



Maintenance Committee Meeting

Tuesday, November 8, 2022, 8:00 a.m.

151 Martin Street, Birmingham, MI

City Hall Conference Rooms 202 & 203

Committee Members: Sarvy Lipari (Chair), Amy Pohlod (Vice Chair), Steve Quintal, Bill Roberts, Doug Fehan, Ron Rea

Staff: Jana Ecker, BSD Interim Executive Director, Melinda Comerford, Office Specialist, Lauren Wood, DPS, Carrie Laird, DPS, Brad McNab, DPS, Brendan McGaughey, DPS

AGENDA

1. Welcome and Attendance
2. Approval of Minutes – **June 14, 2022**
3. Public Comment
4. DPS Lighting Charges
5. Other Business

NEXT MEETING DATE – December 13 , 2022 at 8:30 a.m.

Maintenance/Capital Improvement Committee Meeting Minutes
151 Martin Street, Conference Room 203
June 14, 2022

Chairperson Lipari called the meeting to order at 8:37 a.m.

Members in Attendance: Sarvy Lipari, Amy Pohlod, Steve Quintal, Doug Fehan
Members Absent: Bill Roberts, Ron Rea, Glenn Ceresnie
Staff Present: Jana Ecker, Melinda Comerford, Brad McNab

There was no public comment.

Sidewalk Power Washing: Power washing began June 13, days of work are weather dependent.

DPS Appreciation: Ms. Pohlod said she will provide the lunch at \$15 per person. Mr. Fehan asked that a note be sent to all BSD Board members for possible donations to offset the cost. BSD will purchase water and pop at Costco. Ms. Ecker will contact Ms. Wood, DPS to get employee count and date figured out.

Other Business: Ms. Lipari wanted to revisit valet parking during construction. Committee members agreed it was not necessary at this point. There are several areas within the S. Old Woodward zone that have new on-street parking spaces available at no charge, and the BSD is leasing the former Don Thomas parking lot for free, two hour public parking. Ms. Ecker stated that she has not received any complaints regarding the availability of parking in the area.

The committee discussed how to give away approximately 15 hanging baskets of flowers that are not needed due to the S. Old Woodward construction. The committee agreed to offer the approximately 10 hanging baskets as giveaways at the Farmers Market Super Hero day on June 26, 2022.

Meeting adjourned at 9:00 a.m.

Next meeting – Tuesday, August 9, 2022 at 8:30 a.m.



MEMORANDUM

Department of Public Services

DATE: November 1, 2022

TO: Jana Ecker, City Manager

FROM: Carrie A. Laird, Parks and Recreation Manager

SUBJECT: Holiday Lights Program and Costs

INTRODUCTION:

The Department of Public Services (DPS) decorates for the holidays the downtown street trees, on public property such as city hall, Shain park, and the parking garages, totaling over 400 trees in total.

BACKGROUND:

The DPS Holiday Decoration program has gradually evolved over the past 20 years. Until about 2006, very minimal light décor was in the tree tops in the downtown. So much so that the BSD hired a contractor to step up the program, picking out certain trees in the downtown that they wanted as "specialty trees". There were 31 trees in the downtown that were wrapped with lights (in various color schemes), performed by the BSD.

Shortly after that, working with the BSD maintenance committee, DPS staff proposed a new light plan for the downtown, taking on the "wrap" technique that is used today. When DPS proved to be just as good, if not better, of a decorator as English Gardens, the transition was made to "hire" DPS to perform the wrap technique. At the time, the decorated trees in the downtown totaled approximately 150, 31 of which were previously "specialty trees", hence the 20% figure that has been in place for the BSD's contribution toward the holiday light program.

In 2010, DPS began transitioning to LED's (complete by 2016) and continued to work with the BSD on the holiday lighting program. The BSD has honored the 20% cost share of supplies, labor, and equipment over the years. For any new addition to the holiday light program, such as the Merrill Street overhead "tunnel" lights, the "chandeliers" on North Old Woodward, and recently, the 6ft addition to the Holiday Tree in Shain Park (Request for a larger tree than what DPS and BSD had originally purchased (split the cost) for the new park in 2012), the BSD has paid for over the years.

