



Parks and Recreation Advisory Board

Thursday, May 2, 2024, 7:00 p.m.

M/M Senior Center

3500 Marais Avenue, Royal Oak, MI 48073

Anyone planning to attend the meeting who has need of special assistance under the Americans with Disabilities Act (ADA) is asked to contact the city clerk's office at 248-246-3050 at least two (2) business days prior to the meeting.

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Minutes

Parks and Recreation Advisory Board

April 4, 2024, 7:00 p.m.

M/M Senior Center

3500 Marais Avenue, Royal Oak, MI 48073

Present: Sarah Kindinger
Melanie Macey
Brigitta Burguess
Tony Rennpage
Sue Wells
Hannah Holliday
Samantha Grant
Ryan Danescu
Perry Abbey

1. Meeting Called to Order

Meeting called to order at 7:00 pm.

2. Approval of Minutes

Moved by: Melanie Macey

Seconded by: Ryan Danescu

Motion to approve the March 7, 2024 minutes of the Parks and Recreation Advisory Board.

Motion Adopted

3. City Commission Comments

Commissioner Macey commented on the progress of budget approvals. Mentioned Patricia Paruch Park progress; ideas are being mulled by staff. Updated on 13 and Main Park and Hamer Finch Wilkins.

4. Public Comment

Peter Berg - 515 Potter Avenue discussed concerns related to the Pickleball activity at Whittier and messages from SMPA that indicated planned improvements including additional courts.

Jan Simokowski - also discussed concerns about SMPA and use of Porta-Johns at the park.

Jordan Zupke - spoke on potential grant opportunities for skate parks and potential locations including Meininger and recommendations for design firms and his desire for concrete materials as opposed to composite materials.

Kenny Lensy - echoed comments of Mr. Zupke and express support for concept of park

Charles - echoed comments and opposition to expand pickleball

Janice Wagman - would like to see senior webpage be separated from recreation - both on website and on social media sites

5. Business

5.a Approval of Firefly Forest School License Agreement

Moved by: Sue Wells

Seconded by: Brigitta Burgess

The Parks and Recreation Advisory Board affirms the recommendation to permit Firefly

Forest School to conduct enrichment activities in Tenhave Woods, provided appropriate

licenses are provided for and approved by the City Commission.

Ayes (9): Sarah Kindinger, Melanie Macey, Brigitta Burgess, Tony Rennpage, Sue Wells, Hannah Holliday, Samantha Grant, Ryan Danescu, and Perry Abbey

Motion Adopted (9 to 0)

5.b Farmer's Market Rate Increase, Management Contract Extension, and Concessions Agreement

Moved by: Melanie Macey

Seconded by: Ryan Danescu

Motion to affirm the staff recommendation to exercise a one year extension to the current farmer's market management agreement, through June 24, 2025.

Ayes (9): Sarah Kindinger, Melanie Macey, Brigitta Burgess, Tony Rennpage, Sue Wells, Hannah Holliday, Samantha Grant, Ryan Danescu, and Perry Abbey

Motion Adopted (9 to 0)

Moved by: Melanie Macey
Seconded by: Samantha Grant

Motion to approve the Farmer's Market Concession Agreement.

Motion Adopted

Moved by: Samantha Grant
Seconded by: Melanie Macey

Motion to approve market rate increases.

Motion Adopted

5.c Royal Oak Leprechauns Additional Improvements

Moved by: Perry Abbey
Seconded by: Brigitta Burgess

Motion to approve additional improvements to Memorial Park by the Leprechauns.

Motion Adopted

5.d Senior Center Report

5.e Staff Report

National Demonstration Site Network Designation at Westwood Park

Whittier and Upton Park Pickleball Arrangement

6. Items Not on the Agenda

7. Upcoming Events

8. Adjournment

Meeting adjourned at 8:40pm.

Motion to adjourn.

9. Next Meeting:

Chapter 12

APPOINTMENTS TO ADVISORY BOARDS, COMMISSIONS AND COMMITTEES

§ 12-1.	Short title.	§ 12-8.	Procedure for reappointment.
§ 12-2.	Statement of purpose.	§ 12-9.	Procedure for new appointments.
§ 12-3.	High school student representation.	§ 12-10.	Recommendation for appointment by Mayor or City Manager.
§ 12-4.	Committee review of appointment process.	§ 12-11.	Student appointments.
§ 12-5.	Terms of appointment.	§ 12-12.	Exemption.
§ 12-6.	No appointments made after election and before first meeting.	§ 12-13.	Term limitation.
§ 12-7.	Criteria for reappointment.	§ 12-14.	Attendance and absences from meetings.

