



**CITY OF BIRMINGHAM  
MUSEUM BOARD AGENDA  
556 W MAPLE  
Thursday, January 6, 2021  
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. Approval of the Minutes**

Minutes of December 2, 2021

**4. Unfinished Business**

- A. Heritage Zone Community Garden Project-Spring, 2022
  - Set date
  - Give the event a name
  - Review Special Event Permit (attached)
- B. Review Engage Birmingham example of Baldwin Library,  
<https://engage.bhamgov.org/baldwin-library>
- C. Long Range Plan (review)

**5. Communication and Reports**

- A. Director Report
- B. Member comments
- C. Public comments

**6. Next Meeting: February 3, 2022**

**7. Adjournment**

You are invited to attend the meeting in person or virtually through ZOOM:

**Join Zoom Meeting <https://zoom.us/j/99524391376> Meeting ID: 995 2439 1376**

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).*



**CITY OF BIRMINGHAM  
MUSEUM BOARD MEETING  
556 W. Maple  
Thursday, December 2, 2021  
5:00 PM**

Members Present: Alexandra Harris, Pat Hughes, Judith Keefer (attending virtually for medical reasons), Marty Logue, Caitlin Rosso (attending virtually for medical reasons), Jay Shell

Members Absent: Bev Erickson

Student Members: None

Administration: Museum Director Leslie Pielack

Guests: None

Chairperson Logue called the meeting to order at 5:02 PM.

**Approval of the Minutes  
Minutes of November 4, 2021**

**MOTION:** by Logue, seconded by Shell:

To approve the minutes of November 4, 2021.

**VOTE:** Yeas, 6  
Nays, 0

**Unfinished Business**

Members further discussed aspects of the planned spring event, conceived as a community plant exchange, which would accomplish the following:

- Create a fun outside event with minimized pandemic risk for public attendance
- Promote the museum, its landscape history, and planned landscape improvements
- Reach potential new audience
- Increase Friends membership and donations/contributions
- Provide heritage perennials for the Heritage Zone historic perennial garden
- Manageable degree of resources needed to hold a successful event, since the activity primarily depends on individual efforts/contributions/participation

In addition, members discussed the value of utilizing this event to create an annual plant exchange event at the museum in the future that would reinforce the mission and potentially lead to additional financial support. Providing experts and master gardeners

to answer questions, generate revenue, etc. can be explored in the future. Ms. Harris will forward to Museum Director Pielack sample forms used in a similar program in Royal Oak.

### **New Business**

Museum Director Pielack provided an update and explained the nomination process for the application to the National Park Service's Underground Railroad Network to Freedom for Greenwood Cemetery. This designation would elevate the cemetery at the national level.

Director Pielack also provided an update regarding the Long Range Planning meeting in January, and proposed that in the coming years, the museum would benefit the public through more effectively reflecting the diversity of our past. This would include establishing the importance of a broader story that includes people of color and their role and contributions to Birmingham. Other long range plans include greater public access to the grounds and collection through physical improvements as well as virtual enhancements, and continuing with the landscape master plan. The Museum Board agreed by consensus with these long range goals.

### **Communication and Reports**

Director Pielack reviewed the Director Report, providing updates. The ADA parking off Willits will qualify for CDBG funding of \$25,839 in FY 2022/2023. To utilize these funds, some aspects of the project will be deferred, while others can be undertaken in 21/22 with existing funds and in 22/23 with next year's budget requests. The nature of the project lends itself to phased work because of the separate components of ADA parking space and paths, boardwalk and platforms, and proposed signage.

There were no board member comments.

There were no public comments.

**The next Regular Meeting is scheduled for Thursday, January 6, at 5:00 PM.**

Ms. Logue adjourned the meeting at 6:10 PM.

