



**Parks and Recreation Board Agenda**  
**Department of Public Services**  
**851 South Eton-Conference Room**  
**Tuesday, September 1, 2020**  
**Virtual Meeting**  
**6:30 PM**

- I. Call to order**
- II. Roll Call**
- III. Approval of the minutes of: Tuesday, August 11, 2020 (*regular meeting*)**
- IV.**

**Agenda Items**-*Written and submitted by 5pm Monday at the Birmingham Ice Sports Arena, one week prior to the meeting.*

- 1. 2021 Parks and Recreation Board Meeting Dates
  - 2. Parks and Recreation Rules
    - a. Park Rules and Regulations
    - b. Skate Park Rules
    - c. Dog Park Rules
    - d. Tennis Court Rules
  - 3. Approval Request For Fall Outdoor Fitness Classes
- V. Communications/Discussion Items**
  - 1. City Commission Special Meeting- Parliamentary Procedure Presentation, 8/17/20
  - 2. Golf Courses
    - a. Golf Course Finance Report-July, 2020
    - b. Golf Course Report-August 26, 2020
- VI. Unfinished Business**
- VII. New Business**
- VIII. Open To The Public for Items Not On the Agenda**
- IX. Next Regular Meeting – Tuesday, October 6, 2020**

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

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

**PARKS & RECREATION BOARD MISSION STATEMENT**

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

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

**August 11, 2020**

Heather Carmona, Chairperson, called the meeting to order at 6:30 p.m. for the virtual meeting.

**MEMBERS PRESENT:** Heather Carmona, Susan Collins, Pam Graham, Ross Kaplan, Ellie Noble, Dominick Pulis and John Rusche

**MEMBERS ABSENT:** N/A

**STUDENT REPRESENTATIVES PRESENT:** Mallory Windsor, Seaholm High School

**STUDENT REPRESENTATIVES ABSENT:** Hayden Watkinson, Seaholm High School

**ADMINISTRATION:** Lauren A. Wood, Director of Public Services  
Carrie A. Laird, Parks and Recreation Manager  
Connie J. Folk, Recreation Coordinator  
Annmarie Erickson, VanDyke Horn Public Relations

It was moved by John Rusche, seconded by Ellie Noble to approve the minutes of the July 7, 2020 regular meeting as received.

**ROLE CALL VOTE:** **Yeas,** Heather Carmona, Susan Collins, Pam Graham, Ross Kaplan, Ellie Noble, Dominick Pulis and John Rusche

**Nays,** None

### **AGENDA ITEM #1: Parks & Recreation Bond Information Campaign**

Lauren stated the City of Birmingham have been preparing Parks and Recreation Master Plans and are typically a five year document and assists the city on receiving grant funding. In addition, the document is a tool for the city to use for capital projects for budgeting and forecasting future parks improvements based on public engagement and input over several years when the city updates their plan. The current Parks and Recreation Master Plan is dated 2018 through 2022 and it was adopted by City Commission in March, 2018.

Lauren stated the City Commission in June, 2018 asked the Parks and Recreation Board to review the new updated Parks and Recreation Master Plan and put together a priority list of potential projects that the board could garner from the master plan and also have more public engagement with the community to identify these projects as potential bond opportunities. If and when the city were ever to go forward to ask the voters to approve a Parks and Recreation bond like occurred in 2001.

## 2

The Parks and Recreation Board through a Parks and Recreation Board Master Plan Sub-Committee worked diligently for several months on that task and began having public input sessions. A campaign which consisted of a survey which was called Pick Your Park Passion in February, 2019.

The Parks and Recreation Board came up with a recommendation of potential projects for a parks bond if and when City Commission ultimately pursued a bond at an upcoming election through ballot language. The Parks and Recreation Board recommendations went to the City Commission in November with a variety of project and cost estimates.

Lauren stated a recreation bond would allow the city or community to advance park improvement projects throughout the city and would allow administration and the Parks and Recreation Board to finalize plans that were once conceptual plans, to re-engage the community and to design parks and playgrounds with community wide input.

Lauren stated that at the July 20<sup>th</sup> City Commission meeting bond language was approved for the November election.

Lauren introduced Anmarie Erickson, VanDyke Horn Public Relations to assist as the city's communication consultants to provide services in order to promote, educate and to inform the public on the bond proposal.

Anmarie stated that this is a public information campaign. VanDyke Horn will give the public sufficient accurate factual information to make an informed vote. Anmarie stated the most visible piece will be on the City of Birmingham website where there will be a series of frequently asked questions placed on the site. Anmarie stated the cost will be \$51.06 for a \$250,000 assessed value, which will not be an increase because other bonds are being retired, so it will actually be a net reduction over the 21-year period of the bond.

Anmarie stated every month there will be two to three posts once a week, newsletters and two direct mail pieces and an informational event held at a Birmingham park in late September early October.

Heather complimented Anmarie on a well-designed proposal.

Pam asked about signage to be displayed at City of Birmingham parks and or businesses for the campaign.

Anmarie stated the City of Birmingham is being cautious about lawn signs but she would pass on Pam's comment.

### 3

John asked when the citizens would see some development taken place.

Annamarie stated that some of the projects as early as spring, 2021 particularly at Adams Park since there is a finalized concept plan and construction estimate.

Lauren added there are some other projects such as planning of playgrounds and the Booth Park corner feature.

Lauren stated that 2 million has been set aside in the 2020/2021 fiscal budget for the mechanical improvements at the Birmingham Ice Arena. The Birmingham Ice Arena was deemed valuable by the Parks and Recreation Board and also during the public input sessions.

Susan stated many people assume that the Birmingham Ice Arena is not being used and asked Annmarie how that perception can be changed. Susan stated that the Birmingham Ice Arena is full twelve to fifteen hours a day and is a wonderful place for the children to be.

Dominick stated that some of the elements within the bond proposal are more ready than others and how can we articulate through the public relations campaign there is still plenty of opportunity for public involvement with defining elements.

Dominick wants to gain some consistent messaging about why a bond proposal is the right tool for what the city's trying to achieve versus, why the city does not just proceed on the projects.

Annamarie stated since the bonds are timed, the city wants to get something started right away so that the city can take advantage of having that cash flow and Adams Park is the piece that has been focused on since there is a site plan and construction estimates.

Annamarie stated that bonds are used for multiple projects that will take many years to complete and will cost many millions of dollars.

Ellie stated there are several homeowners association and that would be a good way to get the word out since there is not much time.

Lauren stated the City of Birmingham has such a wonderful process in place that is successful on getting information out that now is the time to educate and inform the public about the November election, for the park bond. Lauren stated that the parks are being used more than ever.

Jeff asked if the timing of the bond and the economic marketplace we're living in right now if it is advantageous for the city.

Annamarie stated the City of Birmingham has a stellar bond rating.

**No Action was taken by the Parks and Recreation Board**

**AGENDA ITEM #2: Letter dated July 10, 2020-Requesting a New Park & Playground-Quarton Lakes Estates**

Lauren introduced Kate Bongiorno who presented a proposal for a playground in the Quarton Lake Neighborhood next to fire station #2, located on Maple Rd. and Chesterfield Rd. Kate stated it would be a park with a playground that would provide opportunities to the community for recreation activities.

Katie iterated the next steps would include community conversations. The area would include an all-inclusive playground structure, benches, picnic tables and a gazebo.

Lauren stated that the property is about a .5 acre and a continuous part of fire station #2 and is not identified on any of the City of Birmingham maps in our Parks and Recreation Master Plan. Lauren stated that the timing is good for this type of project.

**No Action was taken by the Parks and Recreation Board**

**COMMUNICATION/DISCUSSION ITEM #1: Parks Bond Opportunity- City Commission Meeting Agenda Item July 20, 2020:**

Lauren presented the supporting background information in terms of the park bond opportunity, Language which is strictly a supplement to Annmarie's presentation.

**No Action was taken by the Parks and Recreation Board**

**COMMUNICATION/DISCUSSION ITEM #2: Parks and Recreation Bond –email received from John Rusche**

John stated he was motivated on sending the email after watching the deliberations from City Commission and the comments on how does the City Commission even knows that the Parks and Recreation Board is behind the Parks and Recreation bond.

**No Action was taken by the Parks and Recreation Board**

**COMMUNICATION/DISCUSSION ITEM #3a Kenning Skate Park, Emails received from Dr. Anna Groebe and Jackie Ruppert**

Lauren provided an exchange of communication on different uses of Kenning Skate Park. Lauren stated that staff is looking at other skate parks and once information is available they will be contacted so information maybe share with them once the item returns back to the Parks and Recreation Board. Lauren also stated that the parks rules and regulations will also be forthcoming.

**No Action was taken by the Parks and Recreation Board**

**COMMUNICATION/DISCUSSION ITEM #3b Letter regarding Kenning Skate Park-received from Henry Franco**

Lauren provided a letter that was received from Henry Franco regarding using scooters in the Lincoln Skate Park.

**No Action was taken by the Parks and Recreation Board**

**COMMUNICATION/DISCUSSION ITEM #3a: Finance Report-Golf Courses**

Lauren presented to the Parks and Recreation Board the June, 2020 finance report provided from the finance department.

**No Action was taken by the Parks and Recreation Board**

**COMMUNICATION/DISCUSSION ITEM #3b: Golf Report- August July 5, 2020**

Lauren presented to the Parks and Recreation Board the golf report prepared by Jacky Brito. Lauren stated the golf courses are tremendously busy.

Lauren stated as a follow-up too Pam, Pam had asked the question at the last meeting regarding COVID expenses for both golf courses. Jacky has spent a little over \$2,100 on purchases of sanitizers, bleach, masks and signs and is following all the protocols.

Lauren stated the golf courses are looking for seasonal employees.

Heather stated Jacky has knocked it out of the park on her golf report.

Dominick stated what a wonderful job the golf course is doing and to please forward the comments to Jacky and her staff.

**No Action was taken by the Parks and Recreation Board**

**UNFINISHED BUSINESS:**

Dominick wanted to thank Henry Franco for writing the letter regarding the skate park.

**No Action was taken by the Parks and Recreation Board**

**NEW BUSINESS:**

No New Business

**No Action was taken by the Parks and Recreation Board**

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

Ross wanted to thank Connie and her team for a great job that has been done on the on-line reservation program that is now available.

Lauren thanked Connie and Carrie for a job well done on the reservation program.

Heather Carmona stated the next regular meeting will be held on Tuesday September 1, 2020 virtually at 6:30 pm.