The downtown streetscape has changed significantly for the better since 2018. The phase I and II projects resulted in a net increase of 18 trees (does not include ornamental trees) As we plan for the future, phase III will result in an additional 16 street trees and 53 ornamental. We will

not be decorating South Old Woodward this upcoming season. The trees planted during these projects have not reached maturity in any location of the new downtown, so another consideration is they will require more time and material, or an adjustment to the program.

FISCAL IMPACT:

The chart below describes the labor costs over the years, as DPS has improved the program. The below does not include supplies.

Year:	2010-2011	2016-2017	2018-2019	2020-2021	2021-2022
Total costs:	\$34,300.00	\$77,670.00	\$120,460.00	\$130,965.00	\$151,180.00
BSD costs (20%)	\$6,860.00	\$15,535.00	\$24,100.00	\$26,200.00	\$30,236.00

2010-2011: DPS began the transition to LED's

2016-2017: Year before Phase I

2018-2019: Year after Phase I



Jana Ecker <jecker@bhamgov.org>

Holiday Lights Program Costs 2021-2022 - Reimbursement Request

1 message

Carrie Laird <Claird@bhamgov.org>

Thu, Jun 30, 2022 at 3:07 PM

To: "Ecker, Jana" <Jecker@bhamgov.org>, "Comerford, Melinda" <Mcomerford@bhamgov.org>, Kimberly Wickenheiser <kwickenheiser@bhamgov.org>, "Gerber, Mark" <Mgerber@bhamgov.org>

Cc: "Wood, Lauren" <Lwood@bhamgov.org>

Good afternoon,

The total cost for our Holiday Lights Program for the 21-22 season was:

\$151,183.52=Labor & Equipment (See attached report)

\$ 28,800.00= Supplies (LED Lights-see attached PO)**\$179,983.52=Total**

The BSD has contributed 20% of this cost in previous years, and we have begun discussions to right fit the amount to 35% from BSD, incrementally. For now, we will not ask for more than 20% from BSD, but plan to work with the next BSD Director to implement a 5% annual increase until we reach 35% .

Please make arrangements for **\$30,236.70** be reimbursed in the 21-22 fiscal year by way of journal entry to labor and equipment accounts as described in the attached report and **\$5,760** be reimbursed to account # 101-441.003-729.0000 (see PO) for the **BSD's contribution (total of \$35,996.70)** to the holiday lights program for the 2021-2022 season.

Let me know if you have any questions

--

Carrie A. Laird
Parks & Recreation Manager
851 S. Eton
Birmingham, MI 48009
248-530-1714

Important Note to Residents

Let's connect! Join the Citywide Email System to receive important City updates and critical information specific to your neighborhood at www.bhamgov.org/citywideemail.

2 attachments **Holiday Lights Project Report.pdf**
15K **PO 2022 Lights.pdf**
32K