[HISTORY: Adopted by the City Commission of the City of Royal Oak 1-10-1994 by Ord. No. 93-21 ; amended in its entirety 3-21-2016 by Ord. No. 2016-03 . Subsequent amendments noted where applicable.]

GENERAL REFERENCES

Committees — See Ch. 39.

§ 12-1. Short title.

This chapter shall be known and may be cited as the "Appointment Ordinance."

§ 12-2. Statement of purpose.

This chapter distinguishes between those people whose terms have expired but who are still, by past custom and practice, serving actively on a board or commission, and those vacancies which are truly empty chairs because someone has dropped off a board or commission.

§ 12-3. High school student representation.

This chapter encourages high school student representation on City boards and committees so as to provide opportunities to students to serve the community, to participate in democratic government, to enhance input from students in governmental decisions that affect them, to create positive interaction between adult and student leaders of the community, and to give students an opportunity to gain valuable experience in the public sector decision-making process.

§ 12-4. Committee review of appointment process.

A rotating committee of three members of the City Commission shall be appointed in a timely manner to begin serving each January, May and September to review the appointment process.

§ 12-5. Terms of appointment. [Amended 12-18-2017 by Ord. No. 2017-18]

- A. Whenever possible, except for student appointments made under § 12-11 of this chapter, terms of appointment shall expire December 31 of the appropriate year.
- B. Any City Commission member serving as a representative of the City Commission on an appointed board or commission is required to be a current member of the City Commission; the term of a City Commission representative shall correspond to the term of the City Commission.
- C. City Commission representation on standing boards and committees shall be limited to two consecutive full two-year terms, unless the City Commission specifically finds by resolution that some special circumstance exists which supports the reappointment of the serving Commissioner.
- D. An appointed board or commission member who ceases to reside in, own property in, own a business in, or be employed in the City of Royal Oak shall be replaced pursuant to § 12-9 unless the City Commission finds good cause for that member to remain on the board or commission.

§ 12-6. No appointments made after election and before first meeting.

The City Commission shall not make an appointment during the period of time between a biennial municipal election and the first meeting of newly elected Commissioners.

§ 12-7. Criteria for reappointment.

In deciding whether or not to recommend to the City Commission the reappointment of someone whose term has expired, the Committee shall consider the following:

- A. Attendance at meetings.
- B. Length of service.
- C. Special expertise required by the board or commission, which can either come from outside experience in the field (i.e., planning) or from experience actually serving on the board or commission (i.e., zoning).
- D. Recommendations from other members of the board or commission and/or City Commissioners.
- E. The opportunity for allowing new people to serve on a board or commission.

§ 12-8. Procedure for reappointment.

If in the judgment of the Committee the board or commission member should be reappointed for another term, the following should occur:

- A. The member shall be contacted to determine if he or she is interested in serving for another term. If he or she is interested, the Committee may recommend to the City Commission the member's name for reappointment.
- B. If in the judgment of the Committee the member should not be reappointed, the City Commission shall be notified of this and shall receive a brief explanation as to why the member should not be reappointed.
- C. The person shall be notified by the Committee, and the Committee shall then make a recommendation for the vacancy from applicants.

- D. If the Commission concurs with the recommendations of the Committee for reappointments, these should be made as soon as possible and the appointees notified by personal letter.
- E. All reappointments shall be made not later than 60 days after expiration of the term of the incumbent.
- F. If the person is not interested in another term, the City Commission shall be notified and the position filled pursuant to § 12-9 of this chapter.

§ 12-9. Procedure for new appointments.

- A. No person shall be appointed unless an application is on file with the City Clerk.
- B. The Committee shall review applications on file.
- C. If additional applications are needed, the Committee will seek additional applications from the general public.
- D. The Committee shall review all applications and may interview applicants when necessary.
- E. The Committee shall then make a recommendation to the City Commission for appointment.
- F. Any member of the City Commission, at his or her discretion, may interview a person recommended for appointment prior to acting on the recommendation.
- G. All new appointments shall be made not later than 60 days after expiration of the term of the incumbent, and appointees shall receive a letter notifying them of the appointment.

§ 12-10. Recommendation for appointment by Mayor or City Manager.

- A. If the Mayor or City Manager does not intend to reappoint a person currently serving on a board or commission, both the City Commission and the person serving shall be notified two weeks prior to the time when a recommendation for a new appointee will be considered by the City Commission and provided the name of the recommended appointee.
- B. Recommendation for new appointees shall be accompanied by a completed application.
- C. Any member of the City Commission, at his or her discretion, may interview a person recommended as a new appointee by either the Mayor or City Manager.

§ 12-11. Student appointments.

