

GREENWOOD CEMETERY ADVISORY BOARD AGENDA
FRIDAY, OCTOBER 1, 2021
MUNICIPAL BUILDING, 151 MARTIN, ROOM 205
8:30 A.M.

The Greenwood Cemetery Advisory Board provides the recommendations to the City Commission:

1. Modifications: As to modifications of the rules and regulations governing Greenwood Cemetery.
2. Capital Improvements: As to what capital improvements should be made to the cemetery.
3. Future Demands: As to how to respond to future demands for cemetery services.

I. CALL TO ORDER

Chairperson, Linda Buchanan

II. ROLL CALL

City Clerk, Alexandria Bingham

III. APPROVAL OF THE MINUTES

- A. Approval of meeting minutes of July 9, 2021

IV. UNFINISHED BUSINESS

- A. Approval of the 2022 GCAB Meeting Schedule

V. NEW BUSINESS

- A. Review Section V. Operational Regulations – provide feedback for revisions
- B. Review Section IV. Maintenance – provide feedback for revisions
- C. Sidewalk Conversation
- D. Future Business for the November and December Meetings
 - a. Policy for Approving and Installing Markers for Persons of Historical Significance
 - b. Review Revisions to the Rules & Regulations: Monuments, Grave Markers and Foundations
 - c. Review Revisions to Section IX. Lot Sales – Payment Plan Policy & Section X. Lot Resale Policy
 - d. Review Revisions for the Cemetery Marker/Monument Survey Form & Planning for Monument Survey
 - e. Other Items for Consideration

VI. REPORTS

- A. Clerk's Office Update
- B. Financial Reports – *Will report in November*
- C. Cemetery Sales & Activity – *Will report in November*
- D. City Managers Report (September)

VII. OPEN TO THE PUBLIC FOR MATTERS NOT ON THE AGENDA

VIII. BOARD COMMENTS

IX. ADJOURN

Next Meeting: November 12, 2021

Should you wish to participate in this meeting, you are invited to attend the meeting in person or virtually through ZOOM:

<https://zoom.us/j/98983856041> Meeting ID: 989 8385 6041

You may also present your written statement to the City Clerk,
151 Martin Street, P.O. Box 3001, Birmingham, Michigan 48012-3001 prior to the meeting.

NOTICE: Individuals requiring accommodations, such as mobility, visual, hearing, interpreter or other assistance, 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.

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).

**Greenwood Cemetery Advisory Board
Meeting Minutes
Friday, August 6, 2021, 8:30 a.m.
151 Martin St. - Room 205**

I. Call To Order

Linda Buchanan, Chair, called the meeting to order at 8:35 a.m.

II. Roll Call

Present: Chair Linda Buchanan
Linda Peterson
Laura Schreiner
George Stern (left at 8:46 a.m.)
Margaret Suter

Absent: Pam DeWeese
Joseph Vercellone

Administration: City Clerk Bingham

III. 2021-2022 Organization

- A. Congratulations to reappointed members
- B. Nomination and Selection of Chair and Vice-Chair Person

MOTION: by Suter, seconded by Stern:

To nominate Linda Buchanan to serve as Chair.

VOTE: Yeas, 5
Nays, 0

MOTION: by Suter, seconded by Schreiner:

To nominate Linda Peterson to serve as Vice-Chair.

VOTE: Yeas, 5
Nays, 0

IV. Approval Of The Minutes

- A. Review of the Minutes of July 9, 2021

MOTION: by Buchanan, seconded by Stern:

To approve the minutes of July 9, 2021 as submitted.

VOTE: Yeas, 4
Nays, 0
Abstain, Suter

V. Unfinished Business

A. Review of the Draft 2020-2021 Annual Report
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The Board recommended revisions to the draft.

City Clerk Bingham noted the recommended revisions. She said she would integrate the revisions into the draft and email out an updated copy to the Board members for their review.

The meeting paused at 9:10 a.m. and resumed at 9:17 a.m.

MOTION: by Suter, seconded by Schreiner:

To accept the corrected 2020-2021 Annual Report.

VOTE: Yeas, 4
Nays, 0

VI. New Business

A. Approval of the 2022 GCAB Meeting Schedule

The Board briefly discussed the possibility of selecting a different time for meetings, and decided more Board members should be present for that discussion. Consequently, the topic was tabled to the September 2021 meeting.

- | |
|--|
| B. Review Sections of the Greenwood Cemetery Operational Procedures, Conditions and Regulations <ul style="list-style-type: none">a. Section IX. Lot Sales – Payment Plan Policyb. Section X. Lot Resale Policy |
|--|

No changes were recommended to the Section IX. Lot Sales – Payment Plan Policy.

