



**Parks and Recreation Board Agenda**

**Department of Public Services**

**851 South Eton-Conference Room**

**Tuesday, November 13, 2018**

**6:30 PM**

- I. Call to order**
- II. Roll Call**
- III. Approval of the minutes of:** Tuesday, October 9, 2018 (*regular meeting*)
- IV. Agenda Items-***Written and submitted by 5pm Monday at the Birmingham Ice Sports Arena, one week prior to the meeting.*
- V. Communications/Discussion Items**
  - 1) Golf Course Updates
    - a) Finance Report - Golf Courses
    - b) Golf Course Report
    - c) 2018 Season Recap (*verbal*)
    - d) SOX Erosion Solutions
  - 2) Amendment to Tennis Facility Lease
  - 3) DPS Project Updates
- VI. Unfinished Business**
- VII. New Business**
- VIII. Open To The Public for Items Not On the Agenda**
- IX. Next Regular Meeting – Tuesday, December 4, 2018 (DPS)**

Individuals requiring accommodations, such as interpreter services, for effective participation in this meeting should contact the City Clerk's Office at (248) 530-1880 at least one day in advance of the public meeting.  
Las personas que requieren alojamiento, tales como servicios de interpretación, la participación efectiva en esta reunión deben ponerse en contacto con la Oficina del Secretario Municipal al  
(248) 530-1880 por lo menos el día antes de la reunión pública.  
(Title VI of the Civil Rights Act of 1964).

*If you cannot attend the meetings, please contact Connie Folk at the Birmingham Ice Arena (248) 530-1642.  
Minutes are available for review at the Birmingham Ice Sports Arena, 2300 East Lincoln, Birmingham, MI 48009*

**PARKS & RECREATION BOARD MISSION STATEMENT**

*The Parks and Recreation Board strives to provide opportunities for the enjoyment, education, and inspiration for present and future generations of residents and visitors through stewardship of natural, cultural and recreational resources. By continuously elevating the beauty and quality of the parks and recreation system of Birmingham, the Parks and Recreation Board will promote health and wellbeing, and strengthen the community.*

## **PARKS AND RECREATION BOARD MEETING MINUTES**

**October 9, 2018**

John Meehan, Chairperson, called the meeting to order at 6:30 p.m. at 851 S. Eton.

**MEMBERS PRESENT:** Heather Carmona, Ross Kaplan John Meehan, Ellie Noble, John Rusche, and Bill Wiebrecht

**MEMBERS ABSENT:** Therese Longe and Lilly Stotland

**STUDENT REPRESENTATIVES PRESENT:** CeCe Cousins, Seaholm Student

**STUDENT REPRESENTATIVES ABSENT:** Jakob Sayers, Seaholm Student

**ADMINISTRATION:** Lauren A. Wood, Director of Public Services  
Connie J. Folk, Recreation Coordinator

**GUESTS:** Cindy Rose and David Young

It was moved by John Rusche, seconded by Bill Wiebrecht the minutes of the September 11, 2018 regular meeting be approved as amended.

**Yeas – 6** Heather Carmona, Ross Kaplan John Meehan, Ellie Noble, John Rusche, and Bill Wiebrecht

**Nays – 0**

**Absent -2** Therese Longe and Lilly Stotland

**AGENDA ITEMS** –No Agenda Items

**COMMUNICATION/DISCUSSION ITEM #1a Current Parks and Recreation Board Roster**  
Connie provided to Parks and Recreation Board a current Parks and Recreation Board Roster

**COMMUNICATION/DISCUSSION ITEM #2a Finance Report-Golf Course**  
Lauren provided the August 2018 golf course finance report to the Parks and Recreation Board and stated there will be a correction made to the instructors and other contractual service line item. The September 2018 finance report will reflect the correction.  
**No action was taken by the Parks and Recreation Board**

**COMMUNICATION/DISCUSSION ITEM #2b Golf Course Report**  
Lauren provided the golf course report to the Parks and Recreation Board. Lauren stated Lincoln Hills Golf Course will close October 21, 2018 and Springdale Golf Course will remain open weather dependent.

**COMMUNICATION/DISCUSSION ITEM #2c Golf Course Event Flyer-Turkey Shoot**

Lauren provided the Turkey Shoot Golf Course event that will take place on Saturday, November 10, 2018.

**COMMUNICATION/DISCUSSION ITEM #3 Update from Master Plan Sub-Committee**

Heather stated the Master Plan Sub-Committee met with discussion continuing around the components of the public input and the capital plan for the bond issue. Heather stated at the last meeting the committee discussed mostly trails and discussion of the Birmingham Ice Arena, knowing that was a planned capital outlay with in the budget or general fund, but now how that is jumping forward because of some immediate needs.

Heather stated that next step would that the Master Plan Sub-Committee would conduct a tour of the City of Birmingham Parks mapping out the logistics of trails, museum and parking lot 6.

