**Birmingham Shopping District Agenda**
**Thursday, May 1, 2025, 8:30 a.m.**

**The Community House**
**380 S Bates Street, Birmingham, MI 48009**

**For your convenience, you may join via the following Zoom link:**
**https://bhamgov-org.zoom.us/j/82955112653**
**as long as technology is available at the meeting location.**

Call to order and Roll Call of Board

1. Recognition of Visitors
2. Receive and File Finance Reports (pg. 3-7)
3. Consent Agenda
    a. Approval of BSD Board Minutes – April 3, 2025 (pg. 8-11)
    b. Approval of Vouchers – April 2025 (pg. 12-13)
    c. Absence Waiver for Director Roberts
4. New Business
    a. Recognition of BSD Board Appointment
    b. City of Birmingham Administrative Services Agreement (pg. 14-18)
    c. Snow Removal Contract (pg. 19-37)
5. Presentations
    a. Website Demo
6. Old Business
7. Reports
    a. Committee Reports: (pg. 38-52)
        i. Special Events – Kay
        ii. Marketing and Advertising – Lundberg
        iii. Maintenance and Capital Improvements – Lipari
        iv. Business Development – Surnow
        v. Executive Board – Pohlod
    b. Wayfinding Committee – Fehan
    c. Advisory Parking Committee – Taddei
    d. Executive Director Report – Bassett (pg. 1-2)
8. Information: Other Announcements, Attendance, & Monthly Meeting Schedule (pg. 53-54)
9. Board Member Comments
10. Public Comments
11. Adjournment

**Birmingham Shopping District Mission Statement**

***The BSD plans, promotes and supports a vibrant Downtown Birmingham experience for the community and visitors by engaging and leading a convergence of thriving businesses, property owners and residents.***

Notice: 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) 644-3405 (for the hearing impaired) at least one day before the meeting to request help in mobility, visual, hearing, or other assistance.

Birmingham Shopping District
151 Martin Street
Birmingham, MI 48009
248-530-1200
ALLINBirmingham.com

# BOARD AGENDA OVERVIEW
# May 1, 2025

**TO:** **BSD Board of Directors**
**FROM:** **BSD Executive Director, Erika Bassett**

## Finance Reports

File and receive the financial reports for the period ending March 31, 2025.

## Consent Agenda Items

**Motion:** To approve the consent agenda for May 1, 2025, as presented.

a. Minutes
   Minutes from the April 3, 2025, BSD Board of Directors meeting are attached for your review and approval.

b. Approval of Payable Vouchers
   Attached are the payable vouchers for your review and approval for April 2025.

## New Business

a. Recognition of BSD Board Appointment
b. City of Birmingham Administrative Services Agreement
c. Snow Removal Contract

## Presentations

a. Website Demo

## Old Business

## Executive Director Report

**Budget/Assessment:**
The FYE 2026 budget will be presented at the April 26, 2025 City Commission budget hearing.

**Special Events:**
The Spring Stroll occurred on April 12, with over 20 participating businesses and 300 registered attendees. This event continues to be a fun way to celebrate the start of the spring season and increase awareness for Birmingham Shopping District (BSD) businesses.

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The Farmers Market opens on Sunday, May 4, with an Opening Day Celebration, from 9 a.m. – 2 p.m. The BSD will be giving away free reusable shopping bags during the event (while supplies last). The Farmers Market continues every Sunday through October 26. This season, the market will host over 50 vendors each week, six special event days, and *Second Sunday* wellness programs. To date, sponsorship revenue totals $26,100, a 33.5% increase year over year.

**Tourism:**

The BSD's Tourism Advisory Group met on April 10, 2025. During the meeting, the group discussed possibilities to expand our tour offering. Bassett continues to participate on the Steering Committee for the Oakland County *Tourism and Attraction Strategic Plan* initiative. More details are available at visitoaklandcounty.com/strategic-plan.

**Seasonal Employees and Volunteers:**

The BSD is in the process of hiring two seasonal *Events and Farmers Market Interns* and two *Events and Farmers Market Assistants*, to support the summer events and farmers market season. The BSD is also recruiting volunteers ages 12+ to support the Farmers Market, Movie Nights, Day On The Town, Birmingham Cruise Event and other events.

BALANCE SHEET
Period Ending 03/31/2025



Fund 235.0 PRINCIPAL SHOPPING DISTRICT

| GL Number | Description | Balance |
|---|---|---|
| *** Assets *** | | |
| 235.0-000.000-005.0000 | CASH AND INVESTMENTS | 1,895,966.31 |
| 235.0-000.000-036.0000 | MISCELLANEOUS | 38,486.00 |
| 235.0-000.000-045.0902 | A/R PSD SAD 2024-2025 | 213,869.31 |
| 235.0-000.000-047.0901 | PSD 2023-2024 DELQ SAD | 39,870.74 |
| | **Total Assets** | **2,188,192.36** |
| *** Liabilities *** | | |
| 235.0-000.000-200.0000 | SUSPENSE ACCOUNT | 2,379.49 |
| 235.0-000.000-202.0000 | ACCOUNTS PAYABLE | 16,481.35 |
| 235.0-000.000-255.0001 | GIFT CERTIFICATES | 600.00 |
| 235.0-000.000-362.0300 | DEFERRED INFLOWS - MISCELLANEOUS I | 38,486.00 |
| 235.0-000.000-362.0700 | DEFERRED INFLOWS - SPECIAL ASSESSM | 213,869.31 |
| 235.0-000.000-362.0800 | DEFERRED INFLOWS - DELQ SPECIAL AS | 39,870.74 |
| | **Total Liabilities** | **311,686.89** |
| *** Fund Balance *** | | |
| 235.0-000.000-390.0000 | RETAINED EARNINGS | 1,580,290.34 |
| | **Total Fund Balance** | **1,580,290.34** |
| | **Beginning Fund Balance** | **1,580,290.34** |
| | **Net of Revenues VS Expenditures** | **296,215.13** |
| | **Ending Fund Balance** | **1,876,505.47** |
| | **Total Liabilities And Fund Balance** | **2,188,192.36** |

| GL NUMBER | DESCRIPTION | 2023-24 AMENDED BUDGET | END BALANCE 06/30/2024 | 2024-25 AMENDED BUDGET | ACTIVITY FOR MONTH 03/31/25 | YTD BALANCE 03/31/2025 | % BDGT USED | ENCUMBERED YEAR-TO-DATE |
|---|---|---|---|---|---|---|---|---|
| Fund 235.0 - PRINCIPAL SHOPPING DISTRICT | | | | | | | | |
| Revenues | | | | | | | | |
| Dept 000.000 | | | | | | | | |
| USE OF FUND BALANCE | | | | | | | | |
| 235.0-000.000-400.0000 | APPROP FUND BAL/RET EARN | 111,004.35 | 0.00 | 62,619.17 | 0.00 | 0.00 | 0.00 | 0.00 |
| USE OF FUND BALANCE | | 111,004.35 | 0.00 | 62,619.17 | 0.00 | 0.00 | 0.00 | 0.00 |
| SPECIAL ASSESSMENTS | | | | | | | | |
| 235.0-000.000-451.0235 | FUTURE SPECIAL ASSESSMENTS - F | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 235.0-000.000-452.0887 | PSD 2021-2022 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 235.0-000.000-452.0900 | PSD 2022-2023 | 0.00 | 27,112.43 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 235.0-000.000-452.0901 | PSD 2023-2024 | 1,201,500.00 | 1,146,146.20 | 59,550.00 | 0.00 | 23,859.86 | 40.07 | 0.00 |
| 235.0-000.000-452.0902 | PSD 2024-2025 | 0.00 | 0.00 | 1,143,160.00 | 603,335.51 | 998,601.03 | 87.35 | 0.00 |
| 235.0-000.000-452.0903 | PSD 2025-2026 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 235.0-000.000-474.0000 | SPECIAL ASSESSMENT INTEREST | 0.00 | 617.18 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| SPECIAL ASSESSMENTS | | 1,201,500.00 | 1,173,875.81 | 1,202,710.00 | 603,335.51 | 1,022,460.89 | 85.01 | 0.00 |
| FEDERAL GRANTS | | | | | | | | |
| 235.0-000.000-528.0000 | OTHER FEDERAL GRANTS | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| FEDERAL GRANTS | | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| LOCAL CONTRIBUTIONS | | | | | | | | |
| 235.0-000.000-583.0005 | OAKLAND COUNTY | 0.00 | 1,000.00 | 0.00 | 2,500.00 | 2,500.00 | 100.00 | 0.00 |
| LOCAL CONTRIBUTIONS | | 0.00 | 1,000.00 | 0.00 | 2,500.00 | 2,500.00 | 100.00 | 0.00 |
| CHARGES FOR SERVICES | | | | | | | | |
| 235.0-000.000-640.5141 | CHARGES TO AUTO PARKING SYSTEM | 25,000.00 | 25,000.00 | 25,000.00 | 0.00 | 25,000.00 | 100.00 | 0.00 |
| CHARGES FOR SERVICES | | 25,000.00 | 25,000.00 | 25,000.00 | 0.00 | 25,000.00 | 100.00 | 0.00 |
| INTEREST AND RENT | | | | | | | | |
| 235.0-000.000-665.0001 | INVESTMENT INCOME | 5,420.00 | 63,510.50 | 36,000.00 | 5,058.15 | 35,280.73 | 98.00 | 0.00 |
| INTEREST AND RENT | | 5,420.00 | 63,510.50 | 36,000.00 | 5,058.15 | 35,280.73 | 98.00 | 0.00 |
| OTHER REVENUE | | | | | | | | |
| 235.0-000.000-674.0009 | PROCEEDS FROM FUNDRAISING | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 235.0-000.000-676.0001 | CONTR FROM PRIVATE SOURCE | 220,000.00 | 235,644.00 | 230,000.00 | 19,297.00 | 194,357.87 | 84.50 | 0.00 |
| 235.0-000.000-677.0001 | SUNDRY & MISCELLANEOUS | 0.00 | 238.51 | 0.00 | 158.40 | 158.40 | 100.00 | 0.00 |
| OTHER REVENUE | | 220,000.00 | 235,882.51 | 230,000.00 | 19,455.40 | 194,516.27 | 84.57 | 0.00 |
| Total Dept 000.000 | | 1,562,924.35 | 1,499,268.82 | 1,556,329.17 | 630,349.06 | 1,279,757.89 | 82.23 | 0.00 |
| TOTAL REVENUES | | 1,562,924.35 | 1,499,268.82 | 1,556,329.17 | 630,349.06 | 1,279,757.89 | 82.23 | 0.00 |
| Expenditures | | | | | | | | |
| Dept 175.000 - PUBLIC RELATIONS | | | | | | | | |
| PERSONNEL SERVICES | | | | | | | | |
| 235.0-175.000-702.0001 | SALARIES & WAGES DIRECT | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 235.0-175.000-702.0002 | OVERTIME PAY | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 235.0-175.000-702.0003 | LONGEVITY | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 235.0-175.000-711.0000 | LABOR BURDEN | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |

| GL NUMBER | DESCRIPTION | 2023-24 AMENDED BUDGET | END BALANCE 06/30/2024 | 2024-25 AMENDED BUDGET | ACTIVITY FOR MONTH 03/31/25 | YTD BALANCE 03/31/2025 | % BDGT USED | ENCUMBERED YEAR-TO-DATE |
|---|---|---|---|---|---|---|---|---|
| Fund 235.0 - PRINCIPAL SHOPPING DISTRICT | | | | | | | | |
| Expenditures | | | | | | | | |
| 235.0-175.000-711.0001 | FICA | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 235.0-175.000-711.0002 | HOSPITALIZATION | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 235.0-175.000-711.0003 | LIFE INSURANCE | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 235.0-175.000-711.0005 | DENTAL/OPTICAL | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 235.0-175.000-711.0006 | ST/LT DISABILITY INSURANCE | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 235.0-175.000-711.0007 | WORKER'S COMPENSATION | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 235.0-175.000-711.0012 | RETIREMENT DEFINED CONTRIBUTIC | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 235.0-175.000-711.0013 | RET HLTH SVGS CONTR EMPLR | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| PERSONNEL SERVICES | | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Total Dept 175.000 - PUBLIC RELATIONS | | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Dept 441.005 - DOWNTOWN MAINTENANCE | | | | | | | | |
| PERSONNEL SERVICES | | | | | | | | |
| 235.0-441.005-702.0001 | SALARIES & WAGES DIRECT | 61,730.00 | 53,328.45 | 39,370.00 | 4,922.63 | 52,292.23 | 132.82 | 0.00 |
| 235.0-441.005-702.0002 | OVERTIME PAY | 18,240.00 | 24,709.33 | 24,730.00 | 846.23 | 16,675.69 | 67.43 | 0.00 |
| 235.0-441.005-702.0003 | LONGEVITY | 220.00 | 122.80 | 170.00 | 0.00 | 187.50 | 110.29 | 0.00 |
| 235.0-441.005-702.0004 | HOLIDAY PAY | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 235.0-441.005-711.0000 | LABOR BURDEN | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 235.0-441.005-711.0001 | FICA | 6,370.00 | 5,813.89 | 4,920.00 | 403.42 | 5,136.12 | 104.39 | 0.00 |
| 235.0-441.005-711.0002 | HOSPITALIZATION | 15,520.00 | 14,657.57 | 10,740.00 | 2,944.91 | 15,796.35 | 147.08 | 0.00 |
| 235.0-441.005-711.0003 | LIFE INSURANCE | 210.00 | 261.77 | 170.00 | 51.58 | 259.29 | 152.52 | 0.00 |
| 235.0-441.005-711.0004 | RETIREE HEALTH CARE CONTRIBUTI | 6,600.00 | 4,339.59 | 4,230.00 | 322.22 | 3,209.03 | 75.86 | 0.00 |
| 235.0-441.005-711.0005 | DENTAL/OPTICAL | 730.00 | 896.45 | 610.00 | 207.96 | 1,030.80 | 168.98 | 0.00 |
| 235.0-441.005-711.0006 | ST/LT DISABILITY INSURANCE | 620.00 | 653.64 | 600.00 | 50.66 | 589.96 | 98.33 | 0.00 |
| 235.0-441.005-711.0007 | WORKER'S COMPENSATION | 1,490.00 | 1,456.09 | 1,160.00 | 76.01 | 1,251.99 | 107.93 | 0.00 |
| 235.0-441.005-711.0008 | SICK TIME PAYOUT | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 235.0-441.005-711.0009 | DEFERRED COMPENSATION | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 235.0-441.005-711.0010 | RETIREMENT (DB) ER CNTB | 8,660.00 | 8,589.00 | 7,700.00 | 640.92 | 5,768.28 | 74.91 | 0.00 |
| 235.0-441.005-711.0011 | HRA CONTRIBUTIONS | 60.00 | 60.00 | 70.00 | 0.00 | 69.00 | 98.57 | 0.00 |
| 235.0-441.005-711.0012 | RETIREMENT DEFINED CONTRIBUTIC | 3,510.00 | 6,246.71 | 5,400.00 | 511.53 | 5,790.19 | 107.23 | 0.00 |
| 235.0-441.005-711.0013 | RET HLTH SVGS CONTR EMPLR | 1,140.00 | 1,636.23 | 670.00 | 427.67 | 1,903.00 | 284.03 | 0.00 |
| PERSONNEL SERVICES | | 125,100.00 | 122,771.52 | 100,540.00 | 11,405.74 | 109,959.43 | 109.37 | 0.00 |
| OTHER CHARGES | | | | | | | | |
| 235.0-441.005-941.0000 | EQUIPMENT RENTAL OR LEASE | 44,630.00 | 31,604.30 | 36,190.00 | 2,953.06 | 28,743.50 | 79.42 | 0.00 |
| OTHER CHARGES | | 44,630.00 | 31,604.30 | 36,190.00 | 2,953.06 | 28,743.50 | 79.42 | 0.00 |
| Total Dept 441.005 - DOWNTOWN MAINTENANCE | | 169,730.00 | 154,375.82 | 136,730.00 | 14,358.80 | 138,702.93 | 101.44 | 0.00 |
| Dept 720.000 - PRINCIPAL SHOPPING DISTRICT | | | | | | | | |
| PERSONNEL SERVICES | | | | | | | | |
| 235.0-720.000-702.0001 | SALARIES & WAGES DIRECT | 341,670.00 | 292,830.55 | 321,420.00 | 24,334.87 | 235,390.70 | 73.23 | 0.00 |
| 235.0-720.000-702.0002 | OVERTIME PAY | 0.00 | 1,176.80 | 1,500.00 | 0.00 | 414.43 | 27.63 | 0.00 |
| 235.0-720.000-702.0003 | LONGEVITY | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 235.0-720.000-703.0000 | ADMINISTRATION COST | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 235.0-720.000-711.0000 | LABOR BURDEN | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 235.0-720.000-711.0001 | FICA | 26,150.00 | 21,925.70 | 24,590.00 | 1,811.01 | 17,502.71 | 71.18 | 0.00 |
| 235.0-720.000-711.0002 | HOSPITALIZATION | 67,460.00 | 47,477.85 | 70,710.00 | 4,229.37 | 30,760.39 | 43.50 | 0.00 |
| 235.0-720.000-711.0003 | LIFE INSURANCE | 950.00 | 731.60 | 580.00 | 72.34 | 669.14 | 115.37 | 0.00 |