Before Mr. Stern left the meeting, he noted that Cheri Arcome had previously stated she does not verify that people are family members according to the Rules of Consanguinity before conducting grave transfers.

It was noted that Section X. Lot Resale Policy requires that graves can be transferred only per the Rules of Consanguinity which would prevent spouses, legally recognized partners, step-children and possibly other family members from receiving a plot transfer where it may otherwise be appropriate or desired.

City Clerk Bingham confirmed she would discuss Section X. Lot Resale Policy with the City Attorney in order to devise appropriate language specifying who a plot can be transferred to.

C. Proposed Content for the September meeting

The Board reviewed the proposed agenda for the September 2021 meeting.

VII. Reports

- A. Financial Reports – refer to draft annual report
- B. Cemetery Sales & Activity - refer to draft annual report
- C. City Manager's Report (July)

VIII. Open To The Public For Matters Not On The Agenda

There were no public comments.

IX. Board Comments

Chair Buchanan offered Mr. Stern time to give comments before he had to depart the meeting.

Mr. Stern noted that he gave City Clerk Bingham a mocked up copy of the Draft 2020-2021 Annual Report with minor corrections. He stated that a sentence should be added to the Report to explain that the amount of money received by the City does not equal the lot sales because the City uses cash accounting and not accrual accounting.

City Clerk Bingham noted that any biographical information or photos regarding persons buried in Greenwood could be sent to Museum Director Pielack.

After discussion, the Board agreed that Ms. Arcome should be asked to contact Elmwood to request that they take down the greenwoodhistoriccemetery.org website, since Elmwood no longer manages the Cemetery.

In the future, it was suggested that contracts regarding Cemetery management should either require that websites and similar things either remain under City control for the duration of the contract, are turned over to the City at the end of a contract, or are terminated at the end of a contract.

Chair Buchanan announced that there would be two upcoming Cemetery tours.

City Clerk Bingham confirmed that DPS and Ms. Arcome are tracking turf issues in the Cemetery. She explained that the significant amount of recent rain softened the turf and increased backhoe damage but stated that the City is working on repairing the issue.

X. Adjourn

Chair Buchanan adjourned the meeting at 10:05 a.m.



10:00 AM MEMORANDUM

City Clerk's Office

DATE: April 21, 2021
TO: Greenwood Cemetery Advisory Board
FROM: Alexandria Bingham, City Clerk
SUBJECT: Proposed 2022 Meeting Dates

SUGGESTED TENTATIVE SCHEDULE:

**The proposed schedule below is tentative and can evolve with the GCAB's needs (Time TBD):*

January 7, 2022

February 4, 2022

March 4, 2022

April 1, 2022

May 6, 2022

June 3, 2022

July 1, 2022

August 5, 2022

September 9, 2022

October 7, 2022

November 4, 2022

December 2, 2022

DATE: September 29, 2021

TO: Greenwood Cemetery Advisory Board

FROM: Alexandria Bingham, City Clerk

SUBJECT: Review of Greenwood Cemetery Operational Procedures, Conditions and Regulations:

- Section V. Operational Regulations
- Section IV. Maintenance and Perpetual Care

INTRODUCTION:

- At the March 2021 GCAB meeting a priority list was determined by GCAB in order to systematically review all sections of the Greenwood Cemetery Operational Procedures, Conditions and Regulations.

The list below was calculated and shows our progress towards a complete review of the document.

*Lowest score = highest rank of importance

Section	Average
General - Overall Language Check (May 2021)	2.00
V. Operational Regulations (October 2021)	2.33
XI. Schedule of Fees and Charges (April 2021)	3.25
IV. Maintenance and Perpetual Care (October 2021)	3.67
IX. Lot Sales Policy (August 2021)	5.00
VI. Monuments, Grave Markers and Foundation Monuments (July 2021)	5.25
VII. Funerals, Interments & Disinterment (TBD)	5.40
X. Lot Resale Policy (August 2021)	5.40
VIII. Burial Rights Policy (TBD)	5.50
I. Definitions (May 2021)	8.17
II. Conduct of Persons (TBD)	8.20
III. Traffic Regulations (TBD)	9.00
XII. Revisions	

Redlined sections of the Operational Procedures, Conditions and Regulations will come back for GCAB's review at a future meeting.

LEGAL REVIEW:

- Advice from the City Attorney is requested on an as needed basis by city staff.

PUBLIC COMMUNICATIONS:

- Public comment at GCAB meetings is always welcome.

