



**CITY OF BIRMINGHAM
MUSEUM BOARD AGENDA
556 W MAPLE
Thursday, March 3, 2022
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 February 10, 2022
- 4. Unfinished Business**
 - A. Heritage Zone Community Garden Project-Spring, 2022
- 5. New Business**
 - A. Hybrid Meetings
 - B. Underground Railroad Commemorative Event
- 6. Communication and Reports**
 - A. Director Report
 - B. Member comments
 - C. Public comments
- 7. Next Meeting: April 7, 2022**
- 8. 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.* 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, February 10, 2022
5:00 PM**

Members Present: Alexandra Harris, Judith Keefer, Marty Logue, Jay Shell

Members Absent: Bev Erickson, Pat Hughes, Caitlin Rosso

Student Members: None

Administration: Museum Director Leslie Pielack

Guests: None

Chairperson Logue called the meeting to order at 5:00 PM.

**Approval of the Minutes
Minutes of January 6, 2021**

MOTION: by Keefer, seconded by Shell:

To approve the minutes of January 6, 2021.

VOTE: Yeas, 4
Nays, 0

Unfinished Business

The event permit has been filed with the Clerks office, and the police department has given it a green light. The Clerks office will mail notices to neighbors and place the item on the agenda in the next few weeks for commission approval.

Members reviewed the proposed design for the promotional postcard of the Heritage Plant Exchange and were all in agreement to use the design (created by Alexandra Harris) for this year and to establish a brand for the event going forward. Members discussed appropriate methods of promotion, as follows:

Newsletters/press release

- The city's Spring print color newsletter (article already in)
- The Friends' Heritage newsletter
- A reminder will go in the June eNewsletter, the Around Town
- Press releases will go to local media outlets in late May

Hand distribution of postcards:

- Jay will take 200 to insert in his neighborhood association mailing in May
- Clerks office
- Library

- Next Senior Center
- Farmers Market

Postal mailing of post cards:

- City Commission
- Members of the Friends

New Business

Members reviewed the updated information on Pond Zone design and cost estimates, and concurred with the proposed sub-phases of the sidewalk component, the ADA parking space component, the boardwalk and patio component (which can be further broken down due to cost), and the path to the Rouge River overlook. These sub-phases will allow construction to take place over the next several years, and private funds could be raised to offset city fund sources. Prioritizing the most user-friendly components will help communicate to the community that progress is being made. CDBG funds are already being sought for the parking space, and the sidewalk component may be included in the city's planned sidewalk improvements (as yet undetermined).

Communication and Reports

Director Pielack reviewed and updated the Director Report, with regard to museum efforts to make the collection more accessible online through Past Perfect Online, and plans to create mobile app-based virtual tours to enhance and customize visitor experience. This would include creating a specialized school curriculum-based experience that can be used by parents visiting with their 2nd grade children in lieu or in addition to a field trip class tour. The museum also has an opportunity to take on the Find-a-Grave files that volunteer Jacquie Patt has created for Greenwood Cemetery. Ms. Patt has been very exacting in her biographical data and documentation for over 2000 burial sites; taking the files on is a natural fit for the museum, but will entail oversight and management. The board was in agreement that this is an important role for the museum to play to preserve these files and manage them on behalf of the public going forward. The museum will be able to hire a short-term part-time museum intern with available funds to help with some of these collection tasks and to provide other museum support. The Underground Railroad designation application has been finalized and is expected to be decided by the National Park Service in March. Members agreed to discuss acting as host for a public event later this year at March's meeting.

There were no board member comments.

There were no public comments.

The next Regular Meeting is scheduled for Thursday, March 3, at 5:00 PM.

Ms. Logue adjourned the meeting at 6:04 PM.



MEMORANDUM

City Clerk's Office

DATE: Tuesday, February 22, 2022
TO: Thomas M. Markus, City Manager
FROM: Christina Woods, Deputy City Clerk
SUBJECT: Special Event - Birmingham Museum Heritage Plant Exchange

INTRODUCTION:

The Birmingham Museum has submitted a Special Event application to hold a Heritage Plant Exchange on Museum grounds on Saturday, June 4, 2022 from 10 am – 2 pm, setup at 9am and teardown at 2pm.

BACKGROUND:

Prior to application submission, the various departments reviewed the proposed event. Police, DPS, Planning, Building, Engineering and Fire have indicated their approval. SP+ Parking has been notified for planning purposes.