- A. Whenever possible, terms of appointments made under this section shall coincide with the academic school year of the student representative, expiring at the beginning of the following academic year of the student representative or by September 1, whichever is earlier. A student representative who graduates may continue to serve until the beginning of the next academic year or until September 1, whichever is earlier. Former student representatives are eligible for reappointment or to serve on other boards or committees.
- B. Students appointed shall be Royal Oak residents and shall be attending high school at the time of their appointment.
- C. Students seeking appointment under this chapter must submit a completed application form to the City Clerk. The form shall also be signed by the applicant's parent or legal guardian granting permission to seek appointment and to serve as a student representative under this chapter. The

application shall be submitted to the City Clerk. The City Manager shall develop the application form.

- D. The City Commission Appointment Committee shall review all applications and make recommendations to the entire City Commission.
- E. Students appointed to City boards and commissions under this section shall serve as nonvoting members.
- F. Each City board or commission with a student representative shall appoint an adult member to serve as a student liaison.
- G. The City Manager shall appoint a student representative liaison to help coordinate this program at its inception.
- H. The commission, at its sole discretion, may appoint a student representative to any City of Royal Oak board, commission, authority or committee. The commission may also elect to not appoint a student representative to some or all boards, commissions, authorities or committees.

§ 12-12. Exemption.

This chapter shall not apply to appointments of City employees to any board or commission. It is not intended to preclude service on more than one board or commission, nor is it intended to prevent reappointment to a board or commission after one year of nonmembership.

§ 12-13. Term limitation.

This chapter limits the number of terms for new appointments and for reappointments to three consecutive full terms, unless the City Commission specifically finds by resolution that there is not a qualified individual available to replace the member, or that some other special circumstance(s) exists which supports the reappointment of the serving member.

§ 12-14. Attendance and absences from meetings. [Amended 10-23-2023 by Ord. No. 2023-09]

- A. Attendance. The staff liaison of each appointed board, commission, or committee shall keep a roll of attendance for each member at each meeting which shall show a running total of meetings, attendance, and absences.
- B. Absences and violations. If an appointed board, commission, or committee member misses two consecutive meetings or three meetings within one calendar year, the staff liaison shall inform the City Clerk of the absences, informing the Clerk of the specifics of the violation, including the policy and dates of meetings missed.
- C. Notice of violation of attendance requirements. Upon receipt of meeting attendance at which a second consecutive or third calendar year absence has occurred, the City Clerk shall provide written notice via email communication and United States Postal Service mailing to the appointed board, commission, or committee member informing them of the specifics of the violation, including the policy, dates of meetings missed and the right to provide an explanation to the Appointments Committee. The notice shall be sent to the member in violation within five business days of the City Clerk receiving the notification from the staff liaison. The City Clerk shall provide a copy of the written notice to the Appointments Committee for their review and consideration.
- D. Response. The appointed board, commission, or committee member provided notice pursuant to this section shall have 15 business days to return to the City Clerk an explanation of their absences. This

explanation shall be transmitted to the Appointments Committee for their review and consideration. If the appointed board, commission, or committee member does not provide an explanation of their absences, then the board, commission or committee position shall be automatically vacated and filled pursuant to § 12-9.

E. Removal and hearing.

- (1) If the appointed board, commission, or committee member provides an explanation of their absences, then the Appointments Committee shall review the specifics of the violation notice and the explanation by the member in violation of this section.
- (2) If the Appointments Committee does not take any action within 15 business days of receipt of a notice of violation the board, commission or committee position shall be automatically vacated and filled pursuant to § 12-9.
- (3) If the Appointments Committee reviews the explanation and determines that good cause exists to excuse the absences, the Appointments Committee may provide such determination to the Clerk, and the appointed board, commission, or committee member shall be deemed to remain in good standing and retain their appointed position.
- (4) If the Appointments Committee decides to conduct a hearing on the explanation provided, it is required to schedule and conduct the hearing at its next meeting or at a mutually agreeable time and place.
- (5) If the Appointments Committee determines that good cause exists to excuse the absences, the Appointments Committee shall also determine whether or not the prior excused absences shall be counted as absences for purposes of violation of this section for further absences in the calendar year under this section.
- (6) The Appointments Committee retains the right to establish reasonable rules of procedure governing the hearing through resolution.

F. Prior notice. Should an appointed board, commission, or committee member be aware of a situation in which they would be unable to attend meetings due to unique circumstances beyond their control that would trigger a violation of this section, the appointed member may submit written notice to their staff liaison and the city clerk detailing the reason for the anticipated violation of this section. The City Clerk shall transmit such written notice to the Appointments Committee for their review and determination as to whether or not good cause exists to excuse the anticipated absences of the member. If the Appointments Committee determines that good cause does not exist, then the provisions of this section shall apply.