Meeting was adjourned at 8:06 pm  
Connie J. Folk, Recreation Coordinator

***2021 Parks and Recreation Board Meeting Dates***

WILL BE HELD AT THE DPS CONFERENCE ROOM  
AT 851 SOUTH ETON  
AT 6:30PM

**January 5, 2021**

**February 2 2021**

**March 2, 2021**

**April 6, 2021**

**May 4, 2021**

**June 1, 2021**

**July 13, 2021**  
Observance of  
Holiday 7/5/2021

**August 3, 2021**

**September 14, 2021**  
Rosh Hashanah  
9/7/2021

**October 5, 2021**

**November 9, 2021**  
Election Day  
11/2/2021

**December 7, 2021**

**January 11, 2022**  
Observance of  
Holiday 1/3/2022

**DATE:** August 20, 2020  
**TO:** Parks and Recreation Board Members  
**FROM:** Carrie Laird, Parks and Recreation Manager  
**SUBJECT:** Parks and Recreation Rules

**INTRODUCTION:**

The City of Birmingham Park Rules and Regulations have been in place for many years, and are regularly reviewed and updated as necessary. The Parks and Recreation Board recommends the updated rules to the City Commission for adoption. Once adopted, the Park Rules are incorporated into the City Ordinance, as appropriate. The last revision was in 2016.

**BACKGROUND:**

The Park Rules and Regulations are available on the Birmingham Website, and a select few rules are posted on Park Signs located at each park throughout the City as shown in the examples below. The QR code on the sign links to the Park Rules and Regulations on the city website.



The Department also posts supplemental signage in different areas, such as “Dogs Must be Leashed”, “No Dogs in the Play Area”, “Fishing Allowed for ages...” and various parking restrictions throughout the park system.



Additionally, Tennis Courts, the Dog Park and the Skate Park have rule signs posted specific to each area.



As recommended by the Parks and Recreation Board, we have included all posted rules so that we complete a comprehensive review of our Rules and Regulations.

Beginning with the 2016 version of the Park Rules and Regulations, and including language that is posted at the Skate Park, Dog Park and all Tennis Courts, the next few pages display the recommended changes (shown in red).

## Rules and Regulations

1. The use of any City of Birmingham park or facility is at your own risk. The City does not assume responsibility for injury or for any loss, theft or damage to personal items. A hold harmless agreement must be executed in order to obtain a permit.

2. A person holding a park permit shall maintain such permit in his or her possession at all times while utilizing the municipal facility. Such permit shall be presented by its holder upon request by a City official or employee. A permit does not give its holder exclusive use of the entire park, except for Springdale Shelter.

3. A rental permit is required for reservation of all city facilities, ~~which would include rain dates and no.~~ No refund of the rental fee shall be made due to inclement weather. Park permits may not be assigned or otherwise transferred.

4. All set-up/clean-up must be done by the permit holder.

5. All parks must be maintained and left in a neat and clean condition, with garbage and refuse prepared for proper disposal. The person or entity in whose name the rental permit is issued shall be responsible for leaving the facility in a clean and orderly condition. Further, the permit holder accepts full responsibility for all damage to City property as a result of its activities, ~~ordinary wear and tear~~ excepted. A fee may be assessed should clean up by the City become necessary. This fee shall include, but is not limited to, all labor, equipment and administration expense incurred by the City.

6. Any equipment, valuables, or clothing left in or around the park shelter on closing shall be kept at the City of Birmingham Parks and Recreation office for two weeks. Contact the office at (248) 530-1642 to make arrangements for pick-up. Any equipment, valuables, or clothing left in or around the park shelter on closing shall be disposed of by the Department of Public Services.

7. The City reserves first priority with regard to the use of all City Parks. A park permit grants its holder a permit license to use the specified park for a date and time certain and or an area and is revocable by the City. The City may order revocation of a park permit, ~~if warranted at any time,~~ with refund of fees paid-, and All permits are granted with this understanding.

8. The Director of Public Services may, subject to the approval of the City Manager and the City Commission, establish supplemental regulations for all uses requiring the issuance of a permit for use of municipal facilities and fees for the use of the various facilities.

**9. No person shall bring into, have in their possession, DRINK, OR CONSUME ANY INTOXICANT OR INTOXICATING BEVERAGE** in any park areas and city owned properties *with the exception of beer and wine sold by the City for consumption at Lincoln Hills Golf Course or Springdale Park, Springdale Park Shelter and Springdale Golf Course in conjunction with golf functions only.*

10. The following city-owned or city-controlled areas shall be closed during the hours specified below. During such hours, no person shall enter into or remain in such property, except those persons whose presence is related to or in connection with a municipal activity. a project or activity which has been licensed to be operated or carried on within such public property, or persons who enter such property for the express purpose of parking or removing a vehicle legally parked upon such property and who, upon entering the parking area, immediately park or remove such vehicle. Such person shall not remain in the park for any other purpose:

(1) Manor Park shall be closed from one hour after sundown to one hour before sunrise.

(2) Adams Park shall be closed from 9:00 p.m. to 8:00 a.m.

(3) Springdale Park hours shall coincide with Springdale Golf Course hours and park rentals. The closing of the park is up to the discretion of the City of Birmingham Representative on duty.

(4) The Skate Park shall be closed from 10:00 p.m. to 8:00 a.m.

~~(4)~~ (5) Except as provided in subsections (1), (2), ~~(3)~~ and ~~(3)~~ (4) of this section, all City Parks shall be closed between the hours of 10:00 p.m. and 6:00 a.m.

~~(5)~~ (6) All public property not included in subsections (1), (2), (3), ~~(4)~~ and ~~(4)~~ (5) of this section shall be closed between the hours of 12:00 midnight and 6:00 a.m. For purposes of this section, public property shall be deemed to be property zoned as public property under the provisions of chapter 126.

11. Leashed dogs are allowed in any public park except in those areas as designated and posted by the Department of Public Services. Dogs are allowed on public property as long as they are restrained by a six foot maximum length chain or leash and under the reasonable control of some person. Owners and walkers of dogs on public property must comply with all City ordinances, including Chapter 18, Article II, pertaining to dogs and cats.

#### **Sec. 18-33 Restraint of dogs.**

It shall be unlawful for any owner of any dog to permit the dog to go beyond the premises of such owner unless restrained by a chain or leash and under the reasonable control of some person. (Code 1963, § 9.80(1))

12. Dogs are not permitted in any public playground or in any **other** area designated by the Department of Public Services. These areas shall generally include, but shall not be limited to, areas under and immediately adjacent to play structures and play equipment; sandboxes; the playing surface of ball fields, soccer fields, tennis courts, outdoor ice rinks, golf courses and sledding hills, when such areas are in use; pavilions and stages; fountains; and in areas designated for City permitted events and functions of concentrated use during said event or function.

13. The owner or walker of a dog is responsible for the collection of all fecal matter and the disposal of such fecal matter in an

appropriate waste receptacle in accordance with ordinance Section 18-35.

#### **Sec. 18-35 Sanitation.**

(a) It shall be unlawful for any person to permit any animal owned or harbored by him to deposit fecal matter in any place other than the premises where the animal is harbored or kept, unless such fecal matter is immediately collected and removed to the premises where the animal is harbored or kept.

(b) It shall be unlawful for any person to walk any animal on any property not owned by such person, whether public or private, unless such person has an appropriate device for the collection of fecal matter in his immediate possession and an appropriate depository for the transmission of fecal matter to the premises where the animal is harbored or kept.

(Code 1963, § 9.95; Ord. No. 1586, 4-18-94)

14. The use of loudspeakers or other equipment for the amplification of sound or music is prohibited. ~~unless allowed by permit issued by the City.~~

15 Smoking or the use of any vapor-producing product, such as an e-cigarette or similar device, is strictly prohibited in all buildings, facilities, parks and playgrounds operated and maintained by the City of Birmingham. ~~Smoking is not permitted in any building or structure in City Parks. No person shall ignite or use ground fire or open fire except with the expressed permission of the Department of Public Services, provided h~~However, ~~that this restriction shall not be applicable to~~ the use of barbecue burners or cooking in the picnic area at Springdale Park are permissible. No person shall leave the immediate vicinity of any fire, which he/she has started or used without first extinguishing the fire.

16 No person shall obstruct any walkway or driveway in any public park or playground. No person shall injure, mar or damage, in any manner, any monument, ornament, fence, bridge, seat, tree, fountain, shrub, herbaceous plant, flower, playground equipment, or other public property within or pertaining to such parks.

17. No person shall engage in the business of peddling or vending in ~~any City of Birmingham Park~~ ~~the City~~ without first obtaining a license from the city clerk's office. Contact the office at (248) 530-1880 for additional information.

18. No person shall interfere with any fence constructed in or about any park; or deface, injure, remove, or destroy any tree, shrub, herbaceous plant, flower, sward, or turf in any park or boulevard; or remove any dirt, sand or earth from any park or boulevard, or otherwise remove, destroy or injure any property therein; or leave or deposit any filth, rubbish, dirt, wastepaper or other refuse in any place in any park or boulevard except in containers provided in parks for that purpose. Dumping or disposal of household or commercial waste transported from off-site to city property is prohibited.

19. No vehicles, except authorized City vehicles, are allowed to be driven across lawns, sidewalks, or any other park surface for any reason.

19. No person shall expose, distribute, place any sign, advertisement, circular notice, or statement, or display any banner, City of Birmingham emblem, or design without written permission from the City.

20. ***Decorations may be attached to the Springdale shelter by means of masking or cellophane tape only.*** There should be no decorations drilled, fastened, or otherwise attached to the shelter with materials such as staples, nails, or tacks.

21. No person shall place or operate any boat propelled by any engine in or upon waters in any park in the city, including the water of Quarton Lake.

22. ~~Fishing in any water park in the City of Birmingham, including Quarton Lake is restricted to minors under the age of fourteen (14) years, and residents sixty-two (62) years of age and older, subject to State of Michigan fishing licenses regulations.~~ Subject to State of

Michigan fishing licenses regulations, fishing in any water park in the City of Birmingham, including Quarton Lake is allowed. Fishing is not allowed at either Lincoln Hills Golf Course or Springdale Golf Course.

23. No person shall feed any geese, ducks, birds or other fowl in any City Park or any municipal Golf Course.

24. No person, except an authorized city employee shall injure, kill or capture any wild bird, or disturb any wild bird's nest or the contents thereof.