| GL NUMBER | DESCRIPTION | 2023-24 AMENDED BUDGET | END BALANCE 06/30/2024 | 2024-25 AMENDED BUDGET | ACTIVITY FOR MONTH 03/31/25 | YTD BALANCE 03/31/2025 | % BDGT USED | ENCUMBERED YEAR-TO-DATE |
|---|---|---|---|---|---|---|---|---|
| Fund 235.0 - PRINCIPAL SHOPPING DISTRICT | | | | | | | | |
| Expenditures | | | | | | | | |
| 235.0-720.000-711.0004 | RETIREE HEALTH CARE CONTRIBUTI | 5,170.00 | 5,163.96 | 6,540.00 | 535.25 | 4,817.25 | 73.66 | 0.00 |
| 235.0-720.000-711.0005 | DENTAL/OPTICAL | 1,770.00 | 1,141.94 | 1,470.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 235.0-720.000-711.0006 | ST/LT DISABILITY INSURANCE | 1,060.00 | 783.88 | 1,050.00 | 79.68 | 736.96 | 70.19 | 0.00 |
| 235.0-720.000-711.0007 | WORKER'S COMPENSATION | 1,080.00 | 929.80 | 1,190.00 | 76.66 | 742.81 | 62.42 | 0.00 |
| 235.0-720.000-711.0008 | SICK TIME PAYOUT | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 235.0-720.000-711.0010 | RETIREMENT (DB) ER CNTB | 9,060.00 | 9,057.96 | 8,860.00 | 737.83 | 6,640.47 | 74.95 | 0.00 |
| 235.0-720.000-711.0011 | HRA CONTRIBUTIONS | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 235.0-720.000-711.0012 | RETIREMENT DEFINED CONTRIBUTIC | 11,190.00 | 8,274.29 | 10,460.00 | 841.00 | (4,238.49) | (40.52) | 0.00 |
| 235.0-720.000-711.0013 | RET HLTH SVGS CONTR EMPLR | 1,820.00 | 1,444.54 | 1,830.00 | 140.00 | (2,577.73) | (140.86) | 0.00 |
| PERSONNEL SERVICES | | 467,380.00 | 390,938.87 | 450,200.00 | 32,858.01 | 290,858.64 | 64.61 | 0.00 |
| OTHER CHARGES | | | | | | | | |
| 235.0-720.000-801.0200 | LEGAL SERVICES | 3,120.00 | 4,166.25 | 3,000.00 | 247.50 | 1,538.50 | 51.28 | 0.00 |
| 235.0-720.000-802.0100 | AUDIT | 740.00 | 801.00 | 740.00 | 0.00 | 750.00 | 101.35 | 0.00 |
| 235.0-720.000-811.0000 | OTHER CONTRACTUAL SERVICE | 18,780.00 | 3,000.00 | 50,000.00 | 510.00 | 510.00 | 1.02 | 0.00 |
| 235.0-720.000-828.0300 | PARKING VALET SERVICES | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 235.0-720.000-829.0100 | SNOW REMOVAL CONTRACT | 72,100.00 | 64,200.00 | 80,000.00 | 0.00 | 42,800.00 | 80.25 | 21,400.00 |
| 235.0-720.000-829.0200 | WEB SITE MAINTENANCE | 19,000.00 | 14,300.00 | 30,100.00 | 1,505.00 | 23,039.99 | 104.72 | 8,480.00 |
| 235.0-720.000-851.0000 | TELEPHONE | 1,750.00 | 1,518.06 | 1,750.00 | 149.79 | 1,375.98 | 78.63 | 0.00 |
| 235.0-720.000-881.0000 | MARKETING & ADVERTISING | 189,995.00 | 142,388.90 | 191,597.01 | 10,137.95 | 129,397.01 | 79.82 | 23,535.01 |
| 235.0-720.000-882.0000 | PUBLIC RELATIONS | 8,000.00 | 5,785.75 | 13,500.00 | 1,097.48 | 4,090.62 | 30.30 | 0.00 |
| 235.0-720.000-883.0000 | TENANT RECRUITMENT | 106,620.00 | 30,677.30 | 101,357.51 | 117.98 | 18,918.03 | 22.81 | 4,200.00 |
| 235.0-720.000-888.0000 | SPECIAL EVENTS | 260,180.00 | 266,292.37 | 259,050.00 | 8,179.08 | 233,245.20 | 95.63 | 14,475.04 |
| 235.0-720.000-901.0000 | PRINTING & PUBLISHING | 55,000.00 | 44,173.56 | 67,500.00 | 0.00 | 25,519.98 | 37.81 | 0.00 |
| 235.0-720.000-904.0000 | PRINTING PSD MAGAZINE | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 235.0-720.000-933.0200 | EQUIPMENT MAINTENANCE | 1,200.00 | 1,489.27 | 1,200.00 | 0.00 | 694.33 | 57.86 | 0.00 |
| 235.0-720.000-935.0200 | MAINTENANCE SHOPPING DIST | 117,379.35 | 81,904.79 | 87,574.65 | 399.72 | 13,534.24 | 33.18 | 15,520.00 |
| 235.0-720.000-941.0000 | EQUIPMENT RENTAL OR LEASE | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 235.0-720.000-942.0000 | COMPUTER EQUIPMENT RENTAL | 36,980.00 | 36,980.04 | 44,630.00 | 3,719.17 | 33,472.53 | 75.00 | 0.00 |
| 235.0-720.000-944.0000 | BUILDING OR FACILITY RENT | 12,000.00 | 12,000.00 | 12,000.00 | 1,000.00 | 9,000.00 | 75.00 | 0.00 |
| 235.0-720.000-957.0100 | TRAINING | 3,000.00 | 2,208.62 | 3,000.00 | 2,500.00 | 2,500.00 | 83.33 | 0.00 |
| 235.0-720.000-957.0300 | MEMBERSHIPS AND DUES | 3,000.00 | 1,904.00 | 3,000.00 | 0.00 | 1,944.00 | 64.80 | 0.00 |
| 235.0-720.000-957.0400 | CONFERENCES & WORKSHOPS | 6,000.00 | 4,402.37 | 5,000.00 | 0.00 | 695.00 | 13.90 | 0.00 |
| 235.0-720.000-958.0200 | EMPLOYEE PARKING | 0.00 | 2,000.00 | 4,730.00 | 500.00 | 4,320.00 | 91.33 | 0.00 |
| 235.0-720.000-960.0400 | LIABILITY INSURANCE | 4,970.00 | 4,970.04 | 5,170.00 | 430.83 | 3,877.47 | 75.00 | 0.00 |
| 235.0-720.000-962.0000 | MISCELLANEOUS | 1,000.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| OTHER CHARGES | | 920,814.35 | 725,162.32 | 964,899.17 | 30,494.50 | 551,222.88 | 66.21 | 87,610.05 |
| SUPPLIES | | | | | | | | |
| 235.0-720.000-727.0000 | POSTAGE | 1,500.00 | 0.00 | 1,000.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 235.0-720.000-729.0000 | OPERATING SUPPLIES | 3,500.00 | 1,092.97 | 3,500.00 | 310.83 | 2,758.31 | 78.81 | 0.00 |
| 235.0-720.000-799.0000 | EQUIPMENT UNDER $5,000 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| SUPPLIES | | 5,000.00 | 1,092.97 | 4,500.00 | 310.83 | 2,758.31 | 61.30 | 0.00 |
| CAPITAL OUTLAY | | | | | | | | |
| 235.0-720.000-972.0000 | FURNITURE | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| CAPITAL OUTLAY | | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| OTHER FINANCING USES | | | | | | | | |
| 235.0-720.000-995.0101 | TRANSFER TO GENERAL FUND | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| OTHER FINANCING USES | | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |

| GL NUMBER | DESCRIPTION | 2023-24 AMENDED BUDGET | END BALANCE 06/30/2024 | 2024-25 AMENDED BUDGET | ACTIVITY FOR MONTH 03/31/25 | YTD BALANCE 03/31/2025 | % BDGT USED | ENCUMBERED YEAR-TO-DATE |
|---|---|---|---|---|---|---|---|---|
| Fund 235.0 - PRINCIPAL SHOPPING DISTRICT | | | | | | | | |
| Expenditures | | | | | | | | |
| Total Dept 720.000 - PRINCIPAL SHOPPING DISTRICT | | 1,393,194.35 | 1,117,194.16 | 1,419,599.17 | 63,663.34 | 844,839.83 | 65.68 | 87,610.05 |
| TOTAL EXPENDITURES | | 1,562,924.35 | 1,271,569.98 | 1,556,329.17 | 78,022.14 | 983,542.76 | 68.83 | 87,610.05 |
| Fund 235.0 - PRINCIPAL SHOPPING DISTRICT: | | | | | | | | |
| TOTAL REVENUES | | 1,562,924.35 | 1,499,268.82 | 1,556,329.17 | 630,349.06 | 1,279,757.89 | 82.23 | 0.00 |
| TOTAL EXPENDITURES | | 1,562,924.35 | 1,271,569.98 | 1,556,329.17 | 78,022.14 | 983,542.76 | 68.83 | 87,610.05 |
| NET OF REVENUES & EXPENDITURES | | 0.00 | 227,698.84 | 0.00 | 552,326.92 | 296,215.13 | 100.00 | (87,610.05) |

City of Birmingham
Birmingham Shopping District Meeting Minutes
**Thursday, April 3, 2025 - 8:30 a.m.**
The Community House
Birmingham, MI 48009

Minutes of the meeting of the Birmingham Shopping District Board held on Thursday, April 3, 2025, at 8:30 a.m. at The Community House.

## 1. CALL TO ORDER AND ROLL CALL OF BOARD

**PRESENT:** Hussey, Kay, Lundberg, McKenzie, Pohlod, Taddei, Wolf, Director Emeritus Fehan

**ABSENT:** Ecker, Roberts, Surnow, Secretary Lipari

**ADMINISTRATION:** Bassett, Brook

**GUEST(S):** Floyd A. Simmons, Annaka Norris, Ian Dunkinson, George Taddei

## 2. RECOGNITION OF VISITORS

## 3. FINANCE REPORT – BASSETT

DRAFT

Bassett reviewed the financial reports in the board packet. She highlighted that we continue to receive assessment payments and sponsorship and vendor payments are beginning. Income is tracking well.

There is an item in a suspense account. That is due to a property owner double paying their assessment. That money will be returned to the property owner.

We continue to watch DPS expenses closely as we are currently at approximately 98% of our budget and we should be at about 70% of the budgeted amount at this time of year.

## 4. APPROVAL OF CONSENT AGENDA

Consent agenda consisted of the:

a. Approval of the BSD Board minutes from March 6, 2025;
b. Approval of vouchers – March 2025

**MOTION: Motion by Kay, seconded by McKenzie, to approve the BSD Board minutes from March 6, 2025 and the vouchers for March 2025.**

**VOTE: Yeas: Hussey, Kay, Lundberg, McKenzie, Pohlod, Taddei, Wolf**
**Nays: none**
**Absent: Ecker, Roberts, Surnow**

**Motion passed.**

## 5. NEW BUSINESS

### a. 2025/2026 Advertising Contracts

Bassett reviewed the contracts for Beasley and iHeartMedia. Both are very similar to last year as the committee feels that they worked well. The Beasley Media Group contract is for $30,500. It includes most events and general marketing. iHeartMedia also covers some events. It is for $30,820 and includes broadcast and video advertising.

**MOTION: Motion by Kay, seconded by Hussey, to approve the advertising contract with Beasley Media Group for the 2025/2026 fiscal year.**

**VOTE: Yeas: Hussey, Kay, Lundberg, McKenzie, Pohlod, Taddei, Wolf**
**Nays: none**
**Absent: Ecker, Roberts, Surnow**

**Motion passed.**

**MOTION: Motion by Kay, seconded by Wolf, to approve the advertising contract with iHeartMedia for the 2025/2026 fiscal year.**

**VOTE: Yeas: Hussey, Kay, Lundberg, McKenzie, Pohlod, Taddei, Wolf**
**Nays: none**
**Absent: Ecker, Roberts, Surnow**

**Motion passed.**

DRAFT

## 6. PRESENTATIONS

### a. Grant Check Presentation from MSOC/MSUFCU

Representatives from Main Street Oakland County and MSU Federal Credit Union presented a $2,500 check to the BSD. The funds were awarded as a grant to help with technology costs, which include the building and implementation of a new website.

## 7. OLD BUSINESS

## 8. REPORTS

### a. COMMITTEE REPORTS

### SPECIAL EVENTS - KAY

Kay reported that the BRRmingham Blast event went well. The committee is working on ways to help to manage the line for the zip line.

The Spring Stroll event will be held on April 12. A record number of potential vendors applied to be a part of this year's Market. Santa House will have similar hours in 2025 to the 2024 hours.

Bassett added that we are looking for sponsors. There is the opportunity for a Day On The Town sponsor.

**MARKETING & ADVERTISING - LUNDBERG**

Lundberg shared that the committee brainstormed about influencers. They looked at the calendar and worked on a strategy.

Bassett reported that they are planning to work with Birmingham City Lifestyle again this year.

**MAINTENANCE/CAPITAL IMPROVEMENTS - LIPARI**

No meeting held.

**BUSINESS DEVELOPMENT - MCKENZIE**

McKenzie reported that the committee is continuing to build a target list of retailers that they think would be a good fit in the downtown area.

Bassett held meetings with five property owners. They went well. She hopes to meet with three or four more in the coming months. Nick Dupuis from the city's community development department also attended and added insight.

DRAFT

**EXECUTIVE COMMITTEE REPORT – POHLOD**
No report given.

**b. TOURISM - BASSETT**

No report given.

**c. WAYFINDING - FEHAN**

No report given.

**d. ADVISORY PARKING COMMITTEE**

Taddei shared that they are continuing to look at how to report data. They would like to be able to collect and report on customer satisfaction.

**e. EXECUTIVE DIRECTOR REPORT**

Bassett reported that the budget hearing will be held on April 26. She also shared that she recently spoke as a part of a panel for a conference at the Townsend Hotel.

The last merchant meeting was held at the Baldwin Public Library. Moving forward, we will combine merchant meetings with educational workshops.

Work continues on the website transition. The Tourism Committee will now be meeting only twice per year.

Bassett will be going to the National Main Street Conference in Philadelphia in April. She will also be taking a vacation in April.

**9. UNFINISHED BUSINESS**

None.