G. Removal for felony or serious crime. If an appointed board, commission, or committee member is convicted of a felony or any other serious crime while serving as a member, the position shall be automatically vacated by law and filled pursuant to § 12-9.

H. Exceptions. If a state statute or separate City ordinance regulates the removal of members of an appointed board, commission, or committee, then that state statute or separate City ordinance shall govern.

Chapter 142

RECREATION AND PUBLIC SERVICE DEPARTMENT

§ 142-1.	Continuation of Department.	§ 142-4.	Appropriations; records; compensation.
§ 142-2.	Supervision of Department; Recreation Director and other employees.	§ 142-5.	Recreation program.
§ 142-3.	Parks and Recreation Advisory Board; composition; terms; duties.	§ 142-6.	Gifts and bequests.

[HISTORY: Adopted by the City Commission of the City of Royal Oak 2-20-1961 by Ord. No. 61-5 ; amended in its entirety 1-24-2005 by Ord. No. 2005-01 . Subsequent amendments noted where applicable.]

GENERAL REFERENCES

Parks and playgrounds — See Ch. 515.

§ 142-1. Continuation of Department.

The School District of the City of Royal Oak and the City of Royal Oak having heretofore joined in the creation of a Parks and Recreation Department in accordance with the provisions of Section 3 of Act 156, Public Acts for 1917 (Section 5.2423, M.S.A.),¹ said Parks and Recreation Department is hereby continued as part of the Department of Recreation and Public Service.

§ 142-2. Supervision of Department; Recreation Director and other employees.

The said Department of Recreation and Public Service shall be under the supervision and control of the City Manager. The City Manager shall have the authority to employ a Recreation Director and such other employees as may be required and to fix their compensation and determine their duties.

§ 142-3. Parks and Recreation Advisory Board; composition; terms; duties.

- A. The Parks and Recreation Advisory Board shall be composed of nine members appointed by the City Commission, which shall include one member of the City Commission. A member shall be appointed for a term of three years or until his or her successor is appointed, and appointments will be made in such manner that the terms of office of three members of said Board will expire on December 31 of each year.
- B. The City of Royal Oak Director of Recreation and Public Service or his or her designee shall serve as an ex officio nonvoting member of the Board. The Parks and Recreation Advisory Board shall function in the following capacities:

1. Editor's Note: See MCLA § 123.53.

- (1) In an advisory capacity to the City Manager and City Commission in all matters affecting City parks and grounds.
- (2) In an advisory capacity to the City Manager and City Commission regarding the administration of the recreation program of the City.
- (3) In an advisory capacity to the City Manager and City Commission regarding the administration of leased recreational facilities of the City.
- (4) In an advisory capacity to the City Manager and City Commission regarding all matters concerning the operations of the Royal Oak Farmers Market. **[Added 2-16-2015 by Ord. No. 2015-05]**

§ 142-4. Appropriations; records; compensation.

The City Commission shall annually appropriate such sums of money for the support of the Department of Recreation and Public Service as it may deem necessary and proper. The money so appropriated shall be paid into the City Treasury and shall be disbursed on order of the City Manager. The Director of Finance shall handle the accounts of the Department of Recreation and Public Service and shall keep suitable records of receipts and disbursements. The compensation of all employees of the Parks and Recreation Department shall be paid from the money so appropriated to the use of the Recreation Department.

§ 142-5. Recreation program.

It shall be the duty of the Recreation Director, under the direction of the City Manager and with the advice and assistance of the Parks and Recreation Advisory Board, to formulate an annual recreation program and to carry out same. The Department of Recreation and Public Service shall have the authority to sponsor games, contests, exhibitions and other recreational events, and shall have authority to charge admission to any such events when deemed necessary and advisable in order to defray the expenses of the recreational program. In connection with all such events, the Department shall have authority to rent concessions for the accommodation of patrons of such events.

§ 142-6. Gifts and bequests.

The Department of Recreation and Public Service may receive gifts or bequests of money or personal property, or any donation to be applied, either principal or income, for either temporary or permanent use, for parks or playgrounds or any other lawful recreational purposes.

CITY OF ROYAL OAK

Parks and Recreation Advisory Board

Approved **Date Approved by City Commission**

I. NAME

The name of this board is the Parks and Recreation Advisory Board.

II. PURPOSE

As established by Chapter 142 of City of Royal Oak Code of Ordinances, the purpose of the Parks and Recreation Advisory Board shall be to function in the following capacities:

1. In an advisory capacity to the City Manager and City Commission in all matters affecting City parks and grounds.
2. In an advisory capacity to the City Manager and City Commission regarding the administration of the recreation program of the City.
3. In an advisory capacity to the City Manager and City Commission regarding the leased recreational facilities of the City.
4. In an advisory capacity to the City Manager and City Commission regarding all matters concerning the operations of the Royal Oak Farmer's Market.

