



Parks and Recreation Advisory Board

Thursday, August 1, 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 Agenda	
3. Approval of Minutes	2
4. Public Comment	
5. City Commission Comments	
6. Staff Comments	
7. Business	
a. Presentation of Proposed Eagle Scout Project at Quikstad Park	6
b. Update on CIP Planning & Engagement Process	
c. Golf Course Discussion	19
d. Subcommittee Reports	
8. Items Not on the Agenda	
9. Upcoming Events	
10. Adjournment	
11. Next Meeting: September 5, 2024.	



Minutes

Parks and Recreation Advisory Board

June 6, 2024, 7:00 p.m.

M/M Senior Center

3500 Marais Avenue, Royal Oak, MI 48073

Present: Melanie Macey
Sue Wells
Hannah Holliday
Ryan Danescu
Perry Abbey

Absent: Sarah Kindinger
Brigitta Burguess
Tony Rennpage

1. Meeting Called to Order

Meeting called to order at 7:02 pm.

2. Approval of Minutes

Moved by: Melanie Macey

Seconded by: Perry Abbey

Motion to approve the minutes of the Parks and Recreation Advisory Board Meeting of May 2, 2024.

3. City Commission Comments

Commissioner Macey reported that the new interim city manager, Mark Wollenweber, is on duty, and noted that the commission is working with a search firm to fill the position with a permanent manager. She reported on the America in Bloom media event at the 13 & Main park.

4. Public Comment

Chris Ott - 1305 Anne Drive - described and advocated for a proposed parking improvement at Lawson Park.

Jordan Zupke - 929 Hilldale - advocated for a skate park and shared letters of support he received for the project.

Tim Pare - 2310 Hawkins Ave proposed a second annual slow roll bicycle ride event for the fall of 2024.

Paul Temerowski - 738 Parent Ave - spoke regarding the proposed parking project at Lawson Park, noting his concern for the safety of children on streets where parked cars make visibility difficult. He supports a dedicated parking area.

Susan Gilbert - 1219 Irving - spoke in support of the proposed Lawson Park parking reiterating the comments of other supporters.

Bill G. - 1223 Irving - reiterated the safety concerns noted by other commenters, described people double parking, parking on the berm, and other concerns. Is supportive of a parking solution.

Mike Thompson - 1210 Irving - spoke positively about the park, noting that its popularity has contributed to the congested parking problem and supports the proposed parking project.

5. Business

5.a Presentation of Proposed Improvement at Patricia Paruch Park

Judy Davids, Community Engagement Specialist presented a proposal for improvements to Patricia Paruch Park using donated funds from the Paruch Family. The proposal consisted of a sandbox and related toys, describing how Patricia was an avid fossil collector and that the proposed improvement would be a good way to honor her.

Member Danescu suggested the addition of a bench, and Director Filipski noted that the capital improvement plan has money for benches.

Moved by: Melanie Macey
Seconded by: Hannah Holliday

The Royal Oak Parks and Recreation Advisory Board approves the recommended improvements at Patricia Paruch Park and recommends presenting the plan to City Commission for further consideration.

Motion Adopted

5.b Discussion of Summer 2024 Meeting Schedule

The board discussed the options for meeting in August and agreed to meet on August 1st.

Moved by: Perry Abbey
Seconded by: Ryan Danescu

The board moves to confirm the August 1, 2024 meeting.

Motion Adopted

5.c Proposed Park and Recreation Capital Improvement Planning Calendar for FY 25-26 Projects

The group discussed the proposed engagement plan for park capital improvement planning as presented by Director Filipski. The group suggested changing the 'public hearing' to October from September and requested that the public form refer to capital improvement 'projects' as 'ideas' instead.

Moved by: Melanie Macey

Seconded by: Hannah Holliday

Motion to approve the proposed park CIP planning process, as proposed, with amended changes that tentatively sets the related 'public hearing' for October, and refers to resident-submitted proposals as 'ideas' instead of projects.