**UNFINISHED BUSINESS:**

Bill asked what the latest update was on the Kenning Park renovations. Lauren stated that a RFP for the Kenning Park field renovations will be available in November.

**NEW BUSINESS:**

No new business

**OPEN TO THE PUBLIC FOR ITEMS NOT ON THE AGENDA:**

David Young commented on how wonderful the placement of the plaques along the Rouge Trail Corridor by the Eagle Scouts look.

John Meehan stated the next meeting will be held on Tuesday, November 13, 2018 at 6:30 pm at DPS.

John Meehan adjourned the meeting at 6:40pm

Connie J. Folk, Recreation Coordinator

**Parks and Recreation Board Meeting 10/9/2018**

CITY OF BIRMINGHAM  
GOLF COURSE OPERATING REPORT  
FOR THE MONTH ENDED SEPTEMBER 2018

	SPRINGDALE		LINCOLN HILLS		COMBINED		PRIOR YEAR COMBINED	
	CURRENT MONTH	CALENDAR- TO-DATE	CURRENT MONTH	CALENDAR- TO-DATE	CURRENT MONTH	CALENDAR- TO-DATE	CURRENT MONTH	CALENDAR- TO-DATE
<b>REVENUES</b>								
FOOD & BEVERAGE SALE	4,899	32,557	6,949	48,452	11,849	81,008	9,016	78,590
MERCHANDISE SALES	1,173	7,746	1,466	12,828	2,639	20,573	2,467	20,794
WEEK DAY GREENS FEES	15,625	143,443	15,565	163,640	31,190	307,083	41,312	337,720
WEEKEND & HOLIDAY GREENS	14,409	67,521	16,751	85,897	31,160	153,417	24,651	186,047
PULL CART RENTALS	554	3,720	399	4,534	953	8,254	1,008	9,674
TOURNAMENT ENTRY FEES	880	2,384	1,196	4,252	2,076	6,636	1,590	8,879
CLASSES	-	-	(616)	91,287	(616)	91,287	-	87,367
GOLF CART RENTALS	10,810	70,356	12,681	81,913	23,491	152,269	22,546	155,757
BUSINESS MEMBERSHIP	-	1,900	-	8,960	-	10,860	-	8,980
NON-RESIDENT MEMBERSHIPS	-	18,260	-	114,965	-	133,225	-	139,005
UNLIMITED GOLF PASS	-	-	-	4,200	-	4,200	-	4,300
PACKAGE CLUB PASS	-	-	-	-	-	-	-	290
GOLF HANDICAP FEE	-	-	-	-	-	-	-	-
INVESTMENT INCOME	-	-	3,094	9,622	3,094	9,622	1,989	(112)
LEASE PAYMENTS	1,648	14,736	605	5,322	2,253	20,058	1,370	18,747
SUNDRY & MISCELLANEOUS	17	91	34	472	51	562	-	460
CASH OVERAGE/(SHORTAGE)	(57)	(132)	-	(1)	(57)	(133)	23	(4)
<b>TOTAL REVENUES</b>	<b>49,959</b>	<b>362,580</b>	<b>58,124</b>	<b>636,343</b>	<b>108,083</b>	<b>998,923</b>	<b>105,972</b>	<b>1,056,494</b>
<b>EXPENSES</b>								
<b>FINANCE</b>								
ADMINISTRATION COST	1,484	12,512	1,484	12,512	2,968	25,025	2,948	26,010
AUDIT	675	675	675	675	1,350	1,350	-	-
SUB-TOTAL FINANCE	2,159	13,188	2,159	13,188	4,319	26,375	2,948	26,010
<b>MAINTENANCE</b>								
SALARIES & WAGES DIRECT	7,433	66,083	5,615	62,794	13,048	128,877	19,249	106,414
OVERTIME PAY	43	1,007	0	8	43	1,015	-	5,362
LONGEVITY	-	-	-	-	-	-	-	-
FICA	568	4,113	426	3,784	993	7,897	1,462	8,472
HOSPITALIZATION	627	6,271	627	6,321	1,254	12,592	1,101	8,686
LIFE	14	138	14	138	28	277	42	301
RETIRE CONTRIB HEALTH	359	4,902	359	4,877	718	9,779	453	3,444
DENTAL/OPTICAL	50	501	50	503	100	1,004	142	1,056
LT/ST DISABILITY	22	220	22	221	44	441	64	465
WORKER'S COMPENSATION	69	492	51	456	120	948	189	1,070
SICK LEAVE PAYOUT	-	-	-	-	-	-	-	-
RETIREMENT EMPLOYER CNTRB	134	6,064	134	6,042	269	12,106	150	4,838
HRA BENEFIT	-	10	-	10	-	20	-	20

