



# Royal Oak

## Agenda

### Parks and Recreation Advisory Board

Thursday, June 6, 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.

---

#### Pages

1. Meeting Called to Order	
2. Approval of Minutes	2
3. City Commission Comments	
4. Public Comment	
5. Business	
a. Presentation of Proposed Improvement at Patricia Paruch Park	6
b. Discussion of Summer 2024 Meeting Schedule	
c. Proposed Park and Recreation Capital Improvement Planning Calendar for FY 25-26 Projects	25
d. Discussion and/or Approval of Proposed Bylaw Revisions	29
e. Discussion of Parking Alterations at Lawson Park	41
6. Items Not on the Agenda	
7. Upcoming Events	
8. Adjournment	
9. Next Meeting:	



# Royal Oak

Minutes

## Parks and Recreation Advisory Board

May 2, 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 minutes of the April 4, 2024 meeting.

Motion Adopted

### 3. City Commission Comments

Commissioner Macey briefly discussed budget items related to the Parks and Recreation Advisory Board and encouraged all to read and clarified that "No Mow May" is a voluntary program; resident are not prohibited from cutting their lawns.

### 4. Public Comment

Max Carson inquired why there was a train at Starr Jaycee Park and requested that a 'ginormous' train be added to Lockman Park.

Laura Berge - 1116 Ferris Ave - expressed concerns about the planned removal of the existing play structure at Lockman Park, and requested that the city maintain the existing one or else install a new one with accessible features.

Max Carson amended his previous comments to also request a mini-waterfall/fountain at Lockman Park.

Jack (last name not provided) - 1200 N Vermont - expressed desire to keep existing play structure at Lockman Park and requested that DPS staff collect leaves in the fall in the wooded area of the park.

Jesse Veenstra - 1126 N Vermont - noted that his children love the existing structure at the park and desires to keep it in place.

Matthew Berge - 1116 Ferris Ave - read an email he sent to city commissioners indicating his preference to keep the play structure instead of removing it as planned.

Ann Petrimoulx - 1032 N Vermont - expressed her appreciation of the park and its proposed improvements, but desires to preserve existing play structure or else adding a new equivalent structure. She suggested improving communications related to park improvements so that neighbors were more aware of project updates/modifications.

Meg Howard - 120 Keyser Drive - echoed comments of other attendees expressing support for maintaining existing play structure.

Max Carson shared a concept drawing of his preferred park amenities.

Kathryn Trepkowski Naas - 2402 N Vermont - expressed concern about the planned removal of the play structure, and expressed her desire to maintain the existing one.

Sarah Carson - 1103 Ferris - communicated desire to maintain existing play structure.

Keith Carson - expressed desire to maintain existing play structure.

Deepak Mangla - 1416 Gardenia - noted that the park as a consideration in his decision to move on to Gardenia, and wishes to maintain the existing structure.

## 5. Business

### 5.a Parks and Recreation Advisory Board Bylaws Discussion

Susan Barkman led a discussion on the initiative to formalize bylaws for this and other boards/commissions.

The board indicated a preference to remove the 'Officer at Large' position noted in the draft document.

Board agreed to review more carefully, send staff liaison suggestions before next meeting and potentially vote to adopt.

### 5.b Commission for the Arts Request to Install Artwork in Parks

Susan Barkman led a discussion on placing public art in parks, seeking input from the board about which parks may benefit from art installations. The board generally agreed that Paruch Park and the median on 4th would be the best locations.

**5.c Discussion on Donated Toys at City Parks**

Director Filipski discussed the recent removal of donated playhouses at Cody Park and clarified that the small sand box toys at various parks would not be removed entirely, but that parks maintenance staff will exercise judgment, and if necessary due to a potential hazard or other concern, may selectively dispose of toys during routine maintenance.

**5.d Lockman Park Update**

Director Filipski updated the group on efforts to preserve the existing play structure at Lockman Park, noting that the commission was set to vote on keeping it in place and approving an expenditure for additional engineering work to adjust construction/design drawings at the May 20 meeting of the city commission.

**5.e Grant Application Subcommittee Report**

**5.f Discussion Regarding Summer Meeting Schedule**

Moved by: Perry Abbey  
Seconded by: Hannah Holliday

Motion to cancel July 2024 meeting.

Motion Adopted

**5.g Discussion of Draft Collaboration Assessment Form**

The group briefly discussed the draft collaboration assessment form that staff can use when presenting collaborations/partnerships to the board.

**6. Items Not on the Agenda**

Member Abbey noted that the Porta-potties should be moved to the SE corner of the courts and that inaccurate information is still on the SMPA website.

**7. Upcoming Events**

**8. Adjournment**

Moved by: Ryan Danescu  
Seconded by: Sue Wells

Motion to adjourn the May 2, 2024 meeting.

**9. Next Meeting:**

The group, having decided to cancel the July 2024 meeting, kept the June 6, 2024 meeting as scheduled.

To: The Parks & Recreation Advisory Board

From: Judy Davids, Community Engagement Specialist

Date: May 16, 2024

Subject: Proposal for Creation of a Sandbox at Patricia Paruch Park

This memorandum seeks your recommendation on proceeding with the creation of a sandbox at Patricia Paruch Park. The sandbox is intended to honor Commissioner Patricia Paruch's legacy and passion for fossil collecting, a hobby that defined her childhood days spent at Cuyahoga Valley National Park.

**Background:**

Commissioner Paruch, who passed away in 2023, was an avid fossil collector. Her love for nature and exploration was inspired by her frequent visits to what is now the Cuyahoga Valley National Park. Nestled between the bustling streets of Downtown Cleveland and Akron, Ohio, this park is known for its rolling hills, serene waterways, and lush forests. It offers an escape from urban life and invites adventurers, nature lovers, and history enthusiasts to explore the great outdoors. Commissioner Paruch's experiences there significantly influenced her lifelong commitment to environmental conservation and education.