**10. INFORMATION**

**a. Retail Activity –** provided in packet
**b. Announcements –** no new announcements
**c. Letters, Board Attendance & Monthly Meeting Schedule –** provided in packet

**11. PUBLIC COMMENTS**

**12. ADJOURNMENT – 9:25 A.M.**

Respectfully submitted,
Jaimi Brook (back-up notes on file)

DRAFT

_____ _____
Amy Pohlod, BSD Board Chair Date

**Birmingham Principal Shopping District Board**
**Voucher List For:** 05/01/2025

| Early Rele | Vendor | Description | Account | Amount |
|---|---|---|---|---|
| | ART/DESIGN GROUP LTD | ARTWORK FOR GENERAL AND FARMERS MARKET | MARKETING & ADVERTISING | **1,071.00** |
| | BEIER HOWLETT P.C. | MISC LEGAL FEES | LEGAL SERVICES | **264.00** |
| | DENNIS FARAC | PERFORMANCE AT BFM 6/1 | SPECIAL EVENTS | **200.00** |
| | DOWNTOWN PUBLICATIONS INC | ADVERTISING FOR FARMERS MARKET | FARMERS MARKET | **420.00** |
| | DRUM DANCER RECORDS INC | PERFORMANCE AT BFM 05/11 | SPECIAL EVENTS | **200.00** |
| | ERIKA BASSETT | TRAVEL EXPENSES | CONFERENCES & WORKSHOPS | **156.59** |
| | FAIRYTALE ENTERAINMENT PARTYS | DEPOSIT FOR PERFORMANCE 12/13 | SPECIAL EVENTS | **1,474.00** |
| | JAIMI BROOK | ITEMS FOR FARMERS MARKET END OF SEASON | SPECIAL EVENTS | **24.89** |
| | JCC CREATIVE LLC | MONTHLY PHOTOGRAPHY SERVICES | MONTHLY PHOTOGRAPHY SERVICES | **500.00** |
| | MARIA FOURNIER | PERFORMANCE AT BFM 5/25 | SPECIAL EVENTS | **200.00** |
| | MILES PARTNERSHIP LLLP | WEBSITE HOSTING & MAINTENANCE | WEBSITE HOSTING & MAINTENANCE | **1,505.00** |
| | MY CONCIERGE MICHIGAN, LLC | SUMMER EVENTS POSTCARDS | MARKETING & ADVERTISING | **484.00** |
| | NICK'S MAINTENANCE | SNOW REMOVAL | SNOW REMOVAL | **21,400.00** |
| | PENS.COM | TOTE BAGS FOR FARMERS MARKET | SPECIAL EVENTS | **1,009.95** |
| | ROBERT MONTELEONE | PERFORMANCE AT BFM 05/18 | SPECIAL EVENTS | **200.00** |
| | STEVE TAYLOR MUSIC | PERFORMANCE AT BFM 06/08 | SPECIAL EVENTS | **200.00** |
| | SWANK MOTION PICTURES, INC | MOVIE RENTAL FOR 06/04 | SPECIAL EVENTS | **735.00** |
| | WINK TALENT, LLC | TALENT FOR VIDEOS | MARKETING & ADVERTISING | **1,098.00** |
| | WORRY FREE INC | FLORAL HANGING BASKETS PAY 1 OF 2 | FLORAL HANGING BASKETS | **7,755.00** |
| | ZORO'S CHRISTMAS LIGHTS | LIGHTED GARLAND FOR WINTER MARKT | MAINTENANCE SHOPPING DIST | **2,175.00** |
| * | AMAZON CAPITAL SERVICES INC | ITEMS FOR SPRING STROLL | SPECIAL EVENTS | **647.43** |
| * | APPLE.COM | MOJO APP | MARKETING & ADVERTISING | **74.19** |
| * | BAKEHOUSE 46 | EMPLOYEE APPRECIATION DAY TREATS | TENANT RECRUITMENT | **80.00** |
| * | DELTA AIRLINES | MAIN STREET CONFERENCE ERIKA | CONFERENCES & WORKSHOPS | **696.96** |
| * | FOUND OBJECTS | BUSINESS ANNIVERSARY GIFTS | TENANT RECRUITMENT | **649.52** |
| * | GRAMMARLY | SUBSCRIPTION | MARKETING & ADVERTISING | **144.00** |
| * | META/ FACEBOOK | SPRING STROLL BOOSTED POST | MARKETING & ADVERTISING | **359.43** |
| * | OPENAI | MONTHLY SUBSCRIPTION | MARKETING & ADVERTISING | **20.00** |
| * | UNTIED ON WOODWARD | SPONSORSHIP GIFTS | PUBLIC RELATIONS | **38.16** |

**Birmingham Principal Shopping District Board**
**Voucher List For:** 05/01/2025

| Early Rele | Vendor | Description | Account | Amount |
|---|---|---|---|---|
| * | VERIZON WIRELESS | CELL PHONE FOR ERIKA, JAIMI TELEPHONE AND SHERI | | **149.79** |
| | | | **Total:** | **$ 43,931.91** |

**Journal Entries**

| | | |
|---|---|---|
| City of Birmingham - BRRmingham Blast event application | $ | 165.00 |
| City of Birmingham - BRRmingham Blast event costs final | | 12,656.57 |
| City of Birmingham - Employee Parking | | 500.00 |
| Total Journal Entries | $ | 13,321.57 |
| TOTAL VOUCHERS AND JOURNAL ENTRIES | $ | 57,253.48 |

*Items marked with an asterisk were submitted in advance and prior to board approval

**Board Chair**_____ **Date** _____

**CITY OF BIRMINGHAM**
**CONTRACTED SERVICES AGREEMENT**
**WITH THE BIRMINGHAM SHOPPING DISTRICT**

**THIS AGREEMENT,** made and entered into this ___ day of _____, 2025, by and between the **CITY OF BIRMINGHAM,** a Michigan Municipal Corporation located at 151 Martin Street, Birmingham, Michigan, (hereinafter referred to as the "City"), and the **BIRMINGHAM SHOPPING DISTRICT**, located at 151 Martin Street, Birmingham, MI, 48009, (hereinafter referred to as the "BSD").

**WITTNESTH:**

**WHEREAS,** the BSD operates to promote and market downtown Birmingham and revenue is generated by a single special assessment district broken down into two sub-districts (District 1 and District 1A) in the City of Birmingham's downtown; and

**WHEREAS,** the City, pursuant to City of Birmingham Ordinance Chapter 82, Article IV, Division 1, Section 76 - Establishment of Principal District, Section 77 - Financing, Section 78 - Special Assessments, is responsible for establishing a principal district, its financing and the ability to levy special assessments; and

**WHEREAS,** the City, pursuant to City of Birmingham Ordinance Chapter 82, Article IV, Division 2, Sections 91 - Creation of Shopping District Board, Section 92 - Composition, Appointment, Section 93 - Terms, Section 94 - Organization and Compensation, Section 95 - Meetings and Quorum, Section 96 - Records and Budget, Section 97 - Goals and Powers, has provided the BSD with administrative services in addition to those set forth in the City ordinance in the past; and

**WHEREAS,** the BSD is a component unit of the City; and

**WHEREAS,** the administrative services provided to the BSD by the City have been provided, but not formally agreed upon or in writing; and

**WHEREAS,** the BSD and the City believe that it is in their respective best interests to create an agreement setting forth the administrative services provided by the City to the BSD and the costs to be reimbursed by the BSD to the City for those services.

**NOW, THEREFORE,** for and in consideration of the mutual undertakings of the parties hereto, all as hereinafter set forth, it is agreed by and between the parties as follows:

1. While this Agreement remains in effect, the City shall continue to provide the following services to the BSD:

   a) Human Resources
   b) Payroll
   c) Treasury

d) Finance

2. In exchange for the City furnishing these services to the BSD, the BSD agrees to annually reimburse the City its administrative charges pursuant to the following by January 15th of each subsequent year the services were rendered:

a) **HUMAN RESOURCES**

| | | |
|---|---|---|
| BSD allocation | 2% | |
| HR actual expenditures FY 2023-2024 | | $398,265 |
| Total Expense | | $7,965 |

b) **PAYROLL**

| | | |
|---|---|---|
| BSD allocation | 2% | |
| Finance actual expenditures FY 2023-2024 | | $111,792 |
| Total Expense | | $2,236 |

c) **TREASURY**

| | | |
|---|---|---|
| BSD allocation | 1.5% | |
| Treasury actual expenditures FY2023-2024 | | $750,425 |
| Total Expense | | $11,256 |

d) **FINANCE**

| | | |
|---|---|---|
| BSD allocation | 1% | |
| Finance actual expenditures FY-2023-2024 | | $947,132 |
| Total Expense | | $9,471 |

**TOTAL** **$30,929**

Any costs or fees incurred by the City on behalf of the BSD not specifically covered or provided for in this Agreement will be billed on an actual cost reimbursement basis to the BSD.

3. The term of this Agreement shall be three years commencing on _____ _____and shall terminate on _____. Each year on the anniversary date of commencement, there will be an increase of three percent (3%) of the total charges due from the BSD to the City.

4. The BSD and the City acknowledge that certain confidential and/or proprietary information may become involved pursuant to this Agreement. The BSD and the City recognize that the unauthorized exposure of such confidential or proprietary information could irreparably

damage the other. Therefore, the BSD and the City agree that in exchanging information with each other, they each may specify which items of information should be deemed "confidential." The BSD and the City shall be responsible for clearly identifying and segregating any confidential information submitted to the other by clearly printing or stamping "CONFIDENTIAL INFORMATION" on the information so submitted. The BSD and the City agree to use reasonable care to safeguard the confidential and proprietary information and to prevent the unauthorized use or disclosure thereof. The BSD and the City shall inform their respective employees of the confidential or proprietary nature of such information and shall limit access thereto to employees rendering services pursuant to this Agreement. The BSD and the City further agree to use such confidential or proprietary information only for the purposes set forth in this Agreement.

5. This Agreement shall be governed by and performed, interpreted and enforced in accordance with the laws of the State of Michigan.

6. If any provision of this Agreement is declared invalid, illegal or unenforceable, such provision shall be severed from this Agreement and all other provisions shall remain in full force and effect.

7. This Agreement shall be binding upon the successors and assigns of the parties hereto, but no such assignment shall be made by the BSD or the City without the prior written consent of the other party. Any attempt at assignment without prior written consent shall be void and of no effect.

8. The BSD and the City agree that neither of them nor their subcontractors will discriminate against any employee or applicant for employment with respect to hire, tenure, terms, conditions or privileges of employment, or a matter directly or indirectly related to employment because of race, color, religion, national origin, age, sex, height, weight or marital status. The BSD and the City shall inform the other of all claims or suits asserted against them that may arise out of this Agreement. The BSD and the City shall provide each other with periodic status reports concerning all such claims or suits at intervals agreed to by each of them.

9. The BSD and any entity or person for whom the BSD is legally liable, agrees to be responsible for any liability, all claims, demands, suits, or loss, including all costs and reasonable attorney fees connected therewith, and for any damages which may be asserted, claimed or recovered against the BSD or the City, its appointed officials, employees, volunteers or others working on behalf of the BSD, by reason of personal injury, including bodily injury and death and/or property damage, including loss of use thereof, caused by or resulting from the BSD's own acts or omissions of its appointed officials, employees, volunteers or others working on behalf of the BSD.

The BSD and the City carry liability insurance to protect them in the event of a claim or loss. Property and Liability insurance is for coverage that exceeds the deductible for claims and legal expenses. The City shall not be responsible for the deductible resulting from claims involving the BSD. The BSD shall not be responsible for the deductible resulting from claims involving the City. The parties agree and understand that they are responsible for paying their own deductibles in the event of a loss.

10. If either party fails to perform its obligations hereunder, the aggrieved party may take any and all remedial actions provided by the general specifications or otherwise permitted by law.

11. Any controversy or claim arising out of or relating to this Agreement, or the breach thereof, shall be settled either by commencement of a suit in Oakland County Circuit Court, the 48th District Court or by arbitration. If both parties elect to have the dispute resolved by arbitration, it shall be settled pursuant to Chapter 50 of the Revised Judicature Act for the State of Michigan and administered by the American Arbitration Association with one arbitrator being used, or three arbitrators in the event any party's claim exceeds $1,000,000. Each party shall bear its own costs and expenses and an equal share of the arbitrator's and administrative fees of arbitration. Such arbitration shall qualify as statutory arbitration pursuant to MCL §600.5001 et. seq., and the Oakland County Circuit Court or any court having jurisdiction shall render judgment upon the award of the arbitrator made pursuant to this Agreement. The laws of the State of Michigan shall govern this Agreement, and the arbitration shall take place in Oakland County, Michigan. In the event that the parties elect not to have the matter in dispute arbitrated, any dispute between the parties may be resolved by the filing of a suit in the Oakland County Circuit Court or the 48th District Court.

12. Notices shall be given to:

a) City of Birmingham
151 Martin Street
P.O. Box 3001
Birmingham, MI 48012-3001

Attention: Jana Ecker, City Manager

With copies to:

Mary M. Kucharek, City Attorney
Beier Howlett, P.C.
3001 W. Big Beaver Road, Ste. 600
Troy, MI 48084

b) Birmingham Shopping District
151 Martin Street
Birmingham, MI 48009
Attention: Erika Bassett, BSD Director

**IN WITNESS WHEREOF**, the parties hereto have executed this Agreement on the day and year first above written.

WITNESS:

_____

_____

**CITY OF BIRMINGHAM**

By: _____
Therese Longe, Mayor

By: _____
Alexandria Bingham, City Clerk

**BIRMINGHAM SHOPPING DISTRICT**

_____

By: _____
Erika Bassett, BSD Director

APPROVAL (Sec 2-289 City Code)

| | |
|---|---|
| _____<br>Jana Ecker, City Manager<br>(as to substance) | |
| _____<br>Mary Chavez, Finance Director<br>(as to Financial Obligation) | _____<br>Mary M. Kucharek, City Attorney<br>(as to form) |

**Snow Removal Service Proposal For**

# Birmingham BSD Snow Removal Service

**151 Martin Street**
**Birmingham, Michigan 48009**

Submitted By:

## Nick's Maintenance Service, LLC

**2815 Continental**
**Troy, Michigan 48083**

**February 24, 2025**

## Introduction

We are pleased to present this proposal for the snow clearing services outlined within your RFP. **We have successfully been performing this contract for almost 20 years.** We have reviewed the provided information and familiarized ourselves thoroughly with the route and existing conditions. We also clearly understand the requirements of when the services are to be rendered and how they are to be rendered utilizing **broom driven equipment**. Listed within this proposal is information further addressing all of the items requested within the RFP.

## Contact Information

The following is a list of individuals that can be contacted at any time on a 24 hour a day, 7 day a week basis for any questions or issues regarding our services. We make every attempt to make ourselves available for our clients' needs.


Primary Contact:
Nick Bianchini
(248) 840-6662 mobile
(248) 723-9706 Office
nick@triphasecc.com

Mauro Bianchini
(248) 709-6890 mobile
mbianchini@triphasecc.com

Francisco Escamilla
(734) 657-1998 mobile
francisco@triphasecc.com

Nick's Maintenance Service, LLC
2815 Continental
Troy, MI 48083

## Proposal Form

The Birmingham Shopping District proposal form issued with the RFP outlining the requested pricing is attached to the end of this proposal.

## Similar Projects and Related Experience

Nick's Maintenance Service has had the privilege of providing snow removal services to the BSD in Birmingham since 2005. During this time, we have made every effort to perform our contractual responsibilities to the utmost satisfaction of our customers and for the benefit of the City of Birmingham.

In addition to providing services to the Birmingham Shopping District, we also provide snow clearing services for other business and/or property owners within the downtown area of Birmingham. These services include the removal of the remaining snow on the municipal walks as well as clearing snow from walkways on private property and parking lots.

## Proposed Plan of Action for Clearing Snow

1. First and foremost, we have procured a location within a building with enclosed parking located at Old Woodward and Brown to stage our equipment in for us to complete our contract. Our snow removal equipment is ALWAYS in Birmingham near the center of town so that we can promptly begin to work when needed. We never have to trailer our equipment into or out of town to perform the responsibilities of our contract.

2. Having performed the responsibilities of snow clearing within the BSD limits of Birmingham for the past 19 years, we are very familiar with the route and the various dynamics and challenges necessary to perform the work. This includes

    a. The knowledge as to which areas along the route are machine accessible, and which areas require hand work to clear the snow. There are several areas

scattered throughout the primary Downtown area and Triangle district in which street signs, parking meters, utility poles etc. hinder the use of our broom driven tractors, therefore requiring the need to do those areas by hand or with a snow blower.

b. We know that many of the primary intersections along the main roadways often time get snow or slush pushed back onto them by personal vehicles or street plows. We make an attempt to re-broom those areas multiple times during and after a snow fall.

c. We alter our approach to clearing the snow from the walkways depending on what time of the day we receive snow. For example, if we receive an overnight snowfall during the week, we make an attempt to make sure office buildings are addressed or near the community house when often times they have morning functions. We are also sensitive to when the restaurants and bars in town are busy and try to prioritize those areas in town when necessary.

d. We try to monitor sponsored events in town such as restaurant week to make sure snow is removed from walkways. We have often times through the years that we have performed our contractual responsibilities sent crews out to clear snow, even when it was less than 1" during these events.

e. What we have learned by performing this service for so many years is that it is necessary to broom the route multiple times during the course of an ordinary snow fall. We have also adopted the practice of bringing people in the following day to do any necessary touch ups around town.

f. We recognize the fact that we are not always perfect and that from time to time we need to address various issues. Nick's Maintenance Service has always been responsive to any issues that have arisen through our years of providing service to the BSD. We personally make an effort to reach out to business owners when they feel they have not received the proper service, and we do all that we can to make sure that we don't repeat our error. We understand that although our contract is with the BSD, the building and business owners in town are ultimately the customers and beneficiaries of our service. We will always strive to keep them satisfied.

g. Nick Bianchini, Owner of Nick's Maintenance is also son of the owner of Tri-Phase Commercial Construction with an Office in Downtown Birmingham. Both Nick and Mauro work in Birmingham and have always been personally and immediately available to the BSD when needed on a 24 hour, 7 day a week basis.

h. Personnel utilized for snow clearing services are our employees, and not subcontractors.