Project Code	Description		Type		Debits	Credits
Date	JNL	GL #	Jnl Line	Description		
Fund 101 GENERAL FUND						
01/13/2022	PR	101-441.004-706.0003-HOLYLITE00	SUMMARY	PR 01/13/2022	6.77	0.00
01/27/2022	PR	101-441.004-706.0003-HOLYLITE00	SUMMARY	PR 01/27/2022	7.55	0.00
02/10/2022	PR	101-441.004-706.0003-HOLYLITE00	SUMMARY	PR 02/10/2022	0.61	0.00
02/24/2022	PR	101-441.004-706.0003-HOLYLITE00	SUMMARY	PR 02/24/2022	11.79	0.00
03/10/2022	PR	101-441.004-706.0003-HOLYLITE00	SUMMARY	PR 03/10/2022	19.12	0.00
03/24/2022	PR	101-441.004-706.0003-HOLYLITE00	SUMMARY	PR 03/24/2022	28.47	0.00
04/07/2022	PR	101-441.004-706.0003-HOLYLITE00	SUMMARY	PR 04/07/2022	30.01	0.00
04/21/2022	PR	101-441.004-706.0003-HOLYLITE00	SUMMARY	PR 04/21/2022	11.93	0.00
12/02/2021	PR	101-441.004-706.0004-HOLYLITE00	SUMMARY	PR 12/02/2021	20.32	0.00
01/13/2022	PR	101-441.004-706.0004-HOLYLITE00	SUMMARY	PR 01/13/2022	57.03	0.00
01/27/2022	PR	101-441.004-706.0004-HOLYLITE00	SUMMARY	PR 01/27/2022	17.70	0.00
09/23/2021	PR	101-441.004-706.0005-HOLYLITE00	SUMMARY	PR 09/23/2021	3.61	0.00
10/07/2021	PR	101-441.004-706.0005-HOLYLITE00	SUMMARY	PR 10/07/2021	50.99	0.00
10/21/2021	PR	101-441.004-706.0005-HOLYLITE00	SUMMARY	PR 10/21/2021	42.68	0.00
11/04/2021	PR	101-441.004-706.0005-HOLYLITE00	SUMMARY	PR 11/04/2021	63.57	0.00
11/18/2021	PR	101-441.004-706.0005-HOLYLITE00	SUMMARY	PR 11/18/2021	73.39	0.00
12/02/2021	PR	101-441.004-706.0005-HOLYLITE00	SUMMARY	PR 12/02/2021	69.26	0.00
12/16/2021	PR	101-441.004-706.0005-HOLYLITE00	SUMMARY	PR 12/16/2021	49.55	0.00
12/30/2021	PR	101-441.004-706.0005-HOLYLITE00	SUMMARY	PR 12/30/2021	4.46	0.00
01/13/2022	PR	101-441.004-706.0005-HOLYLITE00	SUMMARY	PR 01/13/2022	31.83	0.00
01/27/2022	PR	101-441.004-706.0005-HOLYLITE00	SUMMARY	PR 01/27/2022	29.24	0.00
02/10/2022	PR	101-441.004-706.0005-HOLYLITE00	SUMMARY	PR 02/10/2022	0.92	0.00
02/24/2022	PR	101-441.004-706.0005-HOLYLITE00	SUMMARY	PR 02/24/2022	45.37	0.00
03/10/2022	PR	101-441.004-706.0005-HOLYLITE00	SUMMARY	PR 03/10/2022	46.44	0.00
03/24/2022	PR	101-441.004-706.0005-HOLYLITE00	SUMMARY	PR 03/24/2022	70.85	0.00
04/07/2022	PR	101-441.004-706.0005-HOLYLITE00	SUMMARY	PR 04/07/2022	80.43	0.00
04/21/2022	PR	101-441.004-706.0005-HOLYLITE00	SUMMARY	PR 04/21/2022	36.74	0.00
09/23/2021	PR	101-441.004-706.0006-HOLYLITE00	SUMMARY	PR 09/23/2021	5.12	0.00
10/07/2021	PR	101-441.004-706.0006-HOLYLITE00	SUMMARY	PR 10/07/2021	49.46	0.00