ATTACHMENTS:

- Greenwood Cemetery Operational Procedures, Conditions and Regulations:
 - Section V. Operational Regulations
 - Section IV. Maintenance and Perpetual Care

SUGGESTED BOARD ACTION:

- Have discussion and make recommendations for updating section V. Operational Regulations & section IV. Maintenance and Perpetual Care

b. Drive or park a vehicle on other than established driveways except for the purpose of maintenance or construction.

c. Turn a vehicle around within the cemetery except by following established driveways.

d. Use a cemetery driveway as a public thoroughfare.

IV. MAINTENANCE AND PERPETUAL CARE

The City and/or its designated Contractor shall be responsible for the maintenance and repair of the driveways, buildings, water system, drainage and fences. The City and/or its designated Contractor shall also cut and maintain the grass areas, remove the leaves, trim and remove trees and shrubs, apply fertilizer as necessary, and in general maintain the cemetery as a place of natural beauty devoted to the burial of the dead.

The City and/or its designated Contractor shall not be responsible for any special care of any particular section, lot or burial space or for the maintenance or repair of any monument, marker or planting placed by the owner. Further, the City and/or its designated Contractor shall not contract or agree to give special care to any section, lot or burial space except as above provided. The City shall maintain the integrity of damaged historical markers, prior to January 1, 1875, through the perpetual care fund.

V. OPERATIONAL REGULATIONS

1 The following operational regulations shall apply to all areas within the cemetery:

2

3 a. Corners of all lots will be marked by the City, or its designated contractor, with
4 permanent markers set flush with the ground surface, and these shall not be
5 disturbed.

6

7 b. The erection of any fence, railing, wall, coping, curbing, trellis, or embankment,
8 or the planting of any hedge, on any lot or grave is prohibited. No cutting of
9 paths shall be permitted.

10

11 c. The City, or its designated contractor, shall have the right to remove from any lot
12 any objects, including trees and shrubs and flower pots that are not in keeping
13 with the appearance of the cemetery.

14

15 d. Ironwork, seats, vases, and planters shall be allowed on lots, providing that the
16 same shall be kept in good repair and well painted. If not kept in good repair
17 and painted, the Superintendent shall have power and authority to remove same
18 from cemetery, and shall not be liable for any such removal.

19

20 e. Planters of iron or granite for the planting of flowers will be removed from lots
21 and put in storage if not filled by July 1st. Planters so removed will be sold for
22 cartage and storage charges, or destroyed, if not claimed within a period of one
23 year.

24

1 f. No person shall plant, cut down, remove, or trim any tree, shrub, or plant within
2 the cemetery except by permission of the Superintendent, or a person authorized
3 by him/her to act in his/her stead in matters pertaining to the cemetery.

4
5 g. The planting of flowers on any lot, or otherwise disturbing the sod, shall release
6 the City or its designated contractor from all obligation to resod without extra
7 charge therefore. The planting of spirea, rose bushes, peonies, or shrubs that
8 grow over three feet in height, will not be permitted.

9
10 h. As soon as flowers, floral pieces, potted plants, flags, emblems, etc., used at
11 funerals or placed on grave at other times, become unsightly or faded, they will
12 be removed, and no responsibility for their protection will be assumed, except for
13 special groups upon notification to the City or its designated contractor.

14
15 i. The Superintendent reserves the right to remove from beds, graves, vases,
16 planters, or other containers, all flowers, potted plants, or other decorations, that
17 are set out and then not kept properly watered, trimmed and free from weeds,
18 and to do so as soon as they become objectionable.

19
20
21 **VI. MONUMENTS, GRAVE MARKERS AND FOUNDATIONS**

22
23 **MONUMENTS**

DATE: September 29, 2021

TO: Greenwood Cemetery Advisory Board

FROM: Alexandria Bingham, City Clerk

SUBJECT: Sidewalk Connection in the Right of Way on the North Side of Oak Ave. along Greenwood Cemetery

INTRODUCTION:

- Following a conversation at the September 20, 2021 City Commission Meeting the City Manager directed City Staff including the clerk's office and engineering departments to coordinate with the appropriate boards such as the MMTB and GCAB to explore the idea of connecting the sidewalk along Oak Street in front of Greenwood Cemetery.
- Link to Meeting: <https://vimeo.com/event/3470/videos/604426064/>
 - Start Time 3:31:00
- The City Clerk consulted Cheri Arcome, Contracted Cemetery Service Provider, Creative Collaborations. Arcome mentioned she had no concerns about installing sidewalk in the area between the fence and Oak St as long as it would be easy to ensure access through the gates of the cemetery for equipment and that operations could continue uninterrupted.
- The City Clerk discussed the matter briefly with the engineering department and they would work through all measurements, specs, and designs of the sidewalk, including the connections with the adjacent residential property sidewalk.

LEGAL REVIEW:

- Advice from the City Attorney is requested on an as needed basis by city staff, the main legal concern with sidewalk is ADA compliance.