Motion Adopted

5.d Discussion and/or Approval of Proposed Bylaw Revisions

Moved by: Hannah Holliday

Seconded by: Ryan Danescu

Motion to approve the draft bylaws, with revisions to remove reference to the Officer-at-Large position and to present the same to city commission for approval and adoption.

Motion Adopted

5.e Discussion of Parking Alterations at Lawson Park

Director Filipski provided a brief summary of the proposal and facilitated a discussion. Board members discussed the proposal and were supportive.

Moved by: Perry Abbey

Seconded by: Ryan Danescu

Motion in support of further pursuing the addition of parking for Lawson Park along the south side of Parent Ave., contingent upon neighbor support and the identification of a funding source.

Motion Adopted

6. Items Not on the Agenda

6.a Discussion of Location for Additional Play Structure Purchased by Recreation Department

The board discussed location options for installing the previously-purchased but unassigned play structure. Because there is currently no play structure at Gunn Dyer park, the board was supportive of installing it there.

Moved by: Melanie Macey
Seconded by: Hannah Holliday

Motion to approve installation of the previously purchased but unassigned 'Kensington' play structure at Gunn Dyer Park.

Motion Adopted

6.b Grant Subcommittee Report

Member Abbey provided a brief report on the subcommittee's work and discussed Michigan DNR grants.

7. Upcoming Events

Members discussed the upcoming Juneteenth celebration at Centennial Commons.

8. Adjournment

The meeting was adjourned at 8:35 p.m.

9. Next Meeting:

August 1, 2024



**Eagle Scout Project Proposal
Quickstad Park Lost and Found Stations**

7.22.2024

Parks and Recreation Advisory Board Members:

Attached is a detailed plan and proposal from Ashton Firek, an Eagle Scout candidate, for the construction and installation of lost and found stations near the Quickstad Park soccer fields.

DPS administrative and maintenance staff reviewed the proposal and found no issues that would negatively impact operations. Because this is a public service project, there are no costs to the city.

Mr. Firek is aware that the City retains the right to remove these at any point if they become damaged, dangerous, or otherwise creates a nuisance.

I recommend approving this proposed project. If the board agrees, the following resolution is proposed:

The Royal Oak Parks and Recreation Advisory Board approves the construction and installation of lost and found stations at Quickstad Park as proposed.

Respectfully submitted,

Aaron Filipski
Director, Public Services and Recreation

Location A



Location B





Eagle Scout Service Project Proposal



BOY SCOUTS OF AMERICA®

Eagle Scout candidate's full legal name Ashton Firek

Please give a name to your project Lost and found stations

Contact Information

Eagle Scout candidates should know who is involved, but contact information may be more important to unit leaders and others in case they want to talk to each other. While it is recognized that not all the information will be needed for every project, Scouts are expected to provide as much as reasonably possible. Approval representatives must understand, however, that doing so is not part of the service project requirement.

Eagle Scout Candidate

Name: Ashton Firek		Birth date: 09/08/2009	
Email Address: ashtonfirek@gmail.com		BSA PID number:	
Address: 3608 Dukeshire Hwy	City: Royal Oak	State: MI	Zip: 48073
Preferred telephone(s): 248 878 6352		Life Board of Review date: May 18, 2024	

Current Unit Information

Check One: <input checked="" type="radio"/> Troop <input type="radio"/> Crew <input type="radio"/> Ship	Unit Number: 3608 Dukeshire Hwy
Name of District: North Star	Name of Council:

Unit Leader Check One: ☒ Scoutmaster ☐ Crew Advisor ☐ Skipper

Name: Scott Haley		Preferred telephone(s): 248-229-2085	
Address:	City:	State: MI	Zip:
Email Address:			

Unit Committee Chair

Name: Eric White		Preferred telephone(s): 586-876-8511	
Address:	City:	State:	Zip:
Email Address:			