## References

The following is a short list of references for clients that we perform snow clearing services for within the City of Birmingham. Other references can be provided upon request.

Central Park Properties
112 Peabody
Birmingham, MI 48009
(248) 642-0024

Genisys Credit Union
Bob Bell – Facilities Director
21000 Executive Hills Blvd.
Auburn Hills, MI
(248)322-9800

Birmingham BSD
151 Martin Street
Birmingham, MI 48009
(248) 530-1200

Additional References available upon request.

## Insurance

Nick's Maintenance Service will provide and maintain the proper insurance requirements naming the appropriate parties as additional insured as outlined in the RFP by an authorized and reputable insurance provider. A copy of certificate of insurance is attached herein.

## ATTACHMENT A – BIRMINGHAM SHOPPING DISTRICT AGREEMENT
## SNOW REMOVAL SERVICES

This AGREEMENT, made this 24TH day of FEBRUARY, 2025, by and between the BIRMINGHAM SHOPPING DISTRICT, having its principal municipal office at 151 Martin Street, Birmingham, MI (hereinafter sometimes called "BSD"), and NICK'S MAINTENANCE Inc., having its principal office at 2815 CONTINENTAL TROY, MI 48083 (hereinafter called "Contractor"), provides as follows:

**WITNESSETH:**

**WHEREAS**, the City of Birmingham, through the Birmingham Shopping District, is desirous of having work completed to remove snow from store fronts in the BSD; and,

**WHEREAS**, the BSD has heretofore advertised for bids for the procurement and performance of services required to perform the snow removal services, and in connection therewith has prepared a request for sealed proposals ("RFP"), which includes certain instructions to bidders, specifications, terms and conditions; and,

**WHEREAS**, the Contractor has professional qualifications that meet the project requirements and has made a bid in accordance with such request for cost proposals to perform snow removal services.

**NOW, THEREFORE,** for and in consideration of the respective agreements and undertakings herein contained, the parties agree as follows:

1. **MUTUALLY AGREE:** It is mutually agreed by and between the parties that the documents consisting of the RFP and the Contractor's cost schedule (Attachment D) dated FEBRUARY 24TH, 2025 shall be incorporated herein by reference and shall become a part of this Agreement, and shall be binding upon both parties hereto. If any of the documents are in conflict with one another, this Agreement shall take precedence, then the RFP.

2. **TERM:** The Contractor agrees to provide the labor, material supplies and equipment necessary to perform the snow removal and salting services in accordance with the specifications and conditions contained in the RFP, for a three (3) year period beginning on the date of the signing of this Agreement and covering the 2025-2026, 2026-2027 and 2027-2028 snow seasons, October 1 through April 30.

   A. This Agreement shall terminate upon the conclusion of the 2027-2028 snow seasons. This Agreement shall be reviewed annually after each snowfall season, October 1 through April 30, and the BSD shall have the right to terminate this Agreement as part of this annual review. After the third and final year of this Agreement, the BSD in its sole discretion shall have the right to renew this Agreement for a two (2) year extension by providing written notice to the Contractor by way of BSD Resolution subject to compensation terms as negotiated and agreed to by the parties and added to the current agreement in writing. The BSD may also terminate this Agreement for any reason and at any time by providing thirty (30) days advance written notice.

B. This Agreement shall commence upon execution by both parties, unless the BSD exercises its option to terminate the Agreement in accordance with the Request for Proposals

C.

3. **TERMS OF PAYMENT:** The BSD shall pay the Contractor for the performance of this Agreement as follows:

2025-26 $1.13 per linear foot
Total = $64,200
(Additional snow removal $1.75 per linear foot)
(Additional salting $0.15 per linear foot) (SALT PROVIDED BY CITY)

2026-27 $1.13 per linear foot

Total = $64,200
(Additional snow removal $1.75 per linear foot)
(Additional salting $0.15 per linear foot) (SALT PROVIDED BY CITY)

2027-28 $1.13 per linear foot
Total = $64,200
(Additional snow removal $1.75 per linear foot)
(Additional salting $0.15 per linear foot) (SALT PROVIDED BY CITY)

The Contractor shall perform the following services in accordance with the requirements as defined and noted herein:

a. Snow removal shall commence no later than one (1) hour after a minimum of (1) inch of snow has fallen.
b. Work is to be completed within four (4) hours after the snow has ended.
c. All fallen or windblown snow is to be cleared from all sidewalks, including sidewalk portions located within a median (median sidewalks), and Americans with Disabilities Act (ADA) compliant sidewalk ramps to both crosswalks and handicap parking spaces within the BSD.
d. During continuous snowfalls, all sidewalks in the BSD are to be maintained. Contractor is to continue or resume snow removal at any time accumulation on the sidewalk is one (1) inch or greater. If snow re-accumulates, or is plowed into the median sidewalks, and/or ADA compliant sidewalk ramps, Contractor will clear the snow from these areas.
e. Generally, snow shall be cleared from all sidewalks with a path of no less than sixty (60) inches wide throughout the BSD, unless otherwise specified. Snow shall be cleared from sidewalks and median sidewalks on Old Woodward Avenue from Oakland to Landon Streets and on Maple from Woodward Avenue to Chester Street with a path no less than one-hundred-twenty (120) inches wide, as to accommodate the newly constructed streetscape. Contractor shall also clear

snow from the pedestrian walking path areas of the curb extensions (bump-outs) on Old Woodward Avenue and Maple Road.

f. Areas of sidewalks which are restricted by size or objects must be cleared by other means (i.e. hand shoveling, snow blower).
g. When icing occurs, Contractor must salt specific areas where ice patches form. These areas include, but are not limited to, major street corners in the BSD, and specific areas based on instruction from the BSD representative.
h. Contractor must provide a telephone number, which has twenty-four (24) hour monitoring.
i. All equipment and snow removal procedures must meet any applicable MIOSHA standards.
j. All bids will be accepted for review and consideration. Any deviations to the bid must be reduced to writing and accompany the bid.
k. All bids shall reflect the cost of snow removal for each year of the Agreement.
l. The bid must include an optional unit price for separate additional snow removal services that are not yet anticipated, that are beyond the scope of this initial Agreement. Additional services may include salting, snow shoveling and deicing. If separate snow removal services are needed, the parties will agree in writing to the services and added as an addendum.

4. **CONTRACTOR PERSONNEL:** The Contractor shall employ personnel of good moral character and fitness in performing all services under this Agreement.

A. The Contractor agrees that neither it nor its subcontractors will discriminate against any employee or applicant for employment with respect to hire, tenure, terms, conditions or privileges of employment, or a matter directly or indirectly related to employment because of race, color, religion, national origin, age, sex, height, weight or marital status. The Contractor shall inform the BSD of all claims or suits asserted against it by the Contractor's employees who work pursuant to this Agreement. The Contractor shall provide the BSD with periodic status reports concerning all such claims or suits, at intervals established by the BSD.

5. **INDEPENDENT CONTRACTOR:** The Contractor and the BSD agree that the Contractor is acting as an independent Contractor with respect to the Contractor 's role in providing services to the BSD pursuant to this Agreement, and as such, shall be liable for its own actions and neither the Contractor nor its employees shall be construed as employees of the BSD or the City. Nothing contained in this Agreement shall be construed to imply a joint venture or partnership and neither party, by virtue of this Agreement, shall have any right, power or authority to act or create any obligation, express or implied, on behalf of the other party, except as specifically outlined herein. Neither the City/BSD nor the Contractor shall be considered or construed to be the agent of the other, nor shall either have the right to bind the other in any manner whatsoever, except as specifically provided in this Agreement, and this Agreement shall not be construed as a contract of agency. The Contractor shall not be entitled or eligible to participate in any benefits or privileges given or extended by the BSD or the City, or be deemed an employee of the BSD or the City for purposes of federal or state withholding taxes, FICA taxes, unemployment, workers' compensation or any other employer contributions on behalf of the BSD or the City.

6. **CONFIENTIAL AND OR PROPRIETARY INFORMATION**: The Contractor acknowledges that in performing services pursuant to this Agreement, certain confidential and/or proprietary information (including, but not limited to, internal organization, methodology, personnel and financial information, etc.) may become involved. The Contractor recognizes that unauthorized exposure of such confidential or proprietary information could irreparably damage the BSD/City. Therefore, the Contractor agrees to use reasonable care to safeguard the confidential and proprietary information and to prevent the unauthorized use or disclosure thereof. The Contractor shall inform its employees of the confidential or proprietary nature of such information and shall limit access thereto to employees rendering services pursuant to this Agreement. The Contractor further agrees to use such confidential or proprietary information only for the purpose of performing services pursuant to this Agreement.

7. **COMPLIANCE WITH LAWS:** This Agreement shall be governed by and performed, interpreted and enforced in accordance with the laws of the State of Michigan. The Contractor agrees to perform all services provided for in this Agreement in accordance with and in full compliance with all local, state and federal laws and regulations.

8. **FORCE AND EFFECT:** If any provision of this Agreement is declared invalid, illegal or unenforceable, such provision shall be severed from this Agreement and all other provisions shall remain in full force and effect.

9. **ASSIGNMENT:** This Agreement shall be binding upon the successors and assigns of the parties hereto, but no such assignment shall be made by the Contractor without the prior written consent of the BSD. Any attempt at assignment without prior written consent shall be void and of no effect.

10. **INSURANCE:** The Contractor shall not commence work under this Agreement until it has, at its sole expense, obtained the insurance required under this paragraph. All coverages shall be with insurance companies licensed and admitted to do business in the State of Michigan. All coverages shall be with carriers acceptable to the BSD and the City.

The Contractor shall maintain during the life of this Agreement the types of insurance coverage and minimum limits as set forth below:

A. Workers' Compensation Insurance: Contractor shall procure and maintain during the life of this Agreement, Workers' Compensation Insurance, including Employers Liability Coverage, in accordance with all applicable statutes of the State of Michigan.

B. Commercial General Liability Insurance: Contractor shall procure and maintain during the life of this Agreement, Commercial General Liability Insurance on an "Occurrence Basis" with limits of liability not less than **$1,000,000** per occurrence combined single limit, Personal Injury, Bodily Injury and Property Damage. Coverage shall include the following extensions: (A) Contractual Liability; (B) Products and Completed Operations; (C) Independent Contractors Coverage; (D) Broad Form General Liability Extensions or equivalent; (E) Deletion of all Explosion, Collapse and Underground (XCU) Exclusions, if applicable.

C. Motor Vehicle Liability: Contractor shall procure and maintain during the life of this Agreement Motor Vehicle Liability Insurance, including all applicable no-fault coverages, with limits of liability of not less than $1,000,000 per occurrence combined single limit Bodily Injury and Property Damage. Coverage shall include all owned vehicles, all non-owned vehicles, and all hired vehicles.

D. Additional Insured: Commercial General Liability and Motor Vehicle Liability Insurance, as described above, shall include an endorsement stating the following shall be *Additional Insureds*: The Birmingham Shopping District and the City of Birmingham, including all their respective elected and appointed officials, all employee and volunteers, all boards, commissions and/or authorities and board members, including employees and volunteers thereof. This coverage shall be primary to any other coverage that may be available to the additional insured, whether any other available coverage by primary, contributing or excess.

E. Professional Liability: Professional liability insurance with limits of not less than $1,000,000 per claim if Contractor will provide service that are customarily subject to this type of coverage.

F. Owners Contractors Protective Liability: The Contractor shall procure and maintain during the life of this Agreement, an Owners Contractors Protective Liability Policy with limits of liability not less than $3,000,000 per occurrence, combined single limit, Personal Injury, Bodily Injury and Property Damage. The City of Birmingham shall be "Name Insured" on said coverage. Thirty (30) days' Notice of Cancellation shall apply to this policy.

G. Cancellation Notice: Workers' Compensation Insurance, Commercial General Liability Insurance and Motor Vehicle Liability Insurance (and Professional Liability Insurance, if applicable), as described above, shall include an endorsement stating the following: "Thirty (30) days Advance Written Notice of Cancellation or Non-Renewal, shall be sent to: Finance Director, City of Birmingham, PO Box 3001, 151 Martin Street, Birmingham, MI 48012-3001.

H. Proof of Insurance Coverage: Contractor shall provide the BSD at the time the Agreement is returned for execution, Certificates of Insurance and/or policies, acceptable to the City of Birmingham, as listed below.

1) Two (2) copies of Certificate of Insurance for Workers' Compensation Insurance;
2) Two (2) copies of Certificate of Insurance for Commercial General Liability Insurance;
3) Two (2) copies of Certificate of Insurance for Vehicle Liability Insurance;
4) Two (2) copies of Certificate of Insurance for Professional Liability Insurance;
5) Two (2) copies of Certificate of Insurance for Pollution Liability Insurance;
6) Two (2) copies of Certificate of Insurance for Owners Contractors Liability Insurance;

7) If so requested, Certified Copies of all policies mentioned above will be furnished.

I. Coverage Expiration: If any of the above coverages expire during the term of this Agreement, Contractor shall deliver renewal certificates and/or policies to the BSD at least (10) days prior to the expiration date.

J. **NON-COMPLIANCE WITH INSURANCE REQUIREMENTS:** Upon failure of the Contractor to obtain or maintain such insurance coverage for the term of the Agreement, the BSD may, at its option, purchase such coverage and subtract the cost of obtaining such coverage from the Agreement amount. In obtaining such coverage, the BSD shall have no obligation to procure the most cost-effective coverage but may contract with any insurer for such coverage.

11. **INDEMNIFICATION:** To the fullest extent permitted by law, the Contractor and any entity or person for whom the Contractor is legally liable, agrees to be responsible for any liability, defend, pay on behalf of, indemnify, and hold harmless the BSD and the City, their respective elected and appointed officials, employees and volunteers and others working on behalf of the BSD or the City against any and all claims, demands, suits, or loss, including all costs and reasonable attorney fees connected therewith, and for any damages which may be asserted, claimed or recovered against or from the BSD or the City, their respective elected and appointed officials, employees, volunteers or others working on behalf of the BSD or the City, by reason of personal injury, including bodily injury and death and/or property damage, including loss of use thereof, which arises out of or is in any way connected or associated with this Agreement. Such responsibility shall not be construed as liability for damage caused by or resulting from the sole act or omission of the BSD, the City, or their elected or appointed officials, employees, volunteers or others working on behalf of the BSD or the City.

12. **DIRECT OR INDIRECT INTEREST:** The City of Birmingham will not enter into a contract to furnish materials or services to the BSD from any BSD official, his spouse, child or parent, or from any corporation, association or partnership in which any BSD official, his spouse, child or parent, has any direct or indirect interest. Ownership of less than one percent (1%) of the stock or other equity interest in a corporation or unincorporated business shall not be deemed to be a disqualifying interest. Employment by a business entity shall be deemed to be a disqualifying interest only if such employment is in an administrative, managerial or executive capacity in which the employee could in any way influence the decisions of the business entity with regard to contract proposals or other transactions. Every contract entered into by the City of Birmingham/BSD shall contain a provision to the effect that if subsequent to entering into the contract a City official, his spouse, child or parent shall become directly or indirectly interested in the contract without further liability if the disqualification has not been removed within thirty (30) days after the City/BSD has given notification of the disqualifying interest.

13. **FAILURE TO PERFORM:** If Contractor's performance under the contract be deficient or contrary to the terms of this Agreement, the BSD may take any and all remedial actions provided by the general specifications or otherwise permitted by law.