PUBLIC COMMUNICATIONS:

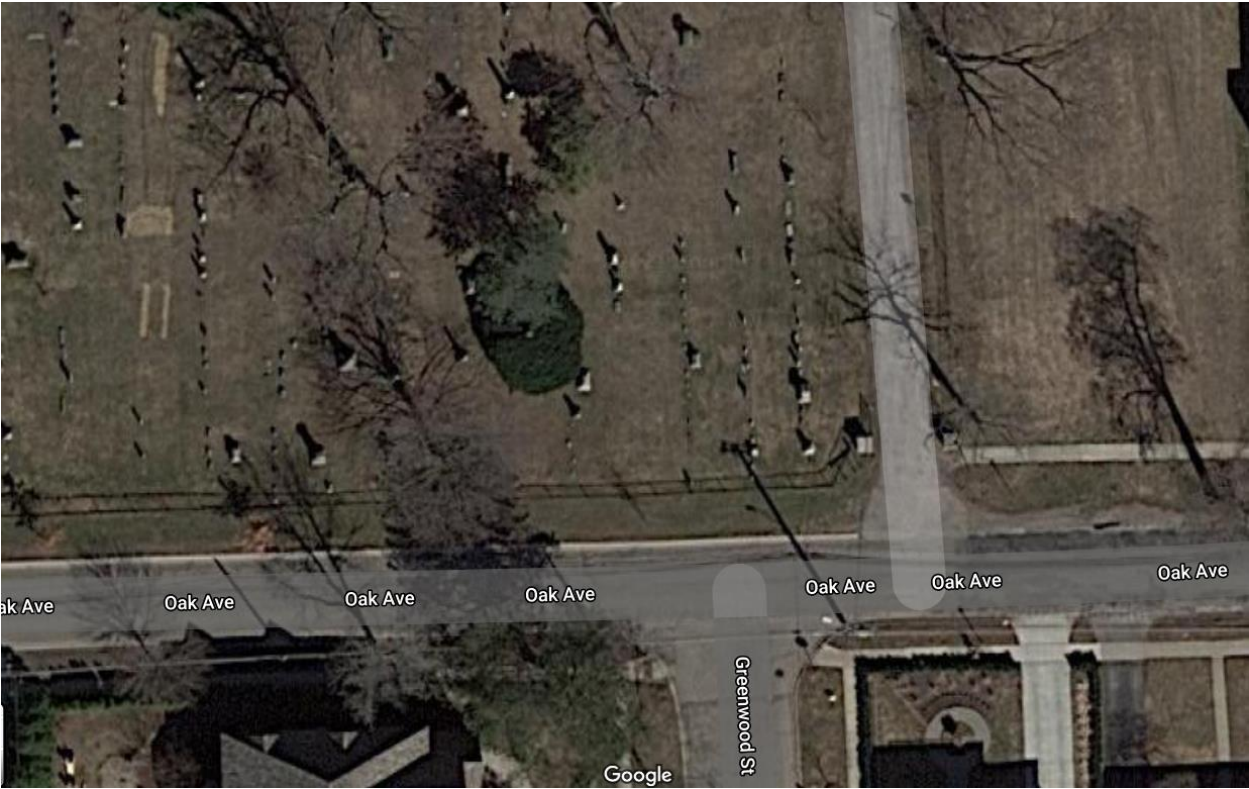
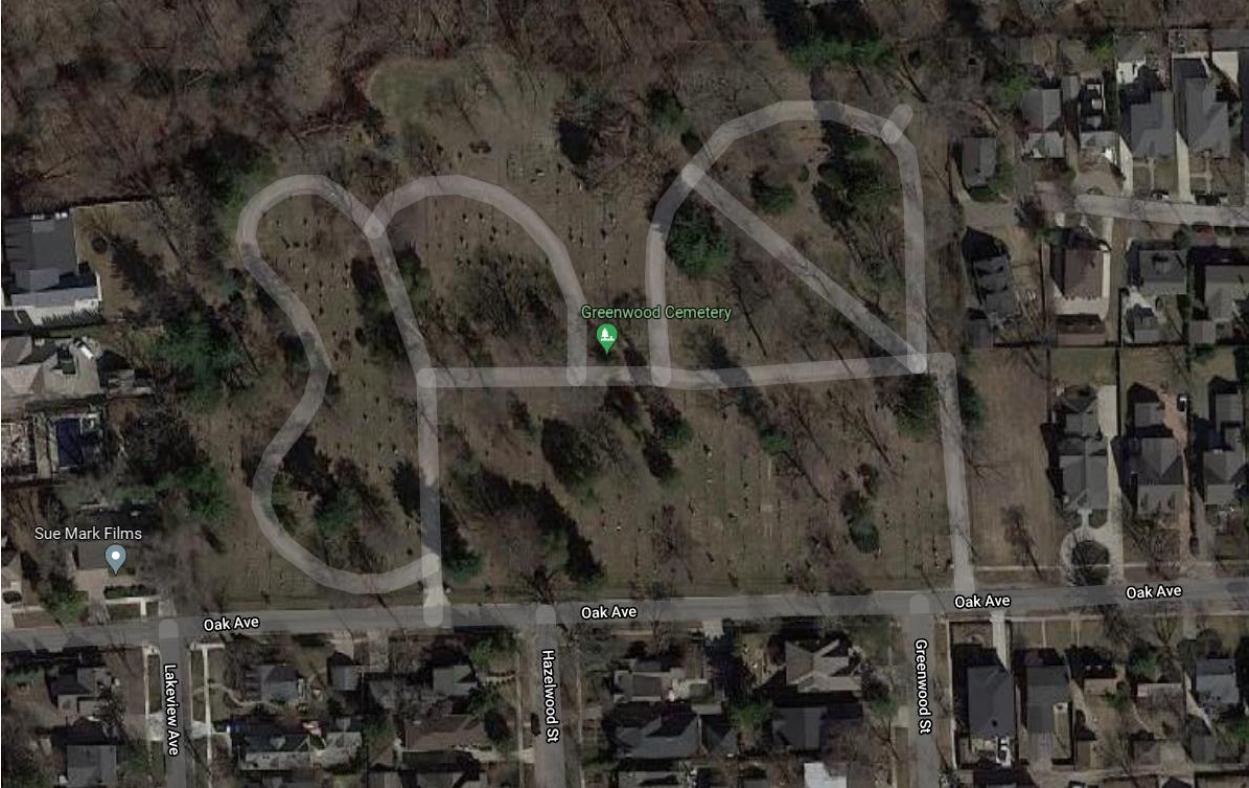
- Public comment at GCAB meetings is always welcome.