The Village Fair event occurs concurrently with this event, albeit in a different location. The Museum has been notified and acknowledges that there will be a larger event in a different location which may impact participation at the museum event.

The following events occur within 2 weeks of this event, and do not pose a conflict.

Eisenhower Dance Detroit	May 26	Shain Park
Birmingham Farmers Market	Sundays	Lot 6
Birmingham Memorial Day Service	May 30	Shain Park
Village Fair	June 1-5	Shain Park and City Streets
BSD Movie Night	June 10	Booth Park
Summer Concerts in the Park	June 15	Shain Park

LEGAL REVIEW:

The City Attorney has reviewed this application and has no concerns or objections.

FISCAL IMPACT:

The Finance Director has reviewed and has no concerns.

PUBLIC COMMUNICATIONS:

The City Clerk's office notified residents and businesses about the details of this event by postcard which was mailed more than two weeks prior to the Commission Meeting. The Postcard also notified residents and businesses of their right to voice concerns or comments at the February 28, 2022 Commission Meeting. The addresses that were notified were within 300 ft of the event space.

SUMMARY:

The City Commission is asked to review and approve a special event permit for the Birmingham Museum Heritage Plant Exchange on Saturday, June 4, 2022 at the Birmingham Museum grounds. Set up will begin at 9am and tear-down will occur immediately following the event at 2pm.

ATTACHMENTS:

1. Special Event Application
2. Notification letter distributed on February 10, 2022 to residents and businesses within 300 feet of event area. Notification Addresses are on file in the Clerk's Office.
3. Event Site Map
4. Department Approval Page with comments and estimated costs

SUGGESTED COMMISSION ACTION:

Make a motion adopting a resolution to approve a special event permit as requested by the Birmingham Museum to hold the 2022 Birmingham Museum Heritage Plant Exchange on Saturday, June 4, 2022, contingent upon compliance with all permit and insurance requirements and payment of all fees and, further, pursuant to any minor modifications that may be deemed necessary by administrative staff at the time of the event.

**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 OFFICE TO REVIEW PROPOSED EVENT DETAILS PRIOR TO SUBMITTING APPLICATION.

Police Department acknowledgement: _____

(See Commander Grewe)

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

**FEES: FIRST TIME EVENT: \$200.00
 ANNUAL APPLICATION FEE: \$165.00**

(Please print clearly or type)

Date of Application 2/4/2022

Name of Event Birmingham Museum Heritage Plant Exchange

Detailed Description of Event (attach additional sheet if necessary) Free event - open to the public bring a plant, take a plant from your garden and/or to donate from a specific heritage perennial plant list. 2 tents - one for shade plants and one for sun plants. Event from 10 AM to 2 PM at the museum with a Master Gardener on hand to answer questions. Plants must be labeled (available on site). Any plants left

Location 556 W. Maple
Date(s) of Event Saturday June 4 Hours of Event 10 AM - 2 PM
Date(s) of Set-up Sat. June 4. Hours of Set-up 9 AM.

NOTE: No set-up to begin before 7:00 AM, per city ordinance.
Date(s) of Tear-down Sat June 4 Hours of Tear-down 2 PM.

Organization Sponsoring Event Birmingham Museum Board

Organization Address 556 W. Maple, Birmingham MI 48009

Organization Phone 248-530-1682

Contact Person Leslie Pielack

Contact Phone Same

Contact Email lpielack@bhamgov.org

II. EVENT INFORMATION

1. Organization Type City
(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.) Friends of Birmingham Museum are providing assistance - not specifically sponsoring. Contact Marty Logue, Treasurer @ gtfierose.comcast.net. Phone 248-496-3378. Address of Friends is same as museum - 556 W. Maple

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 25-30

6. The event will be held on the following City property: (Please list)
 Street(s) _____
 Sidewalk(s) _____
 Park(s) John West Hunter Park / Museum Plaza between Allen House and Hunter House

7. Will street closures be required? YES NO
(Police Department acknowledgement prior to submission of application is required) (initial here) [Signature] Cleared w/ Scott Grewe

8. What parking arrangements will be necessary to accommodate attendance?
Chester Street deck will provide parking

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) [Signature]

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 we'll use our permitted sandwich sign
Submit a photo/drawing of the sign(s). A sign permit is required. the day of the event

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 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?
<i>n/a</i>			

III. 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	3	\$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)	2	10 X 10
Portable Toilets		
Rides		
Displays		
Vendors		
Temporary Structure (must attach a photo)		
Other (describe)		

SIGNATURE OF APPLICANT REQUIRED

EVENT NAME Birmingham Museum Heritage Plant Exchange
EVENT DATE 6/4/2022

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.