25. Swimming and/or wading is prohibited in any lake, river, public fountain or public pond in the City of Birmingham.

26. No person shall operate, use, ride, or pull another individual on a wheeled vehicle, on City-owned tennis courts, basketball courts, fountains and stone work ledges. Wheeled prohibited ~~V~~ehicles ~~not permitted~~ include, but are not limited to, in-line skates, skateboards, bicycles, hover boards, wagons, roller-skates, and scooters.

27. It is unlawful for any person to operate any motorized vehicle, trail bike, all-terrain vehicle, or similar type of sport vehicle anywhere in ~~a~~ any park, except for the proper use of golf carts on city golf courses.

28. On-site parking at Barnum Park is limited to 3 hours and is exclusively for use of persons while they are using the Park.

29. Violation of these rules or other posted rules is a misdemeanor punishable by a fine up to \$500, or imprisonment for a term not exceeding 90 days, or both.

City Commission Approval ~~07-25-2016~~  
City of Birmingham Parks and Recreation Board Recommendation  
mm/dd/yyyy

**HOLD HARMLESS AGREEMENT**

**FOR AND IN CONSIDERATION** the use of the City of Birmingham parks and/or facilities, to permit/allow: \*\* \_\_\_\_\_

\_\_\_\_\_

as requested by the undersigned, the undersigned does hereby agree to fully hold harmless, defend and indemnify the City of Birmingham, and all of its officers, officials and employees, with respect to all claims, losses, damages, causes of action, judgments, costs and expenses, including reasonable attorney fees, whether or not the same are now known, liquidated, discovered, discoverable or justifiable, which may be asserted, brought or rendered against, incurred or suffered by, and/or imposed upon, the City of Birmingham and/or its officers, officials, and employees, by reason of arising out of the exercise of the rights stated above granted by the City of Birmingham to the undersigned.

\*\*Insert information regarding what the activity is, date(s), time, and areas that are affected (public sidewalks, streets, parking spaces, etc.)

Witnesses: (Two (2) witness signatures required)  
(Print name beneath each signature)

\_\_\_\_\_  
  
\_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Organization and Title, if applicable

Date Approved: \_\_\_\_\_

Copy to: Applicant \_\_\_\_\_



SKATE PARK GUIDELINES RULES  
Hours of Operation: Dawn to Dusk 8 am to 10 pm  
IN CASE OF EMERGENCY, CALL 911

- Use of this facility is at your own risk. The City does not assume responsibility for injury or for any loss, theft or damage to personal items.
- You are responsible for the park's future – help keep it safe, clean and friendly. Do not litter or abuse the park in any way. Report any damage, acts of abuse or suggestions to the City Parks and Recreation Department, 248-530-1642.
- Be responsible for yourself, take turns and respect the skill level of others and the equipment. Be courteous to other skaters. Roughhousing and violence are not permitted.
- No scooters, bikes, personal ramps, motorized equipment.
- No makeshift or street items. Existing park equipment may not be modified or moved.
- Food, drink and glass containers are prohibited inside the fence.
- Smoking, profanity and loud music are prohibited.
- No spectators inside the fence. Spectators assume risk for themselves.
- Use of safety equipment such as helmets, gloves, knee and elbow pads, wrist supports and proper shoes is recommended. Skaters are responsible for providing their own skateboard, skates, and other equipment. Skaters are responsible for inspecting equipment prior to use to insure their safety (do not use if broken or wet).
- This is an alcohol, weapon and drug free zone.
- Items brought into the Skate Park are subject to inspection at any time.
- The City reserves the right to schedule organized activities at any time without notice.
- Know your own abilities – skate safely. The Skate Park is used by both experienced and inexperienced skateboarder and skaters. Serious injury may result from being hit by a skateboard, falling or colliding.
- Rule violators may be cited, ejected or have their skate park privileges revoked. Loitering and trespassing are strictly prohibited.
- The Skate Park may be closed during inclement weather.

These rules are subject to change at any time and without prior notice.

Department of Public Services City of Birmingham  
Off Leash Dog Area Rules (OLDA) Dog Park

Hours: Dawn to Dusk (Monday-Sunday) 6 am to 10 pm

Exception:

Wednesdays: 12:00 pm – Dusk 10 pm (April 20<sup>th</sup>-November 30<sup>th</sup>)

Membership Required for Entry

City Contacts:

Monday – Friday 8 am – 5pm (except for Holidays) 248-530-~~1700~~ 1642/4870

After normal business hours and weekends 248-530-1870

1. All users must have a valid dog license and tag, on their dog at all times, and abide by these rules and City of Birmingham ordinances, at all times.
2. Users are legally responsible for their dogs and any injuries and/or damages caused by their dog(s).
3. Dogs exhibiting aggressive behavior or barking excessively must be removed from the site at the first sign of aggressive behavior or excessive barking.
4. Use of the off leash dog area is at the user's own risk.
5. Minimum age for users is 18 years of age. Children between 5 and 17 years of age may enter with a parent or guardian. Children less than 5 years of age are not permitted in the fenced area set aside for dog(s)/owner.
6. Users may only bring the number of dogs into the OLDA Dog Park that they can adequately control without endangering other users, up to a maximum of two (2) dogs.
7. Users must remain inside the fenced site with their dog(s) at all times.
8. The following are not permitted in the OLDA Dog Park: dogs in heat, dogs under the age of four months, dogs with contagious diseases or internal or external parasites, aggressive dogs.
9. Unfixed male dogs over the age of six months are not allowed.
10. No fighting between dogs is allowed. Users must immediately remove any dog exhibiting hostility or aggressive behavior from the site. Users may protect dogs for which they are responsible but shall do so only after protecting any people in the site, and then only by causing or encouraging disengagement and separation of dogs engaged in fighting or aggressive behavior. Users bear all risks of their involvement and for the protection of any user of the site. ~~The City of Birmingham employees and the Public Services Department~~ have no responsibility to intervene in any such situation and are not responsible for the behavior or suitability of any dog brought to the OLDA Dog Park.
11. Food, alcoholic beverages and glass containers are not allowed in the OLDA Dog Park.
12. No pet food is allowed.
13. Users must clean up their dog(s) waste and deposit it in the receptacles provided.
14. The City of Birmingham ~~and Birmingham~~ Department of Public Services reserves the right to prohibit the use of the site to any user who is in violation of these rules.
15. From time to time parts of the site may be closed for maintenance purposes.



### **Tennis Court Rules**

To reserve a tennis court visit [www.play.bhamgov.org](http://www.play.bhamgov.org) or contact our Parks and Recreation Office at 248-530-1642

To report damage contact the Parks and Recreation Office at 248.530.1642

The rules exist for the purpose of maintaining our courts and providing the opportunity for all to use them.

Each user is asked to cooperate and to assist in enforcing the tennis court rules.

Priority use of the courts are for Birmingham residents that have made a reservation with the Parks and Recreation office.

Tennis players may reserve up to two (2) hours of court time per week for two weeks; (i.e. 2 hours for the current week and 2 hours for the following week) starting at 7:00 am -9:00 pm, Monday - Sunday.

No in-line skates, skateboards, bicycles, wagons, roller-skates, and scooters.

No ball playing of any kind other than tennis or pickleball is permitted.

No private instructions and classes are allowed without written permission from the Parks and Recreation office. In addition, the established fee of \$5/court for every 2 hours reserved.

All instructors must provide the City of Birmingham with liability insurance before use of the tennis courts.

## **Park Rules and Regulations- Recommended Changes:**

Rule 1: The addition of the language "City of Birmingham Park". Also, the City Attorney recommends that a hold harmless agreement be executed as part of our park permit process. (see Hold Harmless Agreement)

Rule 2: Removed duplicate language.

Rule 6: Revision to change the process of disposing of left behind items. The items are collected and available for pick up for 2 weeks.

Rule 10: Revision to include hours of the Skate Park: 8am to 10 pm. (See next page, Recommended Skate Park Rule Changes)

Rule 7: Minor revision to clarify language regarding park permits.

Rule 14: Removed the ability to use loudspeakers/amplification by permit.

Rule 15: Add vaping as a form of smoking.

Rule 16: Minor clarification language and the addition of "herbaceous plant" which includes any perennial, flowering plant, or grass.

Rule 17: Minor clarification language and additional information.

Rule 18: Addition of "herbaceous plant" and "flower" when referring to plant material that may not be defaced, injured, removed or destroyed

Rule 23: Based on the City Attorney's review and recommendation, removed age restrictions of under 14, and 62 and over from fishing in any water park in the City of Birmingham including Quarton Lake. Added language Fishing is not allowed at the golf courses.

Rule 26: Minor grammar/wording change and the addition of "hoverboard" as a wheeled vehicle not allowed on tennis courts, basketball courts, fountains, and stone work ledges.

Rule 27: Minor word change.

## **Posted Signage- Recommended Changes:**

### **Skate Park**

#### Skate Park Background:

- Most skate parks today are designed to include all wheels- skateboards, scooters, in-line skates, and bikes.
- When the Birmingham Skate Park was designed (2003), the above was not as common and the concern for safety was part of the decision to exclude scooters and bikes. This park was designed with the help of skateboarders.
- Birmingham's ramps are much taller than Troy, Sterling Heights and other surrounding skate parks. However, Birmingham's Skate Park is large enough to provide opportunity for scooting inside the park other than the larger ramps that are more attractive to skateboarders.
- All-wheel Skate Parks are typically concrete surface. Birmingham's ramps are skatelite pro, a heavy duty composite material. Another option is steel.
- Vendors recommend that we keep the no bikes rule in place due to the high maintenance demand on the existing ramp material that would occur from allowing bikes.
- It is possible to convert our existing park to either steel surface or concrete, and budget numbers range from about \$150,000 - \$350,000. We may consider upgrading to concrete or steel in the future.

#### Recommended Skate Park Rule Changes:

Allow scooters to use the Birmingham Skate Park. At this time, place no limitations on times of use. We will monitor and if necessary, make an adjustment to allow scooters within a specified time of day.

Clarify that bikes are not allowed. Currently, we have a supplemental sign , NO BIKES.

Change hours to 8 am to 10 pm. Dawn to Dusk is too vague and hard to enforce. 6 am to 10 pm will not work because this is a locked facility. At 8 am ice arena personnel open the park. This is reflected as a change Park Rules and Regulations, Rule 10.

### **Dog Park**

#### Dog Park Background:

- The Dog Park (Off Leash Dog Area (OLDA)) is located at the east end of Lincoln Hills Golf Course parking lot and has been at this location since 2010.
- Annual Membership required:\$50 Resident and \$200 Non-Resident. Key fob given for access
- Upon purchase of a dog park membership, receive set of rules, in addition rules are posted at the entry gate.