ATTACHMENTS:

- Google Map Images of the Cemetery

SUGGESTED BOARD ACTION:

- Have a discussion about the idea of the City installing sidewalk along Oak Street in front of the cemetery grounds.





REPORTS

Clerk's Office – Update on Ongoing Projects

City Clerk's Office

The Deputy City Clerk position is currently vacant, the City Clerk's office and HR department are working on the recruiting process and hope to introduce you to a new deputy at a future GCAB meeting.

We have also been working with HR to fill a part time position since the Spring of 2021. We have conducted several interviews for this position and have yet to find a qualified applicant to take this position

City Clerk Bingham will be attending MAMC Institute 2022 the week of March 20-25th - this conference is part of a 3 year program to obtain municipal clerk certifications.

Financial

Sales

Burials

**Due to staffing deficiencies in the City Clerk's Office and a busy election season we will begin reporting in November after the November 2, 2021 election.*



CITY MANAGER'S REPORT

September 2021

Baldwin Public Library

Library Board Vacancy

Ashley Aidenbaum resigned from the Library Board after moving out of the City of Birmingham. As she is not running for re-election, her vacancy will be filled via the November 2 election.

New Directors Workshop Pathway

Rebekah Craft completed the workshop, "New Directors Workshop Pathway," through the Library of Michigan. This course is required for new library directors and must be taken by all libraries in Michigan that apply for State Aid. Baldwin receives approximately \$29,000 in State Aid from the Library of Michigan each year.

Jane M. Van Dragt Trust

The second floor has been carpeted and furnished, using a donation from the Jane M. Van Dragt Trust.

Outdoor Story Times

Youth librarians have started hosting outdoor story times at Shain Park each weekday. These story times will run through mid-October, weather permitting.

Phase 3: Front entrance and Circulation area project

Merritt Cieslak Design have met with staff and members of the public to gather feedback on the Phase 3: Front entrance and Circulation area project. The library has also collected around 500 responses to a [survey](#) on the project. All feedback will be used to tailor the project to the community's needs.

The Birmingham Museum

Museum to receive award from Historical Society of Michigan

On September 24, the Birmingham Museum will receive an award from the Historical Society of Michigan for institutional excellence, community engagement, and scholarship in its contributions to the field. The award will be presented at the Historical Society of Michigan's Annual Meeting/Michigan History Conference on Friday, September 24, and

recognizes the Birmingham Museum's achievement and impact in advancing the goals of public history through its programs, exhibits, and publications.