## APPLICATION FOR SPECIAL EVENT PERMIT PARKS AND PUBLIC SPACES

- I. EVENT DETAILS
- II. EVENT INFORMATION
- III. EVENT LAYOUT
- IV. SAMPLE LETTER TO NOTIFY AFFECTED PROPERTY OWNERS/BUSINESSES WITHIN 300 FEET OF EVENT LOCATION
- V. INSURANCE INFORMATION
  - INSURANCE REQUIREMENTS
  - HOLD HARMLESS AGREEMENT
- VI. POLICIES AND PROCEDURES
- VII. CHECKLIST
- VIII. SAMPLE MAPS
- IX. DEPARTMENTAL APPROVAL PAGE

### TIME LINE AS REQUIRED BY COMMISSION ADOPTED POLICY

TIME	REQUIREMENT
At least 90 days prior to event	<ul style="list-style-type: none"> <li>• Events utilizing City sidewalks and/or streets must meet with the Police Department Special Events officer prior to submitting this application.</li> <li>• Application and attachments must be submitted</li> <li>• COVID-19 Health and Safety Plans</li> </ul>
At least two (2) weeks prior to Commission hearing	<ul style="list-style-type: none"> <li>• Letters mailed to affected property owners/businesses within 300 feet of event area</li> <li>• Copy of letter and distribution list provided to Clerk</li> </ul>
Three (3) weeks prior to the event	<ul style="list-style-type: none"> <li>• Final additions/changes must be submitted for approval.</li> </ul>
Two (2) weeks prior to event	<ul style="list-style-type: none"> <li>• All building, electrical, sign, and hydrant permits must be obtained</li> <li>• All permit fees must be paid and insurance certificates must be submitted and approved</li> <li>• All peddler/vendors applications must be submitted for approval</li> </ul>

**CITY OF BIRMINGHAM**  
**APPLICATION FOR SPECIAL EVENT PERMIT**  
**PARKS AND PUBLIC SPACES**

**IMPORTANT: EVENTS UTILIZING CITY SIDEWALKS AND/OR STREETS MUST MEET WITH POLICE DEPARTMENT SPECIAL EVENT OFFICER TO REVIEW PROPOSED EVENT DETAILS PRIOR TO SUBMITTING APPLICATION .**

Police Department acknowledgement: \_\_\_\_\_

**I. EVENT DETAILS**

- **Incomplete applications will not be accepted.**
- **Changes in this information must be submitted to the City Clerk, in writing, at least three weeks prior to the event**

<b>FEES:</b>	<b>FIRST TIME EVENT:</b>	<b>\$200.00</b>
	<b>ANNUAL APPLICATION FEE:</b>	<b>\$165.00</b>

(Please print clearly or type)

Date of Application \_\_\_\_\_

Name of Event \_\_\_\_\_

Detailed Description of Event (attach additional sheet if necessary) \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Location \_\_\_\_\_

Date(s) of Event \_\_\_\_\_ Hours of Event \_\_\_\_\_

Date(s) of Set-up \_\_\_\_\_ Hours of Set-up \_\_\_\_\_

**NOTE: No set-up to begin before 7:00 AM, per City ordinance.**

Date(s) of Tear-down \_\_\_\_\_ Hours of Tear-down \_\_\_\_\_

Organization Sponsoring Event \_\_\_\_\_

Organization Address \_\_\_\_\_

Organization Phone \_\_\_\_\_

Contact \_\_\_\_\_ Person \_\_\_\_\_

Contact \_\_\_\_\_ Phone \_\_\_\_\_

Contact Email \_\_\_\_\_

## II. EVENT INFORMATION

1. Organization Type \_\_\_\_\_  
(city, non-profit, community group, etc.)
2. Additional Sponsors or Participants (Provide name, address, contact person, status, etc. for all additional organizations sponsoring your event. ) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
3. Is the event a fundraiser?    YES ☐    NO ☐  
List \_\_\_\_\_ beneficiary \_\_\_\_  
List \_\_\_\_\_ expected \_\_\_\_\_ income \_\_\_\_  
Attach information about the beneficiary.
4. First time event in Birmingham?    YES ☐    NO ☐  
If no, describe \_\_\_\_\_  
\_\_\_\_\_
5. Total number of people expected to attend per day \_\_\_\_\_
6. The event will be held on the following City property: (Please list)  
☐ Street(s) \_\_\_\_\_  
\_\_\_\_\_  
☐ Sidewalk(s) \_\_\_\_\_  
\_\_\_\_\_  
☐ Park(s) \_\_\_\_\_  
\_\_\_\_\_
7. Will street closures be required?    YES ☐    NO ☐  
**(Police Department acknowledgement prior to submission of application is required)    (initial here) \_\_\_\_\_**
8. What parking arrangements will be necessary to accommodate attendance? \_\_\_\_\_