Unit Advancement Coordinator

(If your unit has one)

Name: Magda Parkila		Preferred telephone(s): 248-894-5484	
Address:	City:	State:	Zip:
Email Address:			

Project Beneficiary

(Name of religious institution, school or community)

Name: Royal Oak Parks and Recs		Preferred telephone(s):	
Address: Normandy and Lexington Blvd	City: Royal Oak	State: MI	Zip: 48067
Email Address:			

Project Beneficiary Representative

(Name of contact person for the project beneficiary)

Name: Lee Collick		Preferred telephone(s): 248-246-3302	
Address:	City: Royal Oak	State: MI	Zip:
Email Address: LeeC@romi.gov			

Your Council Service Center

Contact Name:		Preferred telephone(s):	
Address:	City:	State:	Zip:
Email Address:			

Council or District Project Approval Representative

(Your unit leader, unit advancement coordinator, or council or district advancement chair may help you learn who this will be.)

Name:		Preferred telephone(s):	
Address:	City:	State:	Zip:
Email Address:			

Project Coach

(Your council or district project approval representative may help you learn who this will be.)

Name: Brian Tulley		Preferred telephone(s):	
Address:	City:	State: MI	Zip:
Email Address: Brian.tulley@Fedex.com			

Project Description and Benefit

Briefly describe your project

I am going to create 2 lost and found stations at Quickstad park's soccer fields. These will be general areas to put items like water bottles or jackets. One on the Normandy side and one on the Lexington side.

Include images on an additional document.

Tell how your project will be helpful to the beneficiary. Why is it needed?

There are a lot of kids who leave water bottles and other various objects on the soccer feilds. The city has to throw them out though so they can mow the grass. The lost and found station would give a general area where items left behind could be placed and then recollected. After a season remaining items could be donated to a charity.

When do you plan to begin carrying out your project?

July

When do you think your project will be completed?

August

Giving Leadership

Approximately how many people will be needed to help on your project? 4-8

Where will you recruit them (unit members, friends, neighbors, family, others)?

My Boy Scout troop and if we need extras my family could help.

What do you think will be most difficult about leading them?

Kids can get distracted easily so keeping everyone focused. Also keeping everyone safe and distributing the tasks equally.

Materials

Materials are things that become part of the finished project, such as lumber, nails and paint.

What types of materials, if any, will you need? You do not need a detailed list or exact quantities, but you must show you have a reasonable idea of what is required. For example, for lumber, use basic dimensions such as 2x4 or 4x4.

Treated Lumber for the front, back, and sides (4X8 foot sheet of treated wood. 23/32" thick) , A wooden post, Clothing hooks, Paint (If Needed), Metal for roof (Provided by city?) Signage, Nails/screws, Concrete, Brackets (To hold together the structure).

Supplies

Supplies are things you use up, such as food and refreshments, gasoline, masking tape, tarps, safety supplies and garbage bags.

What types of supplies, if any, will you need? You do not need a detailed list or exact quantities, but you must show you have a reasonable idea of what is required.

Lunch for the people who worked. Gloves, Water

Tools

Include tools, and also equipment, that will be borrowed, rented, or purchased.

What tools or equipment, if any, will you need? You do not need a detailed list, but you must show you have a reasonable idea of what is required.

Drill, Saw, Auger (Provided by City), Level, wheel barrow/ wagon (to move the finished product), Bucket for cement.

Other Needs

Items that don't fit the above categories: for example, parking or postage, or services such as printing or pouring concrete, etc..

What other needs do you think you might encounter?

Permits and Permissions

Note that property owners should obtain and pay for permits.

Will permissions or permits (such as building permits) be required for your project? Who will obtain them? How long will it take?

Need to get the project approved by the city. Send Project plan to city representative. They will present to Parks and Recs committee for approval.