CITY OF BIRMINGHAM  
GOLF COURSE OPERATING REPORT  
FOR THE MONTH ENDED SEPTEMBER 2018

	SPRINGDALE		LINCOLN HILLS		COMBINED		PRIOR YEAR COMBINED	
	CURRENT MONTH	CALENDAR- TO-DATE	CURRENT MONTH	CALENDAR- TO-DATE	CURRENT MONTH	CALENDAR- TO-DATE	CURRENT MONTH	CALENDAR- TO-DATE
RETIREMNT-DEF CONTR EMPLR	215	2,149	215	2,158	430	4,307	611	6,284
RET HLTH SVGS CONTR EMPLR	74	735	74	739	147	1,474	219	1,623
OPERATING SUPPLIES	1,709	28,051	2,926	22,893	4,635	50,943	3,785	72,469
OTHER CONTRACTUAL SERVICE	4,456	17,257	190	4,282	4,646	21,539	2,384	7,503
TELEPHONE	-	-	-	-	-	-	-	-
ELECTRIC UTILITY	494	3,302	1,281	7,969	1,775	11,271	1,706	10,140
GAS UTILITY	20	933	17	868	37	1,801	36	1,968
WATER UTILITY	-	-	114	250	114	250	100	235
TRAINING	-	682	-	565	-	1,247	281	1,060
PRINTING & PUBLISHING	-	-	-	-	-	-	-	-
EQUIPMENT RENTAL OR LEASE	2,500	22,000	2,417	21,799	4,917	43,799	4,833	45,131
SUB-TOTAL MAINTENANCE	18,786	164,909	14,532	146,677	33,317	311,586	36,807	286,541

CLUBHOUSE

SALARIES & WAGES DIRECT	8,508	64,506	6,984	94,947	15,493	159,453	26,494	193,081
OVERTIME PAY	328	501	92	628	420	1,129	549	1,286
LONGEVITY	-	-	-	-	-	-	-	-
FICA	672	4,955	537	7,982	1,208	12,937	2,056	14,780
HOSPITALIZATION	1,022	10,223	1,022	10,306	2,045	20,529	2,921	25,727
LIFE	2	16	2	17	3	33	5	38
RETIRE CONTRIB HEALTH	363	5,024	363	4,999	727	10,022	472	3,546
DENTAL/OPTICAL	60	599	10	552	70	1,151	12	980
LT/ST DISABILITY	26	263	26	266	53	529	5	430
WORKER'S COMPENSATION	81	597	65	889	145	1,487	265	1,868
SICK TIME PAYOUT	-	-	-	-	-	-	-	-
RETIREMENT EMPLOYER CNTRB	145	6,698	145	6,673	290	13,372	179	5,487
HRA BENEFIT	-	20	-	20	-	40	-	40
RETIREMNT-DEF CONTR EMPLR	245	2,447	245	2,482	489	4,929	10,157	14,541
RET HLTH SVGS CONTR EMPLR	71	714	71	726	143	1,440	3,603	4,911
OPERATING SUPPLIES	2,163	10,057	2,534	13,914	4,698	23,971	4,049	27,442
FOOD & BEVERAGE	3,122	10,246	3,578	16,992	6,700	27,238	3,672	26,375
BEER AND WINE	780	5,830	1,056	6,428	1,836	12,258	716	13,049
MERCHANDISE	661	5,772	1,452	11,028	2,113	16,800	2,466	14,422
INSTRUCTORS	-	-	-	-	-	-	-	-
OTHER CONTRACTUAL SERVICE	1,775	7,954	1,699	12,860	3,474	20,814	66	16,915
TELEPHONE	343	1,393	257	1,236	600	2,629	319	1,773
CONTRACTUAL ALARM	165	717	298	1,314	463	2,031	145	1,937
ELECTRIC UTILITY	628	2,248	-	-	628	2,248	-	3,309
GAS UTILITY	43	1,085	25	256	69	1,341	60	1,582
WATER UTILITY	-	468	2,366	2,824	2,366	3,292	719	2,065
PRINTING & PUBLISHING	-	2,105	291	2,193	291	4,298	-	1,434

CITY OF BIRMINGHAM  
GOLF COURSE OPERATING REPORT  
FOR THE MONTH ENDED SEPTEMBER 2018

	SPRINGDALE		LINCOLN HILLS		COMBINED		PRIOR YEAR COMBINED	
	CURRENT MONTH	CALENDAR- TO-DATE	CURRENT MONTH	CALENDAR- TO-DATE	CURRENT MONTH	CALENDAR- TO-DATE	CURRENT MONTH	CALENDAR- TO-DATE
MARKETING AND ADVERTISING	-	3,088	-	3,600	-	6,688	-	7,036
TRAINING	-	2,381	-	2,381	-	4,762	-	270
DEPRECIATION	4,375	42,292	4,966	41,548	9,341	83,840	9,083	79,987
EQUIPMENT RENTAL OR LEASE	-	17,550	-	18,244	-	35,794	-	32,467
LIAB INSURANCE PREMIUMS	339	12,952	339	12,952	678	25,904	2,500	28,108
LIQUOR LICENSE	-	1,253	-	1,253	-	2,505	-	2,505
TRANSFER TO GENERAL FUND	-	-	8,333	75,000	8,333	75,000	-	-
SUB-TOTAL CLUBHOUSE	25,918	223,952	36,757	354,511	62,675	578,463	70,513	527,391
TOTAL EXPENSES	46,863	402,049	53,448	514,376	100,311	916,425	110,268	839,942
NET PROFIT (LOSS)	3,096	(39,469)	4,676	121,967	7,772	82,498	(4,296)	216,552
NET OPERATING PROFIT (LOSS) (EXCLUDING DEPRECIATION)						166,337		296,539