14. **WRITTEN NOTICES:** All notices required to be sent pursuant to this Agreement shall be mailed to the following addresses:

Birmingham Shopping District
Attn: Erika Bassett
151 Martin Street
Birmingham, MI 48009
(248) 530-1200

15. **LEGAL PROCEEDINGS:** Any controversy or claim arising out of or relating to this Agreement, or the breach thereof, shall be settled either by commencement of a suit in Oakland County Circuit Court, the 48th District Court or by arbitration. If both parties elect to have the dispute resolved by arbitration, it shall be settled pursuant to Chapter 50 of the Revised Judicature Act for the State of Michigan and administered by the American Arbitration Association with one arbitrator being used or three arbitrators in the event any party's claim exceeds $1,000,000. Each party shall bear its own costs and expenses and an equal share of the arbitrator's and administrative fees of arbitration. Such arbitration shall qualify as statutory arbitration pursuant to MCL§600.5001 et. seq., and the Oakland County Circuit Court or any court having jurisdiction shall render judgment upon the award of the arbitrator made pursuant to this Agreement. The laws of the State of Michigan shall govern this Agreement, and the arbitration shall take place in Oakland County, Michigan. In the event that the parties elect not to have the matter in dispute arbitrated, any dispute between the parties may be resolved by the filing of a suit in the Oakland County Circuit Court or the 48th District Court.

16. **FAIR PROCUREMENT OPPORTUNITY:** Procurement for the BSD and the City will be handled in a manner providing fair opportunity for all businesses. This will be accomplished without abrogation or sacrifice of quality and as determined to be in the best interest of the BSD and the City.

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

**CONTRACTOR**

By: NICHOLAS BIANCHINI

Its: PRESIDENT

Date: 2-24-25

STATE OF MICHIGAN
COUNTY OF OAKLAND

On this 10th day of March, 2025, before me personally appeared Nicholas Bianchini, who acknowledged that with the authority to do so he/she signed this Agreement.

CAROLE BIRNEY
Notary Public, State of Michigan
County of Oakland
My Commission Expires 06-25-2025
Acting in the County of Oakland

Carole Birney, Carole Birney
Notary Public, Oakland County, Michigan
My commission expires:
6-25-25

**BIRMINGHAM SHOPPING DISTRICT**

By: _____
Its: Chairman

Date: _____

Approved:

| | |
|---|---|
| Erika Bassett, BSD Executive Director<br>(Approved as to substance) | Mark Gerber, Director of Finance<br>(Approved as to financial obligation) |
| Date | Date |
| Mary Kucharek, City Attorney<br>(Approved as to form) | Jana Ecker, City Manager<br>(Approved as to substance) |
| Date | Date |

## ATTACHMENT B – CITY OF BIRMINGHAM – DPS AGREEMENT
## SNOW REMOVAL

This AGREEMENT, made this 24TH day of FEBRUARY 2025, by and between the CITY OF BIRMINGHAM, (hereinafter called "City"), having its principal municipal office at 151 Martin Street, Birmingham, MI; the Birmingham Shopping District, (hereinafter called "BSD") having its office at 151 Martin Street, Birmingham, MI; and NICK'S MAINTENANCE SERVICE (hereinafter referred to as Contractor), having its principal office at 2815 CONTINENTAL TROY, MI provides as follows:

**WITNESSETH:**

**WHEREAS**, the City ordinance section 98-66 requires the owner of every lot, the occupant of every lot, and the owner or proprietor of any business establishment to clear all ice and snow from public sidewalks adjoining such lot within twelve (12) hours of cessation of a snow event during the day, and by 6 p.m. the following day of snow cessation overnight; and,

**WHEREAS**, the Contractor has professional qualifications that meet the project requirements and has made a bid in accordance with such request for cost proposals to perform snow removal services; and,

**WHEREAS**, the City shall identify properties within the BSD that have not complied with the snow removal ordinance following a snow event; and,

**WHEREAS,** the City shall instruct the Contractor when enforcement is required and allowed to begin; and,

**WHEREAS**, the Contractor shall separately invoice the City's Department of Public Services (DPS) for services provided to clear snow from noncompliant properties; and,

**WHEREAS**, the Agreement dictates that if changes to the original terms are sought, an amendment to the Agreement must be prepared and signed before any changes are effective.

**NOW, THEREFORE**, the Parties agree to the following agreement:

1. The Contractor should be familiar with the snow ordinance and what needs to be cleared within the BSD, including around fire hydrants and up to the edge of the building/property line; and,

2. Contractor shall clear all snow in front of storefronts to the curb, at the direction of the DPS, for properties within the BSD that have not complied with the City of Birmingham's snow removal ordinance; and,

3. The DPS shall identify when enforcement is necessary and notify the Contractor and BSD; and, on the picture itself for documentation purposes;

4. The Contractor shall take before and after pictures of each property in violation per event. Pictures should have time stamp in the file or visible on the picture itself for documentation purposes; and,

5. The Contractor shall be in contact with a DPS representative before any enforcement is planned and executed, as well as be able to relay current sidewalk conditions within the BSD; and,

6. The Contractor shall be provided with a gate pass to the DPS facility in case salt is necessary for enforcement purposes; and,

7. The Contractor shall use a certain amount of discretion during enforcement, such as snow that has been plowed by the City back up onto a sidewalk or fallen out of a landscape bed not being eligible for enforcement; and,

8. The Contractor shall separately invoice the City's Department of Public Services for work performed in accordance with this scope of work; and,

9. The Contractor shall invoice in accordance with the following fee schedule:

| | **Small parcels (30ft or less)** | **Medium Parcels (31ft to 90 ft)** | **Large Parcels (added price for additional linear feet exceeding 90ft, in 30ft increments)** |
|---|---|---|---|
| Year 1 | $120/PARCEL | $180/PARCEL | $60/ADD. 30FT |
| Year 2 | $120/PARCEL | $180/PARCEL | $60/ADD. 30FT |
| Year 3 | $120/PACEL | $180/PARCEL | $60/ADD. 30FT |

------- The remainder of this page has been left intentionally blank.------

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

**CONTRACTOR:**

By: _____
NICHOLAS BIANCHINI

Its: PRESIDENT

Date: 2-24-25

STATE OF MICHIGAN
COUNTY OF OAKLAND

On this 10th day of March, 2025, before me personally appeared Nicholas Bianchini, who acknowledged that with the authority to do so he/she signed this Agreement.

CAROLE BIRNEY
Notary Public, State of Michigan
County of Oakland
My Commission Expires 06-25-2025
Acting in the County of Oakland

Carole Birney, Carole Birney
Notary Public, Oakland County, Michigan
My commission expires:
6-25-2025

**BIRMINGHAM SHOPPING DISTRICT**

By: _____

It's: Chairman

Date: _____

Approvals:

_____
Erika Bassett, BSD Executive Director
(Approved as to substance)

_____
Date

_____
Mark Gerber, Director of Finance
(Approved as to financial obligation)

_____
Date

_____
Scott Zielinski, DPS Director

_____
Date

_____
Jana Ecker, City Manager
(Approved as to substance)

_____
Date

_____
Mary M. Kucharek, City Attorney

_____
Date

## ATTACHMENT C - BIDDER'S AGREEMENT
### For Birmingham Shopping District Snow Removal Services

In submitting this proposal, as herein described, the Contractor agrees that:

1. They have carefully examined the specifications, terms and Agreement of the Request for Proposal and all other provisions of this document and understand the meaning, intent, and requirement of it.

2. They will enter into a written contract and furnish the item or items in the time specified in conformance with the specifications and conditions contained therein for the price quoted by the proponent on this proposal.

NICHOLAS BIANCHINI — 2-24-25
**BID PREPARED BY (Print Name)** — **DATE**

PRESIDENT — 2-24-25
**TITLE** — **DATE**

[signature] — NICK@TRIPHASECC.COM
**AUTHORIZED SIGNATURE** — **E-MAIL ADDRESS**

NICK'S MAINTENANCE SERVICE
**COMPANY**

2815 CONTINENTAL — 248-840-6662
**ADDRESS** — **PHONE**

**NAME OF PARENT COMPANY** — **PHONE**

**ADDRESS**

## ATTACHMENT D - COST PROPOSAL

### For Birmingham Shopping District Snow Removal Services

**In order for the bid to be considered valid, this form must be completed in its entirety.** Cost shall be provided in terms of per linear foot. This total linear footage is approximately 50,000 feet, and this will be the footage for which payments will be made unless modified by the BSD. The bid must include an optional unit price for separate additional snow removal services above and beyond the initial Agreement. Additional services include salting, snow shoveling and deicing. The cost for the Scope of Work as stated in the Request for Proposal documents shall be as follows:

| | Standard | Additional Snow Removal | Additional Salting |
|---|---|---|---|
| Year 1 | **Per linear foot** $1.13<br>**Annual Total** $64,200 | **Per linear foot** $1.75 | $0.15 |
| Year 2 | **Per linear foot** $1.13<br>**Annual Total** $64,200 | **Per linear foot** $1.75 | $0.15 |
| Year 3 | **Per linear foot** $1.13<br>**Annual Total** $64,200 | **Per linear foot** $1.75 | $0.15 |

**Total Cost for BSD Scope of Work: $** $192,600.00

**PUBLIC SERVICES CODE ENFORCEMENT SNOW REMOVAL FROM NONCOMPLIANT PROPERTIES FEE SCHEDULE**

| | Small parcels (30ft or less) | Medium Parcels (31ft to 90 ft) | Large Parcels (added price for additional linear feet exceeding 90ft, in 30ft increments) |
|---|---|---|---|
| Year 1 | $120 | $180 | $60 |
| Year 2 | $120 | $180 | $60 |
| Year 3 | $120 | $180 | $60 |

Contractor Name NICK'S MAINTENACE SERVICE L.L.C

Authorized signature [signature] Date 2-24-25

## ATTACHMENT E - IRAN SANCTIONS ACT VENDOR CERTIFICATION FORM

### For BIRMINGHAM SHOPPING DISTRICT SNOW REMOVAL SERVICES

Pursuant to Michigan law, (*the Iran Economic Sanctions Act, 2013 PA 517, MCL 129.311 et seq.*), before accepting any bid or proposal, or entering into any contract for goods or services with any prospective Vendor, the Vendor must first certify that it is not an "IRAN LINKED BUSINESS," as defined by law.

| **Vendor** | |
|---|---|
| Legal Name | NICK'S MAINTENANCE SERVICE L.L.C. |
| Street Address | 2815 CONTINENTAL |
| City | TROY |
| State, Zip | MICHIGAN, 48083 |
| Corporate I.D. Number / State | |
| Taxpayer I.D. # | 20-3672892 |

The undersigned, with 1) full knowledge of all of Vendor's business activities, 2) full knowledge of the requirements and possible penalties under the law (MCL 129.311 et seq.) and 3) the full and complete authority to make this certification on behalf of the Vendor, by his/her signature below, certifies that: the Vendor is NOT an "IRAN LINKED BUSINESS" as required by MCL 129.311 et seq., and as such that Vendor is legally eligible to submit a bid and be considered for a possible contract to supply goods and/or services to the County of Oakland.

Signature of Vendor's Authorized Agent: _____

Printed Name of Vendor's Authorized Agent: NICHOLAS BIANCHINI

Witness Signature: _____

Printed Name of Witness: _____

**Special Events Committee Meeting Minutes**
**151 Martin Street, Conference Rooms 202 & 203**
**April 11, 2025, at 8:30am**

Z. Kay called the meeting to order at 8:35 a.m.

**In Attendance:** K. Cummings, D. Fehan, B. Hussey, Z. Kay, D. Lilley, S. Lipari

**Staff:** E. Bassett, J. Brook

**Guests:** None

**Absent:** R. Astrein

**Approval of Minutes:** Motion by Fehan seconded by Hussey to approve the minutes dated March 7, 2025. All ayes. Motion approved.

**Public Comment:** None

**Event Updates**
Spring Stroll
19 stores are participating. Almost 300 attendees are registered. There is not an event sponsor, but a summer camp paid $200 to place their flyer in each attendees' bag.

Farmers Market
Over 140 vendor submitted applications. Vendors have been selected. The Market is near or at capacity for most weeks. The committee would like to invite a few young entrepreneurs to have booths at the FM in May.

Day On The Town
Brook shared that merchant registration forms will be available on our website next week. This is earlier than usual. She also reported that a non-profit group has asked about hosting a craft area for kids. Brook will make arrangements with them.

Cruise Event
Car club applications and volunteer registrations are available on our website. We are looking for new sources of volunteers for the day of the event as well as to help with planning. Jeff Salz, one of our lead volunteers let us know that he will not be available to help this year.

**Sponsorship Updates**
Brook shared that KW Domain committed to being the presenting sponsor for Movie Nights ($10,000). Series sponsors and individual movie sponsors are still being secured.

Farmers Market sponsorships have surpassed last year's totals. The committee is encouraged to send sponsorship leads to Brook or Bassett.

**Art Walk**
The committee discussed the possibility of closing Merrill St. for Art Walk and having it as a gathering place with live music during the event. This would require a special event permit from the City. The committee would like to have topiaries at each store again this year.

Meeting adjourned at 9:40 a.m.

**NEXT MEETING: Friday, May 9, 2025, at 8:30 a.m.**

DRAFT

**Marketing and Advertising Committee Meeting Minutes**

**151 Martin Street, Conference Rooms 202 & 203**

**April 9, 2025, at 8:30 a.m.**

**In Attendance:** J. Lundberg, Z. Kay, C. Quezada, S. Wolf, B. Bouscher, E. Miller, E. Bassett, S. Hunter

**Absent:** A. Pohlod, J. Sloan

**Guests:** K. Gosa, GeoCentric

**Approval of Minutes:**
Motion by Z. Kay seconded by Lundberg, to approve the minutes dated March 12, 2025. All ayes, motion approved.

**Public Comment:** None

**GeoCentric**
Via Zoom, Katie Gosa with GeoCentric presented the prototypes for various website pages. Gosa demonstrated the calendar and event view layouts as well as navigation features. The Committee was pleased with what was shared and looks forward to the next update.

**Influencer Campaign update**
Bassett shared an update regarding the spring/summer scheduling for the Influencers campaign. The video shoot for the first campaign will take place in April.

**Bureau Videos**
Bureau Detroit forwarded BSD videos, and Bassett sent links to the Committee for review. Upon completion, other edits for the remaining videos will be forwarded.

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**NEXT MEETING: May 14, 2025, at 8:30 a.m.**

DRAFT

**Maintenance/Capital Improvement Committee Meeting Minutes**
**151 Martin Street Conference Rooms 202 & 203**
**April 15, 2025**

| | |
|---|---|
| **Members in Attendance:** | Sarvy Lipari (Chair), Michele Taddei, Doug Fehan, Bill Roberts, Amy Pohlod |
| **Members Absent:** | Steve Quintal |
| **Staff Present:** | Erika Bassett, Melinda Comerford, Brad McNab, Brendan McGaughey |
| **Guests:** | Nicholas Dupuis, Sommer Aldred-Arens, Alex Huff |

Chairperson Lipari called the meeting to order at 8:32 a.m.

**Approval of Minutes:** Motion by Fehan, seconded by Roberts, to approve the minutes dated February 11, 2025. All ayes, motion passed.

**Public Comment:** No public comment.

**Snow Removal RFP**
The committee viewed the proposal. Motion by Fehan, seconded by Pohlod to recommend the Snow Removal agreement to the BSD Board for approval. All ayes. Motion passed.

**Alley Discussion**
The committee walked through the Willits Alley and discussed potential enhancements including public art, lighting and seating. BSD staff to coordinate next steps.

The meeting adjourned at 9:25 a.m.

