dixon seconded by Keefer:

To approve the minutes of September 6 2018.

VOTE: Yeas, 6
Nays, 0

Minutes of Special Meeting September 20, 2018

MOTION: by Dixon seconded by Eaton:

To approve the minutes of Special Meeting September 20 2018.

VOTE: Yeas, 6
Nays, 0

Unfinished Business

- A. The Bicentennial Time Capsule project is underway; a specially made stainless steel capsule has been ordered and should arrive before the end of November. The schools will receive a notice requesting contributions from students to go out in the school newsletter and also to school staff in their monthly email. The presentation of the capsule to the mayor at the tree lighting kickoff will be primarily ceremonial; the capsule will not be complete and buried until after the fact. A site beneath one of the granite slabs in the middle of the park is being finalized. Arrangements for engraving the granite will need to be made. A 500 GB portable hard drive will be sealed into

the capsule and will have room for additional electronic information besides student submissions. The museum could include contents of the museum's Past Perfect records (in .pdf format); board members discussed adding content such as aerial photos, the panels from the bicentennial exhibit, and other content. Ms. Eaton suggested that an online slideshow of content in the capsule be posted. Board members are invited to consider a separate contribution of something each would like to include as well. Finalization of contents will be clarified over the next meetings.

New Business

- A.** Museum Director Pielack introduced three proposals for Historic Landscape Architectural Services for the Heritage Zone that were received on 10/17/18. The Museum Board reviewed the proposals according to criteria relevant to this project and analyzed the proposals (see attached). Nagy Devlin Land Designs, LLC, was unanimously recommended based on qualifications and detail of the proposal and was also the low bidder.

MOTION: by Dixon seconded by Cunningham:

To recommend that the City of Birmingham retain the services of Nagy Devlin Land Design, LLC, in the amount of \$2,960.00 for Historic Landscape Architectural Services for the Birmingham Museum Heritage Zone, per the Request for Proposals issued September 7, 2018.

VOTE: Yeas, 6
Nays, 0

Communication and Reports

- A.** Museum Director Pielack reviewed and provided updates to the Director Report, emphasizing the success of smaller exhibits at the St. Croix shop for the fundraising weekend as well as the City Hall exhibits at the Treasurer's and Clerks' offices. Presentations have been well attended recently as well. Finally, the outcome of Director Pielack's request for an Ethics Advisory Opinion is that the museum may sell her book, *The Saginaw Trail*, at the museum as a fundraiser. This is provided the Friends purchase the books at Pielack's discount and the museum sells at events and at the gift shop, with proceeds going to the city along with other donations and revenue.
- B.** There were no member comments.
- C.** There were no public comments.

Next Regular Meeting: November 1, 2018 at 5:00 PM.

Ms. Krizanic adjourned the meeting at 6:01 PM

PROPOSAL REVIEW- Landscape Architectural Services-Birmingham Museum Heritage Zone

FIRM	Johnson Hill	Nagy Devlin	Spackman Mossop Michaels
Qualifications of firm/personnel <i>(background, experience with similar projects, special certifications or expertise, etc.)</i>			
Meets Historical Landscape Architect requirements	2	4	1
Has experience with projects of similar scope	3	4	2
Has worked on National Register Listed sites	3	4	2
Understanding of project requirements <i>(comprehension of scope of work, solution-focused, specific)</i>			
Allen House	1	4	1
Hunter House	1	4	1
Signage Design	1	4	1
Invasive Plants Management	1	4	1
Technical capability/capacity to perform work <i>(ability to meet proposed schedule, sufficiency of personnel and facilities, etc.)</i>	4	4	4
Clarity and completeness of proposal <i>(details, deliverables, organized, etc)</i>	3	4	3
Communications and responsiveness	3	3	3
Cost: (amount)	\$10,625.00	\$2,960.00	\$22,500.00
Additional cost charge: meeting	\$270.00	\$160.00	\$500.00
Additional cost charge: hourly rate	Not provided	\$80.00	Not provided
Cost: (score)	3	4	1
Total Score	25	43	20

SCORING

Score	Value	Description
0	Not applicable or Unacceptable	The proposal response does not address the requirement or the response does not describe experience related to this requirement, or cannot be understood.
1	Poor	The proposal response minimally addresses the requirement, but one or more major components or considerations for this requirement are not addressed. There is a low degree of confidence in the bidder's response or proposed solution.
2	Acceptable	The proposal response addresses the requirement adequately, but minor considerations are not addressed. There is an acceptable degree of confidence in the bidder's response or proposed solution.
3	Good	The proposal response fully addresses the requirement and provides a good quality solution. There is a good degree of confidence in the bidder's response or proposed solution.
4	Very good	The proposal response addresses all considerations of this requirement and includes innovative or cost-saving approaches. There is a high degree of confidence in the bidder's response or proposed solution.