#### Recommended Dog Park Rule Changes:

Change hours to be consistent with Park Rules and Regulations, Rule 10, from 6am-10pm. The key fob gate entrance can be easily adjusted to accommodate this change.

Add language Membership Required for Entry.

Change Off Leash Dog Area (OLDA) to Dog Park, since that is how most members and staff refer to it.

## **Tennis Courts**

### Tennis Court Background

- The City has 16 tennis courts available at 7 locations: Kenning, St. James, Crestview, W. Lincoln, Quarton, Poppleton and Pembroke
- Residents may reserve the courts for up to 2 hours per week
- Signs are posted at each location

Staff recently adjusted Tennis Court posted signs to include our new reservation site [play.bhamgov.org](http://play.bhamgov.org) and to clarify the court reservation policy, therefore, there are no recommended changes at this time.

### LEGAL REVIEW:

The City Attorney has reviewed the proposed changes to the Park Rules and Regulations.

### FISCAL IMPACT:

Upon approval of the updated rules by the Parks and Recreation Board and the City Commission, new signs will be ordered and park maintenance staff will replace signs with updates.

### Quarton Lake:

New Park Signs (2) with Fishing Rule removed:

New Large Park signs: \$2,000

Remove/Replace supplemental Fishing signs: \$50/sign x 7 = \$350

Total: \$2,350

### Skate Park:

Replace Skate Park Sign and remove supplemental No Scooter sign:

New Sign: \$350

Labor to remove and replace: \$50

Total: \$400

### Dog Park:

Replace Dog Park Sign

New Sign: \$350

Labor to remove and replace: \$50

Total: \$400

Grand Total: \$3,150. There are funds available for park signs in the 2020-2021 budget.

The following pages show the rules updated with the recommended changes.

## Rules and Regulations

1. The use of any City of Birmingham park or facility is at your own risk. The City does not assume responsibility for injury or for any loss, theft or damage to personal items. A hold harmless agreement must be executed in order to obtain a permit.
2. A person holding a park permit shall maintain such permit in his or her possession at all times while utilizing the municipal facility. Such permit shall be presented by its holder upon request by a City official or employee. A permit does not give its holder exclusive use of the entire park, except for Springdale Shelter.
3. A rental permit is required for reservation of all city facilities. No refund of the rental fee shall be made due to inclement weather. Park permits may not be assigned or otherwise transferred.
4. All set-up/clean-up must be done by the permit holder.
5. All parks must be maintained and left in a neat and clean condition, with garbage and refuse prepared for proper disposal. The person or entity in whose name the rental permit is issued shall be responsible for leaving the facility in a clean and orderly condition. Further, the permit holder accepts full responsibility for all damage to City property as a result of its activities. A fee may be assessed should clean up by the City become necessary. This fee shall include, but is not limited to, all labor, equipment and administration expense incurred by the City.
6. Any equipment, valuables, or clothing left in or around the park shelter on closing shall be kept at the City of Birmingham Parks and Recreation office for two weeks. Contact the office at (248) 530-1642 to make arrangements for pick-up.
7. The City reserves first priority with regard to the use of all City Parks. A park permit grants its holder a permit to use the specified park for a date and time certain and or an area and is revocable by

the City. The City may order revocation of a park permit, with refund of fees paid, and all permits are granted with this understanding.

8. The Director of Public Services may, subject to the approval of the City Manager and the City Commission, establish supplemental regulations for all uses requiring the issuance of a permit for use of municipal facilities and fees for the use of the various facilities.

**9. No person shall bring into, have in their possession, DRINK, OR CONSUME ANY INTOXICANT OR INTOXICATING BEVERAGE** in any park areas and city owned properties *with the exception of beer and wine sold by the City for consumption at Lincoln Hills Golf Course or Springdale Park, Springdale Park Shelter and Springdale Golf Course in conjunction with golf functions only.*

10. The following city-owned or city-controlled areas shall be closed during the hours specified below. During such hours, no person shall enter into or remain in such property, except those persons whose presence is related to or in connection with a municipal activity. a project or activity which has been licensed to be operated or carried on within such public property, or persons who enter such property for the express purpose of parking or removing a vehicle legally parked upon such property and who, upon entering the parking area, immediately park or remove such vehicle. Such person shall not remain in the park for any other purpose:

- (1) Manor Park shall be closed from one hour after sundown to one hour before sunrise.
- (2) Adams Park shall be closed from 9:00 p.m. to 8:00 a.m.
- (3) Springdale Park hours shall coincide with Springdale Golf Course hours and park rentals. The closing of the park is up to the discretion of the City of Birmingham Representative on duty.
- (4) The Skate Park shall be closed from 10:00 p.m. to 8:00 a.m.

(5) Except as provided in subsections (1), (2), (3) and (4) of this section, all City Parks shall be closed between the hours of 10:00 p.m. and 6:00 a.m.

(6) All public property not included in subsections (1), (2), (3), (4) and (5) of this section shall be closed between the hours of 12:00 midnight and 6:00 a.m. For purposes of this section, public property shall be deemed to be property zoned as public property under the provisions of chapter 126.

11. Leashed dogs are allowed in any public park except in those areas as designated and posted by the Department of Public Services. Dogs are allowed on public property as long as they are restrained by a six foot maximum length chain or leash and under the reasonable control of some person. Owners and walkers of dogs on public property must comply with all City ordinances, including Chapter 18, Article II, pertaining to dogs and cats.

#### **Sec. 18-33 Restraint of dogs.**

It shall be unlawful for any owner of any dog to permit the dog to go beyond the premises of such owner unless restrained by a chain or leash and under the reasonable control of some person. (Code 1963, § 9.80(1))

12. Dogs are not permitted in any public playground or in any **other** area designated by the Department of Public Services. These areas shall generally include, but shall not be limited to, areas under and immediately adjacent to play structures and play equipment; sandboxes; the playing surface of ball fields, soccer fields, tennis courts, outdoor ice rinks, golf courses and sledding hills, when such areas are in use; pavilions and stages; fountains; and in areas designated for City permitted events and functions of concentrated use during said event or function.

13. The owner or walker of a dog is responsible for the collection of all fecal matter and the disposal of such fecal matter in an appropriate waste receptacle in accordance with ordinance Section 18-35.

#### **Sec. 18-35 Sanitation.**

(a) It shall be unlawful for any person to permit any animal owned or harbored by him to deposit fecal matter in any place other than the premises where the animal is harbored or kept, unless such fecal matter is immediately collected and removed to the premises where the animal is harbored or kept.

(b) It shall be unlawful for any person to walk any animal on any property not owned by such person, whether public or private, unless such person has an appropriate device for the collection of fecal matter in his immediate possession and an appropriate depository for the transmission of fecal matter to the premises where the animal is harbored or kept.

(Code 1963, § 9.95; Ord. No. 1586, 4-18-94)

14. The use of loudspeakers or other equipment for the amplification of sound or music is prohibited.

15 Smoking or the use of any vapor-producing product, such as an e-cigarette or similar device, is strictly prohibited in all buildings, facilities, parks and playgrounds operated and maintained by the City of Birmingham. However, the use of barbecue burners or cooking in the picnic area at Springdale Park are permissible. No person shall leave the immediate vicinity of any fire, which he/she has started or used without first extinguishing the fire.

16 No person shall obstruct any walkway or driveway in any public park or playground. No person shall injure, mar or damage, in any manner, any monument, ornament, fence, bridge, seat, tree, fountain, shrub, herbaceous plant, flower, playground equipment, or other public property within or pertaining to such parks.

17. No person shall engage in the business of peddling or vending in any City of Birmingham Park without first obtaining a license from the city clerk's office. Contact the office at (248) 530-1880 for additional information.

18. No person shall interfere with any fence constructed in or about any park; or deface, injure, remove, or destroy any tree, shrub,

herbaceous plant, flower, or turf in any park or boulevard; or remove any dirt, sand or earth from any park or boulevard, or otherwise remove, destroy or injure any property therein; or leave or deposit any filth, rubbish, dirt, wastepaper or other refuse in any place in any park or boulevard except in containers provided in parks for that purpose. Dumping or disposal of household or commercial waste transported from off-site to city property is prohibited.

19. No vehicles, except authorized City vehicles, are allowed to be driven across lawns, sidewalks, or any other park surface for any reason.

19. No person shall expose, distribute, place any sign, advertisement, circular notice, or statement, or display any banner, City of Birmingham emblem, or design without written permission from the City.

20. ***Decorations may be attached to the Springdale shelter by means of masking or cellophane tape only.*** There should be no decorations drilled, fastened, or otherwise attached to the shelter with materials such as staples, nails, or tacks.

21. No person shall place or operate any boat propelled by any engine in or upon waters in any park in the city, including the water of Quarton Lake.

22. Subject to State of Michigan fishing licenses regulations, fishing in any water park in the City of Birmingham, including Quarton Lake is allowed. Fishing is not allowed at either Lincoln Hills Golf Course or Springdale Golf Course.

23. No person shall feed any geese, ducks, birds or other fowl in any City Park or any municipal Golf Course.

24. No person, except an authorized city employee shall injure, kill or capture any wild bird, or disturb any wild bird's nest or the contents thereof.

25. Swimming and/or wading is prohibited in any lake, river, public fountain or public pond in the City of Birmingham.

26. No person shall operate, use, ride, or pull another individual on a wheeled vehicle, on City-owned tennis courts, basketball courts, fountains and stone work ledges. Wheeled prohibited-vehicles include, but are not limited to, in-line skates, skateboards, bicycles, hover boards, wagons, roller-skates, and scooters.

27. It is unlawful for any person to operate any motorized vehicle, trail bike, all-terrain vehicle, or similar type of sport vehicle anywhere in any park, except for the proper use of golf carts on city golf courses.

28. On-site parking at Barnum Park is limited to 3 hours and is exclusively for use of persons while they are using the Park.

29. Violation of these rules or other posted rules is a misdemeanor punishable by a fine up to \$500, or imprisonment for a term not exceeding 90 days, or both.

City Commission Approval mm/dd/yyyy  
City of Birmingham Parks and Recreation Board Recommendation  
mm/dd/yyyy



**HOLD HARMLESS AGREEMENT**

**FOR AND IN CONSIDERATION** the use of the City of Birmingham parks and/or facilities, to permit/allow: \*\* \_\_\_\_\_

\_\_\_\_\_

as requested by the undersigned, the undersigned does hereby agree to fully hold harmless, defend and indemnify the City of Birmingham, and all of its officers, officials and employees, with respect to all claims, losses, damages, causes of action, judgments, costs and expenses, including reasonable attorney fees, whether or not the same are now known, liquidated, discovered, discoverable or justifiable, which may be asserted, brought or rendered against, incurred or suffered by, and/or imposed upon, the City of Birmingham and/or its officers, officials, and employees, by reason of arising out of the exercise of the rights stated above granted by the City of Birmingham to the undersigned.