Museum Remaining in Phase II of Reopening

Due to continuing public health concerns, the museum will remain in Phase II of its reopening plan, which provides for limited site access on a reduced public schedule. Virtual content will be continued, including the return of the popular monthly Adult Lecture Series at the Baldwin Library, which will utilize Zoom and limited capacity audience seating, pending COVID conditions. The October 14 presentation will feature co-presenters Commander Scott Grewe and Museum Director Leslie Pielack in a repeat program examining the ax murders of early Birmingham's Utter family.

Birmingham Shopping District (BSD)

Welcome, Lux Travel Girl

The BSD is pleased to welcome a new business to Downtown Birmingham. Lux Travel Girl, located at 114 S. Old Woodward Avenue, specializes in curating luxury travel experiences around the world.

Birmingham Cruise Event

The Birmingham Cruise event successfully occurred on Saturday, August 21st, from 9:00 a.m. to 5:00 p.m. on South Old Woodward between Bowers and Landon Streets. The BSD distributed over 700 cruise-themed face masks for event patrons, encouraged mask-wearing, and social distancing. Special thanks to the staff, volunteers, and other city departments that made this event a tremendous success. The BSD will develop an alternative proposal for site locations for next year's cruise event, considering that S. Old Woodward south of Brown Street will likely be under construction at that time.

Fall Fashion Campaign

The production of the Fall Fashion campaign has started, which includes a promotional video and a print magazine spread that features retail items from various downtown businesses. The video will be promoted primarily on the Birmingham Shopping District social media accounts.

Snow Removal Services

The BSD has hired Nick's Maintenance to perform snow removal services for downtown Birmingham. The new contract has a larger scope of work that includes snow removal from the curb extensions and pedestrian walkways that are part of the new streetscape on Old Woodward and Maple. This contractor will also work with the Department of Public Services relating to code enforcement snow removal activities.

Building Department

Monthly Report

The [Building Department's monthly report](#) provides an update on the following construction activity: building permits issued, building inspections conducted, trades permits issued and trades inspections conducted.

Vegetation Over Sidewalks

Since we began enforcing Vegetation Over Sidewalks last month, 64 violations have been entered. The majority of these violations have already been corrected and are in compliance.

Review Process for Large New Construction Projects

The Building Department is currently analyzing our review process for larger new construction projects such as new homes and additions. We are evaluating each step, looking for areas of improvement and increased efficiency. A panel discussion to gather feedback was held Thursday, September 16th that included the Building and Engineering departments as well as HRC, contractors and other design professionals.

Insurance Service Office (ISO) Evaluation

We are anticipating our Insurance Service Office (ISO) evaluation within the next couple of months and have been working hard to verify and enter project details, create digital review checklists and prepare the required reporting.

Online Permit Applications

In August, we processed 353 online permit applications, bringing our total to 2,752 online permits for 2021.

City Clerk's Office**Elections****Important Dates for the November 2, 2021 Election**

- Sep. 24 – Absentee ballots will be sent out in the first bulk mailing, the city clerk's office will continue to send ballots as requested in respect to the other mailing and absentee ballot application deadlines
- Oct. 18 – Last day to register to vote by mail or at mi.gov/vote
- Oct. 19 – Nov. 2 – Unregistered voters must register in person with the clerk's office.
- Oct. 29 by 5:00 pm – Last day to request an absentee ballot by mail or at mi.gov/vote
- Nov. 1 at 4:00 pm – Deadline for obtaining an absentee ballot in person at the clerk's office
- Nov. 2 – Election Day - Polls are open 7:00 am – 8:00 pm
- Nov. 2 by 8:00 pm – Deadline for all absentee ballots to be received and processed at the clerk's office. Any absentee ballots received after 8:00 pm on Election Day will not be counted.

For more updates and information on the November 2, 2021 election visit bhamgov.org/voting.

Additional considerations:

Are you registered to vote in Birmingham? If you're not certain, need to register or change your address, visit mi.gov/vote. This website is a great tool for these tasks and more, including finding the location of your polling place and tracking your absentee ballot mailing and received dates.

If you wish to vote absentee, you must complete an application for an absentee ballot. If your name is on Michigan's permanent absent voter list, this application was mailed to your address on file in late August. If you didn't receive an application, the fastest way to get one is via MI.gov/vote. In the upper left sidebar, select "Apply for an absentee ballot online", answer a series of questions and click "submit" at the end.

Does the clerk's office have your current address, phone number and email?

We need a method to contact you with questions about your absentee ballot or application, or if you forget to sign. If you will not be at your residential address in October and are voting absentee, please inform the clerk's office of your temporary address to ensure you receive your absentee ballot. By law, official election mail cannot be forwarded by the post office.

Birmingham's ballot drop boxes are a secure 24-hour option for returning ballots, and – keeping in mind the deadlines above – voter registrations and absentee ballot applications can also be submitted via drop box. Drive-up and walk-up ballot boxes are located behind city hall and at the clerk's office counter.