DRAFT

**Next Meeting:** Tuesday, May 13, 2025, at 8:30 a.m.

**SCHEDULED TO OPEN/OPENED IN LAST 12 MONTHS**

**MAY 2025**

**Office Occupancy Rate 87%**

**Retail Occupancy Rate 97%**

| Name of Business | Property Address | Street Name | Notes | Date of notification | Scheduled to Open/Moved/Opened in last 12 months |
|---|---|---|---|---|---|
| Metals in Time | 335 | Old Woodward, North | Jeweler | 04/23/25 | Scheduled to Open |
| Shock Artisanal Gelato | 335 | Maple Road, East | Food Specialties | 04/23/25 | Scheduled to Open |
| Mr. Styles | 288 | Maple Road, East | Mens | 04/08/25 | Scheduled to Open |
| The NOW Massage Birmingham | 375 | Hamilton Row | Health/Wellness | 04/07/25 | Scheduled to Open |
| Perspire Sauna Studio | 1020 | Haynes Street | Health/Fitness | 03/11/25 | Scheduled to Open |
| Solidcore | 1000 | Haynes Street | Health/Fitness | 03/06/25 | Scheduled to Open |
| Laser Away Medical Group | 135 | Maple Road, East | Medical | 02/04/25 | Scheduled to Open |
| Banya | 555 | Old Woodward, South, Suite 27L | Health/Wellness | 02/04/25 | Scheduled to Open |
| Pure Glow | 282 | Maple Road, West | Salon | 10/29/24 | Scheduled to Open |
| RH Gallery | 300 | Old Woodward, South | Home Furnishings | 10/29/24 | Scheduled to Open |
| Yummi's | 205 | Maple Road, East | Food Specialties | 07/15/24 | Scheduled to Open |
| DDAM | 298 | Old Woodward, South | Apparel - Women | 06/30/24 | Scheduled to Open |
| Bobbles and Lace | 244 | Maple Road, East | Apparel - Women | 04/23/25 | Opened |
| Drop 02 | 230 | Merill Street, East | Mens | 04/05/25 | Opened |
| Revive Wellness & Skin Spa | 1010 | Bowers Street | Salon/Spa | 03/13/25 | Opened |
| La Pecora Nera | 135 | Pierce Street | Deli | 03/11/25 | Opened |
| Air Sculpt | 555 | Old Woodward, South, Suite 500 | Medical | 03/11/25 | Opened |
| Teuta | 168 | Maple Road, West | Dining | 03/10/25 | Opened |
| Daycap | 930 | Maple Road, East | Deli | 01/22/25 | Opened |
| Jeffrey Floral Architecture | 110 | Old Woodward, South | Specialty Retailers | 01/21/25 | Opened |
| Marrow | 283 | Hamilton Row | Deli | 01/21/25 | Opened |
| Terra Kitchen & Cocktails | 260 | Old Woodward, North | Dining | 01/21/25 | Opened |

**SCHEDULED TO OPEN/OPENED IN LAST 12 MONTHS**

**MAY 2025**

**Office Occupancy Rate 87%**

**Retail Occupancy Rate 97%**

| Name of Business | Property Address | Street Name | Notes | Date of notification | Scheduled to Open/Moved/Opened in last 12 months |
|---|---|---|---|---|---|
| MATTHILDUR X MARK KELLER | 227 | Old Woodward, South | Apparel - Women | 01/21/25 | Opened |
| Wilder's | 460 | Parkview | Dining | 12/16/24 | Opened |
| Sophia Jewelers | 123 | Maple Road, West | Jeweler | 12/09/24 | Opened |
| Flute World | 1050 | Webster Street | Specialty Retailers | 12/09/24 | Opened |
| Icon Anti-Aging & Aesthetics | 110 | Old Woodward, South | Medical | 12/09/24 | Opened |
| Bell Bistro | 185 | Old Woodward, North | Dining | 11/06/24 | Opened |
| Detroit Lashes | 950 | Maple Road, East, Suite 10 | Salon/Spa | 10/30/24 | Opened |
| Robert Kidd Gallery | 555 | Old Woodward, South | Gallery | 10/29/24 | Opened |
| The Shops on Townsend | 107 | Townsend Street | Muliple Retailers | 10/29/24 | Opened |
| Café Origins | 163 | Maple Road, West | Food Specialties | 10/15/24 | Opened |
| Modern Aesthetics + Skin | 144 | Maple Road, West | Medical | 07/11/24 | Opened |
| Birmingham Psychic Crystal Gallery | 534 | Old Woodward, North | Specialty Retailers | 06/25/24 | Opened |
| Luxe 360 Contouring & Aesthetics | 630 | Old Woodward, North, Suite 101 | Med Spa | 06/25/24 | Opened |
| Choco Mania Café | 280 | Merrill Street, East | Food Specialties | 06/17/24 | Opened |
| Hylant | 220 | Park Street | Insurance | 05/22/24 | Opened |
| Dayco Incorporated | 401 | Old Woodward, South | Engineering/Manufacturing | 05/22/24 | Opened |
| Eileen Fisher | 286 | Maple Road, West | Apparel - Women | 05/22/24 | Opened |
| Pure Green | 148 | Pierce Street | Food Specialties | 05/01/24 | Opened |

**Executive Committee Meeting Minutes**

Birmingham City Hall, 151 Martin Street, Conference Room 202

April 23, 2025, at 8:30 a.m.

**In Attendance:** A. Pohlod, D. Fehan, Z. Kay, J. Ecker, M. McKenzie
**Absent:** None
**Staff:** E. Bassett

Pohlod called the meeting to order at 8:33 a.m.

**Approval of Minutes:** Motion by Fehan, seconded by Ecker, to approve the minutes dated February 26, 2025. All ayes. Motion passed.

**Public Comment:** None

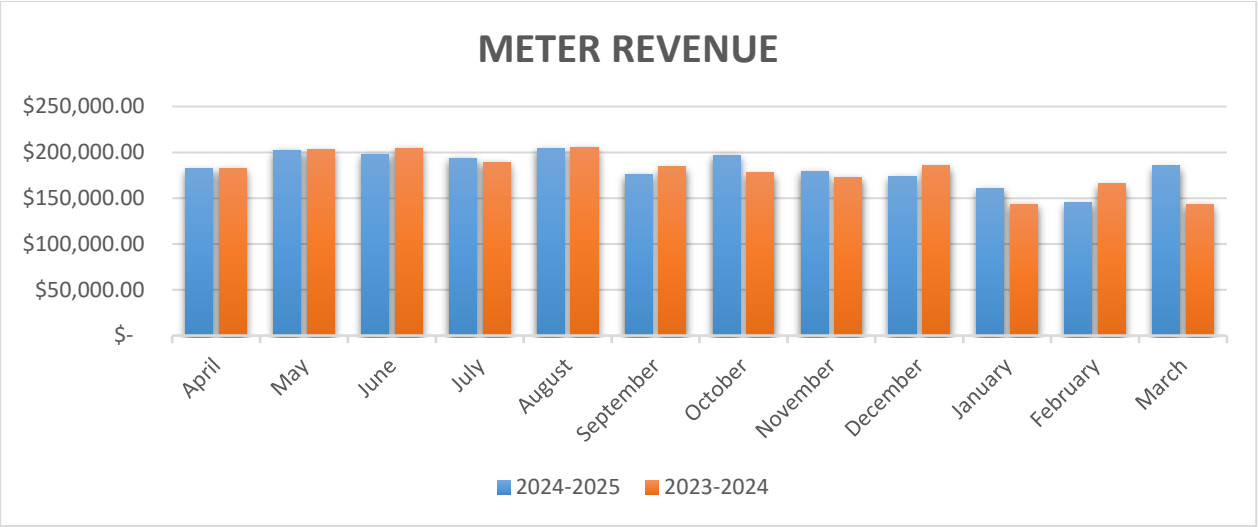
**Board Anticipated Action Items & Presentations**

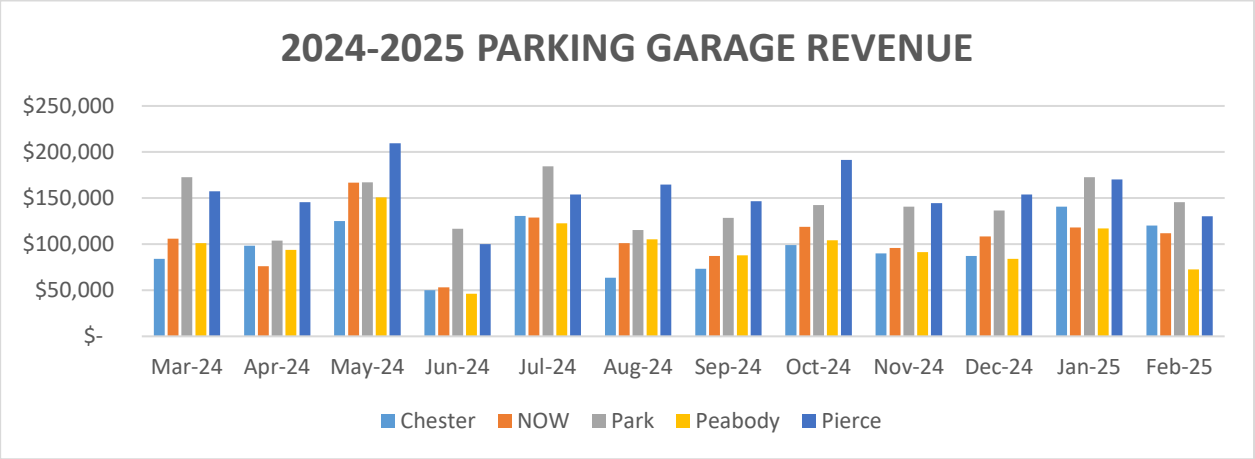
- **City of Birmingham Administrative Services Agreement:** The Committee reviewed the agreement for the City's administrative services. Motion by Fehan, seconded by McKenzie, to recommend the agreement to the BSD Board for approval. All ayes. Motion passed.
- **Snow Removal RFP:** The committee reviewed the Snow Removal proposal received from the RFP initiated in February. Motion by Fehan, seconded by Ecker, to recommend the agreements as presented in the proposal to the BSD Board. All ayes. Motion passed.
- **Website:** Bassett presented the website mockups to the committee for review. Bassett will present the mockups to the Board in May. The project continues on schedule, with an anticipated June launch.

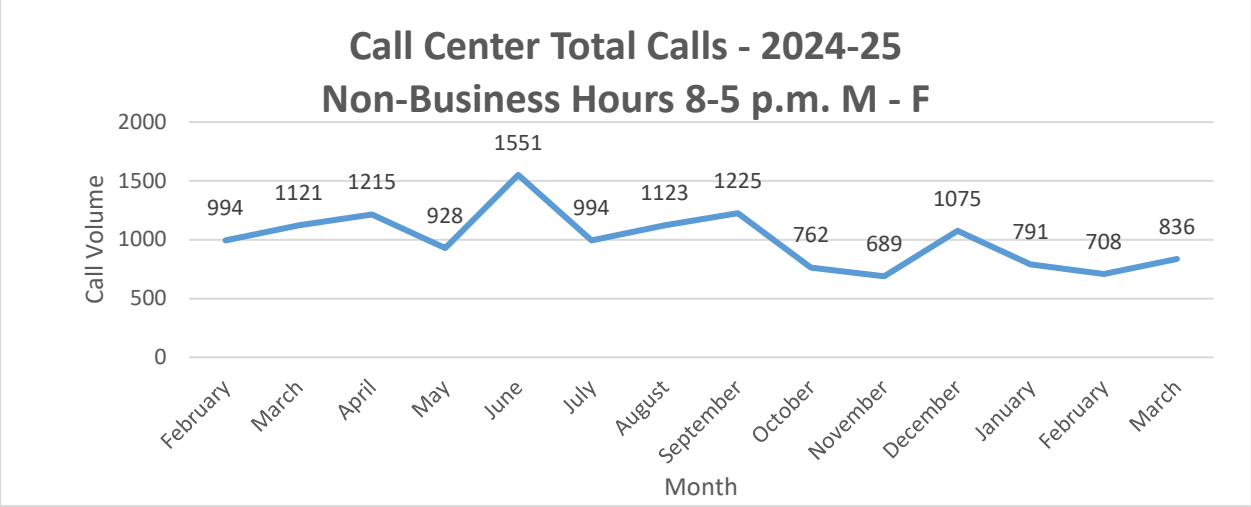
DRAFT

Meeting adjourned at 9:21 a.m.

**NEXT MEETING: Wednesday, May 28, 2025, at 8:30 a.m.**


METER REVENUE
$250,000.00
$200,000.00
$150,000.00
$100,000.00
$50,000.00
$-
April
May
June
July
August
September
October
November
December
January
February
March
2024-2025
2023-2024


2024-2025 PARKING GARAGE REVENUE
$250,000
$200,000
$150,000
$100,000
$50,000
$-
Mar-24
Apr-24
May-24
Jun-24
Jul-24
Aug-24
Sep-24
Oct-24
Nov-24
Dec-24
Jan-25
Feb-25
Chester
NOW
Park
Peabody
Pierce


Call Center Total Calls - 2024-25
Non-Business Hours 8-5 p.m. M - F
Call Volume
2000
1500
1000
500
0
994
1121
1215
928
1551
994
1123
1225
762
689
1075
791
708
836
February
March
April
May
June
July
August
September
October
November
December
January
February
March
Month

| MONTHLY PARKING PERMITS SOLD | | | | | |
|---|---|---|---|---|---|
| | **Chester (880)** | **N. Old Woodward (745)** | **Park (811)** | **Peabody (437)** | **Pierce (706)** |
| **Unreserved** | 1167 | 912 | 1051 | 550 | 778 |
| **Evening** | 7 | 7 | 9 | 11 | 26 |
| **Total** | 1174 | 919 | 1060 | 561 | 804 |

# MARCH CALL CENER BREAKDOWN

| Facility | City of Birmingham Michigan - All Garages |
|---|---|
| **Row Labels** | **Count of Start** |
| 02-Credit Card Payment | 99 |
| 03-Cash Payment | 7 |
| 04-Invalid Ticket / Ticketless Options | 55 |
| 05-Invalid Validation | 11 |
| 06-Assistance On Site | 4 |
| 07-Lost Ticket | 79 |
| 08-Ghost Call | 247 |
| 09-Vendor | 9 |
| 10-Receipt | 1 |
| 11-Equipment Issue | 63 |
| 13-Monthly | 118 |
| 16-Network - Audio/Video Issue | 105 |
| 17-Insufficient Funds | 19 |
| 24-General Information | 18 |
| 25-Previous Call Vend | 1 |
| (blank) | 2 |
| **Grand Total** | **838** |

| Facility | City of Birmingham Michigan - Chester St Garage |
|---|---|
| **Row Labels** | **Count of Start** |
| 02-Credit Card Payment | 2 |
| 03-Cash Payment | 1 |
| 04-Invalid Ticket / Ticketless Options | 6 |
| 08-Ghost Call | 14 |
| 11-Equipment Issue | 1 |
| 13-Monthly | 9 |
| 16-Network - Audio/Video Issue | 4 |
| **Grand Total** | **37** |

| Facility | City of Birmingham Michigan - Old North Woodward |
|---|---|
| **Row Labels** | **Count of Start** |
| 02-Credit Card Payment | 7 |
| 04-Invalid Ticket / Ticketless Options | 8 |
| 05-Invalid Validation | 3 |
| 07-Lost Ticket | 12 |
| 08-Ghost Call | 55 |
| 09-Vendor | 9 |
| 11-Equipment Issue | 34 |
| 13-Monthly | 32 |
| 16-Network - Audio/Video Issue | 25 |
| 17-Insufficient Funds | 6 |
| 24-General Information | 3 |
| **Grand Total** | **194** |

| Facility | City of Birmingham Michigan - Park St. Garage |
|---|---|
| **Row Labels** | **Count of Start** |
| 02-Credit Card Payment | 11 |
| 04-Invalid Ticket / Ticketless Options | 10 |
| 05-Invalid Validation | 4 |
| 06-Assistance On Site | 2 |
| 07-Lost Ticket | 9 |
| 08-Ghost Call | 35 |
| 11-Equipment Issue | 1 |
| 13-Monthly | 23 |
| 16-Network - Audio/Video Issue | 17 |
| 17-Insufficient Funds | 2 |
| 24-General Information | 2 |
| **Grand Total** | **116** |

| Facility | City of Birmingham Michigan - Peabody Garage |
|---|---|
| **Row Labels** | **Count of Start** |
| 02-Credit Card Payment | 19 |
| 03-Cash Payment | 1 |
| 04-Invalid Ticket / Ticketless Options | 9 |
| 05-Invalid Validation | 4 |
| 06-Assistance On Site | 1 |
| 07-Lost Ticket | 11 |
| 08-Ghost Call | 40 |
| 11-Equipment Issue | 2 |
| 13-Monthly | 8 |
| 16-Network - Audio/Video Issue | 15 |
| 24-General Information | 3 |
| (blank) | 1 |
| **Grand Total** | **114** |

| Facility | City of Birmingham Michigan - Pierce Garage |
|---|---|
| **Row Labels** | **Count of Start** |
| 02-Credit Card Payment | 60 |
| 03-Cash Payment | 5 |
| 04-Invalid Ticket / Ticketless Options | 22 |
| 06-Assistance On Site | 1 |
| 07-Lost Ticket | 47 |
| 08-Ghost Call | 103 |
| 10-Receipt | 1 |
| 11-Equipment Issue | 25 |
| 13-Monthly | 46 |
| 16-Network - Audio/Video Issue | 44 |
| 17-Insufficient Funds | 11 |
| 24-General Information | 10 |
| 25-Previous Call Vend | 1 |
| (blank) | 1 |
| **Grand Total** | **377** |