III. MEMBERSHIP AND VACANCIES

- a. The Parks and Recreation Advisory Board shall be made up of 9 total members, one of which shall include a member of the City Commission, of which shall possess voting rights.
- b. The Director of Recreation and Public Service, or his or her designee, shall serve as an ex-officio non-voting member of the board.
- c. The board, at its desire and pursuant to Chapter 12 of the City Code of Ordinances may appoint non-voting student members.
- d. Appointed members shall serve a term of three (3) years, or until his or her successor is appointed, and appointments will be made in such a manner that the terms of office of three members will expire on December 31 of each year.
- e. All members shall be appointed by the City Commission consistent with Chapter 12, Appointments to Advisory Boards, Commissions and Committees, of the City of Royal Oak Code of Ordinances, also known as the Appointments Ordinance.
 - i. The staff ex-officio member shall notify the City Clerk of any vacancies on the Commission who will forward any vacancies to the City Commission for consideration to fill any vacancies.

- ii. The Parks and Recreation Advisory Board members shall keep the City Clerk's office informed of changes in their names, addresses, phone number, email address or other basic contact information or anything that might change their status as a commission member.
- iii. Members appointed to fill a vacancy shall hold office for the original term of the vacancy as set by the City Commission and/or the Appointments Ordinance.
- iv. Members shall comply with ordinances relating to attendance as described in Chapter 12.

IV. OFFICERS

The Parks and Recreation Advisory Board shall elect a chair, vice chair, and any other officers deemed necessary.

- a. Chair: The chair shall preside over the meeting and serve as a voting member
- b. Vice-Chair: The vice-chair shall perform the duties of chair in their absence.
- c. Staff Ex-Officio: The staff ex-officio member, who is appointed by the City Manager or their designee, shall serve as the secretary and record the minutes.
- d. Officer at large: The officer at large shall perform the duties of chair in the absence of the chair and vice chair.

Term: All officers, except for the staff ex-officio member, shall serve a one (1) year term.

The Parks and Recreation Advisory Board has the authority to remove a member from being an officer of the Parks and Recreation Advisory Board but does not have the authority to remove them from the Parks and Recreation Advisory Board. The Board may remove a member from being an officer, by motion, second, and the concurring affirmative vote of 5 members of the board, or, in the case of existing vacancies, 51% of appointed members.

V. NOMINATIONS AND ELECTIONS OF OFFICERS

The Parks and Recreation Advisory Board shall hold the election of officers annually at its first meeting in the calendar year, nominations for which shall be accepted at the same. Voting members may nominate themselves or any other appointed voting member of the Parks and Recreation Advisory Board for an officer position.

The affirmative vote of 51% of members present for the election shall be required to be elected as an officer.

VI. CODE OF CONDUCT

In general, the use of good judgment, based on high ethical principles, will guide the officers and members of Parks and Recreation Advisory Board with respect to lines of acceptable conduct. The successful operation and reputation of Royal Oak boards and commissions is built upon the principles of fair dealing and ethical conduct of members. Integrity and excellence require careful observance of the spirit and letter of all applicable laws and personal integrity. Failure to abide by these basic principles may result in removal from the Parks and Recreation Advisory Board by the City Commission.

VII. MEETINGS

a. Meeting Schedule

Regular Meetings. The Parks and Recreation Advisory Board shall adopt a schedule of regular meetings for the next year no later than the final meeting of the calendar year.

Special Meetings. Special meetings of the Parks and Recreation Advisory Board may be called by the chair or by two members of the Parks and Recreation Advisory Board in accordance with the Michigan Open Meetings Act. The Parks and Recreation Advisory Board shall notify the staff liaison of all special meetings reasonably in advance of the scheduled meeting so that the notice of the meeting shall be timely published as required by the Open Meetings Act.

All meetings of the Parks and Recreation Advisory Board shall be subject to the Michigan Open Meetings Act, Act 267 of the Public Acts of 1976, MCL 15.261 et seq.

b. Order of Business. All meeting agendas shall include, at a minimum, the following items:

1. Call to order
2. Roll Call
3. Agenda Approval
4. Public Comment
5. Approval of Minutes
6. Business Items
7. Adjournment

c. Quorum. A minimum of the majority of members (50% plus one) of the Parks and Recreation Advisory Board shall constitute a quorum.

d. Minutes. The staff ex-officio member shall be responsible for taking minutes and act as the records custodian for the Parks and Recreation Advisory Board.