2/4/2022

Signature

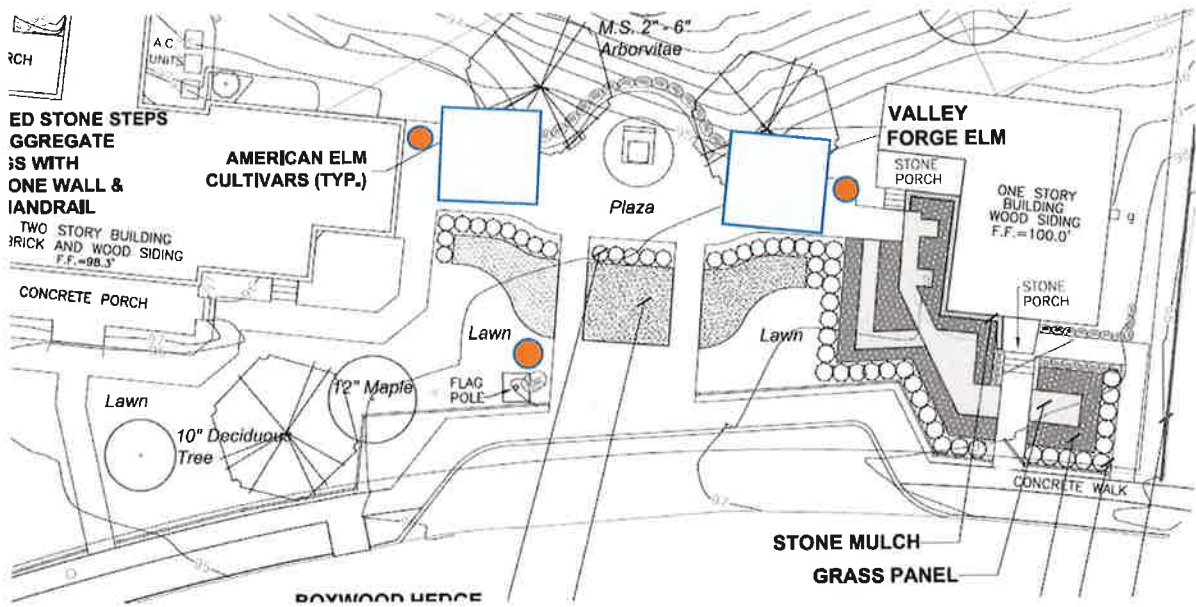
Date


*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.

Birmingham Museum Heritage Plant Exchange Layout



Trash Receptacles (3) 

10 X 10 Tents (2) 



SPECIAL EVENT NOTIFICATION TO ALL PROPERTY/BUSINESS OWNERS

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

NAME OF EVENT: Birmingham Museum Heritage Plant Exchange
LOCATION: Birmingham Museum Plaza, 550-556 W. Maple (see attached map)
DATES/TIMES: Saturday, June 4, 2022, 10 AM to 2 PM
(set up and take down same day)

The Birmingham Museum is seeking historic plants for its new community perennial garden and will also promote a community plant exchange at this free family-friendly event. Home gardeners can bring a plant to share or donate, meet a master gardener, and take home a new plant for their gardens. The museum will also be open during the event (regular admission applies).

DATE/TIME OF CITY COMMISSION MEETING: MONDAY, FEBRUARY 28 2022 7:30 PM

The City Commission meets in room 205 of the Municipal Building at 151 Martin. You may also attend virtually through ZOOM: <https://zoom.us.com/j/655079760> Meeting ID: 655 079 760. 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)

EVENT ORGANIZER: City of Birmingham, Birmingham Museum. Day of event contact: Leslie Pielack, Museum Director, 248.530.1682 • lpielack@bhamgov.org



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DATE/TIME OF CITY COMMISSION MEETING: MONDAY, FEBRUARY 28 2022 7:30 PM

The City Commission meets in room 205 of the Municipal Building at 151 Martin. You may also attend virtually through ZOOM: <https://zoom.us.com/j/655079760> Meeting ID: 655 079 760. 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)

EVENT ORGANIZER: City of Birmingham, Birmingham Museum. Day of event contact: Leslie Pielack, Museum Director, 248.530.1682 • lpielack@bhamgov.org