# FREE PARKING REPORT

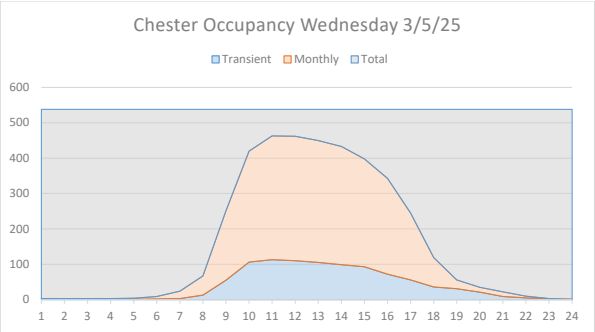
**February 2025**

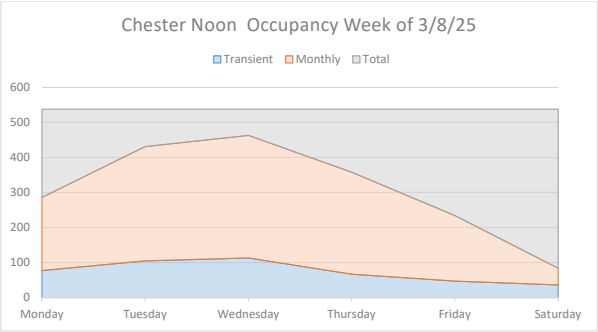
| GARAGE | TOTAL CARS | FREE CARS | CASH REVENUE | % FREE VEHICLES | Paying cars | Rate per |
|---|---|---|---|---|---|---|
| CHESTER | 3,443 | 1,439 | $14,190.00 | 42% | 2,004 | $7.08 |
| OLD WOODWARD | 9,756 | 4,909 | $29,598.00 | 50% | 4,847 | $6.11 |
| PARK | 16,321 | 7,745 | $50,148.00 | 47% | 8,576 | $5.85 |
| PEABODY | 19,403 | 12,131 | $37,196.00 | 63% | 7,272 | $5.11 |
| PIERCE | 17,956 | 7,679 | $66,588.00 | 43% | 10,277 | $6.48 |
| **TOTALS** | **66,879** | **33,903** | **$197,720.00** | | | |

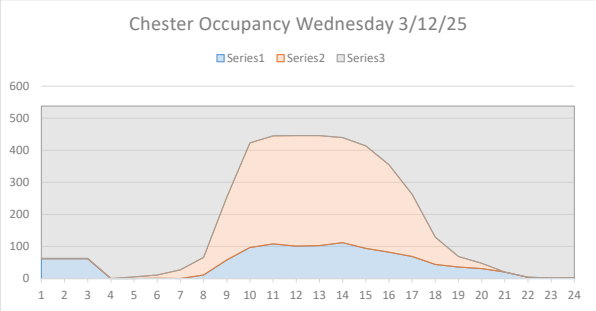
**March 2025**

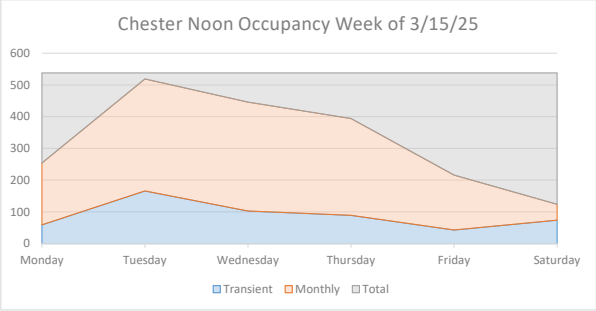
| GARAGE | TOTAL CARS | FREE CARS | CASH REVENUE | % FREE VEHICLES | Paying cars | Rate per |
|---|---|---|---|---|---|---|
| CHESTER | 4,839 | 2,397 | $15,824.00 | 50% | 2,442 | $6.48 |
| OLD WOODWARD | 13,808 | 7,171 | $40,594.00 | 52% | 6,637 | $6.12 |
| PARK | 20,242 | 9,758 | $63,138.00 | 48% | 10,484 | $6.02 |
| PEABODY | 22,585 | 14,227 | $42,049.00 | 63% | 8,358 | $5.03 |
| PIERCE | 22,232 | 9,650 | $81,114.00 | 43% | 12,582 | $6.45 |
| **TOTALS** | **83,706** | **43,203** | **$242,719.00** | | | |