- e. Action. All action by the Parks and Recreation Advisory Board shall be made by motion adopted by the concurring affirmative vote of majority of members present unless otherwise required by ordinance or state ordinance.
- f. Public Comment. The board shall follow the city commission's standard procedure for public comment. The chair has the ability to extend the three minutes per person limit.

VIII. PARLIAMENTARY AUTHORITY

Parliamentary authority for the Parks and Recreation Advisory Board is governed by Robert's Rules of Order. In case of conflict between these bylaws and the Robert's Rules of Order, these bylaws control. In case of conflict between these bylaws and any city ordinance, the city ordinance controls. In case of conflict between city ordinance and state law, the state law controls.

IX. ADOPTION OR AMENDMENT OF BYLAWS

- a. The Parks and Recreation Advisory Board makes a recommendation to adopt the bylaws to the Royal Oak City Commission. A recommendation to adopt, modify or repeal the bylaws shall be approved by two-thirds of the entire membership of the Parks and Recreation Advisory Board.
- b. The Royal Oak City Commission has the authority to approve, amend, or repeal these bylaws.
- c. The Parks and Recreation Advisory Board shall review these bylaws annually at its second meeting of the calendar year. If there are no proposed amendments then no action is needed.

X. GENERAL PROVISIONS

No member of the board shall order or instruct city staff members to perform any service or duty. If a board feels that they are inadequately supported they can address that through the staff liaison and the city manager.

XI. MICHIGAN FREEDOM OF INFORMATION ACT COMPLIANCE MANDATORY

The Parks and Recreation Advisory Board shall comply with the Michigan Freedom of Information Act (FOIA) [Public Act 422 of 1976, MCL § 15.231 et seq.] and the city's current FOIA policy. The City Clerk and Human Resource Director shall assist the Parks and Recreation Advisory Board in compliance.

XII. MICHIGAN OPEN MEETINGS ACT COMPLIANCE MANDATORY

The Parks and Recreation Advisory Board shall comply with the Michigan Open Meetings Act (OMA) [Public Act 267 of 1976, MCL § 15.261 et seq.].

XIII. ACCESSIBILITY

Anyone planning to attend a public meeting of the Parks and Recreation Advisory Board who has need of special assistance under the Americans with Disabilities Act (ADA) is asked to contact the City Clerk's office at 248-246-3050 or email CityClerk@romi.gov at least two (2) business days prior to the meeting so that the city can support the full participation of members of the community.

CITY OF ROYAL OAK

Board Name

Approved Date Approved by City Commission

I. NAME

The name of this board/Commission is the **Board Name**.

II. PURPOSE

As established by **Chapter #/Resolution** of City of Royal Oak Code of Ordinances, the purpose of the **Board Name** shall be to **insert the purpose stated in the ordinance/resolution.**

List any other enabling local or state legislation as appropriate.

III. MEMBERSHIP AND VACANCIES

- a. The **Board Name** shall be made up of **#** total members. **Describe your membership...**

Do you have a city commission representative?

Do you have a student member?

Are they appointed by the City Commission?

Do all have voting rights?

Are there membership restrictions (ex: RO Resident, relevant experience) as described in the ordinance?

...One member shall be a staff ex officio member who does not have the ability to vote and is appointed by the City Manager or their designee.

- b. All members shall be appointed by the City Commission consistent with Chapter 12, Appointments to Advisory Boards, Commissions and Committees, of the City of Royal Oak Code of Ordinances, also known as the Appointments Ordinance.
- i. The staff ex-officio member shall notify the City Clerk of any vacancies on the Commission who will forward any vacancies to the City Commission for consideration to fill any vacancies.
- ii. The **Board Name** members shall keep the City Clerk's office informed of changes in their names, addresses, phone number,

email address or other basic contact information or anything that might change their status as a commission member.

- iii. Members appointed to fill a vacancy shall hold office for the original term of the vacancy as set by the City Commission and/or the Appointments Ordinance.
- iv. Members shall comply with ordinances relating to attendance as described in Chapter 12.

IV. OFFICERS

The **Board Name** shall elect a chair, vice chair, and any other officers deemed necessary.

- a. Chair: The chair shall preside over the meeting and serve as a voting member
- b. Vice-Chair: The vice-chair shall perform the duties of chair in their absence.
- c. Staff Ex-Officio: The staff ex-officio member, who is appointed by the City Manager or their designee, shall serve as the secretary and record the minutes.
- d. Officer at large: The officer at large shall perform the duties of chair in the absence of the chair and vice chair.

Term: All officers, except for the staff ex-officio member, shall serve a one (1) year term.