Birmingham Museum
City of Birmingham
556 Maple Road
Birmingham, MI 48009

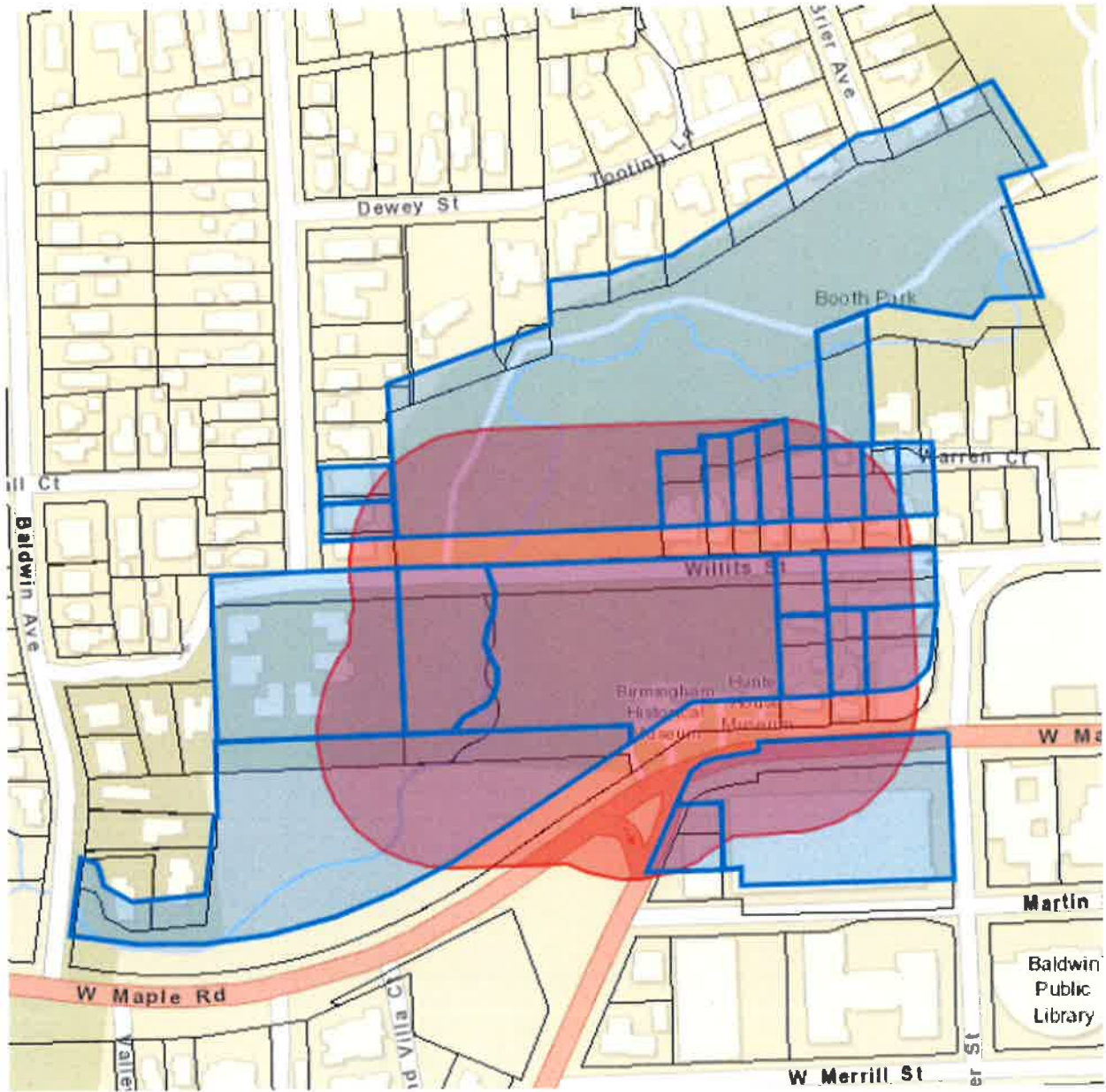


«Name»
«Name_2»
«Street»
«City», «State» «Zip»«Next Record»

Birmingham Museum
City of Birmingham
556 Maple Road
Birmingham, MI 48009



«Name»
«Name_2»
«Street»
«City», «State» «Zip» «Next Record»



Dewey St
Booth Park
Willits St
Birmingham-Huntsville Historical Museum
W Maple Rd
W Merrill St
Baldwin Public Library