Preliminary Cost Estimate

You do not need exact costs yet. Reviewers will just want to see if you can reasonably expect to raise enough money to cover an initial estimate of expenses. Include the value of donated materials, supplies, tools, and other items. It is not necessary to include the value of tools or other items that will be loaned at no cost. Note that if your project requires a fundraising application, you do not need to submit it with your proposal.

Enter your estimated expenses below
(include sales tax if applicable)

Materials:	\$120
Supplies:	\$150
Tools:	0
Other:	0
Total Costs:	\$270

Fundraising: Explain how you will raise the money to pay for the total costs. If you intend to seek donations of actual materials, supplies, etc., then explain how you plan to do that, too.

I will see if the city is willing to donate any materials or tools they might have, such as the augger. I will write a letter to The Home Depot requesting materials for the project. I will contact people I know and try to borrow tools from them if I don't have enough.

Project Phases

Think of your project in terms of phases, and list what they might be. The first may be to prepare your project plan. Other phases might include fundraising, preparation, execution and reporting. You may have as many phases as you want, but it is not necessary to become overly complicated; brief, one line descriptions are sufficient. If you have more than 10 phases, attach a separate page with your continued phase list.

1	Plan, design, and propose project
2	Get approval from city and BSA
3	Design blueprints to project and fundraise
4	Shop for materials
5	Build and paint stations
6	Install stations at fields
7	Get review from benefactor
8	Final paperwork
9	
10	

Logistics

How will you handle transportation of materials, supplies, tools, and helpers?

I could use our minivan, and if I needed I could coordinate with someone who has a truck to help move the already built stations. I will need to contact the city and coordinate a date for them to bring equipment ect. I will announce the days of my eagle project to my troop and make sure everyone knows about it so they can help.

Safety Issues

The Guide to Safe Scouting is an important resource in considering safety issues.

Describe the hazards and safety concerns of which you and your helpers should be aware.

Read the "[Age Guidelines for Tool Usage](#)" at [Scouting.org](#)

Power Tools (especially saws). Sharp objects like nails.

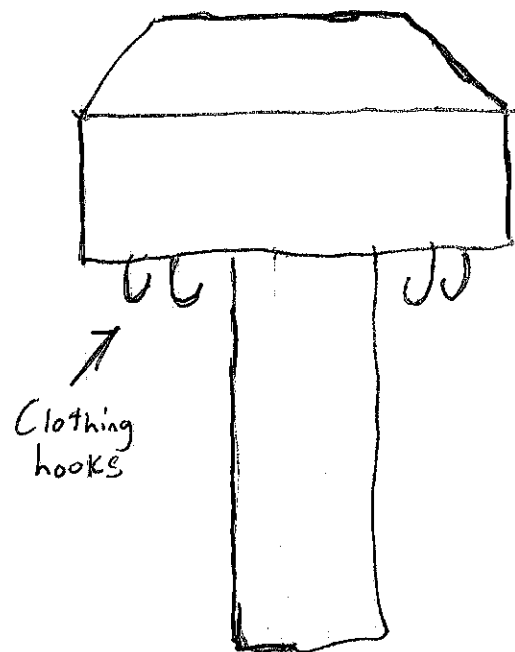
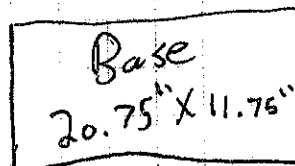
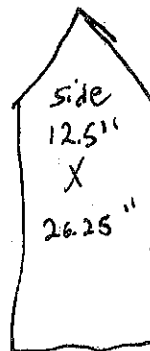
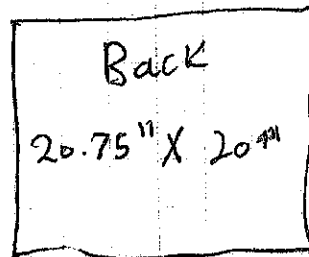
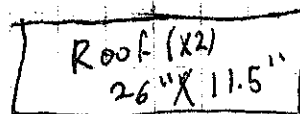
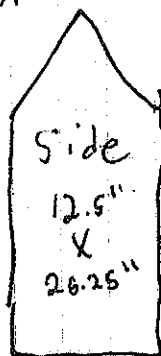
Project Planning

You do not have to list every step, but it must be enough to show you have a reasonable idea of how to prepare your plan.