## Golf Report – October 2018

We were hoping to have a decent October to finish our season, but we struggled in the beginning and had a loss of 1,499 rounds, or 36% decrease as shown in the table below. Overall, we did encounter some bad weather in the beginning and end along with being closed at Springdale in early Spring that is reflected in our overall rounds. In addition, the extended forecast for November is not looking as an average month in temperatures and we anticipate that it will be very similar to last year's totals. Lincoln Hills closed on Sunday – October 21<sup>st</sup> and Springdale will remain open until weather permits.

### History of Rounds Calendar Years 2014 -2018

MONTH	2014			2015			2016			2017			2018		
	LH	SD	Total	LH	SD	Total	LH	SD	Total	LH	SD	Total	LH	SD	Total
January	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
February	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
March	0	0	0	0	0	0	321	0	321	60	0	60	0	0	0
April	3,705	652	4,357	3,087	1,713	4,800	2,389	1,616	4,005	2,816	1,383	4,199	2,467	0	2,467
May	4,393	3,493	7,886	4,892	4,293	9,185	5,461	3,910	9,371	4,759	3,975	8,734	4,303	2,410	6,713
June	5,330	4,216	9,546	5,556	4,268	9,824	5,595	4,269	9,864	5,812	4,431	10,243	5,245	4,544	9,789
July	5,139	4,636	9,775	5,718	5,218	10,936	5,788	4,856	10,644	6,027	4,720	10,747	5,858	5,027	10,885
August	4,376	4,084	8,460	4,408	4,403	8,811	4,273	3,873	8,146	3,631	3,974	7,605	3,950	3,893	7,843
September	3,074	2,746	5,820	3,411	3,059	6,470	3,163	2,698	5,861	3,057	3,089	6,146	2,929	2,828	5,757
October	915	2,493	3,408	2,666	908	3,574	2,037	1,990	4,027	2,556	1,610	4,166	1,181	1,486	2,667
November	33	675	708	1,489	0	1,489	2	1,545	1,547	610	0	610	0	202	202
December	0	124	124	514	0	514	0	54	54	185	0	185	0	0	0
TOTALS	26,965	23,119	50,084	31,741	23,862	55,603	29,029	24,811	53,840	29,513	23,182	52,695	25,933	20,390	46,323

NOTE: November Rounds include Nov 1st through Nov 8th

## 2018 Membership Analysis

	CY 2013		CY 2014		CY 2015		CY 2016		CY 2017		CY 2018	
MEMBERSHIPS	#	%	#	%	#	%	#	%	#	%	#	%
Business	99	13.20%	102	13.42%	109	12.73%	109	12.56%	92	10.24%	107	12.06%
Non-Resident - Individual	401	53.47%	406	53.42%	475	55.49%	465	53.57%	502	55.90%	499	56.26%
Non-Resident - Dual	185	24.67%	175	23.03%	194	22.66%	209	24.08%	220	24.50%	222	25.03%
Non-Resident - Family	65	8.67%	77	10.13%	78	9.11%	85	9.79%	84	9.35%	59	6.65%
Total	750	100.00%	760	100.00%	856	100.00%	868	100.00%	898	100.00%	887	100.00%

	CY 2013		CY 2014		CY 2015		CY 2016		CY 2017		CY 2018	
RESIDENT MEMBERSHIPS	#		#		#		#		#		#	
Resident	2,007		1,733		2,090		1,874		1,898		1,743	