\*\*Insert information regarding what the activity is, date(s), time, and areas that are affected (public sidewalks, streets, parking spaces, etc.)

Witnesses: (Two (2) witness signatures required)  
(Print name beneath each signature)

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Organization and Title, if applicable

Date Approved: \_\_\_\_\_

Copy to: Applicant \_\_\_\_\_



#### SKATE PARK RULES

Hours of Operation: 8 am to 10 pm

IN CASE OF EMERGENCY, CALL 911

- Use of this facility is at your own risk. The City does not assume responsibility for injury or for any loss, theft or damage to personal items.
- You are responsible for the park's future – help keep it safe, clean and friendly. Do not litter or abuse the park in any way. Report any damage, acts of abuse or suggestions to the City Parks and Recreation Department, 248-530-1642.
- Be responsible for yourself, take turns and respect the skill level of others and the equipment. Be courteous to other skaters. Roughhousing and violence are not permitted.
- No bikes, personal ramps, motorized equipment.
- No makeshift or street items. Existing park equipment may not be modified or moved.
- Food, drink and glass containers are prohibited inside the fence.
- Smoking, profanity and loud music are prohibited.
- No spectators inside the fence. Spectators assume risk for themselves.
- Use of safety equipment such as helmets, gloves, knee and elbow pads, wrist supports and proper shoes is recommended. Skaters are responsible for providing their own skateboard, skates, and other equipment. Skaters are responsible for inspecting equipment prior to use to insure their safety (do not use if broken or wet).
- This is an alcohol, weapon and drug free zone.
- Items brought into the Skate Park are subject to inspection at any time.
- The City reserves the right to schedule organized activities at any time without notice.
- Know your own abilities – skate safely. The Skate Park is used by both experienced and inexperienced skateboarder and skaters. Serious injury may result from being hit by a skateboard, falling or colliding.
- Rule violators may be cited, ejected or have their skate park privileges revoked. Loitering and trespassing are strictly prohibited.
- The Skate Park may be closed during inclement weather.

These rules are subject to change at any time and without prior notice.

City of Birmingham  
Dog Park  
Hours: 6 am to 10 pm

Exception:

Wednesdays: 12:00 pm – 10 pm (April 20<sup>th</sup>-November 30<sup>th</sup>)

Membership Required for Entry

City Contacts:

Monday – Friday 8 am – 5pm (except for Holidays) 248-530-1642

After normal business hours and weekends 248-530-1870

1. All users must have a valid dog license and tag, on their dog at all times, and abide by these rules and City of Birmingham ordinances, at all times.
2. Users are legally responsible for their dogs and any injuries and/or damages caused by their dog(s).
3. Dogs exhibiting aggressive behavior or barking excessively must be removed from the site at the first sign of aggressive behavior or excessive barking.
4. Use of the off leash dog area is at the user's own risk.
5. Minimum age for users is 18 years of age. Children between 5 and 17 years of age may enter with a parent or guardian. Children less than 5 years of age are not permitted in the fenced area set aside for dog(s)/owner.
6. Users may only bring the number of dogs into the Dog Park that they can adequately control without endangering other users, up to a maximum of two (2) dogs.
7. Users must remain inside the fenced site with their dog(s) at all times.
8. The following are not permitted in the Dog Park: dogs in heat, dogs under the age of four months, dogs with contagious diseases or internal or external parasites, aggressive dogs.
9. Unfixed male dogs over the age of six months are not allowed.
10. No fighting between dogs is allowed. Users must immediately remove any dog exhibiting hostility or aggressive behavior from the site. Users may protect dogs for which they are responsible but shall do so only after protecting any people in the site, and then only by causing or encouraging disengagement and separation of dogs engaged in fighting or aggressive behavior. Users bear all risks of their involvement and for the protection of any user of the site. City of Birmingham employees have no responsibility to intervene in any such situation and are not responsible for the behavior or suitability of any dog brought to the Dog Park.
11. Food, alcoholic beverages and glass containers are not allowed in the Dog Park.
12. No pet food is allowed.
13. Users must clean up their dog(s) waste and deposit it in the receptacles provided.
14. The City of Birmingham Department of Public Services reserves the right to prohibit the use of the site to any user who is in violation of these rules.
15. From time to time parts of the site may be closed for maintenance purposes.



### **Tennis Court Rules**

To reserve a tennis court visit [www.play.bhamgov.org](http://www.play.bhamgov.org) or contact our Parks and Recreation Office at 248-530-1642

To report damage contact the Parks and Recreation Office at 248.530.1642

The rules exist for the purpose of maintaining our courts and providing the opportunity for all to use them.

Each user is asked to cooperate and to assist in enforcing the tennis court rules.

Priority use of the courts are for Birmingham residents that have made a reservation with the Parks and Recreation office.

Tennis players may reserve up to two (2) hours of court time per week for two weeks; (i.e. 2 hours for the current week and 2 hours for the following week) starting at 7:00 am -9:00 pm, Monday - Sunday.

No in-line skates, skateboards, bicycles, wagons, roller-skates, and scooters.

No ball playing of any kind other than tennis or pickleball is permitted.

No private instructions and classes are allowed without written permission from the Parks and Recreation office. In addition, the established fee of \$5/court for every 2 hours reserved.

All instructors must provide the City of Birmingham with liability insurance before use of the tennis courts.

**SUGGESTED RESOLUTION:**

To approve the updated Park Rules and Regulations and updated language on posted park signage. Further, to recommend the Park Rules and Regulations be considered for adoption by the City Commission.



# MEMORANDUM

Department of Public Services

**DATE:** August 26, 2020

**TO:** Parks and Recreation Board Members

**FROM:** Connie J. Folk, Recreation Coordinator

**SUBJECT:** Fall Outdoor Fitness Classes

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Over the course of COVI-19 pandemic the Parks and Recreation Department has allowed outdoor fitness classes such as yoga, pilates, karate and even dance recitals to secure park space at Barnum, Booth, Kenning Corner Park, Shain Park and Springdale Park, seven days a week at various times at no cost to the organizations. Since the program has been offered the department as provided 422 requests from 15 different organizations for usage of our park areas for the outdoor fitness classes through August 25, 2020.

Participants and instructors not from the same household are maintaining six feet of distance from one another at all times during such activities, and cleaning of any shared equipment or supplies brought to the site is the responsibility of the permit holder.

The department would like to offer this program through November, 2020 weather permitting at Kenning Corner Park and Shain Park if requested by the various fitness organizations at no cost. The requests would be handled as they were this spring/summer. The department has also included the attached survey that would be sent to current users and City of Birmingham businesses that would like to take advantage of this program during this pandemic.

After speaking with two rental companies they both recommend a 30 x 60 lighted tent, which would allow a 6 x 6 area per person for up to 50 people. The tent would be anchored by concrete blocks. The tent would not be heated, since there will be no sides around the tent and there would be no flooring as the expense would be more than the tent, along with a higher probability of trip factors for a flooring product that's not designed to be in use through November. Both rental companies stated that tents are not allowed to rent past November because of snow/wind restrictions. In addition, tent providers recommend no heat or flooring with the tent.

The breakdown of cost associated with this request through November, 2020 total for a month cost totaling \$4,656:

<b><u>Rental Equipment:</u></b>	<b><u>Costs:</u></b>
<u>Tent Rental</u>	
• 1 <sup>st</sup> week rental	\$1,865
• Each week after	897
<b><u>Permits:</u></b>	
Parks and Recreation Park Permit ( <i>currently</i> ):	0
Tent Permit (one-time fee)	100

### **Fall/Winter: Outdoor Fitness Class Planning Survey**

1. Do you intend to request permits from the City of Birmingham to provide fitness classes as weather permits?
  - o Yes
  - o No
2. What measures do you have in place to continue to use City of Birmingham parks for classes after October 31, 2020
  - o Continue use of outdoor park sites to accommodate fitness class, with COVID-19 protocols in place.
  - o Indoor class with limited capacity as dictated by the State of Michigan.
  - o No plans to hold classes
  - o Other please specify
3. What constraints would you anticipate if outdoor fall classes were permitted? (Please select all that apply)
  - o Opened –Air Tent
  - o Lights
  - o Hours of Operation
  - o Parking
  - o Other (please specify)
4. If the City of Birmingham provided an open-air lighted tent without heat would you assist in contributing towards the costs?
  - o Yes
  - o No
5. Are you currently satisfied with the outdoor park spaces?
  - o Yes
  - o No

Under the discretion of the department if additional locations are needed the department will decide the best location for the classes based on the class being offered. Locations could include the use of tennis courts but is contingent on State Orders and weather conditions.

### **SUGGESTED RESOLUTION:**

The Department of Public Services recommends approving the Fall/Winter Outdoor Class program to continue through November, 2020 at no cost to organizations requesting Kenning Corner Park and Shain Park.