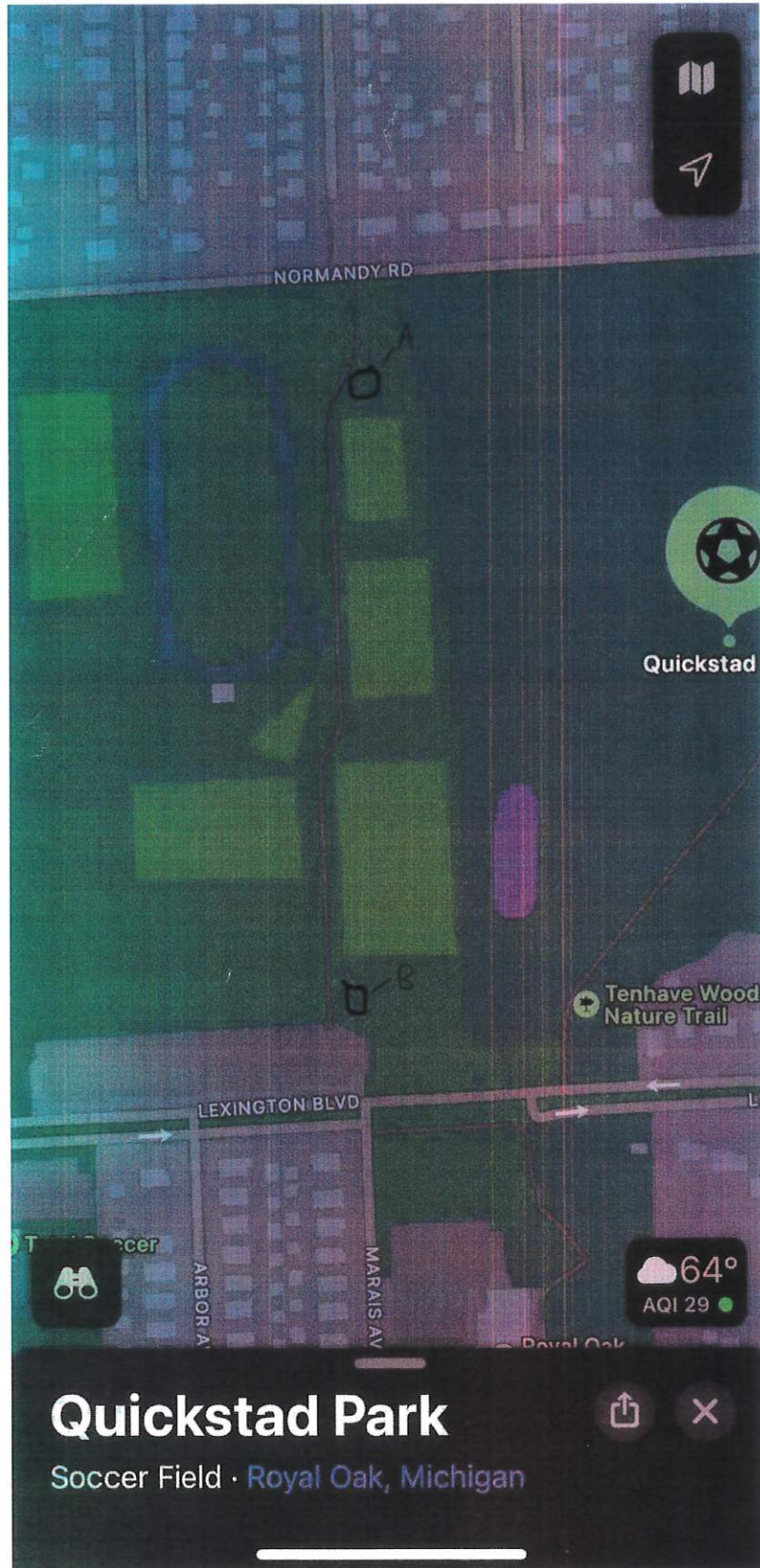
List some action steps you will take to prepare your project plan. For example, "Complete a more detailed set of drawings."