10/21/2021	PR	101-441.004-706.0006-HOLYLITE00	SUMMARY	PR 10/21/2021	55.02	0.00
11/04/2021	PR	101-441.004-706.0006-HOLYLITE00	SUMMARY	PR 11/04/2021	58.50	0.00
11/18/2021	PR	101-441.004-706.0006-HOLYLITE00	SUMMARY	PR 11/18/2021	73.82	0.00
12/02/2021	PR	101-441.004-706.0006-HOLYLITE00	SUMMARY	PR 12/02/2021	107.34	0.00
12/16/2021	PR	101-441.004-706.0006-HOLYLITE00	SUMMARY	PR 12/16/2021	49.20	0.00
12/30/2021	PR	101-441.004-706.0006-HOLYLITE00	SUMMARY	PR 12/30/2021	4.20	0.00
01/13/2022	PR	101-441.004-706.0006-HOLYLITE00	SUMMARY	PR 01/13/2022	21.54	0.00
01/27/2022	PR	101-441.004-706.0006-HOLYLITE00	SUMMARY	PR 01/27/2022	18.24	0.00
02/10/2022	PR	101-441.004-706.0006-HOLYLITE00	SUMMARY	PR 02/10/2022	1.68	0.00
02/24/2022	PR	101-441.004-706.0006-HOLYLITE00	SUMMARY	PR 02/24/2022	30.58	0.00
03/10/2022	PR	101-441.004-706.0006-HOLYLITE00	SUMMARY	PR 03/10/2022	50.92	0.00
03/24/2022	PR	101-441.004-706.0006-HOLYLITE00	SUMMARY	PR 03/24/2022	64.48	0.00
04/07/2022	PR	101-441.004-706.0006-HOLYLITE00	SUMMARY	PR 04/07/2022	69.20	0.00
04/21/2022	PR	101-441.004-706.0006-HOLYLITE00	SUMMARY	PR 04/21/2022	27.92	0.00
09/23/2021	PR	101-441.004-706.0007-HOLYLITE00	SUMMARY	PR 09/23/2021	11.96	0.00
10/07/2021	PR	101-441.004-706.0007-HOLYLITE00	SUMMARY	PR 10/07/2021	115.83	0.00
10/21/2021	PR	101-441.004-706.0007-HOLYLITE00	SUMMARY	PR 10/21/2021	128.75	0.00
11/04/2021	PR	101-441.004-706.0007-HOLYLITE00	SUMMARY	PR 11/04/2021	137.00	0.00
11/18/2021	PR	101-441.004-706.0007-HOLYLITE00	SUMMARY	PR 11/18/2021	166.40	0.00
12/02/2021	PR	101-441.004-706.0007-HOLYLITE00	SUMMARY	PR 12/02/2021	220.12	0.00
12/16/2021	PR	101-441.004-706.0007-HOLYLITE00	SUMMARY	PR 12/16/2021	115.22	0.00
12/30/2021	PR	101-441.004-706.0007-HOLYLITE00	SUMMARY	PR 12/30/2021	9.78	0.00
01/13/2022	PR	101-441.004-706.0007-HOLYLITE00	SUMMARY	PR 01/13/2022	50.42	0.00
01/27/2022	PR	101-441.004-706.0007-HOLYLITE00	SUMMARY	PR 01/27/2022	48.86	0.00
02/10/2022	PR	101-441.004-706.0007-HOLYLITE00	SUMMARY	PR 02/10/2022	3.92	0.00
02/24/2022	PR	101-441.004-706.0007-HOLYLITE00	SUMMARY	PR 02/24/2022	71.63	0.00
03/10/2022	PR	101-441.004-706.0007-HOLYLITE00	SUMMARY	PR 03/10/2022	119.15	0.00
03/24/2022	PR	101-441.004-706.0007-HOLYLITE00	SUMMARY	PR 03/24/2022	151.43	0.00
04/07/2022	PR	101-441.004-706.0007-HOLYLITE00	SUMMARY	PR 04/07/2022	162.01	0.00
04/21/2022	PR	101-441.004-706.0007-HOLYLITE00	SUMMARY	PR 04/21/2022	65.31	0.00