**Proposal Details:**

The proposed sandbox will serve as a tribute to Commissioner Paruch and will be designed to reflect her love for fossil collecting and nature exploration. Key aspects of the proposal include: a sand creator playscape, two in-ground excavators, dig bones and signage.

**Location:** The sandbox will be situated in a prominent area of Patricia Paruch Park, easily accessible to children and families.

**Design:** The sandbox will be aesthetically pleasing and safe for children. It will include educational signage about fossils and Commissioner Paruch's connections to the environment.

**Fossil Stocking:** The sandbox will be regularly stocked with various fossils, allowing children to engage in fossil hunting. This activity will not only be fun but also educational, fostering an appreciation for nature and history.

**Educational Component:** Informational signage will provide details about the types of fossils found, and stories about Commissioner Paruch's childhood adventures and contributions.

**Benefits:**

**Educational Value:** The sandbox will serve as an interactive learning tool, encouraging children to learn about geology, paleontology, and environmental stewardship.

**Community Engagement:** This addition will enhance the park's appeal, attracting families and promoting community engagement through organized events and activities centered around fossil hunting and nature education.

**Legacy Preservation:** The sandbox will be a lasting tribute to Commissioner Paruch, keeping her memory alive and inspiring future generations to appreciate and protect our natural world.

**Conclusion:**

Creating a sandbox at Patricia Paruch Park is a fitting way to honor Commissioner Paruch's memory and share her passion for fossils and nature with the community. We seek your recommendation to proceed with this proposal, which promises to enrich the park experience and serve as a meaningful tribute to a beloved figure in our community.

Thank you for considering this proposal. I look forward to your feedback and support.

Sincerely,

Judy Davids

Community Engagement Specialist



A DIVISION OF AMERICAN ATHLETIX  
PROUD SOLUTION PARTNER OF KOMPAN

**PROJECT NAME:** Patricia Paruch Park

ATTN: Judy Davids

ACCOUNT

ADDRESS 203 S. Troy Street

CITY, STATE, ZIP Royal Oak, MI 48067

EMAIL judy@romi.gov

PHONE: 248-246-3201

DESCRIPTION: Items for sandbox

SALES REP: Kim O'Farrell 734.626.1008

418 W. Hackley Avenue  
Muskegon, MI 49444  
Office - 231-798-7300  
www.ParkVisionPlay.com

## Quotation

Date: 5/10/2024

Quote #: KO-050924-01

Expires: 30 days

Approx. Lead Time 12-14 weeks

Ship To: TBD

Ship To Contact: TBD

Reference Image	Quantity	Item Number	Description	Mounting	Price Each	Net Price
	1	PCM104031-0903	SAND CREATOR, NATURE IN-GROUND 90CM		17,160.00	\$17,160.00
	2	NRO524-0801	EXCAVATOR-UNTREATED IN-GROUND 80CM		6,270.00	\$12,540.00
	1	PCM203-0601	MOMENTS CUSTOM SIGN L STEEL POSTS, IN-GROUND  60CM Sign estimate, pending materials and wording.		1,550.00	\$1,550.00

### Additional Products:

	1	AP003	Dig Bones (Set of 4)	3,750.00	\$	3,750.00
--	---	-------	----------------------	----------	----	----------

### Additional Services

#### Included/Requested:

1	No	EQUIPMENT PROFESSIONAL INSTALLATION SAFETY SURFACING	>All equipment installed to manufacturer's specification to ensure proper warranty coverage.	\$0.00		
1	No	PROVIDED & INSTALLED	>Playground safety surfacing: Poured In Place Rubber Provided & installed to critical fall height compliance of equipment selected.	\$0.00	Total additional services:	\$0.00
1	No	DEMOLITION/ SITEWORK/ GRADING	>Any & all necessary sitework to prepare grade for equipment installation, proper depth of surfacing and/or drainage.	\$0.00		
1	No	CONCRETE/PAVING	>Any specified asphalt paving and/or concrete flatwork based on provided layouts/blueprints/siteplans.	\$0.00		
						EQUIPMENT TOTAL: \$35,000.00
						TOTAL FREIGHT: \$5,390.63
						Subtotal: \$40,390.63
						\$0.00

Sales Tax (Where applicable)

**PAYMENT TERMS: DEP 50% & 50% DUE UPON COMPLETION**

**Quote Total:**

\$40,390.63

\*ACCEPTANCE OF QUOTATION: This quotation is subject to policies in the current catalog and the following terms and conditions. Quotation is based on shipment of all items at the same time to one destination.

, unless otherwise noted. Pricing is subject to change beyond expiration date. Purchases in excess of \$1000.00 must be supported by a written purchase order to American Athletix, LLC.

LEAD TIME: Tentative dates from receipt of deposit (if required); final approved drawings; colors and site prep and readiness.

FREIGHT: Freight charges are estimated. Subject to final charges from freight carrier.

EXCLUSIONS: Unless specifically included, this quotation excludes: all site work and landscaping; removal and disposal of existing equipment;

acceptance of equipment and off-loading; storage of goods prior to installation; equipment assembly and installation; safety surfacing, borders and drainage provisions.

Proposal by: Kim O'Farrell 734.626.1008

Customer Acknowledges that he/she has read, understands, accepts and agrees to be bound by the Terms and Conditions attached

Accepted by: \_\_\_\_\_ Date: \_\_\_\_\_

Purchase Order: \_\_\_\_\_



# Sand Creator

PCM104031

**KOMPAN**  
Let's play



The Sand Creator is an immensely attractive sand play unit that will absorb children in play for hours and hours. The crane is worked by pulling the chain. The sand bucket will go up or down or all around, but it will stay put when the chain is let go of. This apart from providing fascinating sand play, is a great training of children's logical thinking skills. The negotiation

and cooperation to get sand to and from the funnel via the bucket is great for older children and develops social-emotional skills. In the house, multiple tactile elements can be moved to entertain children who wait for the sand crane. The sand funnel here supports children's understanding of object permanence: that things can still exist when out of sight. The

platform is open and can be accessed in multiple ways, allowing for all users to play.