**BIRMINGHAM CITY COMMISSION  
SPECIAL MEETING AGENDA  
WORKSHOP**

**MONDAY, AUGUST 17, 2020  
VIRTUAL MEETING ON ZOOM  
7:30 P.M.**

**WORKSHOP SESSION**

**This will be considered a workshop session of the City Commission. No formal actions will be taken. The purpose of this workshop is to participate in a discussion in parliamentary procedures with a registered parliamentarian.**

**I. CALL TO ORDER AND PLEDGE OF ALLEGIANCE**

Pierre Boutros, Mayor

**II. ROLL CALL**

Alexandria Bingham, City Clerk Designee

**III. PUBLIC COMMENT**

**IV. PRESENTATION**

A. Parliamentary Procedure Presentation by Coco Siewert

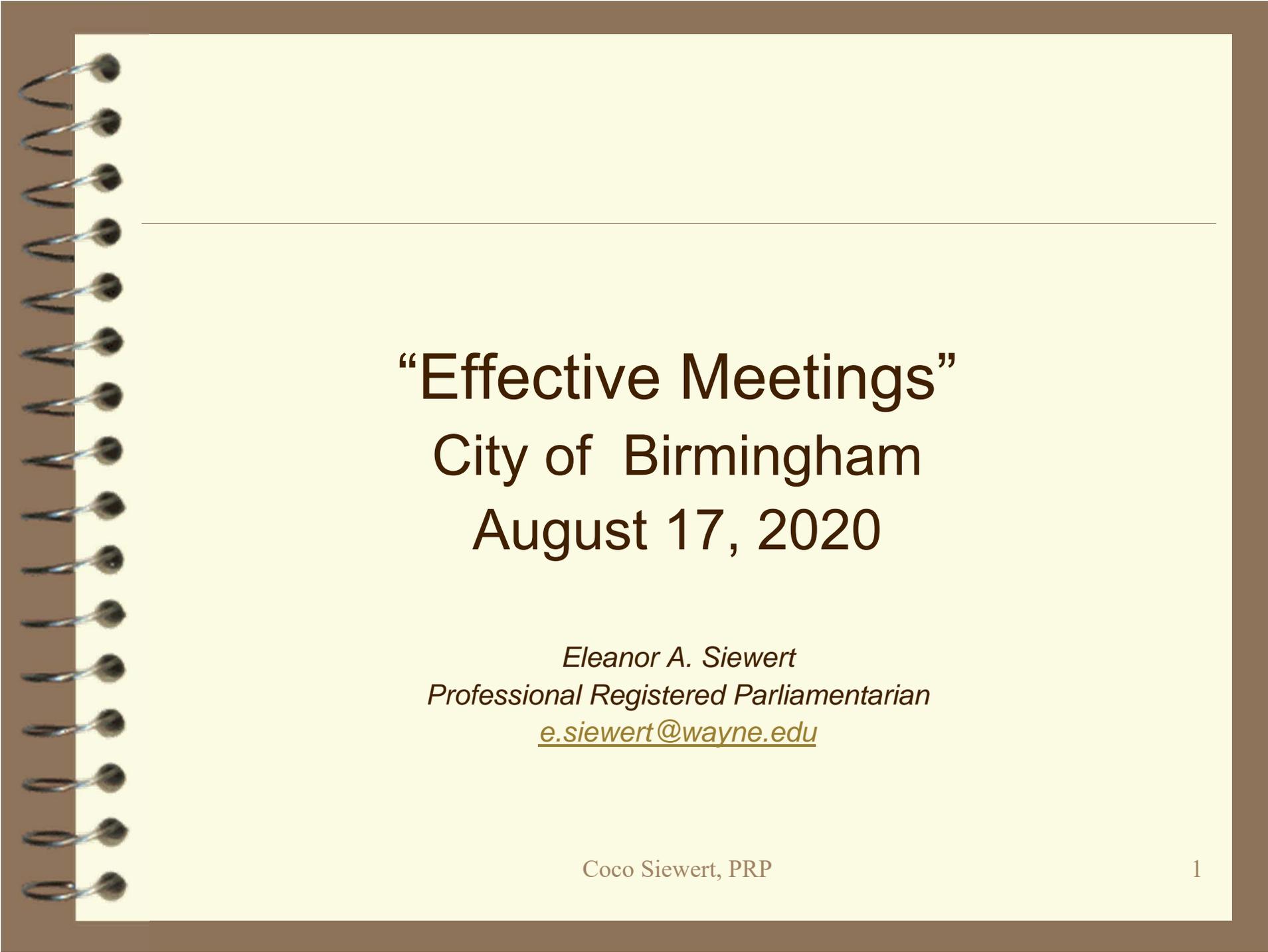
**V. ADJOURN**

**This meeting is open to the public and the public is welcome to attend.**

**PLEASE NOTE: This meeting will be held virtually on Zoom.**

*NOTICE: Individuals requiring accommodations, such as mobility, visual, hearing, interpreter or other assistance, for effective participation in this meeting should contact the City Clerk's Office at (248) 530-1880 (voice), or (248) 644-5115 (TDD) at least one day in advance to request mobility, visual, hearing or other assistance.*

*Las personas que requieren alojamiento, tales como servicios de interpretación, la participación efectiva en esta reunión deben ponerse en contacto con la Oficina del Secretario Municipal al [\(248\) 530-1880](tel:248-530-1880) por lo menos el día antes de la reunión pública. (Title VI of the Civil Rights Act of 1964).*

A graphic of a spiral-bound notebook with a brown cover and a cream-colored page. The spiral binding is on the left side. The page contains text centered on it.

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# “Effective Meetings”

## City of Birmingham

### August 17, 2020

*Eleanor A. Siewert*  
*Professional Registered Parliamentarian*  
[e.siewert@wayne.edu](mailto:e.siewert@wayne.edu)

# Funnel of Laws

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- ☞ There is a certain order to the laws or rules by which a municipality in Michigan must conduct itself.
- ☞ Constitution of the United States
- ☞ Applicable Federal Laws  
(Which vary by municipality.)

# Funnel of Laws (con't)

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📄 Michigan Constitution of 1963

📄 Applicable Michigan Laws

- Two of which are particularly significant in municipal government in Michigan.

# Funnel of Laws (con't)

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## Open Meetings Act of 1976

The basic intent is to require public bodies to conduct business at open meetings.

## Freedom of Information Act of 1976

The basic intent is to regulate and set requirements for the disclosure of public records by all public bodies.

# Funnel of Laws (con't)

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📄 City or Village Charter

📄 Home Rule Cities Act of 1909

Provides framework for how a city may incorporate and govern itself.

📄 General Law Village Act of 1895

Sets rules and regulations for villages.

# Funnel of Laws (con't)

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- 📄 Ordinances: Laws passed by municipal government.
- 📄 Council Rules of Order: Governs the procedure of the public meetings, may include rules for public comment, cancellation of meetings, etc.

# Parliamentary Procedure-Why?

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- ☞ Tool that enables members to accomplish municipality's goals.
- ☞ A recognizable format for a meeting.
- ☞ Introduces motions that lead to decision-making.
- ☞ Prescribes minutes that record action.

# Basic Objectives of Parliamentary Law

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- 📄 Accomplish the objectives for which the group is organized.
- 📄 Expedite business.
- 📄 Insure justice and equality to all.
- 📄 Maintain order.

# Rules of Debate

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- 📄 The maker of the motion is entitled to speak first.
- 📄 A member may not speak against his own motion, but may vote against it.
- 📄 All remarks must be limited to the merits of the subject immediately under discussion.

# Rules of Debate

---

- 📄 All remarks must be addressed to or through the chair.
- 📄 Personal comments about other individuals should be avoided.
- 📄 Members are seldom referred to by name; rather by title.
- 📄 No member may comment adversely on any prior act of the body.

# Rules During Public Debate

---

- ❏ No person should speak a second time on a motion as long as another is requesting recognition to speak for a first time on the issue/motion.
- ❏ Remarks should be limited to two minutes.
- ❏ The speaker may be asked, but not required to state name and any other requested identifying information.

# Rules for Public Debate

---

- 📄 Remarks must be confined to the pending question.
- 📄 Speakers should address the chair and not enter into debate with other members of the audience.
- 📄 During debate the chair shall make an effort to alternate between supporting and opposing arguments.

# Amending

---

📄 Object: To change the main motion that is on the floor.

📄 Form: *I move to amend by inserting.....*

*Or I move to amend by striking out.....*

*Or I move to strike out and insert.....*

Amendments made one at a time and pertain to the motion. Require a second, is debatable & amendable, needs a majority vote.

# Amending

---

## “Friendly Amendments”

Friendly amendments may be used as long as every member of the body is in agreement with the amendment being proposed. Once a motion is stated by the chair it belongs to all members, not just the maker and the seconder.

# Postpone to a Definite Time

---

📄 Object: To put off action on a motion on the floor to another time, day or meeting.

📄 Form: *I move to postpone the motion to the next meeting.*

*Or I move to postpone the motion until after the guest speaks.*

Requires a second, is debatable & amendable and needs a majority vote.

# Reconsider

---

📄 Object: To bring a motion made in the same meeting back for another vote.

📄 Form: *I move to reconsider the motion to  
..... I voted on the prevailing side.*

Can only be used in same meeting or on the next day. Requires a second and is debatable and requires a majority vote.

# Rescind

---

📄 Object: To cancel a previous action or order.

📄 Form: *I move to rescind the motion relating to ... adopted at the ...meeting.*

Cannot be used when something has been done that is impossible to undo.

Requires a second, is debatable and amendable. A 2/3 vote is required when notice is not given/majority vote with notice.

# Tips for Better Meetings

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- ☞ Start the meeting on time
- ☞ Have clear rules of procedure that are designed to encourage audience participation
- ☞ Direct all comments and questions through the chair
- ☞ Discourage the addition of last minute items not already on the agenda



## PROCEDURE FOR HANDLING A MAIN MOTION

What is Happening/Notes	The Chair Says/Does	Members Say/Do
<b>Obtaining and assigning the floor</b>		
A member rises when no one else has the floor		"Mr./Madam President/Chairman"
	Recognizes the member by name, title or nodding	
<b>How the motion is brought before the assembly</b>		
Member sits after		"I move that (or "to")..."
Another member believes the motion is worth discussing		"I second the motion" or just "Second"
"Is there any debate?" is a less formal alternative to "Are you ready for the question?"	"It is moved and seconded that (or "to") ... Are you ready for the question?"	
<b>Consideration of the motion</b>		
See rules for debate (sidebar)		Debate
<b>The chair puts the question to a vote of the assembly</b>		
	"Are you ready for the question?"	Further debate
After debate is ended, or if the formal motion Previous Question has been moved and adopted to stop debate, a vote is taken	"The question is on the adoption of the motion that ..." "Those in favor of the motion, say aye." (Pause) "Those opposed say no." (Pause)	Members vote
<b>The chair announces the results of the vote</b>		
	"The ayes have it, the motion is adopted, and ... (indicating the effect of the vote or ordering its execution)." OR "The noes have it and the motion is lost."	

## PRINCIPLES UNDERLYING PARLIAMENTARY LAW

As stated in *Robert's Rules of Order Newly Revised*, rules of parliamentary law balance the rights of individuals or groups within an organization's total membership. These rules are based on a regard for the rights:

- of the majority,
- of the minority, especially a strong minority greater than one third,
- of individual members,
- of absentees, and
- of all these together.

Ultimately the will of the majority decides matters, but only after full and free discussion. The rights of all (even those absent) must be protected. This pamphlet will help you run meetings more efficiently and effectively and help protect the rights of all members.