9. Will staff be provided to assist with safety, security and maintenance? YES ☐ NO ☐  
**If yes, please provide number of staff to be provided and any specialized training received.**  
Describe \_\_\_\_\_  
\_\_\_\_\_
10. Will the event require safety personnel (police, fire, paramedics)? YES ☐ NO ☐  
**(Police Department acknowledgement prior to submission of application is required.) (initial here)\_\_\_\_\_**  
Describe \_\_\_\_\_  
\_\_\_\_\_
11. Will alcoholic beverages be served? YES ☐ NO ☐  
If yes, additional approval by the City Commission is required, as well as the Michigan Liquor Control Commission.
12. Will music be provided? YES ☐ NO ☐  
\_\_\_\_\_Live \_\_\_\_\_Amplification \_\_\_\_\_Loudspeakers  
Recorded Time music will begin \_\_\_\_\_  
Time music will end \_\_\_\_\_  
Location of live band, DJ, loudspeakers, equipment must be shown on the layout map.
13. Will there be signage in the area of the event? YES ☐ NO ☐  
Number of signs/banners \_\_\_\_\_  
Size of signs/banners \_\_\_\_\_  
Submit a photo/drawing of the sign(s). **A sign permit is required.**
14. Will food/beverages/merchandise be sold? YES ☐ NO ☐  
  - Peddler/vendor permits must be submitted to the Clerk's Office, **at least two weeks prior to the event.**
  - You must obtain approval from the Oakland County Health Department for all food/beverage sales/donations. Contact [ehclerk@oakgov.com](mailto:ehclerk@oakgov.com) or 248-535-9612 to obtain Health Department approval.
  - There is a \$50.00 application fee for all vendors and peddlers, in addition to the \$10.00 daily fee, per location.

## LIST OF VENDORS/PEDDLERS

(attach additional sheet if necessary)

VENDOR NAME	GOODS TO BE SOLD	WATER HOOK- UP REQUIRED?	ELECTRIC REQUIRED?



### III. I. EVENT LAYOUT

- Include a map showing the park set up, street closures, and location of each item listed in this section.
- Include a map and written description of run/walk route and the start/finish area

1. Will the event require the use of any of the following municipal equipment?  
(show location of each on map)

EQUIPMENT	QUANTITY	COST	NOTES
Picnic Tables		6 for \$500.00	A request for more than six tables will be evaluated based on availability.
Trash Receptacles		\$10.00 each includes 1 bag For additional bags, the cost is \$32/per case.	Trash box placement and removal of trash is the responsibility of the event. Additional cost could occur if DPS is to perform this work.
Dumpsters		\$350.00/per dumpster per day	Includes emptying the dumpster one time per day. The City may determine the need for additional dumpsters based on event requirements.
Utilities (electric)	# of vendors requiring utilities	Varies	Charges according to final requirements of event.
Water/Fire Hydrant		\$224.75/per hydrant Includes the use of 5,000 gallons of water. Any additional water usage will be billed.	Applicant must supply their own means of disposal for all sanitary waste water. Waste water is NOT allowed to be poured into the street or on the grass.
Meter Bags / Traffic Cones / Barricades	# to be determined by the Police Department.		

2. Will the following be constructed or located in the area of the event? YES NO  
(show location of each on map) NOTE: Stakes are not allowed.

TYPE	QUANTITY	SIZE
Tents/Canopies/Awnings (A permit is required for tents over 120 square feet)		
Portable Toilets		
Rides		
Displays		
Vendors		
Temporary Structure (must attach a photo)		
Other (describe)		

**SIGNATURE OF APPLICANT REQUIRED**

EVENT NAME \_\_\_\_\_

EVENT DATE \_\_\_\_\_

The Birmingham City Commission shall have sole and complete discretion in deciding whether to issue a permit. Nothing contained in the City Code shall be construed to require the City Commission to issue a permit to an applicant and no applicant shall have any interest or right to receive a permit merely because the applicant has received a permit in the past.

As the authorized agent of the sponsoring organization, I hereby agree that this organization shall abide by all conditions and restrictions specific to this special event as determined by the City administration and will comply with all local, state and federal rules, regulations and laws.