EVENT NAME: Birmingham Museum Heritage Plant Exchange**LICENSE NUMBER #22-00011777****COMMISSION HEARING DATE: February 28 2022****NOTE TO STAFF: Please submit approval by Friday, February 18 2022****DATE OF EVENT: Saturday June 4 2022**

DEPARTMENT	APPROVED	COMMENTS	PERMITS REQUIRED (Must be obtained directly from individual departments)	ESTIMATED COSTS (Must be paid two weeks prior to the event. License will not be issued if unpaid.)	ACTUAL COSTS (Event will be invoiced by the Clerk's office after the event)
PLANNING 101-000.000-634.0005 248.530.1855	TBC	No Cost No Comment			
BUILDING 101-000.000.634.0005 248.530.1850	MJM	No department involvement.		\$0	
FIRE 101-000.000-634.0004 248.530.1900	JP	Follow all current MDHHS COVID-19 guidelines. Crowd managers 1 for every 250 gathered persons required. Tents require flame retardant certificate submittals. Fire extinguishers for tents required to be mounted to a secure object 5 lb. ABC type. Do not block roads with traffic. Do not block fire hydrants with vehicles or set up. Food service areas require inspection for any open flame or fuel fed appliances. Generators to be 20 feet from structures. No fuel cans loose on premise.		\$0	
POLICE 101-000.000.634.0003 248.530.1870	SG	On duty personnel will give event extra patrol.		\$0	\$0

PUBLIC SERVICES 101-000.000-634.0002 248.530.1642	CL	Department will provide trash receptacles and canopies.		\$130	
ENGINEERING 101-000.000.634.0002 248.530.1839	SDZ	Does not appear to be in the right of way or cause obstruction.	None	\$0	\$0
SP+ PARKING					
INSURANCE 248.530.1807	CW	Need to submit CoI, Hold Harmless Agreement	None	\$0	\$0
CLERK 101-000.000-614.0000 248.530.1803	CW	Notification addresses on file in the Clerk's Office. Evidence of required insurance must be on file with the Clerk's Office no later than 5/20. Applications for vendors license must be submitted no later than 5/20.		\$200	
				TOTAL DEPOSIT REQUIRED	ACTUAL COST

FOR CLERK'S OFFICE USE

Deposit paid _____

Actual Cost _____

Due/Refund_____



DATE: March 3, 2022
TO: Museum Board
FROM: Leslie Pielack, Museum Director
SUBJECT: Director Report

Allen House Window Restoration—The RFP will be posted soon for competitive bidding. Because the nature of the project is quite specialized, qualified firms that showed interest previously in our window restoration will be contacted to inform them of the opportunity to consider this revised project. The key changes are to minimize disruption to museum operations by limiting the project to the upper floor only in this phase. This project would still require relocation of staff workstations and some collection objects, but during this phase would have little impact on the public spaces of the museum. We hope to have proposals for review some time in April.

Allen House Furnace Repair—We were planning on replacing the furnace during 2022-2023, however it failed this week and we are studying the situation to determine if it can be made functional until the end of this heating season or if we need to replace it right away.

Pond Zone Funding—To qualify for federal CDBG funding for the ADA-related in the Pond Zone, we will require a special archaeological and historical resources study to make sure there are no adverse effects from the official point of view of the State Historic Preservation Office and the National Park Service. This evaluation must be done by specially qualified professionals, and we are finalizing an arrangement to have this evaluation done as soon as possible. The outcome will have an impact on whether we can make use of federal funds for any aspect of the project now or in the future.

Underground Railroad Network Designation (Greenwood)—The materials are currently in the review process and we expect to learn whether the National Park Service has approved the application by mid-March. We are working with another historian in Oakland County who is researching other UGRR connections in Pontiac and White Lake to integrate our information and looking at ways to best make this information available to the public.

Presentations—

- February's "Black Families of Early Birmingham" at the library caught the interest of Birmingham Schools Supt Robeson. She wants to have her staff work with us to integrate information on Birmingham's Black history into the schools' curriculum.
- Remaining presentations for this year:
 - March 3—Birmingham Women and Aviation (Donna Casaceli)
 - April
 - May
 - June
- Presentation for the Ann Arbor District Library—The Saginaw Trail (Leslie Pielack)

Encurate Virtual Tour App—we are in training and will be developing our first project of a school tour option using the 2nd grade curriculum and embedded special experiences within our regular exhibit. We hope to have this ready by May.

Museum Intern—Justin Koch will be working about 8 hours a week helping primarily with collections and assisting at the desk.