What is on the ballot?

Oakland County Clerk's Office posts official candidate and proposal lists on their election website. Use [this link](#) for the county-wide candidate list; Birmingham races are on page 2. The City of Birmingham will not have any proposals on the November 2, 2021 ballot.

Interested in becoming an election inspector? Please contact the clerk's office at 248-530-1880. A [downloadable inspector application](#) and additional details are [available here](#). Download the [Inspector Training Selection and Placement form here](#).

Greenwood Cemetery

The September 3, 2021 meeting was canceled.

Future Agenda Topics for Greenwood Cemetery Advisory Board

October 1 - Meeting in-person at City Hall

- Policy for Approving and Installing Markers for Persons of Historical Significance
- Review Revisions to the Rules & Regulations: Monuments, Grave Markers and Foundations
- Review Revisions to Section IX. Lot Sales – Payment Plan Policy & Section
- Lot Resale Policy
- Review Revisions for the Cemetery Marker/Monument Survey Form & Planning for Monument Survey

Upcoming Board Appointments

As terms expire notice will be given for existing members to reapply or for new applicants to apply to the following boards in October and November:

- Board of Zoning Appeals
- Birmingham Shopping District
- Board of Review
- Triangle District Corridor Improvement Authority

Board Vacancies

The following boards have open positions that were noticed and have not yet been filled:

- Advisory Parking Committee
- Alternate Hearing Officer
- Martha Baldwin Park Board
- Storm Water Utility Appeals Board
- Triangle District Corridor Improvement Authority

For more information visit bhamgov.org/boardopportunities.

City Manager's Office

Communications

Fall 2021/Winter 2022 Birmingham Beat

The City's print newsletter, The Birmingham Beat, will reach mailboxes around October 1, 2021. This edition features information about the upcoming election, South Old Woodward Reconstruction Phase 3, the Citywide Master Plan for 2040, holiday events, citizen involvement opportunities and more.

Engage Birmingham

The city recently launched three new [Engage Birmingham](#) projects: [Adams Park](#), [Name the Street Sweepers](#) and [Design the 2022 Birmingham Calendar Cover](#). The projects generated a welcome flurry of activity. We are pleased to announce the site now has nearly 1,000 participants.

Municipal Printing Services

A Request for Proposal (RFP) for Municipal Printing Services was recently placed on the Michigan Inter-governmental Trade Network (MITN). The city is seeking a company that will print its annual city calendar and three editions of the newsletter (The Birmingham Beat) per year. A recommendation will go before the City Commission this fall.

Human Resources

Healthcare Benefits

The Human Resources department will be soliciting bids for qualified Healthcare Benefits Consultants. This effort is being made in an attempt to discover greater healthcare coverage and savings, as well as provide assurance that the City is receiving ideal value for costs related to medical, dental, and vision services.

Miscellaneous

Interviews for Legal Services

This month, City Manager Tom Markus conducted second round interviews with three firms for legal services. The City Manager shared video recordings of each firm's first and second round interviews as well as their RFQ responses with the Commission. Commissioners are asked to share their advice and feedback with the City Manager by October 1, 2021.

Quarton Road – Passing Lanes

Danielle Deneau, P.E., Director of Traffic-Safety for the Road Commission for Oakland County, sent an update to city staff regarding the possibility of adding passing lanes on Quarton Road at Fairfax and Pilgrim. It was determined passing lanes are not needed at this time. Download the entire update, including crash report findings, [at this link](#).

Department of Public Services

OAKSTEM Grant Award \$15,000

This serves as an update on the Oakland County Tree Grant Application submitted by us

in June. The City of Birmingham did get the grant award for \$15,000. This Grant Program will decrease impervious surface area and increase the tree canopy in communities that make up the George W. Kuhn (GWK) Drainage District – Birmingham included. Street trees will be planted as part of this program during spring of 2022.

2021 Adams Park Concept Plan

The long awaited 2021 Adams Park Concept Plan reveal was presented to the Parks and Recreation Board on September 14, 2021. This new concept version is a refresher of the 2016 concept plan. The continued collaboration between the residents, neighborhood associations, Roeper School and City Administration makes this project possible to advance. Public input is being promoted and encouraged every chance we get. Visit [Engage Birmingham](#) as Adams Park is a featured project. You can review background information and the latest 2021 concept park plan. We want your feedback.

Ice Arena Project Schedule Status for September

The Ice Arena renovation/addition project is in the home stretch. Listed below are significant project activities occurring during the remainder of the ice area improvement project. Preparation is underway for a dedication and grand opening date sometime in October. Online registration for our Learn To Skate program began on September 13, 2021. Classes are set to begin October 5th, subject to change based on renovation project completion.