_____ Signature	_____ Date
--------------------	---------------

*By providing your e-mail to the City, you agree to receive news and notifications from the City.  
If you do not wish to receive these messages, you may unsubscribe at any time.*

-----

**IV. SAMPLE LETTER TO NOTIFY ANY AFFECTED PROPERTY/BUSINESS OWNERS**

- Organizer must notify all potentially affected residential property and business owners of the date and time this application will be considered by the City Commission. (Sample letter attached to this application.)
- Attach a copy of the proposed letter to this application. The letter will be reviewed and approved by the Clerk's Office. The letter must be distributed at least two weeks prior to the Commission meeting.
- A copy of the letter and the distribution list must be submitted to the Clerk's Office at least two weeks prior to the Commission meeting.
- If street closures are necessary, a map must be included with the letter to the affected property/business owners.

## SAMPLE NOTIFICATION LETTER

### SPECIAL EVENT REQUEST NOTIFICATION LETTER

DATE: \_\_\_\_\_

TO: \_\_\_\_\_  
Residential Property or Business Owner  
\_\_\_\_\_  
Address

The Birmingham City Code requires that we receive approval from the Birmingham City Commission to hold the following special event. The code further requires that we notify any property owners or business owners that may be affected by the special event of the date and time that the City commission will consider our request so that an opportunity exists for comments prior to this approval.

#### **EVENT INFORMATION**

NAME OF EVENT: \_\_\_\_\_

LOCATION: \_\_\_\_\_

DATE(S) OF EVENT \_\_\_\_\_ HOURS OF EVENT \_\_\_\_\_

BRIEF DESCRIPTION OF EVENT/ACTIVITY: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

DATE(S) OF SET-UP \_\_\_\_\_ HOURS OF SET-UP \_\_\_\_\_

DATE(S) OF TEAR-DOWN \_\_\_\_\_ HOURS OF TEAR-DOWN \_\_\_\_\_

DATE OF CITY COMMISSION MEETING: \_\_\_\_\_

The City commission meets in room 205 of the Municipal Building at 151 Martin at 7:30PM. **A complete copy of the application to hold this special event is available for your review at the City Clerk's Office (248/530-1880).** Log on to [www.bhamgov.org/events](http://www.bhamgov.org/events) for a complete list of special events.

EVENT ORGANIZER: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

PHONE: \_\_\_\_\_

FOR QUESTIONS ON DAY OF EVENT, CONTACT: \_\_\_\_\_

**A map showing street closures must be attached.**

## V. INSURANCE INFORMATION

### INSURANCE REQUIREMENTS

For most types of activities, the City requires a certificate of insurance and a signed hold-harmless agreement on the event sponsor's letterhead. Please submit a copy of your standard certificate of insurance with your completed application, which will be reviewed for compliance with the City's insurance requirements.

Following are the general insurance requirements for events held on City property (items A thru I). If alcoholic beverages are to be served, you will need to add the coverage described in item J. 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.

- A. Workers' Compensation Insurance. Workers' compensation insurance, including employers' liability coverage, in accordance with all applicable statutes of the state.
- B. Commercial General Liability (CGL) Insurance. Commercial general liability insurance on an "occurrence basis," with limits of liability not less than \$1,000,000 per occurrence combined single limit, personal injury, bodily injury and property damage. Coverage shall include broad form general liability extensions or equivalent.
- C. Motor Vehicle Liability Insurance. Motor vehicle liability insurance, including all applicable no-fault coverages, with limits of liability of not less than \$1,000,000 per occurrence combined single limit bodily injury and property damage. Coverage shall include all owned vehicles, all non-owned vehicles, and all hired vehicles.
- D. Additional Insured. Commercial general liability insurance and motor vehicle liability insurance as described above 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.*

- E. Cancellation Notice. Thirty days advance written notice of insurance cancellation, non-renewal and/or reduction or material change in coverage shall be provided to the City. Notice of cancellation, material change or reduction shall be attached to the certificate of insurance, or otherwise evidenced as in effect under the policy listed.
- F. Proof of Insurance Coverage. The City shall be provided with certificates of insurance evidencing the coverages outlined above.
- G. Expiration. If any of the above coverages expire, renewal certificates and/or policies must be provided to the City at least ten days prior to the expiration date.
- H. Acceptability of Insurance Company. All coverages shall be with insurance carriers licensed to do business in the state. All coverages shall be with carriers acceptable to the City.
- I. Hold-Harmless Agreement. The hold-harmless agreement should be submitted on the applicant's letterhead or stationery and signed by an authorized representative of the organization. (See attached)

If alcoholic beverages are to be served, you will need to add the coverage described in item J, below:

- J. Liquor Liability Insurance: The event sponsor shall procure and maintain for this event liquor liability insurance with limits of liability of not less than \$1,000,000 per occurrence for each covered location. The liquor liability insurance as described above shall include an endorsement naming the City of Birmingham as additional insured.