Project Code	Description		Type			
Date	JNL	GL #	Jnl Line Description		Debits	Credits
Fund 101 GENERAL FUND						
05/31/2022		101-441.004-706.0008-HOLYLITE00			0.00	0.00
05/31/2022		101-441.004-706.0009-HOLYLITE00			0.00	0.00
05/31/2022		101-441.004-706.0010-HOLYLITE00			0.00	0.00
05/31/2022		101-441.004-706.0011-HOLYLITE00			0.00	0.00
09/23/2021	PR	101-441.004-706.0012-HOLYLITE00	SUMMARY PR 09/23/2021		56.77	0.00
10/07/2021	PR	101-441.004-706.0012-HOLYLITE00	SUMMARY PR 10/07/2021		549.73	0.00
10/21/2021	PR	101-441.004-706.0012-HOLYLITE00	SUMMARY PR 10/21/2021		611.12	0.00
11/04/2021	PR	101-441.004-706.0012-HOLYLITE00	SUMMARY PR 11/04/2021		650.25	0.00
11/18/2021	PR	101-441.004-706.0012-HOLYLITE00	SUMMARY PR 11/18/2021		820.13	0.00
12/02/2021	PR	101-441.004-706.0012-HOLYLITE00	SUMMARY PR 12/02/2021		1,162.29	0.00
12/16/2021	PR	101-441.004-706.0012-HOLYLITE00	SUMMARY PR 12/16/2021		546.80	0.00
12/30/2021	PR	101-441.004-706.0012-HOLYLITE00	SUMMARY PR 12/30/2021		46.44	0.00
01/13/2022	PR	101-441.004-706.0012-HOLYLITE00	SUMMARY PR 01/13/2022		154.13	0.00
01/27/2022	PR	101-441.004-706.0012-HOLYLITE00	SUMMARY PR 01/27/2022		176.78	0.00
02/10/2022	PR	101-441.004-706.0012-HOLYLITE00	SUMMARY PR 02/10/2022		18.63	0.00
02/24/2022	PR	101-441.004-706.0012-HOLYLITE00	SUMMARY PR 02/24/2022		339.91	0.00
03/10/2022	PR	101-441.004-706.0012-HOLYLITE00	SUMMARY PR 03/10/2022		565.48	0.00
03/24/2022	PR	101-441.004-706.0012-HOLYLITE00	SUMMARY PR 03/24/2022		716.11	0.00
04/07/2022	PR	101-441.004-706.0012-HOLYLITE00	SUMMARY PR 04/07/2022		768.91	0.00
04/21/2022	PR	101-441.004-706.0012-HOLYLITE00	SUMMARY PR 04/21/2022		309.98	0.00
09/23/2021	PR	101-441.004-706.0013-HOLYLITE00	SUMMARY PR 09/23/2021		20.92	0.00
10/07/2021	PR	101-441.004-706.0013-HOLYLITE00	SUMMARY PR 10/07/2021		183.96	0.00
10/21/2021	PR	101-441.004-706.0013-HOLYLITE00	SUMMARY PR 10/21/2021		231.00	0.00
11/04/2021	PR	101-441.004-706.0013-HOLYLITE00	SUMMARY PR 11/04/2021		254.74	0.00
11/18/2021	PR	101-441.004-706.0013-HOLYLITE00	SUMMARY PR 11/18/2021		293.89	0.00
12/02/2021	PR	101-441.004-706.0013-HOLYLITE00	SUMMARY PR 12/02/2021		303.96	0.00
12/16/2021	PR	101-441.004-706.0013-HOLYLITE00	SUMMARY PR 12/16/2021		99.35	0.00
12/30/2021	PR	101-441.004-706.0013-HOLYLITE00	SUMMARY PR 12/30/2021		14.96	0.00
01/13/2022	PR	101-441.004-706.0013-HOLYLITE00	SUMMARY PR 01/13/2022		56.30	0.00
01/27/2022	PR	101-441.004-706.0013-HOLYLITE00	SUMMARY PR 01/27/2022		62.78	0.00
02/10/2022	PR	101-441.004-706.0013-HOLYLITE00	SUMMARY PR 02/10/2022		5.15	0.00
02/24/2022	PR	101-441.004-706.0013-HOLYLITE00	SUMMARY PR 02/24/2022		97.79	0.00
03/10/2022	PR	101-441.004-706.0013-HOLYLITE00	SUMMARY PR 03/10/2022		158.55	0.00
03/24/2022	PR	101-441.004-706.0013-HOLYLITE00	SUMMARY PR 03/24/2022		236.59	0.00
04/07/2022	PR	101-441.004-706.0013-HOLYLITE00	SUMMARY PR 04/07/2022		249.10	0.00
04/21/2022	PR	101-441.004-706.0013-HOLYLITE00	SUMMARY PR 04/21/2022		99.18	0.00
10/07/2021	PRE	101-441.004-941.0000-HOLYLITE00	SUMMARY PREQP 10/07/2		2,800.29	0.00
10/21/2021	PRE	101-441.004-941.0000-HOLYLITE00	SUMMARY PREQP 10/21/2		3,331.92	0.00
11/04/2021	PRE	101-441.004-941.0000-HOLYLITE00	SUMMARY PREQP 11/04/2		3,707.75	0.00
11/18/2021	PRE	101-441.004-941.0000-HOLYLITE00	SUMMARY PREQP 11/18/2		5,868.02	0.00
12/02/2021	PRE	101-441.004-941.0000-HOLYLITE00	SUMMARY PREQP 12/02/2		6,301.56	0.00
12/16/2021	PRE	101-441.004-941.0000-HOLYLITE00	SUMMARY PREQP 12/16/2		2,835.82	0.00
12/30/2021	PRE	101-441.004-941.0000-HOLYLITE00	SUMMARY PREQP 12/30/2		271.04	0.00
01/13/2022	PRE	101-441.004-941.0000-HOLYLITE00	SUMMARY PREQP 01/13/2		1,167.97	0.00
01/27/2022	PRE	101-441.004-941.0000-HOLYLITE00	SUMMARY PREQP 01/27/2		826.28	0.00
02/10/2022	PRE	101-441.004-941.0000-HOLYLITE00	SUMMARY PREQP 02/10/2		130.20	0.00
02/24/2022	PRE	101-441.004-941.0000-HOLYLITE00	SUMMARY PREQP 02/24/2		1,721.92	0.00
03/10/2022	PRE	101-441.004-941.0000-HOLYLITE00	SUMMARY PREQP 03/10/2		2,493.13	0.00
03/24/2022	PRE	101-441.004-941.0000-HOLYLITE00	SUMMARY PREQP 03/24/2		2,978.21	0.00
04/07/2022	PRE	101-441.004-941.0000-HOLYLITE00	SUMMARY PREQP 04/07/2		4,280.29	0.00
04/21/2022	PRE	101-441.004-941.0000-HOLYLITE00	SUMMARY PREQP 04/21/2		1,787.40	0.00
Total Project HOLYLITE00:					151,183.52	0.00
Total Fund 101 GENERAL FUND					151,183.52	0.00
Grand Total:					151,183.52	0.00