Item no. PCM104031-0903

## General Product Information

Dimensions LxWxH	11'6" x 8'0" x 7'1"
Age group	2 - 5
Play capacity (users)	16
Color options	



# Sand Creator

PCM104031

**KOMPAN**  
Let's play



## Sand bucket

**Physical:** cross coordination thereby developing cooperation of left and right brain half which is necessary for academic skills such as reading. **Cognitive:** understanding of object permanence, emptying and filling bucket.



## Window

**Social-Emotional:** invites interaction between sides and cooperative play.



## Sand shovel

**Physical:** develops dexterity and upper body muscles. **Cognitive:** understanding of object permanence, emptying and filling scoop.



## Desk

**Social-Emotional:** fine meeting place and a space creator. Sharing and cooperation from both sides create a social scenario that supports communication and cooperation.



## Play sphere

**Social-Emotional:** can be played from both sides, encouraging cooperation. **Cognitive:** cause and effect understanding. **Creative:** leave a mark and place the spheres at different positions.



## Sand scoops

**Physical:** hand eye coordination and push-pull movements. **Social-Emotional:** invites cooperation with two sides and provides for parallel play. **Cognitive:** logical thinking: cause and effect understanding when running scoops in grooves or shifting materials from scoop to scoop. **Creative:** shifting scoops, creating new scoop positions.



## Theme

**Cognitive:** suggests a theme and supports dramatic play, which stimulates language and communication skills.

# Sustainability Data

PCM104031



Cradle to Gate A1-A3	Total CO <sub>2</sub> emission	CO <sub>2</sub> e/kg	Recycled materials
	kg CO <sub>2</sub> e	kg CO <sub>2</sub> e/kg	%
<b>PCM104031-0950</b>	640.80	1.89	68.50
<b>PCM104031-0903</b>	723.40	2.33	60.30

The overall framework applied for these factors is the Environmental Product Declaration (EPD), which quantifies "environmental information on the life cycle of a product and enable comparisons between products fulfilling the same function" (ISO, 2006). This follows the structure and applies a Life-Cycle Assessment approach to the entire Product stage from raw material through manufacturing (A1-A3))

**Kompan A/S**  
C.F. Tietgens Boulevard 32C  
DK-5220 Odense SØ  
Denmark

Validation of CO<sub>2</sub>  
calculation method  
**BUREAU VERITAS**  
HSE Denmark A/S



## Verification of CO<sub>2</sub> calculation of: Play systems



Data version no. 2023-10-05

The CO<sub>2</sub> calculation and data are in compliance with the principles of a carbon footprint impact according to the GHG protocol (Greenhouse Gas Protocol), Scope 3, cradle to gate related to all individual components in the product category: "Play systems" represented by item no.: PCM200321-0950.

(Scope 3 emissions include emission sources in the upstream and downstream value chain).

Date: 30. October 2023 | Valid until: 30. October 2025

Verified by:

Julie Marie Vejsgaard Larsen, LCA & EPD Consultant

Verification based on report: Validation of CO<sub>2</sub> calculation of 9 categories of Kompan product line, version 1.0, prepared by: Bureau Veritas HSE, Denmark: Julie M. V. Larsen.

Publication date: 30. October 2023

By Bureau Veritas HSE

[www.bureauveritas.dk](http://www.bureauveritas.dk)

+45 7731 1000



BUREAU  
VERITAS

# Sand Creator

PCM104031

**KOMPAN**  
Let's play



Panels of 19mm EcoCore™. EcoCore™ is a highly durable, eco friendly material, which is not only recyclable after use, but also consists of a core produced from 100% recycled material.



Main posts with hot-dip galvanized steel footing are available in different materials: Pressure impregnated pinewood posts. Pre-galvanized inside and outside with powder-coated top finish steel posts. Lead-free aluminum with color anodized top finish. Greenline TexMade posts of 100% post-consumer recycled PE and textile waste.



All decks are supported by uniquely designed low-carbon aluminum profiles with multiple attachment options. The grey-colored molded decks are made of 75% post-consumer ocean waste PP material with a non-skid pattern and texture surface.

Item no. PCM104031-0903

## Installation Information

Max. fall height	2'3"
Safety surfacing area	361ft <sup>2</sup>
Total installation time	14.8
Excavation volume	0.39yd <sup>3</sup>
Concrete volume	0.01yd <sup>3</sup>
Footing depth (standard)	2'11"
Shipment weight	889lbs
Anchoring options	In-ground ✓ Surface ✓

## Warranty Information

EcoCore HDPE	Lifetime
Post	10 Years
PP Decks	10 Years
Solid plastic parts	10 Years
Spare Parts Availability	10 Years



The sand hoist is designed with upper and lower EcoCore tracks of large diameter that always ensures safe distance between the chains so they cant be crossed for entanglement. The chain is made of high-quality stainless-steel to ensure long durability of the product.



The sand bucket is made in one piece of molded PE. The PE is made with 33% post-consumer materials in different colors with a wall thickness of minimum 5mm. Material in accordance with the European Standard EN 71-3 and tested for UV stability.



KOMPAN GreenLine versions are constructed with the most environmentally friendly materials with the lowest possible CO2e emission factor. TexMade posts, EcoCore™ panels of 100% post-consumer recycled ocean waste, and molded PP decks.