The following language must be submitted on the applicant's letterhead 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."

---

**Applicant's signature**

**Date**

## VI. POLICIES AND PROCEDURES

1. The City Commission will have sole and complete discretion in deciding whether to issue a permit for special events in parks and other open spaces.
2. The City of Birmingham will determine a capacity of Shain Park for public events based upon the wear and tear, recovery of grass and plants, impact on local businesses, institutions (Library, Community House) and residents.
3. The order of event priority for the allocation of the right to utilize parks and open spaces for special events shall be guided by the following:
  - a. civic events
  - b. cultural, education or social events,
  - c. entertainment and amusement events,
  - d. promotional events that benefit the City's image
  - e. income-generating events, both for and non-profit
4. Prioritization among sponsors shall be guided by the following:
  - a. Programs, festivals and events sponsored by the City or the PSD
  - b. Community groups (defined as a non-profit organization whose members consist of at least 75% City residents, or 50% City residents, and 75% Birmingham Public School District residents.)
  - c. Non-profit organizations and public agencies
  - d. Commercial organizations holding non-promotional events that do not charge a fee or generate revenue
  - e. Commercial organizations within Birmingham
  - f. Commercial organizations outside Birmingham
5. Applications and fee must be submitted at least **ninety (90) days prior to the date of the proposed event**. The non-refundable application fee is due when the application is submitted. The applicant is required to meet with the Police Department's Special Event officer in advance of application submission to discuss the proposed event regarding run/walk route, proposed road closures (if any), use of intersections/sidewalks/streets, number of Police and/or volunteers needed, and potential costs if City safety personnel are needed.

6. Application must include a detailed map of the event site. The application must include the location of the following if applicable:
- street closures **(Police Department input required prior to submission of application)**
  - tents / canopies
  - tables
  - signs
  - trash receptacles / dumpsters
  - barricades
  - audio equipment / band
  - rides / inflatables
  - vendor booths
  - displays
  - portable toilets
  - layout of start/finish area (if on public property)
  - temporary structures or displays of any kind (picture required)
7. The ordinance requires a permit fee in an amount to be determined by the City administration to reimburse the City for the costs incurred in providing services for the event including but not limited to police, fire, sanitation services or arranging for traffic alterations.
8. All permit fees (building, sign, electrical, hydrant), event permit fee, and all insurance certifications must be obtained/submitted **at least two weeks prior to the event.**
9. Applicant must notify all potentially affected property owners within 300 feet of the event location and advise them of the date and time the application will be considered by the City Commission, the date and time of the proposed event, and a description of the activity. Applicant must provide a copy of the letter and distribution list to the Clerk's Office **two weeks prior to the Commission hearing.** (Sample letter included with this application.)
10. All vendors/peddlers applications must be submitted **two weeks prior to the event.**
11. All vendors and event participants are required to park in the parking structures.
12. Any additions/changes must be submitted for approval **at least three weeks prior to the event.** Substantial changes/additions to an event will require Commission approval.



## VII. . CHECKLIST

### ATTACHMENTS TO INCLUDE WITH SPECIAL EVENT APPLICATION

- ↗ Completed special event application
- ↗ Application fee (payable to "City of Birmingham")
- ↗ Map of event area detailing
  - street closures (**Police Department input required prior to submission of application**)
    - tents / canopies
    - tables
    - signs
    - trash receptacles / dumpsters
    - barricades
    - audio equipment / band
    - rides / inflatables
    - vendor booths
    - displays
    - portable toilets
    - layout of start/finish area (if on public property)
    - temporary structures or displays of any kind (picture required)
- ↗ Map of the route(s)
- ↗ Written route(s)
- ↗ Photo of display or temporary structure
- ↗ Sample of signs/banners – including size
- ↗ Hold Harmless Agreement (signed, on event sponsor's letterhead)
- ↗ Insurance certificate
- ↗ Letter to affected property owners (must include map of event area or route)\*
- ↗ List of addresses the letter was distributed (includes all residential and businesses in the event area, along the route, and affected by street closures)\*
- ↗ List of vendors
- ↗ If fundraiser: Information about the beneficiary

*\*Letter to affected property owners and list of addresses must be submitted to the Clerk's Office at least two weeks prior to the city commission meeting.*