P.O. Box 3001, 151 Martin Street
Birmingham, MI 48012-3001
Phone: (248)530-1816 Fax: (248)530-1090
accountspayable@bhamgov.org

04/27/2022
08:17 A

Purchase Order No 114112

Purchase Order Date 04/26/2022
Required Date
Ordered By swhite

Ship to DEPARTMENT OF PUBLIC SERVICES
851 S. ETON
BIRMINGHAM, MI 48009

Vendor 007683
Address ZORO'S CHRISTMAS LIGHTS
34734 NAVIN AVE
LIVONIA, MI 48152

Invoice CITY OF BIRMINGHAM
DEPARTMENT OF PUBLIC SERVICES
PO BOX 3001
BIRMINGHAM, MI 48012

Terms NET 30 DAYS

PO Description 2022 HOLIDAY LIGHTS

Quantity	Units	Description	Unit Price	Amount
1	EACH	PURCHASE OF HOLIDAY LIGHTS	28,800.00	28,800.00
		101-441.003-729.0000 14,400.00		
		101-441.004-729.0000 14,400.00		
			Total:	28,800.00

TERMS AND CONDITIONS

This purchase order is issued subject to the terms and conditions specified below. By acceptance of this purchase order, vendor acknowledges and agrees to abide by all such terms and conditions.

Insurance Requirements:

The vendor shall carry workers' compensation insurance in accordance with all applicable statutes of the State of Michigan; commercial general liability and products and completed operations coverage; vehicle liability insurance covering all owned, non-owned and hired vehicles. Vendor shall furnish certificates of insurance evidencing the coverages outlined in this paragraph to the City of Birmingham upon request.

Indemnification:

To the fullest extent permitted by law, vendor agrees to defend, indemnify, pay in behalf of and hold harmless the City, its elected and appointed officials, employees and volunteers, and others working on behalf of the City against any and all claims, demands, suits or loss, including all costs connected therewith, for any damages which may be asserted, claimed or recovered against or from the City, its elected and appointed officials, employees, volunteers or others working on behalf of 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 purchase order contract.

If applicable, a material safety sheet should be included with material shipped.

Kindly show purchase order number on invoice.

Approved By fhernandez

Date 04/27/2022