## YTD 2017 and YTD 2018 Revenue Comparisons

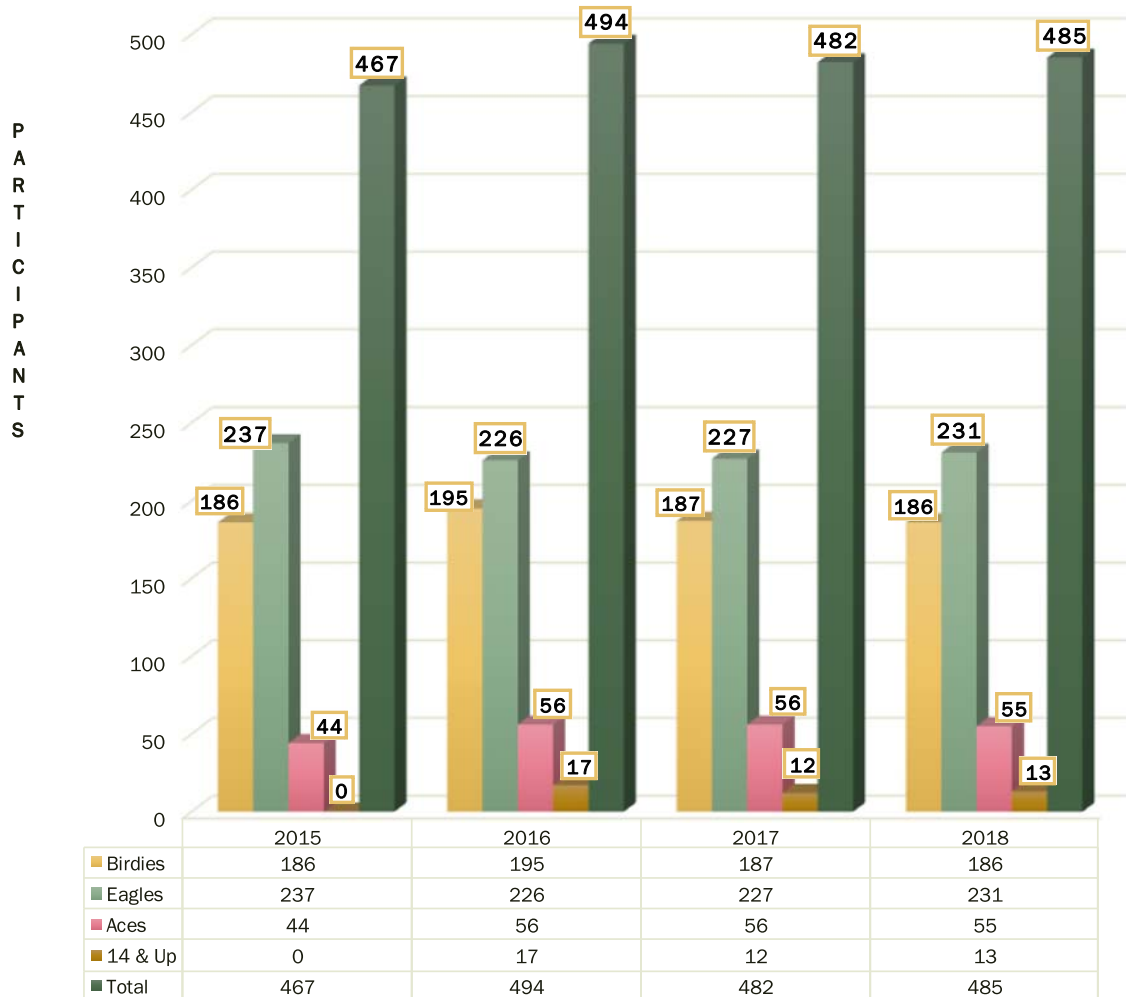
	SALES YTD Oct 2017		SALES YTD Oct 2018		DIFFERENCE
Greens Fee	\$560,720	68.08%	\$495,031	66.39%	(\$65,689)
Cart Fee	\$178,587	21.68%	\$166,366	22.31%	(\$12,221)
Food & Beverage	\$42,541	5.17%	\$42,898	5.75%	\$357
Beer	\$40,281	4.89%	\$38,805	5.20%	(\$1,476)
Wine	\$1,501	0.18%	\$2,568	0.34%	\$1,067
Total	\$823,629	100.00%	\$745,668	100.00%	(\$77,961)



## Junior Golf Program

We had another successful year with a total of 485 participants as shown in the chart below, which generated \$91,287 in revenues. The expenses totaled \$33,358 with labor comprised of \$31,446 and the remaining \$1,912 for supplies. We will be sending out a survey to all participants to see what we can add, change and improve on in 2019.

Jr Golf Program Analysis 2015-2018



**DATE:** October 15, 2018

**TO:** Lauren Wood, Director of Public Services

**FROM:** Jacquelyn Brito, PGA Golf Manager

**SUBJECT:** SOX Erosion Solutions

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The bank located on hole #5 at Springdale has been slowly eroding over time. In addition, our Superintendent, Bryan Grill, discovered that muskrats may have evaded this area last fall and he has been working on trapping these critters to remove them from creating further damage.

We met with a company based out of Florida this past winter that has a very unique product and system to eliminate bank erosion to investigate a solution and ascertain a budget number for this work. This system is bioengineered and immediately halts soil erosion and stabilizes shorelines in addition to providing a healthy environment for new vegetation.

The SOX system offers these unique attributes:

- Long lasting results that continue to improve over time
- Superior buffering and filtering results in improved waterway and ecosystem
- Exceptional water retention for vigorous growth of new vegetation
- The only erosion control system that literally becomes part of the earth
- Attaches directly to "intact" shore bank NOT to unstable shore bed
- Allows SOX to be re-tensioned whenever necessary
- Subsurface ground stakes virtually eliminate injury liability to humans and animals
- System "self-tightens" due to its ability to manage incredible weight displacement

How does it work? The company places the patented Shoresox containment fabric in a strategic location along the shoreline of the pond. They then blow in organic and biodegradable material to fill the containment system, and then it is rolled to engirdle the entire shoreline and protect it from further erosion. They use the Shoresox anchoring system to secure the containment barrier.