---

#### OFFICE USE ONLY

Received \_\_\_\_\_ by \_\_\_\_\_

Date \_\_\_\_\_

License Number \_\_\_\_\_

The above highlighted items must be submitted by \_\_\_\_\_<sup>14</sup>

Date of Commission meeting \_\_\_\_\_



# Birmingham Map



- Legend**
- City Boundary
  - Lakes and Rivers
  - Streams
  - Parcels

N  
↑

**DISCLAIMER:**

The information provided on this site is for convenience only and is compiled from recorded deeds, plats, tax maps, surveys, and other public records and data. Much of the data was not compiled or created by the City of Birmingham. In the preparation of this report, extensive efforts have been made to offer the most current, correct, and clearly expressed information possible. However, inadvertent errors, inaccuracies, and omissions can occur. Official versions should be used as a primary information source for verification of the information provided on these pages. Users are advised that their use of any of this information is at their own risk. The City of Birmingham, its consultants and data providers, do not assume, and hereby disclaim, legal responsibility for the information contained herein which is provided "as is" with no warranties of any kind whether such errors, inaccuracies or omissions result from negligence, accident or any other cause.

**For a smooth exchange, please fill out a form for your plants BEFORE you arrive. Their new owners will thank you!**

<p><b>Plant Name</b> _____</p> <p><b>Indoor</b>    <b>Outdoor</b>    <i>(Please circle)</i></p> <p><b>Type:</b>    Bulb    Annual    Perennial    Succulent</p> <p><b>Sun:</b>    Direct    Partial    Shade</p> <p><b>Water:</b>    Lots    Medium    Drought tolerant</p> <p><b>Flowers:</b> _____</p> <p><b>Size:</b> _____</p> <p><b>Comments:</b></p>	<p><b>Plant Name</b> _____</p> <p><b>Indoor</b>    <b>Outdoor</b>    <i>(Please circle)</i></p> <p><b>Type:</b>    Bulb    Annual    Perennial    Succulent</p> <p><b>Sun:</b>    Direct    Partial    Shade</p> <p><b>Water:</b>    Lots    Medium    Drought tolerant</p> <p><b>Flowers:</b> _____</p> <p><b>Size:</b> _____</p> <p><b>Comments:</b></p>
<p><b>Plant Name</b> _____</p> <p><b>Indoor</b>    <b>Outdoor</b>    <i>(Please circle)</i></p> <p><b>Type:</b>    Bulb    Annual    Perennial    Succulent</p> <p><b>Sun:</b>    Direct    Partial    Shade</p> <p><b>Water:</b>    Lots    Medium    Drought tolerant</p> <p><b>Flowers:</b> _____</p> <p><b>Size:</b> _____</p> <p><b>Comments:</b></p>	<p><b>Plant Name</b> _____</p> <p><b>Indoor</b>    <b>Outdoor</b>    <i>(Please circle)</i></p> <p><b>Type:</b>    Bulb    Annual    Perennial    Succulent</p> <p><b>Sun:</b>    Direct    Partial    Shade</p> <p><b>Water:</b>    Lots    Medium    Drought tolerant</p> <p><b>Flowers:</b> _____</p> <p><b>Size:</b> _____</p> <p><b>Comments:</b></p>

Thanks so much for participating!





Neighborhood Perennial Plant Exchange  
Saturday, May 18th  
From 10 AM to 2PM

The McGuire's House at  
4456 Arlington Dr., Royal Oak  
248-549-4243

**This year we will also include gardening books.**

Plants should be carefully wrapped or potted separately and kept moist. Please label with care instructions and bloom color. Plant labels indicating the type of plant, sun/shade preferences, color and time of bloom if known will help new caretakers. This will be an exchange where you take the number of plants that you bring. At 2PM people can take whatever plants home that are left over.