## RULES FOR DEBATE

1. Members first obtain the floor.
2. The maker of the motion may speak first.
3. Debate is made to the chair; it is confined to the merits of the motion and not the motives or personalities of other members.
4. Amendments may be offered to improve the motion. They must be approved by the body, and the motion must still be adopted as amended.
5. Debate can be closed only by the assembly (2/3 vote) or by the chair if no one seeks the floor for further debate.

### PERTINENT FACTS

- A **main motion** brings business before the assembly.
- A **subsidiary motion** assists the assembly in treating or disposing of a main motion.
- A **privileged motion** deals with matters of immediate importance. It does not relate to the pending business.
- An **incidental motion** is related to the parliamentary situation so that it must be decided before business can proceed.

### MEANING OF SYMBOLS

- # Main motion when no other motion is pending.
- I In order when another has the floor; may interrupt.
- S Requires a second.
- D Is debatable.
- A Can be amended.
- M Requires a majority vote (i.e. more than half of votes cast).
- $\frac{2}{3}$  Requires a 2/3 vote (twice as many in the affirmative as in the negative).
- + Usually no vote is taken; the chair decides.
- N No vote; chair responds.
- R Vote may be reconsidered.
- \* See *Robert's Rules of Order Newly Revised*, current edition, for specific rules.

### <sup>1</sup>TYPES OF AMENDMENTS

- To insert (within) or add (at the end of a sentence or paragraph) a word, consecutive words, or paragraph.
- To strike out a word, consecutive words, or a paragraph.
- To strike out and insert (which applies to words) or to substitute (which is applied to at least a paragraph of one or more sentences.)
- To strike out a word or paragraph and insert it in a different place.

## RANKING MOTIONS

Motions on this page are listed in rank order, with the highest ranking at the top. After a motion has been stated by the chair, higher ranking motions are in order but not lower ranking

motions except that Amend and Previous Question can be applied to amendable and/or debatable motions of higher rank than themselves.

	Interrupt	Second	Debate	Amend	Vote	Reconsider
<b>PRIVILEGED MOTIONS</b>						
# Fix the Time to Which to Adjourn		S		A	M	R
# Adjourn		S			M	
# Recess		S		A	M	
Raise a Question of Privilege	I				+	
Call for the Orders of the Day	I				+	
<b>SUBSIDIARY MOTIONS</b>						
Lay on the Table		S			M	R*
Previous Question		S			$\frac{2}{3}$	R*
# Limit or Extend the Limits of Debate		S		A	$\frac{2}{3}$	R*
Postpone to a Certain Time (or Definitely)		S	D	A	M	R*
# Commit or Refer		S	D	A	M	R
Amend <sup>1</sup>		S	D	A*	M	R
Postpone Indefinitely		S	D		M	R*
<b>MAIN MOTIONS</b>						
		S	D	A	M	R

# NON-RANKING MOTIONS

## INCIDENTAL MOTIONS

	Interrupt	Second	Debate	Amend	Vote	Reconsider
Appeal Chair's Decision	I	S	D*		M*	R
Close Nominations or Close the Polls		S		A	$\frac{2}{3}$	
Consider by Paragraph or Seriatim		S		A	M	
Create a Blank		S			M	
Division of the Assembly	I				N	
Division of the Question		S*		A	M*	
Object to Consideration of a Question	*				$\frac{2}{3}$ *	R*
Parliamentary Inquiry	I				N	
Point of Order	I		*		+	
Reopen Nominations or Reopen the Polls		S		A	M	R*
Request for Information	I				N	
<sup>2</sup> Request for Permission to Withdraw a Motion	*	*				neg
Suspend the Rules		S			$\frac{2}{3}$ *	

## MOTIONS THAT BRING A QUESTION AGAIN BEFORE THE ASSEMBLY

Take from the Table		S			M	
<sup>3</sup> Rescind or Amend Something Previously Adopted		S	D	A	*	R*
<sup>3</sup> Discharge a Committee		S	D	A	*	R*
<sup>4</sup> Reconsider	*	S	D*		M	

## NOTES

<sup>2</sup> Before a motion has been stated by the chair, it can be withdrawn or modified by the maker. After it has been stated by the chair, it can be withdrawn or modified only by unanimous consent or by a majority vote of the assembly.

<sup>3</sup> An Incidental Main Motion which usually requires a majority vote with previous notice, a 2/3 vote without previous notice, or a majority vote of the entire assembly/membership.

<sup>4</sup> Hasty or ill-advised action can be corrected through the motion to Reconsider. This motion can be made only by one who voted on the prevailing side and made only on the same day the original vote was taken. In a session of more than one day, a reconsideration can also be moved on the next succeeding day within the session on which the meeting is held.

## FORMS OF VOTING

- A **voice vote** is the most commonly used form of voting (ayes and noes).
- A **rising vote** is the normal method of voting on motions requiring a 2/3 vote for adoption. It is also used to verify a voice vote or a vote by show of hands. The chair can order a rising vote or a single member can call for a Division of the Assembly.
- A **show of hands** is an alternative for a voice vote, sometimes used in small boards, committees, or very small assemblies, or for a rising vote in very small assemblies, but only if no member objects.
- Some conventions use **voting cards**, provided to delegates, to raise for voting.
- A **count** can be ordered by the chair or by a majority vote of the assembly.
- **Unanimous consent** is a vote of silent agreement without any objection.
- A **ballot** or **roll call** vote can be ordered by a majority of the assembly.

## EXAMPLE OF A TYPICAL MEETING

After determining that a quorum is present, the presiding officer rises, waits or signals for quiet and says, **"The meeting will come to order."**

Opening Ceremonies: Based on the group, religious, patriotic, and customary rituals may be included. If given, the invocation, the National Anthem, and the Pledge of Allegiance to the Flag of the United States are arranged in that order. Inspirational messages follow patriotic exercises.

Roll Call (If customary): The chair states, **"The secretary will call the roll of members."**

Reading and Approval of Minutes: After the minutes are read, or if they have been previously distributed, the chair asks, **"Are there any corrections to the minutes?"** (Pause) **"If there are none, the minutes are approved as written."** With any corrections, **"The secretary will make the corrections. If there are no further corrections, the minutes are approved as corrected."**

Reports of Officers, Boards, Standing and Special Committees: Called on only if they have reports to make.

- Officers, boards, and standing committees report in the order they are listed in the bylaws. Special committees report in the order in which they were created.
- A treasurer's report is never adopted; instead a financial review or auditor's report is adopted annually.
- If an officer's report contains a recommendation, another member can make a main motion following the report to adopt the recommendation.
- Committee chairmen may make motions for recommendations contained in their reports.

Special Orders: Announced only if there are such items or matters required by the bylaws for a meeting. For example, **"The secretary will read from the Bylaws Article \_\_ Section \_\_ concerning the election of a nominating committee."**

Unfinished Business and General Orders: Announced only if there are such items (matters previously introduced but not finished at the prior meeting) or items postponed by way of motion to the next meeting.

New Business: The chair takes up any new business that is listed on the approved agenda. The chair then asks, **"Is there any new business?"** or **"Is there any further new business?"**

Announcements: **"The chair has the following announcements... Are there any other announcements?"**

Program: The chair does not "turn the meeting over," but announces, **"The program committee will now present the program..."** Or **"...will introduce our speaker."**

Adjournment: **"Is there any further business?"** (Pause) **"Since there is no further business, the meeting is adjourned."** Or **"A motion to adjourn is in order."**

CITY OF BIRMINGHAM  
GOLF COURSE OPERATING REPORT  
FOR THE MONTH ENDED JULY 2020

	SPRINGDALE		LINCOLN HILLS		COMBINED		PRIOR YEAR COMBINED	
	CURRENT MONTH	CALENDAR-TO-DATE	CURRENT MONTH	CALENDAR-TO-DATE	CURRENT MONTH	CALENDAR-TO-DATE	CURRENT MONTH	CALENDAR-TO-DATE
<u>REVENUES</u>								
FOOD & BEVERAGE SALE	7,546	13,898	9,471	19,379	17,017	33,277	19,853	54,134
MERCHANDISE SALES	1,512	4,459	3,412	10,734	4,924	15,193	5,626	17,795
WEEK DAY GREENS FEES	49,711	137,118	61,189	157,694	110,900	294,811	73,318	208,490
WEEKEND & HOLIDAY GREENS	19,760	62,923	14,727	70,239	34,487	133,162	35,020	105,986
PULL CART RENTALS	2,239	5,208	1,380	4,183	3,618	9,391	2,078	6,873
TOURNAMENT ENTRY FEES	-	-	-	245	-	245	606	5,137
CLASSES	-	-	57,410	58,958	57,410	58,958	70	87,674
GOLF CART RENTALS	18,521	42,948	18,311	46,114	36,832	89,061	37,443	82,197
BUSINESS MEMBERSHIP	-	3,175	250	5,600	250	8,775	400	8,900
NON-RESIDENT MEMBERSHIPS	2,625	38,180	3,500	105,825	6,125	144,005	5,300	139,165
UNLIMITED GOLF PASS	-	-	-	4,400	-	4,400	-	8,000
PACKAGE CLUB PASS	-	-	-	-	-	-	-	-
GOLF HANDICAP FEE	-	-	-	-	-	-	-	-
INVESTMENT INCOME	-	-	-	17,902	-	17,902	(274)	56,389
LEASE PAYMENTS	2,207	15,350	623	4,362	2,831	19,712	2,752	19,166
SUNDRY & MISCELLANEOUS	17	23	11	677	28	699	11	642
CASH OVERAGE/(SHORTAGE)	27	27	(8)	12	19	39	9	60
<b>TOTAL REVENUES</b>	<b>104,166</b>	<b>323,308</b>	<b>170,275</b>	<b>506,323</b>	<b>274,441</b>	<b>829,632</b>	<b>182,212</b>	<b>800,608</b>
<u>EXPENSES</u>								
<u>FINANCE</u>								
ADMINISTRATION COST	-	9,420	-	9,420	-	18,840	3,140	20,948
AUDIT	-	-	-	-	-	-	-	-
<b>SUB-TOTAL FINANCE</b>	<b>-</b>	<b>9,420</b>	<b>-</b>	<b>9,420</b>	<b>-</b>	<b>18,840</b>	<b>3,140</b>	<b>20,948</b>
<u>MAINTENANCE</u>								
SALARIES & WAGES DIRECT	6,621	37,387	8,199	35,118	14,820	72,505	9,406	72,567
OVERTIME PAY	3	9	3	78	7	87	-	124
LONGEVITY	-	-	-	-	-	-	-	-
FICA	503	2,828	624	2,660	1,127	5,488	716	5,604
HOSPITALIZATION	716	5,815	471	4,953	1,188	10,768	787	10,742
LIFE	12	109	12	109	25	218	14	209
RETIRE CONTRIB HEALTH	349	2,439	348	2,434	697	4,873	6	11,470
DENTAL/OPTICAL	36	407	36	407	71	813	52	786
LT/ST DISABILITY	21	188	21	187	43	375	23	346
WORKER'S COMPENSATION	80	447	100	419	180	866	115	733
SICK LEAVE PAYOUT	-	-	-	-	-	-	-	-
RETIREMENT EMPLOYER CNTRB	255	1,328	255	1,325	511	2,653	15	10,712
HRA BENEFIT	-	10	-	10	-	20	-	20