Fill out paperwork, talk with Mr. Tulley and update my packet, Get Permission from city, get approved by BSA fundraiser/create budget.

Project
Design
Plans



Black circles are where the Stations will be located.



Navigating the Eagle Scout Service Project

Information for Project Beneficiaries

Thank You and Congratulations

Congratulations on your selection as an Eagle Scout service project beneficiary, and thank you for the opportunity you are making available to an Eagle Scout candidate. Support from community organizations is important to Scouting—just as important as Scouting's contributions are to the community. Scouts provide important services, and benefiting organizations such as yours provides a vehicle for personal growth.

The Eagle Scout Rank and the Service Project

Service to others is an important part of the Scout Oath: "... to help other people at all times." Each year tens of thousands of Scouts strive to achieve the coveted Eagle Scout rank by applying character, citizenship, and Scouting values in their daily lives. One of the rank requirements is to *plan, develop, and give leadership to others in a service project helpful to any religious institution, school, or community*. Through this requirement, Scouts practice what they have learned and gain valuable project management and leadership experience.

Typical Projects

There are thousands of possible Eagle Scout projects. Some involve building things, and others do not. There have been all kinds: making birdhouses for an arboretum, conducting bicycle safety rodeos, constructing park picnic tables or benches, upgrading hiking trails, planting trees, conducting well-planned blood drives, and on and on. Other than the general limitations noted below, there are no specific requirements for project scope or for how many hours are worked, and there is no requirement that a project have lasting value. What is most important is the *impact or benefit* the project will provide to your organization. In choosing a project, remember it must be something a group with perhaps limited skills can accomplish under the leadership of your Eagle Scout candidate. In order to fulfill the requirement, the *Scout* must be the one to lead the project. Therefore, it is important that you work with the Scout and not with the Scout's parents or leaders.

Project Restrictions and Limitations

- Fundraising is permitted only for facilitating a project. Efforts that primarily collect money, even for worthy charities, are not permitted.
- Routine labor, like a service Scouts may provide as part of their daily lives such as mowing or weeding a church lawn, is not normally appropriate. However, if project scale and impact are sufficient to require planning and leadership, then it may be considered.
- Projects are not to be of a commercial nature or for a business, though some aspects of a business operation provided as a service, such as a community park, may qualify.
- The Scout is not responsible for any maintenance of a project once it is completed.

Approving the Project Proposal and Project Scheduling

Once a potential project is identified, you must approve your Scout's proposal. Regular communications with the Scout can make this quick and easy, but be sure you have both discussed and considered all aspects of the project to ensure your Scout has a clear understanding of your expectations and limitations. Keep in mind the Scout's proposal is merely an overview—not a comprehensive plan.

Some projects may take only a few weeks or months to plan and carry out, while others may take longer. Scouts working toward the Eagle rank are typically busy, so scheduling flexibility may be important. The proposal must also have several approvals, besides yours, before project planning occurs and work begins. Therefore, if a proposed project must be completed by a certain rapidly approaching date, it may be a good idea to consider something different. Remember, too, that all work must be completed before the Scout's 18th birthday.

Approving Project Plans

After the proposal is approved by the BSA local council, your Scout must develop a plan for implementing the project. Before work begins, you should ask to see the plan. It may come in any format you desire or are willing to accept. It could even be a detailed verbal description. That said, the BSA includes a "Project Plan" form in your *Scout's Eagle Scout Service Project Workbook*, and we recommend that you ask your Scout to use it. If in your plan review you have any concerns the project may run into trouble or not produce the results you want, do not hesitate to require improvements *before* work begins.