The result is a stable long-lasting shoreline which adds aesthetic value to the property, improves the natural ecosystem, and eliminates safety risks for workers and maintenance staff. The new SOX living shoreline is expected to last several decades.

The shorelines are defined and the SOX knitted mesh is installed using a patented system. Once stabilized, the mesh is pumped full of locally – sourced dirt, compost material, and/or dredged sediment, then anchored with a subsurface finish. The banks are then planted with desired vegetation which takes root quickly through the system.

We did budget \$10,000 to renovate the eroding bank on hole #5 at Springdale in FY 2018-2019 for this project and it will be charged to account #584-753.002-981-0100 for the amount of \$5,995.

We would like to hire SOX Erosions to come in during the fall/winter to install their SOX system for approximate 100 linear foot along the bank located on #5 at Springdale. This is a perfect time to install due to low golfing activity. They have given us a generous discount because we will be the first golf course in Michigan to install their product and they will have the opportunity to send clients to our course to see their system in action. It will also serve as a perfect trial area, for any other similar work in the future.



Before





Before



Start Shelf





Installation



Installation



# MEMORANDUM

Department of Public Services

**DATE:** October 30, 2018

**TO:** Parks and Recreation Board Members

**FROM:** Lauren A. Wood, Director of Public Services

**SUBJECT:** Amendment to Tennis Facility Lease

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## INTRODUCTION:

The City of Birmingham has received the attached contract extension request from the Birmingham Racquet Club (BRC) dated August 23, 2018 for an additional ten (10) year period. The current lease expires on September 30, 2023. This request is due in large part to the ongoing capital investments to improve the physical structures at the club being performed by Baseline Tennis. The details of the intended improvements to the facility at the estimated budget amount of \$724,216.57 are found in the attached letter.

## BACKGROUND:

The City of Birmingham and Birmingham Racquet Club entered into a Tennis Facility Lease beginning July 16, 1998 with several amendments over the years. Baseline Tennis operates the Birmingham Racquet Club located at 2100 E. Lincoln Street, Birmingham, MI. The latest ten-year lease extension occurred on September 22, 2014. The current requested extension is driven by the BRC commitment and interest in continuing long-term capital improvements and maintenance of the tennis facility. Specifically, they are proposing a new roof for the main building, concrete repairs during 2019 around existing tennis courts, four court replacement and new asphalt projected during summer of 2021 and new dome structures including mechanical equipment during the extension period. The rental amount is \$5,410 per month and we estimate a budget of \$65,860 per year.

## SUMMARY

Based on the long-term relationship and continuing improvements throughout the past years and intended long-term plans to make capital investments to the Birmingham Racquet Club, performed by Baseline Tennis, the Administration is recommending the approval of a contract extension for ten (10) years ending on September 30, 2033. A copy of the letter dated August 23, 2018 from Baseline Tennis along with the Lease Amendment and insurance certificate are included in this report. This amendment will be going before the City Commission at their next meeting on November 19, 2018 for approval.



Birmingham Racquet Club  
2100 E. Lincoln St.  
Birmingham, MI 48009

August 23rd, 2018  
Joseph A. Valentine  
City of Birmingham  
151 Martin Street  
Birmingham, MI 48009

Re: Contract extension with Baseline Tennis

Dear Mr. Valentine,

Baseline Tennis would like to thank the City of Birmingham for our excellent business relationship that has been maintained for over 20 years. The Birmingham Racquet Club located at 2100 E. Lincoln St. is operated by Baseline Tennis and has provided the community of Birmingham with a truly family friendly and family-oriented tennis club that offers programming and services for all ages and levels of tennis players.

Baseline Tennis would like to continue this relationship and has immediate and long-term plans to make capital investments to improve the physical structures at the club. Listed below you will see the intended maintenance improvements for the facility.

Baseline Tennis' projected facility improvements & maintenance for the Birmingham Racquet Club:

- New roof for the main building covering the lobby, pro shop, locker rooms
- Concrete repairs around the existing tennis courts to improve dome anchor points
- 4 court replacement with new asphalt and resurfacing
- New dome structures to replace the existing domes covering 6 tennis courts
- New mechanical equipment to operate and heat the dome structures

Attached to this letter for your review are the financial details for these capital investments. In order to financially justify implementing these investments Baseline Tennis is requesting an additional ten years be added to the current contract.