SEPTEMBER

- September Parks & Recreation Board Meeting update
- Bench installations
- Elect./Mechanical/Plumbing installations
- Shower tile
- Bleacher installation
- Dehumidification unit installation
- Rubber flooring installations
- Team locker room millwork installations
- AV/PA/Tech/Security installations
- Dasher board installation
- Ice installation –Main and Studio Rinks
- Commissioning
- Final inspections

Engineering Department

Oak Street Bridge Update

Plans and specifications have been prepared for repair of the deteriorated sidewalk on the Oak Street Bridge, as well as needed repairs to the abutments and bridge structure. Bids will be opened on 9/30, and recommendation for award will be brought to the Commission in October.

Oak Street Pedestrian Crossings at Lakeside and Lakeview

Near the bridge, the City has recently improved pedestrian crosswalks at Lakeside and Lakeview to direct pedestrians to walk along the sidewalk on the north side of Oak

Street. The sidewalk on the south side of Oak stops at Lakeview, and does not continue through to Lakeside. High visibility "snow" fence has been placed around the recently installed sod on the south side of the road where there is not sidewalk, and we advise pedestrians to use the sidewalk on the north side of the road.

Finance Department

Audit Request for Proposal (RFP)

The Audit Request RFP was released on August 31st. An optional bidder meeting was held on September 8th to answer any questions about the RFP or the City in general. Responses are due September 22nd. The recommended bidder will be brought back to the city commission at one of the meetings in October.

Fire Department

Nick Soper Recognized as First Responder of the Month

Nick Soper was recognized by State Representative Mari Manoogian for First Responder of the Month for August, 2021. As the senior paramedic on his shift, Nick admirably rose to the challenges created during the COVID-19 pandemic. In addition to providing leadership, Nick was responsible for coordinating and ensuring proper respiratory protection for the department. Nick worked tirelessly to make sure all Self-Contained Breathing Apparatus (SCBA) equipment was in proper working order. Nick fit tests the entire department annually for their SCBAs as well as each individual's respirator, which provides us with the highest level of protection from COVID-19 while treating patients. Lastly, Nick continued providing certified car seat installation inspections for many of the residents in need during the pandemic.

The Fire Department is proud of Nick's hard work and dedication to his fellow firefighters and Citizens of Birmingham.

Planning Department

Consideration of a Birmingham Gateway Committee

The Birmingham Shopping District (BSD) has proposed assembling a special committee to develop recommendations for gateway signage at the major entrances to Birmingham's downtown, with special consideration being made for the city-owned greenspace at the intersection of S. Old Woodward and Woodward Avenue. The BSD has proposed that the committee consist of members from relevant groups including City Commission, Design Review Board, the Public Arts Board, the Birmingham Bloomfield Art Center, the Planning Department, and the Engineering Department.

In regards to gateway signage, the City currently has a [Citywide Wayfinding and Signage Design Program](#). The report recommends one signage system that contributes to the visual identity of the City. For the downtown business district, there are signage recommendations for the Central Business District, the South Business District, and Gallery Row (North Business District). The business district signage is recommended to coincide with signage for parking facilities, hotels, parks, and points of interest.

City staff is requesting the City Commission's feedback regarding the review committee, and if they are amenable to allowing the Birmingham Shopping District to establish the review committee and select the members.

Grant from the State Historic Preservation Office's Certified Local Government Program

The City of Birmingham has recently been awarded a \$15,000 grant from the State Historic Preservation Office's Certified Local Government program. With the grant, the City of Birmingham will retain a professional consultant or team of consultants specializing in a combination of historical preservation, architecture, and planning to create the City's first set of comprehensive historical preservation design guidelines. The new design guidelines will synthesize and summarize nearly 50 years of historical preservation efforts in the City while also preparing for the future with design specifics such as materials and architecture. Using the new design guidelines, the Birmingham Historic District Commission will be better suited to perform their duties in an environment where development pressures are tremendous and ongoing. Ultimately, the new set of design guidelines is intended to refresh the City's preservation efforts, and remain positively positioned as materials, craftsmanship, and preferences change with time. The Request for Proposals is expected to be posted by October 1st, 2021.

Police Department

Police Training

September is training month for the police department. All state and department mandated training will be completed this month.

Special Investigations Unit Take Down Armed Robbery Crew

The Special Investigations Unit (SIU) working in conjunction with other outside law enforcement agencies took down an armed robbery crew after extensive investigation and surveillance. The armed robbery crew had previously targeted a Birmingham business, but aborted their attempt due to a Birmingham officer driving on Woodward.

Future Agenda Items

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Future Workshop Items

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