BIRMINGHAM The MUSEUM

MUSEUM BOARD
556 WEST MAPLE, BIRMINGHAM, MI
248.530.1928

MEETING SCHEDULE 2019

**All Meetings Scheduled for 5:00 PM, first Thursday of the month,
unless otherwise noted.**

MONTH	DAY	MEETING	LOCATION
January	3	Regular Meeting	Birmingham Museum
February	7	Regular Meeting	Birmingham Museum
March	7	Regular Meeting	Birmingham Museum
April	11	Regular Meeting	Birmingham Museum
May	9	Regular Meeting	Birmingham Museum
June	13	Regular Meeting	Birmingham Museum
July	11	Regular Meeting	Birmingham Museum
August	1	Regular Meeting	Birmingham Museum
September	5	Regular Meeting	Birmingham Museum
October	3	Regular Meeting	Birmingham Museum
November	7	Regular Meeting	Birmingham Museum
December	5	Regular Meeting	Birmingham Museum

DATE: November 1, 2018
TO: Museum Board
FROM: Leslie Pielack, Museum Director
SUBJECT: Director Report

Michigan Museum Association Conference-Updates- conference took place October 29 and 30 and was attended by museum staff and Lori Eaton of the Museum Board.

Landscape Heritage Zone Contract Award-Updates-contract award recommendation was presented to the city commission on October 29.

Roof Repair and Replacement-Allen and Hunter Houses-Update- several contractors were present at the pre-bid meeting on October 26. The project is a repair/replacement of existing materials with recommendations from Jackie Hoist of H2A Architects, who provided historical architectural services on the Allen House, a small part of which was roofing repair at the dormers. She has recommended the same material for the rest of the roof and for the Hunter House as well, and the Michigan State Historic Preservation Office concurs with her recommendation for the repair/replacement.

Public Presentations and Fall Lecture Series- we continue to get great feedback on our lecture series as well as our off-site presentations to civic groups and senior centers that focus on Birmingham's history. Pam DeWeese will be presenting on the stock market crash of 1929 and its aftermath in Birmingham, including several surprising stories of how it affected the people of Birmingham. The talk will be in the upstairs Jean Lloyd Room at the Baldwin Library on Thursday, November 8.

Other presentations recently given were to the Senior Men's Club, regarding the founding of Birmingham and the business scheme behind the collaboration of Willits, Hamilton, and Hunter. The Senior Men's Club also presented a copy of elevation blueprints for the Birmingham Grand Trunk Depot that they were recently given on a trip to the Durand Train museum. The museum does not have a copy of the blueprint in its collection, so this was a welcome donation.

Digital Collections Update- The museum's original format Umatic videotape of a local newscast regarding the Timothy King murder is being digitized for preservation purposes and to provide files to ReSet Films in L.A., who is working on a documentary about the 1977 Oakland County child killings. Once we receive the original and digitized version back, we will make it available to the filmmaker. The fee for this use will be in the \$350-\$400 range.

Marketing Plan Scope of Work- After meeting with marketing professionals, the marketing plan scope of work is being refined to improve the RFP and potential respondents. It is anticipated that the marketing plan will go out in the next few weeks.

Halloween Video Short on Museum-Facebook- a parody video of ghost hunters investigating the Hunter House has been produced by Museum Assistant Caitlin Donnelly. It is approximately 6 min. long and will be posting to the public on October 31, but you can view it at the following link; <https://youtu.be/jP1mDBJUyf8>. Caitlin's Twitter account is popular and we have even received a phone message from someone praising it.

Communications Intern for Winter Semester- the museum will be hosting an intern from Oakland University who will be learning about museum operations and working on a special project during winter semester.

Friends Greenwood Cemetery Booklet and Online Project-an expanded version of the Greenwood self-guiding brochure/tour will be created in the form of a booklet with approximately 30 individuals; plans for online information are also underway after the print version is complete, hopefully by Spring.