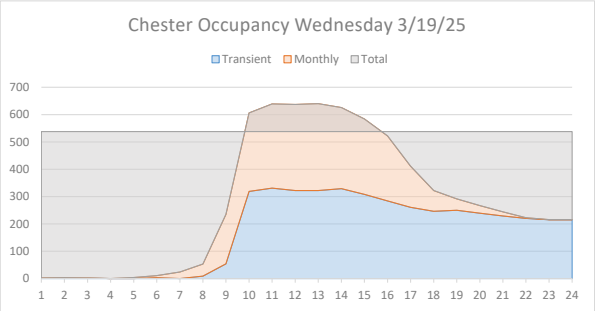
**MARCH CHESTER GARAGE CHARTS**

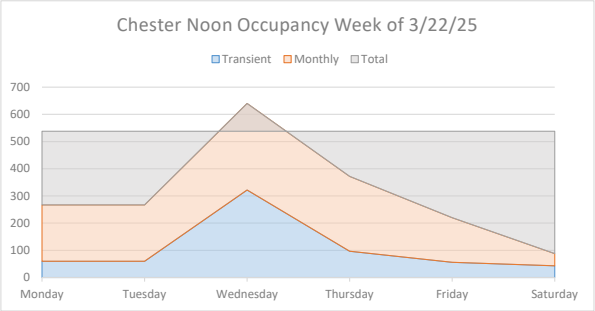


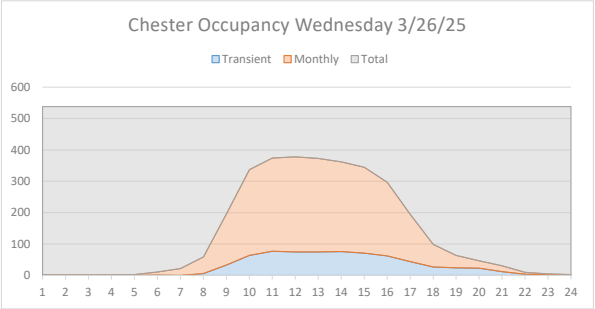



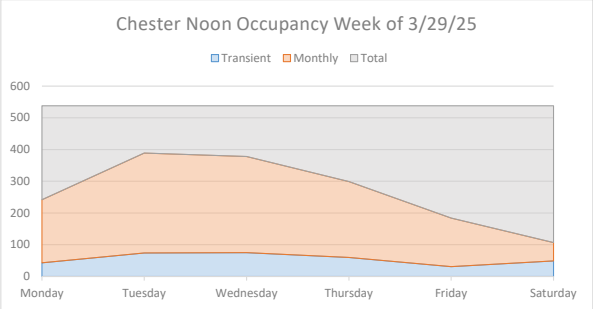



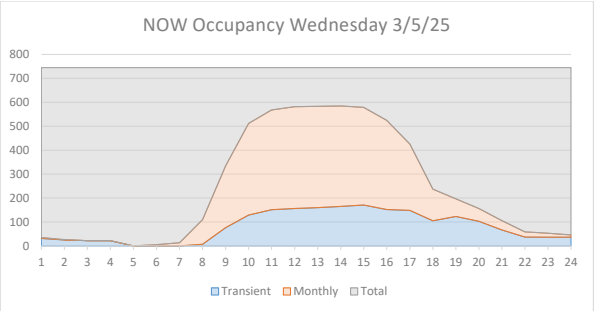



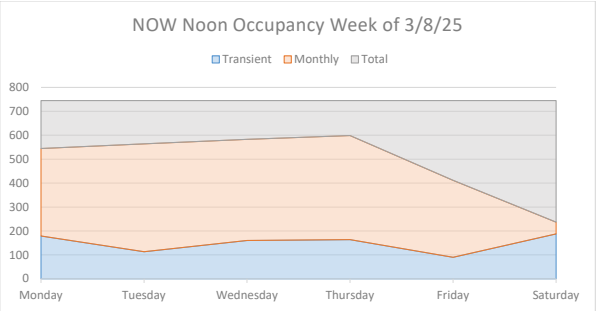



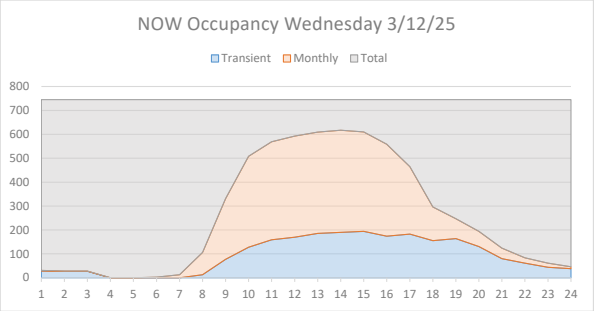



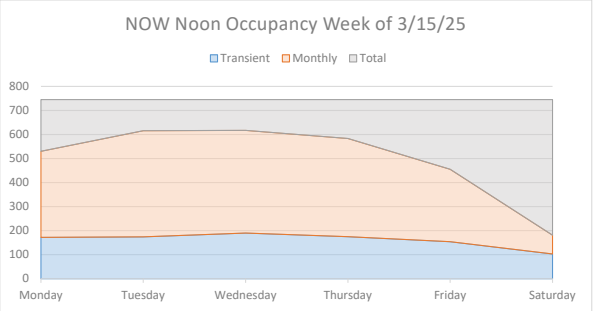



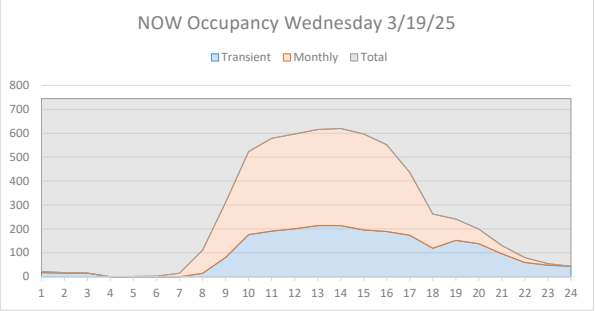
**March N. Old Woodward Garage Charts**

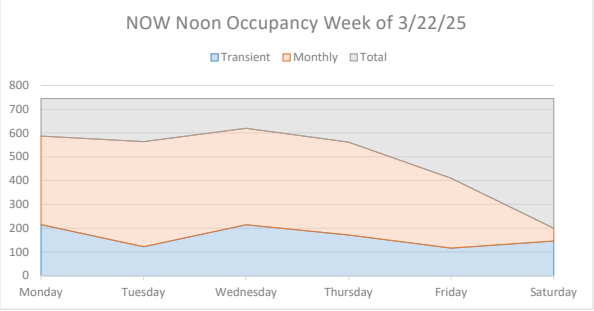


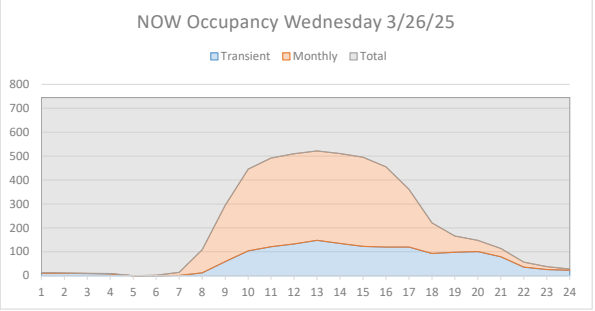



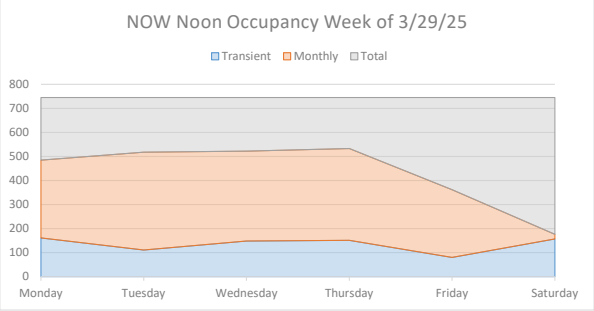



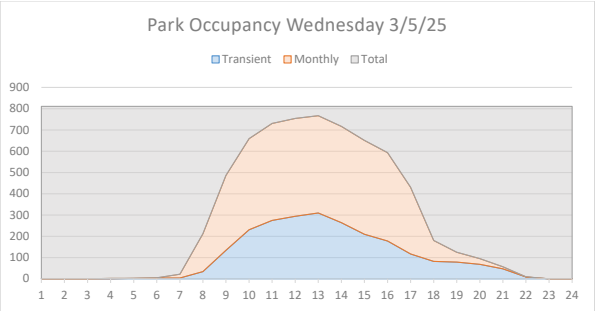



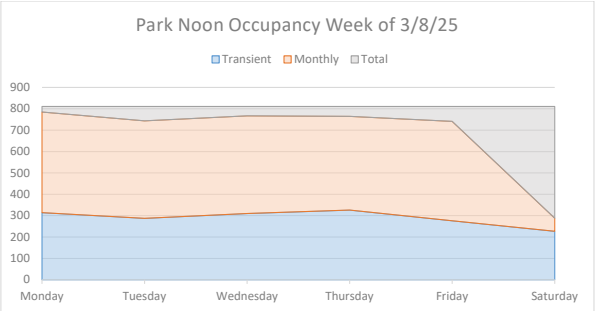



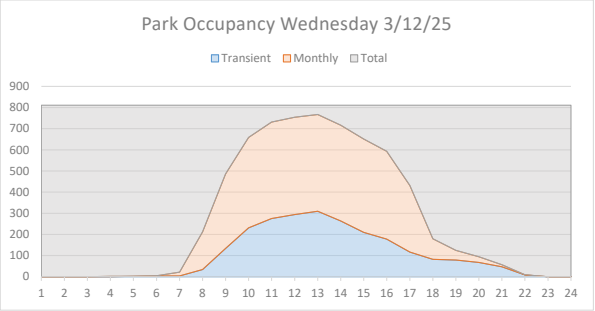



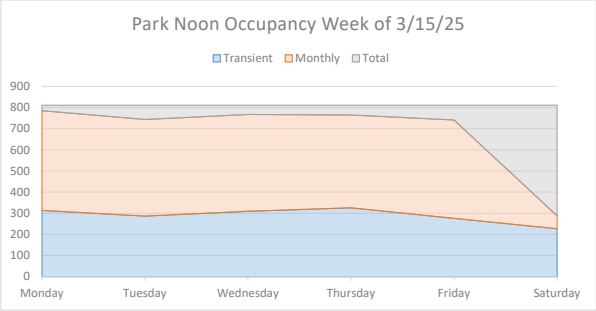



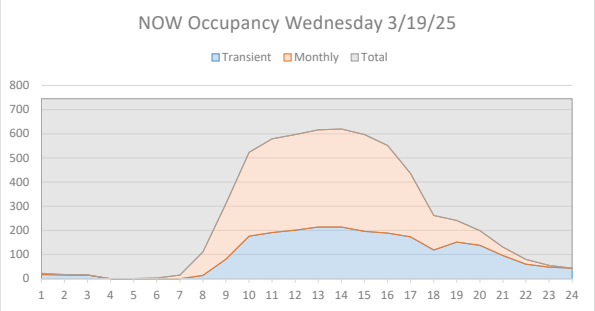
# March Park Garage Charts

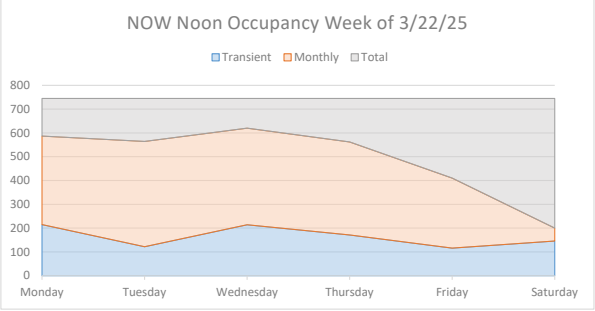


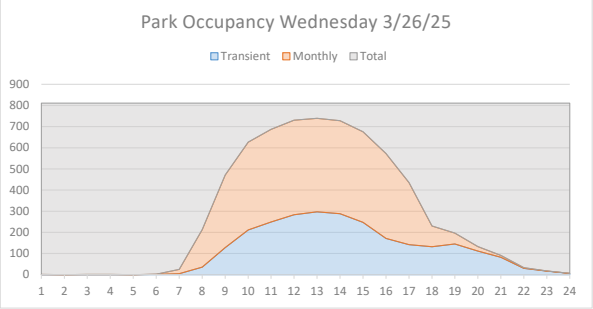



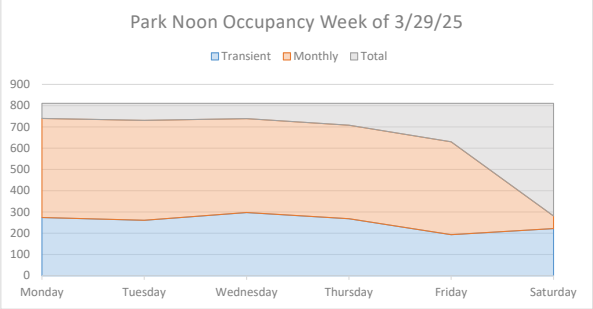



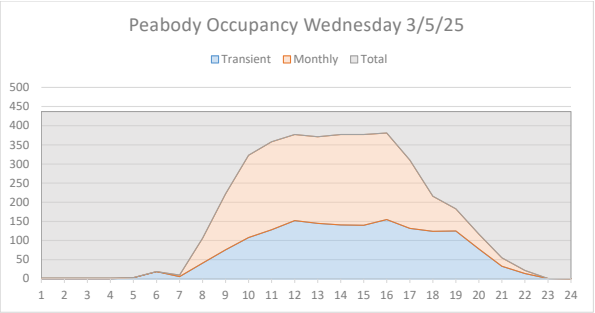



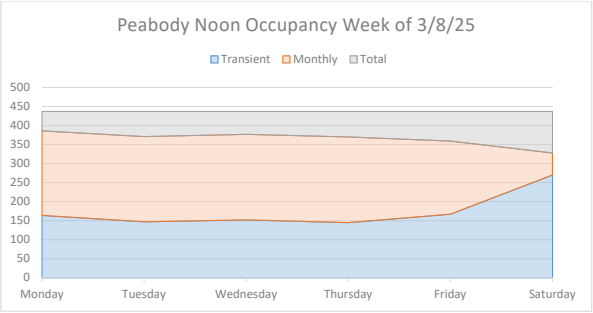



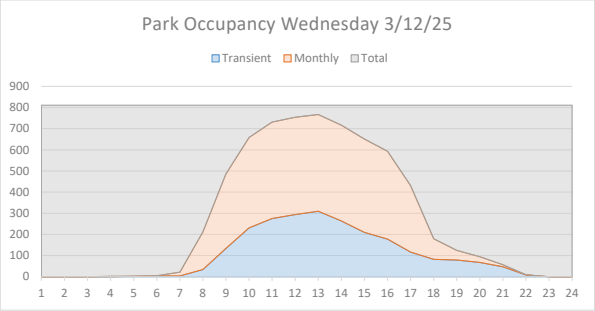



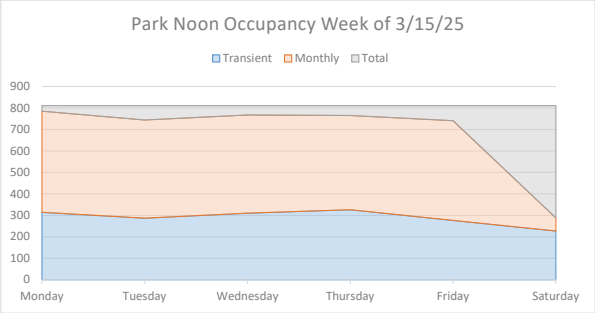



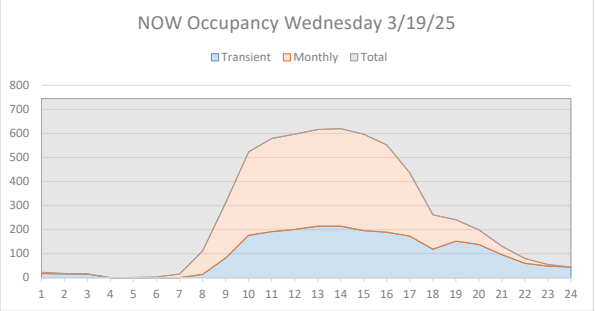
# March Peabody Garage Charts

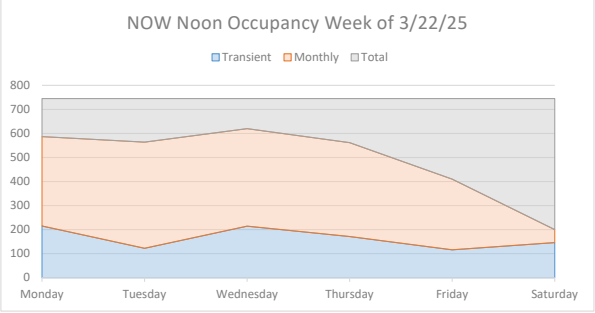


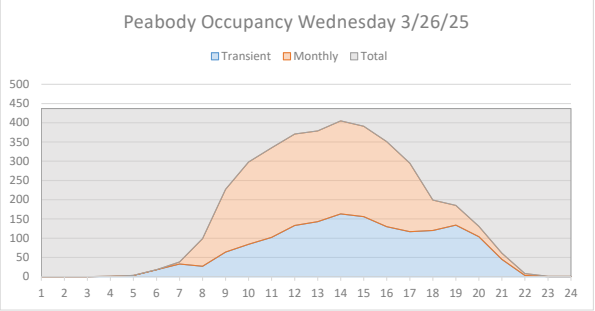



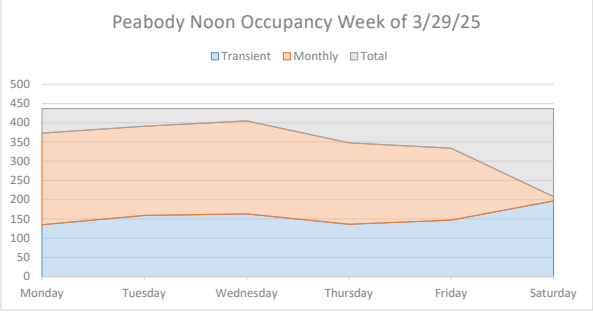



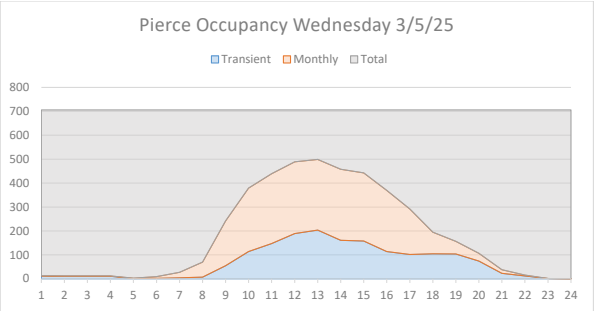



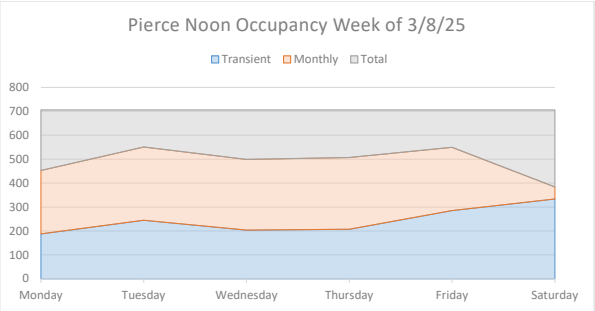



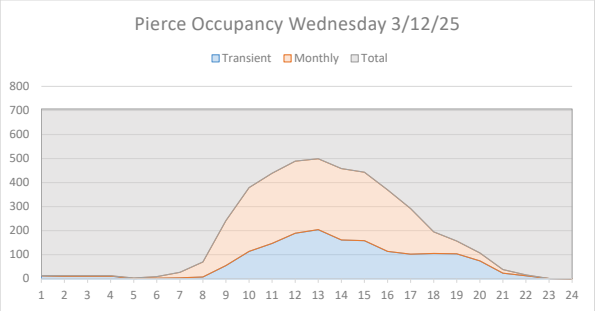



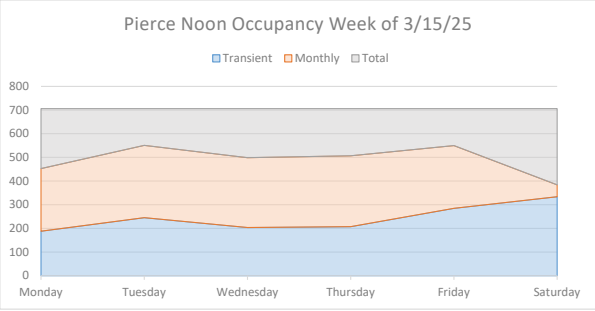



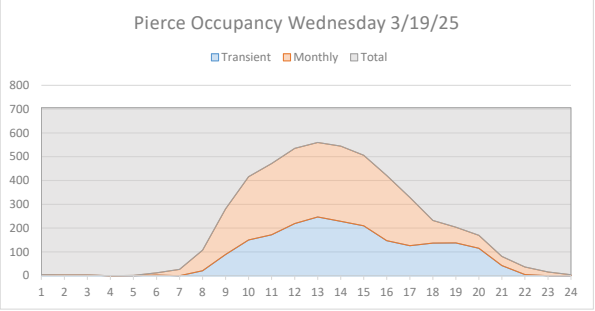
**March Pierce Garage Charts**

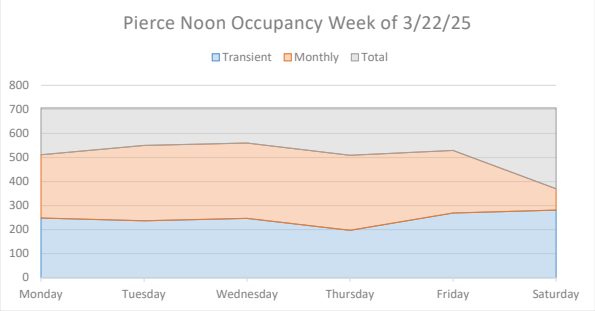


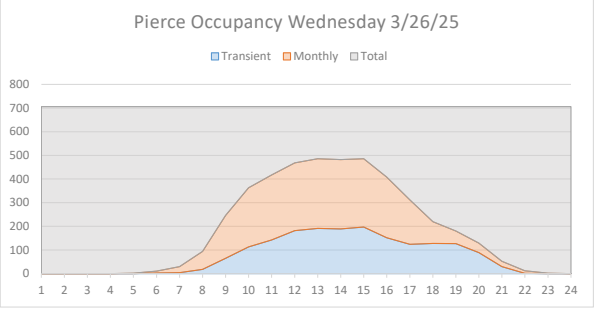



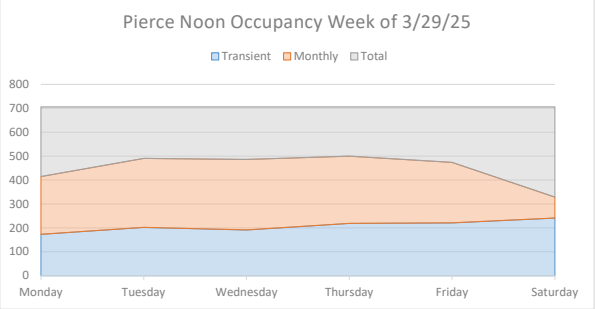



# CITY BOARD/COMMITTEE ATTENDANCE RECORD

**Name of Board:** Birmingham Shopping District **Year:** 2025

**Members Required for Quorum:** 7

| MEMBER NAME | JAN | FEB | MAR | APR | MAY | JUNE | JULY | AUG | SEPT | OCT | NOV | DEC | SPEC MTG | SPEC MTG | Total Mtgs. Att. | Total Absent | Percent Attended Available |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| **REGULAR MEMBERS** | | | | | | | | | | | | | | | | | |
| Jana Ecker | A | CP | P | A | | | | | | | | | | | 1 | 2 | 33% |
| Beth Hussey | P | CP | P | P | | | | | | | | | | | 3 | 0 | 100% |
| Zachery Kay | P | CP | P | P | | | | | | | | | | | 3 | 0 | 100% |
| Jessica Lundberg | P | CP | P | P | | | | | | | | | | | 3 | 0 | 100% |
| Mike McKenzie | P | CP | A | P | | | | | | | | | | | 2 | 1 | 67% |
| Amy Pohlod | P | CP | P | P | | | | | | | | | | | 3 | 0 | 100% |
| Bill Roberts | P | CP | P | A | | | | | | | | | | | 2 | 1 | 67% |
| Julie Sloan | A | CP | | | | | | | | | | | | | 0 | 1 | 0% |
| Sam Surnow | A | CP | P | A | | | | | | | | | | | 1 | 2 | 33% |
| Michele Taddei | P | CP | P | P | | | | | | | | | | | 3 | 0 | 100% |
| Sloane Wolf | P | CP | P | P | | | | | | | | | | | 3 | 0 | 100% |
| | | | | | | | | | | | | | | | 0 | 0 | #DIV/0! |
| | | | | | | | | | | | | | | | 0 | 0 | #DIV/0! |
| Member Name | | | | | | | | | | | | | | | 0 | 0 | #DIV/0! |
| Reserved | | | | | | | | | | | | | | | 0 | 0 | #DIV/0! |
| Doug Fehan | P | CP | P | P | | | | | | | | | | | 3 | 0 | 100% |
| Sarvy Lipari | P | CP | P | A | | | | | | | | | | | 2 | 1 | 67% |
| Present or Available | **8** | **11** | **9** | **7** | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0% | | | |

**KEY:**
- **A** = Member absent
- **Ae** = Member absent excused
- **P** = Member present or available
- **CP** = Member available, but meeting canceled for lack of quorum
- **CA** = Member not available and meeting was canceled for lack of quorum
- **NA** = Member not appointed at that time
- **NM** = No meeting scheduled that month
- **CM** = Meeting canceled for lack of business items

**Department Head Signature**

## Birmingham Shopping District Board and Committee Meetings 2025

| Month | BSD Board | Executive Committee | Business Development Committee | Maintenance and Capital Improvements Committee | Marketing and Advertising Committee | Special Events Committee | Tourism Advisory |
|---|---|---|---|---|---|---|---|
| January | *1/9/2025 | *1/30/25 | 1/28/2025 | *1/21/2025 | 1/8/2025 | 1/10/2025 | |
| February | 2/6/2025 | 2/26/2025 | 2/25/2025 | 2/11/2025 | 2/12/2025 | | |
| March | 3/6/2025 | 3/26/2025 | *3/18/25 | 3/11/2025 | 3/12/2025 | *3/7/25 | |
| April | 4/3/2025 | 4/23/2025 | 4/22/2025 | 4/15/2025 | 4/9/2025 | 4/11/2025 | 4/10/2025 |
| May | 5/1/2025 | 5/28/2025 | 5/27/2025 | 5/13/2025 | 5/14/2025 | 5/9/2025 | |
| June | 6/5/2025 | 6/25/2025 | 6/24/2025 | 6/10/2025 | 6/11/2025 | 6/13/2025 | |
| July | *7/10/25 | 7/23/2025 | 7/22/2025 | 7/8/2025 | 7/9/2025 | 7/11/2025 | |
| August | 8/7/2025 | 8/27/2025 | 8/26/2025 | 8/12/2025 | 8/13/2025 | 8/8/2025 | |
| September | 9/4/2025 | *9/25/25 | *9/16/25 | 9/9/2025 | 9/10/2025 | 9/12/2025 | 9/24/2025 |
| October | *10/9/25 | 10/29/2025 | 10/28/2025 | *10/27/25 | *10/8/25 | 10/10/2025 | |
| November | 11/6/2025 | 11/26/2025 | 11/25/2025 | *11/18/25 | 11/12/2025 | 11/14/2025 | |
| December | 12/4/2025 | *12/17/25 | *12/16/25 | 12/9/2025 | 12/10/2025 | 12/12/2025 | |

**Notes date outside of typical meeting cadence*

| Committee | Typical Meeting Cadence | Time of Day |
|---|---|---|
| BSD Board | 1st Thursday of the month | 8:30 AM |
| Executive Committee | 2 Wednesdays before Board Meeting | 8:30 AM |
| Business Development Committee | 4th Tuesday of the month | 8:30 AM |
| Maintenance and Capital Improvements Committee | 2nd Tuesday of the month | 8:30 AM |
| Marketing and Advertising Committee | 2nd Wednesday of the month | 8:30 AM |
| Special Events Committee | 2nd Friday of the month | 8:30 AM |
| Tourism Advisory | Twice a year | 10:00 AM |