Term Limit: **Include any term limit language from the ordinance/resolution.**

Qualifications to be an officer:

- a. **Insert any officer qualifications from the ordinance/resolution.**

The **Board Name** has the authority to remove a member from being an officer of the **Board Name** but does not have the authority to remove them from the **Board Name**. The **Board Name** may remove a member from being an officer, by motion, second, and the concurring affirmative vote of **Number (#)** members of the **Board Name**.

V. NOMINATIONS AND ELECTIONS OF OFFICERS

The **Board Name shall** hold the election of officers annually in **MONTH**, nominations for which shall be accepted at the **MONTH** meeting. Any member of the **Board Name** may

be nominated if they meet the requirements determined in Section IV, qualifications of officers.

Members may nominate themselves or any other appointed member of the **Board Name**.

The affirmative vote of the majority of members present for the election shall be required to be elected as an officer.

VI. CODE OF CONDUCT

In general, the use of good judgment, based on high ethical principles, will guide the officers and members of **Board Name** with respect to lines of acceptable conduct. The successful operation and reputation of Royal Oak boards and commissions is built upon the principles of fair dealing and ethical conduct of members. Integrity and excellence require careful observance of the spirit and letter of all applicable laws and personal integrity. Failure to abide by these basic principles may result in removal from the **Board Name** by the City Commission.

VII. MEETINGS

a. Meeting Schedule

Regular Meetings. The **Board Name** shall adopt a schedule of regular meetings for the next year no later than the final meeting of the calendar year.

Special Meetings. Special meetings of the **Board Name** may be called by the chair or by two members of the **Board Name** in accordance with the Michigan Open Meetings Act. The **Board Name** shall notify the staff liaison of all special meetings reasonably in advance of the scheduled meeting so that the notice of the meeting shall be timely published as required by the Open Meetings Act.

All meetings of the **Board Name** shall be subject to the Michigan Open Meetings Act, Act 267 of the Public Acts of 1976, MCL 15.261 et seq.

b. Order of Business. All meetings shall be conducted to conform to the following order:

1. Call to order
2. Roll Call
3. Agenda Approval
4. Public Comment
5. Minutes

6. Business Items
 7. Adjournment
- c. Quorum. A minimum of the majority of members (50% plus one) of the **Board Name** shall constitute a quorum.
 - d. Minutes. The staff ex-officio member shall be responsible for taking minutes and act as the records custodian for the **Board Name**.
 - e. Action. All action by the **Board Name** shall be made by motion adopted by the concurring affirmative vote of majority of members present unless otherwise required by ordinance or state ordinance.
 - f. Public Comment. The board shall follow the city commission's standard procedure for public comment. The chair has the ability to extend the three minutes per person limit.

VIII. PARLIAMENTARY AUTHORITY

Parliamentary authority for the **Board Name** is governed by Robert's Rules of Order. In case of conflict between these bylaws and the Robert's Rules of Order, these bylaws control. In case of conflict between these bylaws and any city ordinance, the city ordinance controls. In case of conflict between city ordinance and state law, the state law controls.

IX. ADOPTION OR AMENDMENT OF BYLAWS

- a. The **Board Name** makes a recommendation to adopt the bylaws to the Royal Oak City Commission. A recommendation to adopt, modify or repeal the bylaws shall be approved by two-thirds of the entire membership of the **Board Name**.
- b. The Royal Oak City Commission has the authority to approve, amend, or repeal these bylaws.
- c. The **Board Name** shall review these bylaws annually in February. If there is no proposed amendments then no action is needed.

X. GENERAL PROVISIONS

No member of the board shall order or instruct city staff members to perform any service or duty. If a board feels that they are inadequately supported they can address that through the staff liaison and the city manager.

XI. MICHIGAN FREEDOM OF INFORMATION ACT COMPLIANCE MANDATORY

The **Board Name** shall comply with the Michigan Freedom of Information Act (FOIA) [Public Act 422 of 1976, MCL § 15.231 et seq.] and the city's current FOIA policy. The City Clerk and Human Resource Director shall assist the **Board Name** in compliance.

XII. MICHIGAN OPEN MEETINGS ACT COMPLIANCE MANDATORY

The **Board Name** shall comply with the Michigan Open Meetings Act (OMA) [Public Act 267 of 1976, MCL § 15.261 et seq.].

XIII. ACCESSIBILITY

Anyone planning to attend a public meeting of the **Board Name** who has need of special assistance under the Americans with Disabilities Act (ADA) is asked to contact the City Clerk's office at 248-246-3050 or email CityClerk@romi.gov at least two (2) business days prior to the meeting so that the city can support the full participation of members of the community.