Elevated activities 4	Accessible elevated activities	Accessible ground level activities	Accessible ground level play types
Present	<b>4</b>	<b>2</b>	<b>2</b>
Required	<b>2</b>	<b>1</b>	<b>1</b>

**ASTM  
F1487  
compliant**

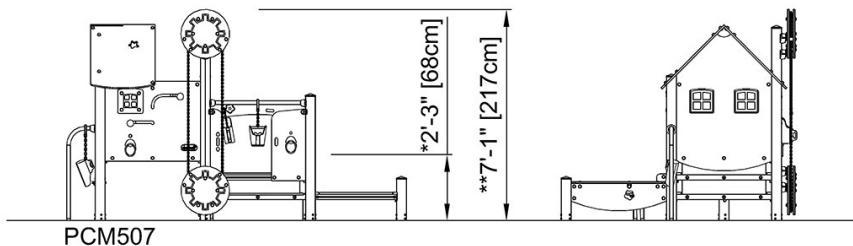
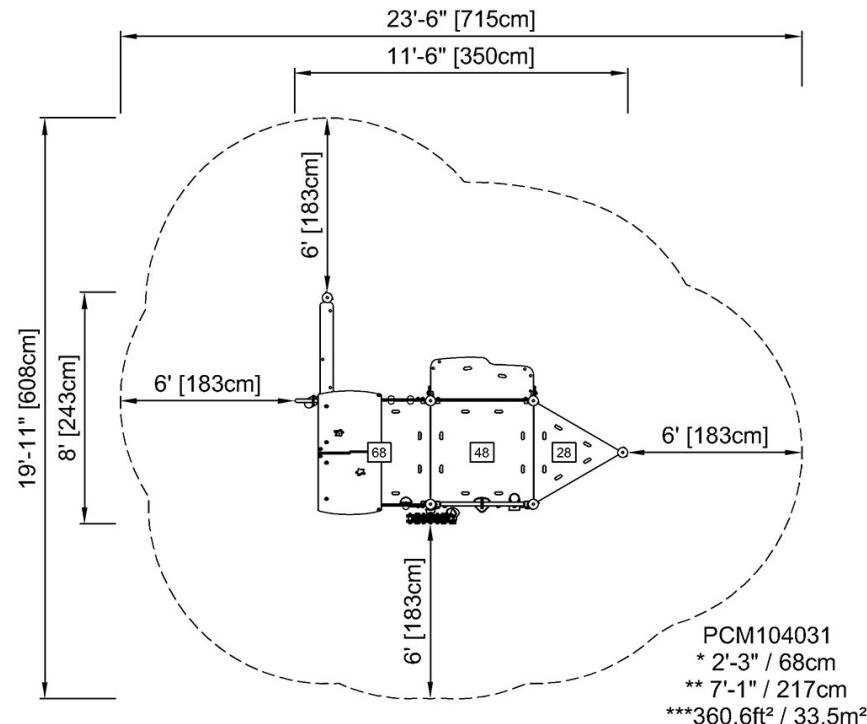
# Sand Creator

PCM104031

**KOMPAN**  
Let's play

\* Max fall height | \*\* Total height | \*\*\* Safety surfacing area

\* Max fall height | \*\* Total height



[Click to see TOP VIEW](#)

Page 13 of 44

[Click to see SIDE VIEW](#)

# Excavator

NRO524

**KOMPAN**  
Let's play



Item no. NRO524-0801

## General Product Information

Dimensions LxWxH	4'1" x 0'9" x 2'7"
Age group	2 - 5
Play capacity (users)	1
Color options	 



The Excavator is a magnet for construction play. It attracts builders in a wide age span to dig, transport and turn sand. It will engage children in play time and time again. When digging, the children need to navigate the handles and shovel. This is a huge task on coordination as well as logical thinking skills. When the sand needs to be relocated, the

children will have to use their feet to turn the Excavator up to 360 degrees, to the desired destination. The fine motor and gross motor skill training going into this is considerable. The Excavator can accommodate solitary as well as social play, supporting turn-taking and negotiation. These skills are fundamental to forming friendships and can be hard to teach,

but children acquire these skills naturally through construction play.



# Excavator

NRO524

**KOMPAN**  
Let's play



## Seat

**Social-Emotional:** possibility to sit makes shoveling an easier, controllable experience



## Shovel module

**Physical:** cross-coordination to control the shovel developing cooperation of left and right brain halves as necessary for academic skills such as reading. **Cognitive:** navigating the shovel, filling and emptying it takes refined logical thinking. **Creative:** sand and construction play is encouraged, leaving your mark on the playground.



## Handhold

**Physical:** the possibility to hold onto more areas of the handhold ensures a good grip, necessary for rocking intensely. This trains hand and arm muscles.

# Excavator

NRO524

**KOMPAN**  
Let's play



All Organic Robinia products by KOMPAN are made of Robinia wood from sustainable European sources. On request it can be supplied as FSC® Certified (FSC® C004450).

The stainless-steel activities are made of high-quality stainless steel. The steel is cleaned by a total pickling process after manufacturing to ensure a smooth and clean gliding surfaces.



Handholds are made of UV stabilized conditioned injection-molded polyamide (PA6) a great protection to all weather conditions. The ergonomically shaped handles guarantee a good and pleasant grip for all users.

Item no. NRO524-0801

## Installation Information

Max. fall height	1'3"
Safety surfacing area	0ft <sup>2</sup>
Total installation time	1.5
Excavation volume	0.38yd <sup>3</sup>
Concrete volume	0yd <sup>3</sup>
Footing depth (standard)	2'7"
Shipment weight	197lbs
Anchoring options	In-ground <input checked="" type="checkbox"/>

## Warranty Information

Robinia Wood	10 Years
Stainless steel components	Lifetime
Spare Parts Availability	10 Years

Elevated activities 0	Accessible elevated activities	Accessible ground level activities	Accessible ground level play types
Present	0	1	1
Required	0	1	1



# Sustainability Data

NRO524



## Cradle to Gate A1-A3

	Total CO <sub>2</sub> emission	CO <sub>2</sub> e/kg	Recycled materials
	kg CO <sub>2</sub> e	kg CO <sub>2</sub> e/kg	%
<b>NRO524-0801</b>	250.40	3.76	48.40