CITY OF BIRMINGHAM  
GOLF COURSE OPERATING REPORT  
FOR THE MONTH ENDED JULY 2020

	SPRINGDALE		LINCOLN HILLS		COMBINED		PRIOR YEAR COMBINED	
	CURRENT MONTH	CALENDAR-TO-DATE	CURRENT MONTH	CALENDAR-TO-DATE	CURRENT MONTH	CALENDAR-TO-DATE	CURRENT MONTH	CALENDAR-TO-DATE
RETIREMNT-DEF CONTR EMPLR	216	1,929	216	1,929	432	3,858	237	3,577
RET HLTH SVGS CONTR EMPLR	65	576	65	576	129	1,151	74	1,112
OPERATING SUPPLIES	777	11,632	1,459	11,636	2,237	23,268	1,487	42,347
EQUIPMENT UNDER \$5,000	-	405	-	405	-	810	-	-
OTHER CONTRACTUAL SERVICE	-	6,160	-	5,471	-	11,630	1,066	6,732
TELEPHONE	-	-	-	-	-	-	-	-
ELECTRIC UTILITY	21	1,410	-	2,850	21	4,260	-	2,501
GAS UTILITY	-	956	18	665	18	1,620	47	2,137
WATER UTILITY	-	-	-	133	-	133	142	272
TRAINING	-	410	-	410	-	819	-	100
PRINTING & PUBLISHING	-	-	-	-	-	-	-	-
EQUIPMENT RENTAL OR LEASE	-	15,000	-	14,500	-	29,500	4,917	34,741
SUB-TOTAL MAINTENANCE	9,676	89,443	11,828	86,275	21,505	175,718	19,103	206,832
<u>CLUBHOUSE</u>								
SALARIES & WAGES DIRECT	9,785	48,647	18,930	58,594	28,714	107,241	14,300	97,988
OVERTIME PAY	397	1,955	1,031	1,478	1,428	3,433	153	1,132
LONGEVITY	-	-	-	-	-	-	-	-
FICA	775	3,834	1,523	4,559	2,297	8,393	1,101	6,895
HOSPITALIZATION	1,027	8,858	782	8,047	1,809	16,905	1,182	16,774
LIFE	1	13	1	13	3	26	2	24
RETIRE CONTRIB HEALTH	360	2,524	359	2,519	719	5,043	12	11,644
DENTAL/OPTICAL	41	468	41	468	82	937	61	916
LT/ST DISABILITY	25	216	25	216	49	432	27	403
WORKER'S COMPENSATION	122	605	242	722	364	1,327	180	969
SICK TIME PAYOUT	-	-	-	-	-	-	-	-
RETIREMENT EMPLOYER CNTRB	255	1,436	255	1,434	511	2,870	25	11,672
HRA BENEFIT	-	20	-	20	-	40	-	40
RETIREMNT-DEF CONTR EMPLR	242	2,123	242	2,123	484	4,245	263	3,950
RET HLTH SVGS CONTR EMPLR	64	564	64	564	129	1,128	71	1,070
OPERATING SUPPLIES	606	6,707	892	11,578	1,498	18,285	2,225	20,344
FOOD & BEVERAGE	1,084	3,581	1,670	5,957	2,754	9,538	3,415	16,964
BEER AND WINE	2,288	2,792	943	2,107	3,231	4,900	1,427	10,043
MERCHANDISE	1,282	1,872	3,720	9,110	5,002	10,982	(676)	22,193
EQUIPMENT UNDER \$5,000	-	-	2,305	4,291	2,305	4,291	-	-
INSTRUCTORS	-	-	-	-	-	-	-	-
OTHER CONTRACTUAL SERVICE	99	2,525	37	5,837	136	8,363	492	10,661
TELEPHONE	-	-	-	-	-	-	-	1,333
CONTRACTUAL ALARM	87	603	160	1,106	247	1,708	235	1,647
ELECTRIC UTILITY	-	1,992	-	2,733	-	4,724	-	3,785
GAS UTILITY	36	1,025	21	163	57	1,187	66	1,521

CITY OF BIRMINGHAM  
GOLF COURSE OPERATING REPORT  
FOR THE MONTH ENDED JULY 2020

	SPRINGDALE		LINCOLN HILLS		COMBINED		PRIOR YEAR COMBINED	
	CURRENT MONTH	CALENDAR-TO-DATE	CURRENT MONTH	CALENDAR-TO-DATE	CURRENT MONTH	CALENDAR-TO-DATE	CURRENT MONTH	CALENDAR-TO-DATE
WATER UTILITY	-	167	-	349	-	516	794	1,946
PRINTING & PUBLISHING	242	1,354	242	1,433	483	2,787	-	2,470
MARKETING AND ADVERTISING	-	1,100	-	2,600	-	3,700	1,750	12,542
TRAINING	-	848	-	439	-	1,287	-	1,624
MEMBERSHIPS & DUES	-	-	-	-	-	-	-	-
CONFERENCES & WORKSHOPS	-	-	-	409	-	409	-	-
DEPRECIATION	-	22,864	-	23,370	-	46,234	9,417	56,122
EQUIPMENT RENTAL OR LEASE	2,925	11,700	2,925	12,055	5,850	23,755	5,850	23,600
LIAB INSURANCE PREMIUMS	-	11,911	-	11,911	-	23,822	678	23,566
LIQUOR LICENSE	-	1,253	-	1,253	-	2,506	-	2,505
TRANSFER TO GENERAL FUND	-	-	-	100,000	-	100,000	16,667	58,334
SUB-TOTAL CLUBHOUSE	21,742	143,556	36,409	277,457	58,151	321,014	59,717	366,343
TOTAL EXPENSES	31,419	242,419	48,237	373,152	79,656	515,572	81,960	594,123
NET PROFIT (LOSS)	72,747	80,889	122,038	133,172	194,785	314,060	100,252	206,485

\*\*\*Working on Fiscal Year end not all July entries have been completed\*\*\*

NET OPERATING PROFIT (LOSS) (EXCLUDING DEPRECIATION AND TRANSFERS)	460,294	320,941
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## Golf Report – August 26, 2020

August is trending to be another good month and foresee this trend to continue throughout this season. Currently, combined rounds are up by 6,321, or 16%. The courses are in great condition, considering the drought we have been experiencing this season, and have heard many great comments.

### ROUND COMPARISON CY 2016 - 2020

MONTH	2016			2017			2018			2019			2020		
	LH	SD	Total												
January	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
February	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
March	321	0	321	60	0	60	0	0	0	297	0	297	0	0	0
April	2,389	1,616	4,005	2,816	1,383	4,199	2,471	0	2,471	2,157	1,569	3,726	842	327	1,169
May	5,461	3,910	9,371	4,759	3,975	8,734	4,303	2,410	6,713	3,425	2,819	6,244	5,122	4,388	9,510
June	5,595	4,269	9,864	5,812	4,431	10,243	5,245	4,544	9,789	5,322	4,232	9,554	6,461	5,987	12,448
July	5,788	4,856	10,644	6,027	4,720	10,747	5,858	5,027	10,885	5,518	4,788	10,306	7,444	5,788	13,232
August	4,273	3,873	8,146	3,631	3,974	7,605	3,950	3,893	7,843	4,459	4,461	8,920	4,249	4,760	9,009
September	3,163	2,698	5,861	3,057	3,089	6,146	2,929	2,828	5,757	3,026	2,998	6,024			0
October	2,037	1,990	4,027	2,556	1,610	4,166	1,289	1,486	2,775	2,510	1,696	4,206			0
November	2	1,545	1,547	610	0	610	0	383	383	306	0	306			0
December	0	54	54	185	0	185	0	0	0	0	0	0			0
TOTALS	29,029	24,811	53,840	29,513	23,182	52,695	26,045	20,571	46,616	27,020	22,563	49,583	24,118	21,250	45,368

**NOTE: August Rounds are through August 26 2020.**

## Membership Analysis 2015 - 2020

MEMBERSHIPS	CY 2015		CY 2016		CY 2017		CY 2018		CY 2019		CY Aug 26th	
	#	%	#	%	#	%	#	%	#	%	#	%
Business	109	13%	109	13%	92	10%	107	12%	58	8%	68	7%
Non-Resident - Individual	475	55%	475	55%	502	56%	499	56%	426	59%	622	60%
Non-Resident - Dual	194	23%	194	23%	220	24%	222	25%	193	27%	247	24%
Non-Resident - Family	78	9%	78	9%	84	9%	59	7%	51	7%	106	10%
<b>Total</b>	<b>856</b>	<b>100%</b>	<b>856</b>	<b>100%</b>	<b>898</b>	<b>100%</b>	<b>887</b>	<b>100%</b>	<b>728</b>	<b>100%</b>	<b>1043</b>	<b>100%</b>

RESIDENT MEMBERSHIPS	CY 2015		CY 2016		CY 2017		CY 2018		CY 2019		CY Aug 26th	
	#		#		#		#		#		#	
Resident	<b>2,090</b>		<b>1,874</b>		<b>1,898</b>		<b>1,744</b>		<b>1,675</b>		<b>1,735</b>	

REVENUES	SALES		SALES		DIFFERENCE
	YTD Aug 26, 2020		YTD Aug 26, 2020		
Greens Fee	\$408,773	52.46%	\$538,925	59.94%	\$130,153
Cart Fee	\$124,450	15.97%	\$135,635	15.09%	\$11,185
Memberships	\$175,560	22.53%	\$177,750	19.77%	\$2,190
Food & Beverage	\$33,878	4.35%	\$23,058	2.56%	(\$10,820)
Beer	\$34,306	4.40%	\$22,255	2.48%	(\$12,051)
Wine	\$2,292	0.29%	\$1,495	0.17%	(\$797)
<b>Total</b>	<b>\$779,260</b>	<b>100.00%</b>	<b>\$899,119</b>	<b>100.00%</b>	<b>\$119,860</b>