Permits, Permissions, and Authorizations

- If the project requires building permits, etc., your Scout needs to know about them for planning purposes. However, your organization must be responsible for all permitting. This is not a duty for the Scout.
- Your organization must sign any contracts.
- If digging is involved, it is your responsibility to locate, mark, and protect underground utilities as necessary.
- If you need approval from a committee, your organization's management, or a parent organization, etc., be sure to allow additional time and let the Scout know if their help is needed.

Funding the Project

Eagle service projects often require fundraising. Donations of any money, materials, or services must be preapproved by the BSA unless provided by your organization; by the Scout or the Scout's parents or relatives; or by the Scout's unit or its chartered organization. The Scout must make it clear to donors or fundraising event participants that the money is being raised on the project beneficiary's behalf, and that the beneficiary will retain any leftover funds. If receipts are needed, your organization must provide them. If your organization is not allowed to retain leftover funds, you should designate a charity to receive them or turn them over to your Scout's unit.

Supervision

To meet the requirement to "give leadership to others," your Scout must be given every opportunity to succeed independently without direct supervision. The Scout's unit must provide adults to assist or keep an eye on things, and your organization should also have someone available. The Scout, however, *must* provide the leadership necessary for project completion without adult interference.

Safety

Through the proposal and planning process, the Scout will identify potential hazards and risks and outline strategies to prevent and handle injuries or emergencies. Scouts as minors, however, *cannot be held responsible for safety*. Adults must accept this responsibility. Property owners, for example, are responsible for issues and hazards related to their property or employees and any other individuals or circumstances they would normally be responsible for controlling. If during project execution you have any concerns about health and safety, please share them with the Scout and the unit leaders so action may be taken. If necessary, you may stop work on the project until concerns are resolved.

Project Completion and Approval

After the project has been completed, your Scout will ask for your approval on their project report. The report will be used in the final review of the Scout's qualifications for the Eagle Scout rank. If the Scout has met your reasonable expectations, you should approve the project; if not, you should ask for corrections. This is not the time, however, to request changes or additions beyond what was originally agreed.

The Eagle Scout service project is an accomplishment a Scout will always remember. Your reward will be a helpful project and, more important, the knowledge you have contributed to a young Scout's growth.





Golf Course Discussion
7.22.2024

Parks and Recreation Advisory Board Members:

The management agreement for the Royal Oak Golf Course is scheduled to expire at the end of 2024. The current agreement includes an option to extend for an additional five years, pending satisfactory resolution of an outstanding dispute relating to sewer utility payments from the current vendor.

In May 2024, the recreation department opened and reviewed sealed bids for golf course management services. One response was completely unrelated to the request for proposals, and the other proposed the city pay the vendor for providing management services – a deviation from the current arrangement whereby the vendor leases the space for a fee and maintains the remainder of the proceeds. As such, both responses were dismissed from further consideration.

City staff deliberated on next steps, and determined that it would be worthwhile to issue a revised bid and advertise it more broadly to see if it generates any renewed interest. The bid will be reissued in late summer.

There are several issues related to the course that, in my view, make it less than appealing for potential operators. Among the most impactful issues is the condition of the dated facilities, which would require significant capital investments either from the city up front, or from a potential vendor in exchange for a long-term lease.

These considerations require city leadership to examine if a) the city owned golf course provides sufficient value to recreation programming to justify prioritizing it and funding necessary improvements, and b) if not, what potential uses can be made of the space to enhance our recreational amenities.

The purpose of this report is to solicit general feedback from board members about their view on the value of the golf course and whether they would be supportive of considering alternative development and/or uses. This information will serve as a starting point for future considerations. Because this is a 'discussion' item, no formal board action is required.

Respectfully submitted,

Aaron Filipski
Director, Public Services and Recreation