The overall framework applied for these factors is the Environmental Product Declaration (EPD), which quantifies "environmental information on the life cycle of a product and enable comparisons between products fulfilling the same function" (ISO, 2006). This follows the structure and applies a Life-Cycle Assessment approach to the entire Product stage from raw material through manufacturing (A1-A3))

**Kompan A/S**  
C.F. Tietgens Boulevard 32C  
DK-5220 Odense SØ  
Denmark

Validation of CO<sub>2</sub>  
calculation method  
**BUREAU VERITAS**  
HSE Denmark A/S



## Verification of CO<sub>2</sub> calculation of: Nature play



Data version no. 2023-10-05

The CO<sub>2</sub> calculation and data are in compliance with the principles of a carbon footprint impact according to the GHG protocol (Greenhouse Gas Protocol), Scope 3, cradle to gate related to all individual components in the product category: "Nature play" represented by item no.: NRO409-0621.

(Scope 3 emissions include emission sources in the upstream and downstream value chain).

**Date: 30. October 2023 | Valid until: 30. October 2025**

**Verified by:**

Julie Marie Vejsgaard Larsen, LCA & EPD Consultant

Verification based on report: Validation of CO<sub>2</sub> calculation of 9 categories of Kompan product line, version 1.0, prepared by: Bureau Veritas HSE, Denmark: Julie M. V. Larsen.

**Publication date: 30. October 2023**

By Bureau Veritas HSE

[www.bureauveritas.dk](http://www.bureauveritas.dk)

+45 7731 1000



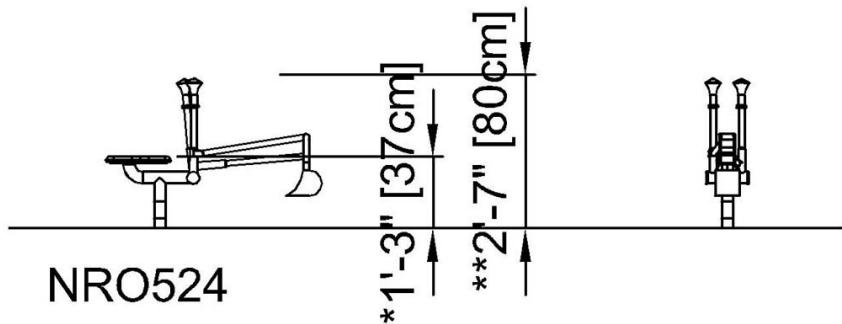
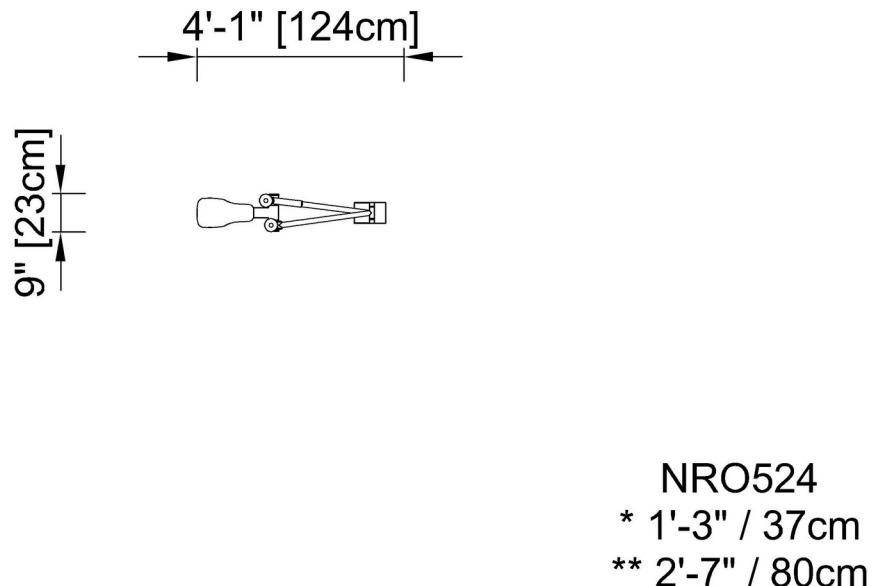
# Excavator

NRO524

**KOMPAN**  
Let's play

\* Max fall height | \*\* Total height | \*\*\* Safety surfacing area

\* Max fall height | \*\* Total height



[Click to see TOP VIEW](#)

Page 18 of 44

[Click to see SIDE VIEW](#)

# Moments Sign L

PCM203

**KOMPAN**®  
Let's play



With the KOMPAN signage concept it's possible to create customizable signs for all kinds of outdoor activity areas. Signs are an important way to make relevant and prescribed information available for the users of private or public areas. E.g. general or practical information or instructions about the use of a playground, opening hours, ideal user/age

groups, sponsors, contact information, etc. KOMPAN's customizable signage concept is flexible in the use of text, signs, and symbols to communicate a message. Selected products are available in GreenLine versions, with low carbon emission, made mainly from post-consumer ocean waste.



Item no. PCM203-0601

## General Product Information

Dimensions LxWxH	2'4" x 0'4" x 4'11"
Age group	-
Play capacity (users)	-
Color options	

# Moments Sign L

PCM203



Main posts with hot-dip galvanized steel footing are available in different materials: Pressure impregnated pinewood posts. Pre-galvanized inside and outside with powder-coated top finish steel posts. Lead-free aluminum with color anodized top finish. Greenline TexMade posts of 100% post-consumer recycled PE and textile waste.

High-quality polycarbonate with a thickness of 8mm. The graphic prints are added by a unique multi-layer print process where the inner layer is the image and outer transparent layer functions as protection. Both PC panel and the water-based lacquer are UV stabilized to prevent fading.