Parks and Recreation Advisory Board AGENDA ITEM

Title	Commission for the Arts Sculpture Installation
SUBMITTING DEPARTMENT	City Manager
PRESENTER	Susan Barkman
MEETING DATE	May 2, 2024

EXECUTIVE SUMMARY *(include history of previous action/discussion, background, scope of work, etc.):*

The City Commission recently approved contracts for our next round of Art Explored pieces. This program brings new art into the community and seeks to place it around the city on public property. This year, we have two pieces that are outdoor sculptures, and the Commission for the Arts has asked staff to explore placing the pieces in parks outside of the downtown area.

The pieces are all licensed for one year which could be extended beyond the first year with reapproval. Funding for the art, installation, signage and removal are all funded through the Commission for the Arts.

If the Parks and Recreation Advisory Board are not interested in hosting the pieces in parks we will look to install near city buildings.

Staff is requesting that the Parks and Recreation board discuss and make any recommendation for possible locations where they would like to see the pieces displayed.

This Time the Dream is on Me - Jim Wolnosky

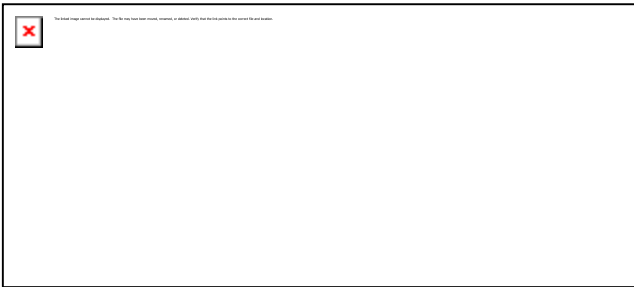
Material: Heavy gauge aluminum and rocks.

Dimensions: 85" x 52" x 42" 150 pounds with the river rocks in the base



Eyes Closed Shut - Mark Beltchenko
Material: Wood
Dimensions: 63" x 31" x 13"





Recreation Department
1600 N Campbell Rd
Royal Oak, MI 48067
248.246.3180

Discussion on Donated Toys at City Parks

April 23, 2024

Parks and Recreation Advisory Board Members:

In the last several weeks, some residents have raised objections about the Department of Public Services' decision to remove used plastic play houses from Cody Park. These play items were placed there by well-intentioned residents over a number of years, and the neighboring children enjoyed playing with them.

The decision was made to remove these based on complaints received about aesthetics and safety concerns, as well as general questions about what provides residents the authorization to leave items, and how, if permitted to continue, could they be reasonably and fairly regulated.

In assessing these fair concerns, the department determined that these items are not designed for public use, do not comport with standards for public parks, and to continue permitting their placement and use after being made aware of these concerns would be irresponsible and potentially expose the city to liability.

Additional concerns were raised by those objecting to their removal about the department's intentions related to sandboxes in some city parks that feature donated toys such as Tonka trucks and other play items. In our assessment these may remain, however maintenance staff are authorized to selectively dispose of any broken items, or items which may present a hazard.

This brief memo is provided for your awareness, and if desired, additional discussion; no formal board action is required.

Respectfully submitted,

Aaron Filipski, Director
Public Services and Recreation

Royal Oak Parks and Recreation Advisory Board Collaboration Worksheet

Type of the Collaboration

- ☐ Lease
- ☐ Agreement
- ☐ One-time partnership or special event

Is this a new collaboration or renewal/extension? ☐ New ☐
Renewal/Extension

Name of organization interested in collaborating with Royal Oak

Description of Organization

Description of collaboration

Length of the collaboration or specific Date(s)

Organization's goals with this collaboration

Is this a change of building or land use? ☐ No ☐ Yes – Please describe below

Royal Oak Parks and Recreation Advisory Board Collaboration Worksheet

Will the organization be using or operating any city owned equipment or facilities? -If yes please list.

What are the anticipated benefits this collaboration will provide to the residents of Royal Oak?

Is this a revenue generating collaboration? ☐ No ☐ Yes – Please Answer below

What are the total annual revenue expectations?

What is Royal Oak's expected annual revenue share?

How is this amount determined?

Royal Oak's revenue center for any collected funds

What are the total annual expense expectations?

Royal Oak's specific annual expense obligations?

Any additional Royal Oak resource obligations? ☐ No ☐ Yes – Please describe below

Royal Oak Parks and Recreation Advisory Board Collaboration Worksheet

Will there be any organization funded investment in Royal Oak owned property?

☐ No ☐ Yes – Please Answer below

What is the involved property and Investment Amount?

Anticipated origin of those funds

Lifespan / depreciation of those investments or additions

What is Royal Oak's Long-term responsibility after expiration of the collaboration

Any environmental concerns with the collaboration

Any special considerations with the collaboration

Does the Royal Oak Parks and Recreation Advisory Board recommend this collaboration ☐ No ☐ Yes ☐ Not Applicable