# Birmingham Museum Long Range Plan

Expanding Public Access

January 22, 2022



# A Commitment to Greater Access

- Physical access
- Cultural access
- Content access





# Implications of Broader Public Access

---

- Establishing meaning and relevance
- Reflecting the community to expand reach
- Telling the whole story
- Enhanced sense of place and community





# Areas & Opportunities

- Collection & archives
- Digital assets
- Grounds & park
- Exhibits & interpretive information
- Local historic sites



# Virtual Technology

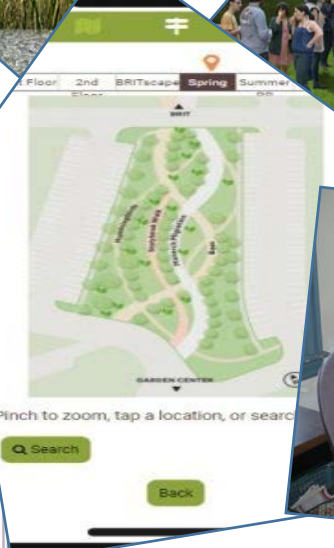
- Museum-friendly apps
- Online collection
- Online exhibits
- Social Media platforms
- Museum website





# Working Toward Universal Access

- Physical site improvements
  - ADA parking access
  - Pathways
- Bridging gaps with technology
  - Access to information
  - Reducing physical barriers



# Community Involvement

- Grant opportunities
  - Educational programs
  - Interpretive materials
- Sponsorship and donations
- Crowd sourcing







# THE BIRMINGHAM MUSEUM





## Director Report

---

**DATE:** January 6, 2022  
**TO:** Museum Board  
**FROM:** Leslie Pielack, Museum Director  
**SUBJECT:** Director Report

---

Pond Zone Barrier Free Parking and Path Project—AEW's work is in progress. We expect the design and construction estimates to be available early in 2022. We hope to break the project down into steps or phases, which will include a Community Development Block Grant component, hopefully with funds awarded in December of 2022 for completion during 2023.

Allen House Window and Wall Repair—We have been unable to find a contractor to repair the one set of windows that was water damaged earlier this year. At this point, we will plan to incorporate those window repairs into the planned upper floor window project. We have, however, been able to connect with plaster/paint repair professionals for the wall damage and expect to have the work done by the end of January. The water intrusion has been arrested. There are two other rooms upstairs that have cracks and need repainting. We are hoping to address these repairs in 21/22 if funds permit.

Hunter House Paint Study Update—We have received a draft report and are awaiting final recommendations to proceed with needed repainting of the Hunter House interior. The intent is to use the information to guide us in re-painting the interior in accordance with our Hunter House Interpretive Plan. This project is funded in 21/22 but may require a RFP depending on the cost estimates.

Update—Sign Installation and Heritage Zone Work—The old sign has been removed, and the vine supports for the trash receptacle area will be planned for spring installation by DPS. That is the final contractor/construction step in the Heritage Zone Phase I work, leading up to the perennial planting. We have received many compliments on the new museum sign and logo.

Greenwood Nomination to the Underground Railroad Network—The draft application has been submitted; the review of the application is due January 4 from the National Park Service and may entail additional work, depending on the outcome. The final submission deadline is January 15.

African American Cultural Heritage Action Fund—We are pursuing a possible grant from the AACHAF that will help us produce a professional video and/or a traveling exhibit to feature Birmingham's African American heritage. If our concept is accepted, we would develop a final proposal for the group and grant awards would be made July 1.

Long Range Planning Meeting with City Commission—January 22 (Saturday), all departments will be sharing their long-range plans with the city commission. This meeting will be available for viewing on Zoom by all interested parties.

Collection—personal letters have some surprising content! See attachment.

Letter, 1899, from James Dewey to son George Dewey. James was Sibila Beardslee Dewey's husband. She was from Birmingham, and at the time of this letter, they were living in Birmingham and writing to George who was in Royal Oak.

16) and you had ought to have seen her, such a Fiendish look, she marched up to the stove, took up the iron poker and went at the chunk with the strength of a Demon, and punched and punched, while there was not a spark of fire on it, turned it away and then another while the stove cracked and the pipe trembled in every joint, until she had become exhausted, she then threw down the poker & took out the kindling and put it into the kitchen stove, she thus brought in 2 chunks (small) and put in the stove and left, and not a word said as a gun fired, as good luck would have it we had some papers on hand that would and made out to get a fire, but the whole scene was a laughable one, it was equal to any paper I ever written - dear, now I think you know where the

Sibila Beardslee Dewey's husband James was describing Sibila's reaction to a landlady or fellow boarder insisting on turning off the heating stove when the indoor temperature was 56 degrees. "You had ought to have seen her, such a Fiendish look, she marched up to the stove, took up the iron poker and went at the chunk with the strength of a Demon, and punch and punched while there was not a spark of fire..."