Item no. PCM203-0601

## Installation Information

Total installation time	1.6
Excavation volume	0.37yd <sup>3</sup>
Concrete volume	0yd <sup>3</sup>
Footing depth (standard)	2'0"
Shipment weight	82lbs
Anchoring options	In-ground <input checked="" type="checkbox"/> Surface <input checked="" type="checkbox"/>

## Warranty Information

Polycarbonate PC panels	10 Years
Post	10 Years
Spare Parts Availability	10 Years

# Sustainability Data

PCM203



## Cradle to Gate A1-A3

	<b>Total CO<sub>2</sub> emission</b>	<b>CO<sub>2</sub>e/kg</b>	<b>Recycled materials</b>	kg CO <sub>2</sub> e	kg CO <sub>2</sub> e/kg	%
				PCM203-0650	PCM203-0601	
	77.80	2.17	71.10			
	108.50	3.99	39.50			

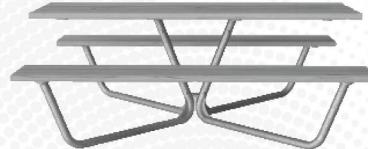
The overall framework applied for these factors is the Environmental Product Declaration (EPD), which quantifies "environmental information on the life cycle of a product and enable comparisons between products fulfilling the same function" (ISO, 2006). This follows the structure and applies a Life-Cycle Assessment approach to the entire Product stage from raw material through manufacturing (A1-A3))

**Kompan A/S**  
C.F. Tietgens Boulevard 32C  
DK-5220 Odense SØ  
Denmark

Validation of CO<sub>2</sub> calculation method  
**BUREAU VERITAS**  
HSE Denmark A/S



## Verification of CO<sub>2</sub> calculation of: Park



Data version no. 2023-10-05

The CO<sub>2</sub> calculation and data are in compliance with the principles of a carbon footprint impact according to the GHG protocol (Greenhouse Gas Protocol), Scope 3, cradle to gate related to all individual components in the product category: "Park" represented by item no.: PAR4070-0001.

(Scope 3 emissions include emission sources in the upstream and downstream value chain).

Date: 30. October 2023 | Valid until: 30. October 2025

Verified by:

Julie Marie Vejsgaard Larsen, LCA & EPD Consultant

Verification based on report: Validation of CO<sub>2</sub> calculation of 9 categories of Kompan product line, version 1.0, prepared by: Bureau Veritas HSE, Denmark: Julie M. V. Larsen.

Publication date: 30. October 2023

By Bureau Veritas HSE

[www.bureauveritas.dk](http://www.bureauveritas.dk)

+45 7731 1000



# Installation Instructions

## Dig Bones

Part # AP003



591 South Boulevard Street  
Gunnison, Colorado 81230  
info@idsculpture.com  
970-641-1747



To verify product certification, visit [www.ipema.org](http://www.ipema.org)

## Specifications: Dig Bones

- Material: GFRC Concrete
- Approximate Size: sizes vary, all dig bones are less than 2'-6" x 3' x 6"
- Approximate Weight: 30 - 90 Lbs
- Maximum fall height: 0"
- Age group: 2-12 years old

## Required Parts (included):

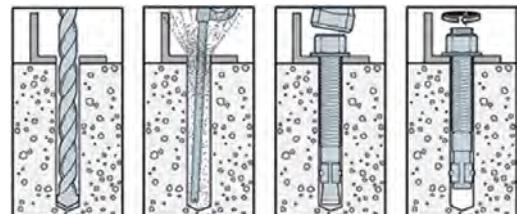
- Dig Bones GFRC Sculpture(s)
- 3/8" x 3-1/4" J bolt: 2ct per dig bone
- "Dig Bones" drawing set

## Recommended Equipment (not included):

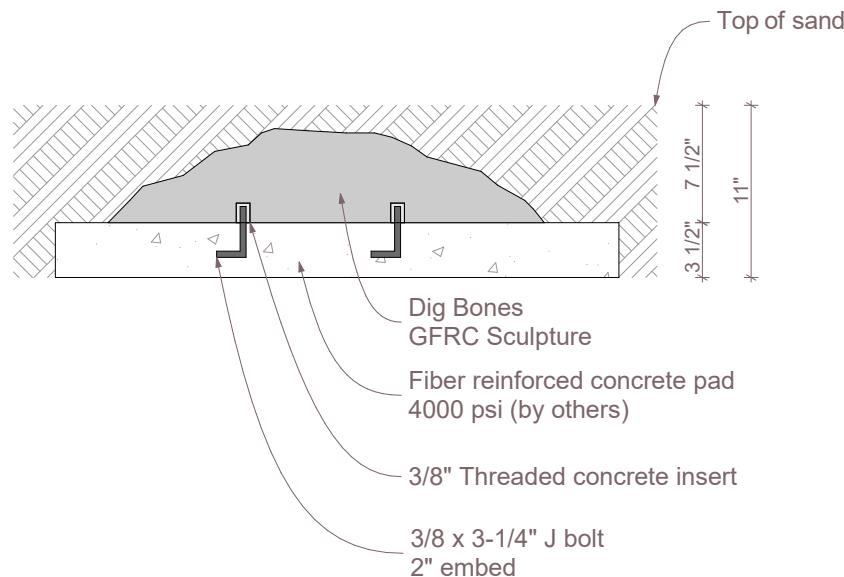
- shovel or digging equipment
- 80lbs bag of concrete: 4.38ct per dig bone
- Concrete mixer, or shovel and wheelbarrow
- Form building material (2x4's, saw, nails...etc)
- Vise grips

## Important Notes:

- *Warning: Installation over a hard surface such as asphalt, or packed earth may result in serious injury or death from falls.*
- *It is the responsibility of the installer to ensure all components are installed in compliance with ASTM F-1487.*
- *All site built footings should be allowed to cure for a minimum of 48 hours prior to installation.*