Sincerely,

Jeff Stassen, Baseline Tennis



## Attachment A



2100 E. Lincoln St  
Birmingham, MI 48009

**BUDGET**  
**Total \$724,216.57**

<b>Projects for improvements &amp; maintenance</b>		<b>Budget</b>
<b>1</b>	<b>New Roof completed 8/8/18</b>	
1.1	Removal of preexisting roofing systems	
1.2	Installation of ISO board 2"	
1.3	R & R Complete Roofing System Installed	
1.3.1	R & R Rubber roofing -Fully adhered system 60 mil	
1.3.2	R & R Roof Drain - PVC/ABS	
1.3.3	R & R Aluminum termination bar/flashing	
	<b>TOTAL PROJECT COST=</b>	<b>\$43,106.57</b>
<b>2</b>	<b>Concrete Repairs between courts 1 &amp; 5 completion summer 2019</b>	
2.1	Excavate existing cracked concrete	
2.2	Prepare existing sub base and compact	
2.3	Install minimum 4,000-psi concrete	
2.3.1	Install necessary expansion joints	
	<b>TOTAL PROJECT COST =</b>	<b>\$3,906.00</b>
<b>3</b>	<b>4 court replacement with new asphalt completion summer 2021</b>	
3.1	Excavate existing asphalt and dispose offsite	
3.2	Installation of new asphalt in same location tennis courts were located	
3.3	Installation of 4 new sets of tennis posts	
3.4	Installation of 3 coat CourtSMITH tennis surface system	
	<b>TOTAL PROJECT COST =</b>	<b>\$172,600</b>
<b>4</b>	<b>New dome structures &amp; mechanical equipment</b>	
4.1	4 court tennis dome (28oz exterior fabric w/double wall)	\$236,882
4.2	2 court tennis dome (28oz exterior fabric w/double wall)	\$130,145
4.3	Gas fired Arizon high energy efficiency heating system (1.25 MBTU)	\$74,135
4.4	Gas fired Arizon high energy efficiency heating system (.75 MBTU)	\$63,442
	<b>TOTAL PROJECT COST=</b>	<b>\$504,604</b>
<b>TOTAL COST OF ALL PROJECTS</b>		<b>\$724,216.57</b>

**AMENDMENT TO TENNIS FACILITY LEASE DATED MAY 11, 1998**  
**AMENDED AND RESTATED ON SEPTEMBER 22, 2014**

**THIS AMENDMENT TO LEASE** made the 11<sup>th</sup> day of May 1998, amended and restated on September 22, 2014, and amended this \_\_\_\_\_ day of \_\_\_\_\_, 2018 by and between the **CITY OF BIRMINGHAM**, having its principal municipal office at 151 Martin Street, Birmingham, MI 48009 (hereinafter referred to as “City”), party of the first part, and **BIRMINGHAM RACQUET CLUB**, having its principal offices at 2100 E. Lincoln (hereinafter referred to as “Lessee”), party of the second part, provides as follows:

**WITNESSETH:**

**WHEREAS**, the City is desirous of facility improvements and maintenance of the Tennis Club site; and,

**WHEREAS**, the Lessee has proposed such improvements valued at Seven Hundred Twenty-four Thousand Two Hundred Sixteen and 57/100 Dollars (\$724,216.57), which is included as Attachment A to this Amendment; and,

**WHEREAS**, the improvements require a long-term investment.

**NOW, THEREFORE, FOR AND IN CONSIDERATION OF THE RESPECTIVE AGREEMENTS AND UNDERTAKINGS HEREIN CONTAINED, THE PARTIES AGREE AS FOLLOWS:**

1. The Lessee will make improvements and maintenance consistent with Attachment A.
2. The current Lease will be extended for an additional ten (10) years commencing on the date and year written above and ending on \_\_\_\_\_.
3. All other terms and conditions of the current Tennis Facility Lease, Amendment and Restatement dated September 22, 2014 shall remain in full force and effect.

**IN WITNESS WHEREOF**, the said parties have caused this Amendment to Tennis Facility Lease to be executed as of the date and year above written.

LESSEE  
BIRMINGHAM RACQUET CLUB ACQUISITION  
CO., L.L.C. d/b/a BIRMINGHAM RACQUET CLUB

By: \_\_\_\_\_  
Its: Managing Partner

CITY OF BIRMINGHAM

By: \_\_\_\_\_  
Andrew M. Harris, Mayor

By: \_\_\_\_\_  
J. Cherilynn Mynsberge, City Clerk

APPROVAL:

By: \_\_\_\_\_  
Joseph A. Valentine, City Manager  
As to substance

By: \_\_\_\_\_  
Mark Gerber, Finance Director  
As to financial obligation

By: \_\_\_\_\_  
Timothy J. Currier, City Attorney  
As to form

## Attachment A



2100 E. Lincoln St

Birmingham, MI 48009

**BUDGET**  
**Total \$724,216.57**

<b>Projects for improvements &amp; maintenance</b>		<b>Budget</b>
<b>1</b>	<b>New Roof completed 8/8/18</b>	
1.1	Removal of preexisting roofing systems	
1.2	Installation of ISO board 2"	
1.3	R & R Complete Roofing System Installed	
1.3.1	R & R Rubber roofing -Fully adhered system 60 mil	
1.3.2	R & R Roof Drain - PVC/ABS	
1.3.3	R & R Aluminum termination bar/flashing	
	<b>TOTAL PROJECT COST=</b>	<b>\$43,106.57</b>
<b>2</b>	<b>Concrete Repairs between courts 1 &amp; 5 completion summer 2019</b>	
2.1	Excavate existing cracked concrete	
2.2	Prepare existing sub base and compact	
2.3	Install minimum 4,000-psi concrete	
2.3.1	Install necessary expansion joints	
	<b>TOTAL PROJECT COST =</b>	<b>\$3,906.00</b>
<b>3</b>	<b>4 court replacement with new asphalt completion summer 2021</b>	
3.1	Excavate existing asphalt and dispose offsite	
3.2	Installation of new asphalt in same location tennis courts were located	
3.3	Installation of 4 new sets of tennis posts	
3.4	Installation of 3 coat CourtSMITH tennis surface system	
	<b>TOTAL PROJECT COST =</b>	<b>\$172,600</b>
<b>4</b>	<b>New dome structures &amp; mechanical equipment</b>	
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4.4	Gas fired Arizon high energy efficiency heating system (.75 MBTU)	\$63,442
	<b>TOTAL PROJECT COST=</b>	<b>\$504,604</b>
<b>TOTAL COST OF ALL PROJECTS</b>		<b>\$724,216.57</b>



# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

10/11/2018

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

**IMPORTANT:** If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

**PRODUCER**  
InPro Insurance Group, Inc.  
2095 E. Big Beaver, Ste 100  
Troy MI 48083

**CONTACT NAME:** InPro Insurance Group**PHONE**  
(A/C, No, Ext): 248-526-3260**FAX**  
(A/C, No): 248-526-3261**E-MAIL ADDRESS:** certificates@inproagent.com**INSURER(S) AFFORDING COVERAGE****NAIC #****INSURER A:** West Bend Mutual Ins Co

15350

**INSURER B:** Accident Fund InsCo of America

10166

**INSURER C:****INSURER D:****INSURER E:****INSURER F:**

**INSURED**  
Baseline Tennis, Inc.  
2100 E. Lincoln  
Birmingham MI 48009

BASEL-1

**COVERAGES****CERTIFICATE NUMBER:** 536164250**REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL SUBR INSD WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> <b>COMMERCIAL GENERAL LIABILITY</b> <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR  GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC OTHER:		A36200801	10/15/2018	10/15/2019	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 300,000 MED EXP (Any one person) \$ Excluded PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 3,000,000 PRODUCTS - COMP/OP AGG \$ 3,000,000 \$
A	<b>AUTOMOBILE LIABILITY</b> <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS		A36200801	10/15/2018	10/15/2019	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
	<input type="checkbox"/> <b>UMBRELLA LIAB</b> <input type="checkbox"/> <b>EXCESS LIAB</b> <input type="checkbox"/> DED <input type="checkbox"/> RETENTION \$	<input type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS-MADE				EACH OCCURRENCE \$ AGGREGATE \$ \$
B	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N <input type="checkbox"/> N/A	WCV6072127	10/15/2018	10/15/2019	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTHER E.L. EACH ACCIDENT \$ 500,000 E.L. DISEASE - EA EMPLOYEE \$ 500,000 E.L. DISEASE - POLICY LIMIT \$ 500,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

**CERTIFICATE HOLDER****CANCELLATION**

Birmingham Racquet Club  
2100 E. Lincoln St.  
Birmingham MI 48009

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

**AUTHORIZED REPRESENTATIVE**

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## **MEMORANDUM**

**Department of Public Services**

**DATE:** November 5, 2018

**TO:** Parks and Recreation Board Members

**FROM:** Lauren A. Wood, Director of Public Services

**SUBJECT:** DPS Project Updates

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### **Kenning Park Ballfields Re-Bid**

The reconstruction project for the two ballfields is out for re-bid. The bid documents are available on Michigan Inter-governmental Trade Network (MITN) at [mitn.info](http://mitn.info). We also sent notices out to about 18 Contractors specific to this type of work, in addition to the approximate 300 vendors that are notified via MITN that the City is out to bid for this project.

The bid opening is set for December 13, 2018 at 2:00 PM. The award date is proposed for January 28, 2019. The proposed start date is slated for June 17, 2019.

### **Master Plan Sub-Committee**

This month the Master Plan Sub-Committee is meeting after the regular Parks and Recreation Board meeting of November 13, 2018, rather than one week in advance. The Sub-Committee requested we take a tour of some park properties to examine specific sites and proposed areas called out in the Parks and Recreation Master Plan. This tour will occur in order to visually determine project priorities, as part of the overall review and assessment of parks and recreation improvements, for potential future recreation bond opportunities.