Typical Wedge Anchor Installation



## Section

# Installation Instructions

## Dig Bones

### Part # AP003

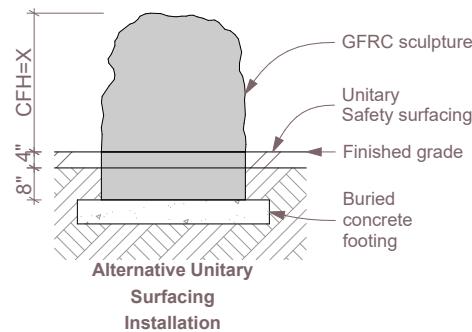
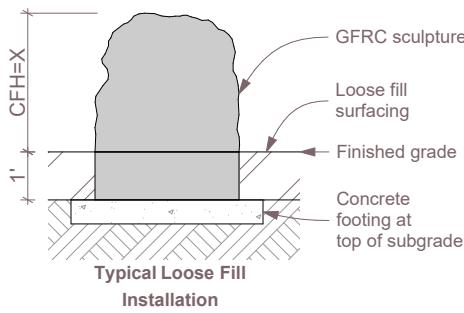


591 South Boulevard Street  
Gunnison, Colorado 81230  
info@idsculpture.com  
970-641-1747

## PRE-INSTALL CHECKLIST

**Please review prior to ordering and installing ID Sculpture products.**

- 1. Verify that you have the recommended lifting equipment to unload and install your component, as specified by the installation instructions. Please check the installation instructions for the weight of each component and shipping dimensions.
- 2. Develop a proper plan to access the site and control access prior to opening.
- 3. Call your local utilities to locate any potential existing below grade equipment?
- 4. FOR ALL SCULPTURES: Verify you have accounted for adjustments to the footing depth based on your choice of safety surfacing material. Footing depth must be adjusted to compensate for the depth/thickness requirements of the selected safety surfacing (see *diagrams below*). Layout drawings show the uninstalled dimensions of the component. If you require a modification to a standard component, please notify ID Sculpture when placing your order. *Additional charges may apply.*



\*Critical Fall Height (CFH)

- 5. Verify that you have installed any required footings prior to the arrival of your sculptures. Please note, footings should be allowed to cure for a minimum of 7 days.

### Important Safety Note:

Please install and maintain adequate protective surfacing under and around your equipment.

Never let children play on the equipment before protective surfacing is installed. Please consult ASTM F1487 for more information.

# Installation Instructions

## Dig Bones

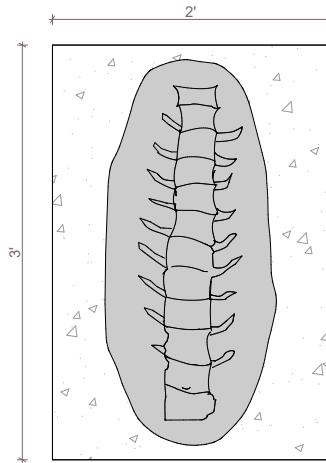
Part # AP003



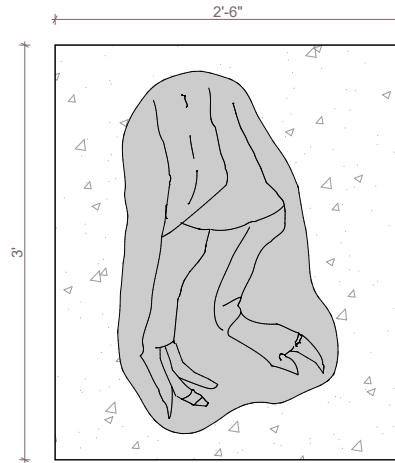
### Sculpture Installation:

1. Locate the center points of the desired installation location.
2. Excavate a flat 4'x4' area to an 11" depth (11 inches below finish grade of sand).
3. Build a concrete form in the desired installation location.
4. Fill form with wet concrete.
5. Insert the 3/8" x 3-1/4" J bolts into the back of the dig bone, tighten with vise grips.
6. Carefully place the dig bone into the wet concrete until the anchor bolts are submerged and its base edge is in contact with wet concrete .
7. Allow to cure overnight before striping the formwork and back filling with sand
8. Note: it is the responsibility of the installer to verify compliance of use zones as required by ASTM 1487.

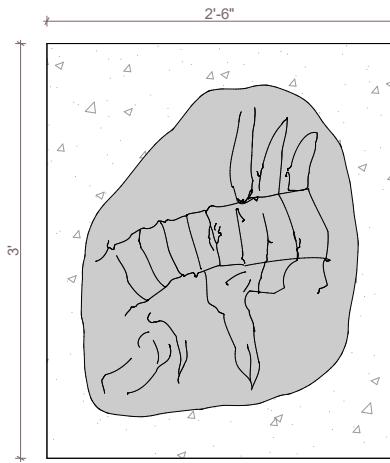
591 South Boulevard Street  
Gunnison, Colorado 81230  
info@idsculpture.com  
970-641-1747



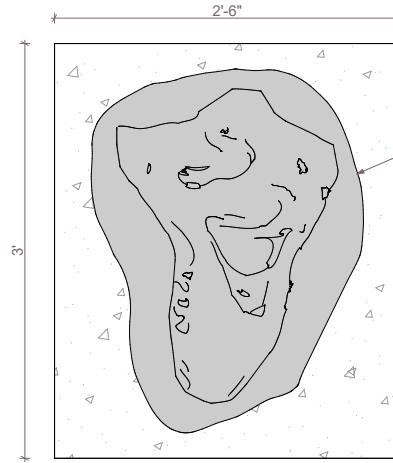
AP003-1



AP003-2



AP003-3



AP003-4

### Plans

## Proposed Park Planning CIP Input and Evaluation Process

May 28, 2024

Parks and Recreation Board Members:

Annually, the recreation department prepares a listing of proposed capital improvements for city commission consideration as part of the budgeting process. Typically, these submissions are due to the finance department by mid-December, providing sufficient time for review by staff and the planning commission before being presented to the city commission as part of budget adoption.

The capital improvement plan (CIP) serves as the city's multi-year planning instrument, used to identify needs and potential financing sources for public infrastructure improvements and capital purchases. The purpose of a CIP is to facilitate the orderly planning of infrastructure improvements; to maintain, preserve, and protect the City's existing infrastructure system; and to provide for the acquisition or scheduled replacement of equipment to help to ensure services and amenities that the community desires. The goal is to use the CIP as a tool to implement the city's various master plans, goals, objectives, policies and to assist with the City's financial planning.

Not all projects that are listed in the CIP are funded in a given budget year, but are prioritized by needs, available funding, alignment with other projects, and other considerations.

In previous years, the process of preparing for park and recreation facility improvements was based largely on staff recommendations which were briefly reviewed by the parks and recreation advisory board prior to submitting for commission consideration.

Given the recently-approved parks and recreation millage, which provides approximately \$500,000 annually for park and recreation facility improvements, department staff wishes to implement a more formal review process that provides a better opportunity for public input, permits project proposal submissions by interested stakeholders, and facilitates a more deliberative review by the parks and recreation advisory board. Because capital improvement needs typically outweigh the available funding in any given budget year, a revised process would also assist in prioritizing projects.

Attached to this report is a draft proposal for the board's consideration and input. As envisioned, this process would apply to planning for the 25-26 budget year, beginning this summer.

Subject to any desired revisions by the board, a motion to approve the process can be considered. Alternatively, if more detailed discussions and revisions are warranted, the board may defer additional discussion to a future meeting.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "A. Filipski".

Aaron Filipski  
Director, Recreation and Public Services

## **Proposed Park and Recreation Facility CIP Planning Schedule & Process**

### **May-July**

- Recreation department issues call to stakeholders for project proposals via social media, city website, dedicated park CIP email notification list, and other communication vehicles.
- Recreation department will publicize and link to the city's current comprehensive CIP.
- A standardized project proposal submission form will be available to either complete and submit online or download and submit physically by a specified deadline.
  - In addition to including detail on the nature, scope, and supporting justification for the proposed project, submissions can include other pertinent information, if known, such as estimated costs and other information relevant for staff and board review.

### **July-August**

- Recreation department reviews all project requests, including staff-identified projects, and will either:
  - add to proposed draft parks and recreation capital improvement plan, or;
  - if deemed inappropriate or unfeasible, remove from further consideration.
- Recreation department compiles a comprehensive listing of CIP projects, including those from the existing plan and prepares a report for the parks and recreation advisory board.
- Recreation staff will schedule a dedicated public hearing at the board's September meeting.

### **September-October**

- Public hearing conducted at the board's September meeting.
  - Input from public hearing is discussed, considered, and, as applicable, incorporated into the draft plan.
- Additional board deliberation may occur at the October meeting, if necessary.

### **November**

- Board presented with staff recommendation for final review and approval. The recommendation includes specific requests for the upcoming year within budget parameters, as well as a more general listing and schedule of projects for future years.

## December

- Staff submits recommendations to the finance department as part of the budget preparation process.

---

## Project Review Criteria and Considerations

- Legal Obligations
  - Is the city, due to federal, state, or court requirements or rulings, obligated to complete the project?
- Equity
  - Does the project contribute to the fair and just distribution of recreation resources for all communities and user groups?
- Plan Compliance
  - Does the project comport with any existing adopted plans and/or studies commissioned by the city?
- Impact of Service
  - Does the project address safety issues or contribute to improved service delivery?
- Access
  - Does the project consider and address access for a diverse range of ages and abilities? Does it improve ADA accessibility?
- Department or Community Priority
  - Does the project meet a demonstrated need from the community? Is the project important to the city or department's mission?
- Funding Source
  - Is the project feasible given existing budget parameters? Does the project include a match from grants or alternative funding sources?
- Budget Impact
  - Does the project reduce operating and/or future maintenance costs? Does it create additional on-going costs?
- User Group
  - Does the project serve a diverse user group, or does it benefit a smaller subset? Does it address groups not currently served?
- Prior Phase
  - Is the project part of a multi-phase initiative? Is it a continuation of a previously funded project?

**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](mailto: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.

## Chapter 12

### APPOINTMENTS TO ADVISORY BOARDS, COMMISSIONS AND COMMITTEES

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

**[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

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

**[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.),<sup>1</sup> 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.

## Discussion of Parking Alterations at Lawson Park

5.29.2024

### Parks and Recreation Advisory Board Members:

As part of a proposed special-assessment paving project on E. Parent Ave., tentatively scheduled for fall 2025, resident Chris Ott has requested consideration to add dedicated parking spaces for park visitors along the north side of Lawson Park.

During the planning and design phases of the recently-updated park, public parking concerns were discussed at length and the adjoining neighbors generally did not wish to add spaces. Given the popularity of the park and the resulting congestion on adjoining streets, some neighbors have reconsidered the value of additional parking spaces.

The petitioner has developed two preliminary options to construct this parking area – diagrams attached. These improvements could be added to the street construction scope of work *if* a) the property owners directly adjacent to the parking areas do not oppose, and b) the city commission is willing to provide funding from the local road fund.

The purpose of this memo is to elicit feedback from board members, and, if desired, through a motion and vote either:

- indicate support for further pursuing this option, contingent on neighbor support and funding, or
- indicate opposition to the proposed changes, or
- take no action

If the board elects to support this proposal, recreation and engineering department staff would verify neighborhood support, identify funding source(s), present to commission for review, pursue a budget adjustment for additional engineering services and construction, and facilitate implementation in fall 2025.

I reiterate that any action taken by the parks and recreation board on this item does not constitute final approval or a guarantee to implement this improvement.

Respectfully submitted,



Aaron Filipski  
Director of Recreation and Public Services



