



**Parks and Recreation Board Agenda
Department of Public Services
851 South Eton-Conference Room
Tuesday, June 6, 2023
6:30 PM**

- I. Call to order**
- II. Roll Call**
- III. Announcements, Introductions of Guests & Chairpersons Comments**
 1. 2023 In The Park Concert Line-Up
- IV. Open To The Public for Items Not On the Agenda** (*two minutes per person*)
 - No one may speak a second time until everyone in the audience has spoken.
 - The chairperson may alternate speakers pro & con on issues being discussed.
- V. Approval of the minutes of:** May 9, 2023 (*regular meeting*)
- VI. Unfinished Business**
- VII. New Business-** *Written and submitted by 5pm Monday at the Birmingham Ice Sports Arena, one week prior to the meeting.*
 1. Parks and Recreation Master Plan- Consultant Selection Update (*verbal*)
- VIII. Miscellaneous Communications**
- IX. Reports From Staff**
 1. Parks and Recreation Board Roster
 2. Project Updates:
 - a. Crestview Park Pickleball (*verbal*)
 - b. Ground Water Energy Passive System (GEPS)
- X. Items for Next Meeting**
- XI. Adjournment**

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

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

PARKS & RECREATION BOARD MISSION STATEMENT

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

The highly transmissible COVID-19 Delta variant is spreading throughout the nation at an alarming rate. As a result, the CDC is recommending that vaccinated and unvaccinated personnel wear a facemask indoors while in public if you live or work in a substantial or high transmission area. Oakland County is currently classified as a substantial transmission area. The City has reinstated mask requirements for all employees while indoors. The mask requirement also applies to all board and commission members as well as the public attending public meetings.

Should you have any statement regarding the above, you are invited
to attend the meeting in person or virtually through

ZOOM: <https://zoom.us/j/98191466679> **Meeting ID:** 981 9146 6679

You may also present your written statement to:

City of Birmingham, Parks and Recreation Board

851 South Eton, Birmingham, Michigan 48009 prior to the meeting.



BIRMINGHAM

SUMMER *Concert* SERIES

Shain Park

Concerts start at 7 p.m., unless noted.

Friday, June 9

Birmingham Bloomfield Community
Coalition Youth Action Board's
Teen Summer Concert

Wednesday, June 14

Birmingham Concert Band
(Marches, Showtunes, Patriotic, Jazz)

Wednesday, June 21

The Favorites (50's Classic Rock)

Wednesday, June 28

2XL (80's Party Rock)

Wednesday, July 5

Taylor Tucky (Modern & Classic Country)

Wednesday, July 12

Magic Bus (Late 1960's Tribute)

Wednesday, July 19

12 p.m. The Bluecat Band
(Blues & Classic Rock)
7 p.m. SURF ZUP (Surf Instrumental Band)

Wednesday, July 26

ThunderBeard (ZZ Top Tribute Band)

Wednesday, August 2

The Boss Revue
(Bruce Springsteen Tribute Band)

Wednesday, August 9

12 p.m. Uc3 Acoustic Trio (Variety Acoustic)
7 p.m. Your Generation In Concert (Variety)

Wednesday, August 16

7 p.m. Mainstreet Soul (Variety)



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Vesco Oil Corporation

www.bhamgov.org/summerconcerts
Concert Hotline: (248) 530-1650



PARKS AND RECREATION BOARD MEETING MINUTES
May 9, 2023

Heather Carmona, Chairperson, called the meeting to order at 6:30 pm at 851 South Eton.

MEMBERS PRESENT: Heather Carmona
Susan Collins
Pam Graham
Sarah Kupczyk
Anne Lipp
John Rusche
Josphe Wrobel

STUDENT REPRESENTATIVES PRESENT: Katie Glasier, Seaholm High School

MEMBERS ABSENT: Steve Sweeney

STUDENT REPRESENTATIVES ABSENT: Archie Reynolds, Seaholm High School

ADMINISTRATION: Scott Zielinski, Director of Public Services
Leah Blizinski, City Planner
Carrie A. Laird, Parks and Recreation Manager
Brendan McGaughey, Parks & Forestry Foreman
Connie J. Folk, Recreation Coordinator

PRESENTERS: McKenna, MCSA Group, Inc and ROWE Professional Services

GUESTS: Anne Bray and Jessica Einstein

ANNOUNCEMENTS, INTRODUCTIONS OF GUESTS & CHAIRPERSON COMMENTS:

Carmona recognized Joseph Wrobel and Jessica Einstein as the new alternate members for the Parks and Recreation Board.

Carmona also stated that the DPS Open House will occur on Saturday, May 13th from 10am-2pm and the Birmingham Ice Sports Arena 2023 Ice Show will occur on Saturday, May 20, 2023 at 12pm and 4pm.

OPEN TO THE PUBLIC FOR ITEMS NOT ON THE AGENDA:

Bray referenced an author Dr. Elaine Ingham who is the author of the soil food web which she had been developing since the 1980’s.

APPROVAL OF THE MINUTES:

It was moved by Graham, seconded by Lipp, to approve the minutes of the Tuesday, April 4, 2023, regular meeting as submitted.

Ayes, Heather Carmona, Susan Collins, Pam Graham
Sarah Kupczyk, Anne Lipp, John Rusche and
Josph Wrobel

Nays, None

Absent, None

UNFINISHED BUSINESS:

No unfinished business

NEW BUSINESS:

Parks and Recreation Master Plan-Consultant Selection

PM Laird stated the three consultants have been invited to the Parks and Recreation Board meeting to present their proposals and are prepared to present a 20 minutes presentation with a short Q & A session.

The consultants were randomly selected: McKenna, MCSA Group and Rowe Professional Services.

McKenna Proposal (see attachment A)

Paul Urbiel, McKenna Senior Principal introduced the staff from McKenna that would be involved with the Birmingham Parks and Recreation Master Plan. The team included Laura Haw, Jane Dixon, Nani Wolf, Andrew Littman and Carrie Leitner.

Urbiel stated to the Parks and Recreation Board that McKenna had previously written the City of Birmingham Parks and Recreation Master Plan in 2018 and is currently completing the City of Birmingham 2040 Master Plan that is just about to be adopted.

Haw reviewed with the Parks and Recreation Board the benchmarks and MDNR standards for Parks and Recreation Master Plans for cities. Haw stated McKenna sees the Parks and Recreation Master Plan as a great opportunity to redefine and set sustainability goals and metrics.

Dixon reviewed with the Parks and Recreation Board the public engagement process that would be used.

Carmona open the meeting to Q & A for the Parks and Recreation Board.

MCSA Group, Inc Proposal (see attachment B)

Tiffany Smith, MCSA Group Project Director and provided the Parks and Recreation Board members the name of the team that would be involved with the City of Birmingham Parks and Recreation Master Plan update.

Smith stated that regular interaction will occur with the Department of Public Services, Planning Department, Parks and Recreation Board, park(s) and facility stakeholders and residents.

Smith stated the coordination of public outreach will be an essential component of this process. The plan will include robust public participation, including surveys, a project website, and public meetings, and topics specific meetings, as necessary. The plan will seek diverse participation in the planning process.

Carmona opened the meeting to Q & A for the Parks and Recreation Board.

ROWE Professional Services (see attachment C)

Douglas Schultz, PLA ROWE Project Manager provided the Parks and Recreation Board members and introduced the team that would be involved with the City of Birmingham Parks and Recreation Master Plan update. The team included Alex Hritcu, Paul T. O’Meara, Lauren Marshall and Blake Strozier.

Schultz explained the process on public engagement and the tools that would be used to getting the information out to the public.

Carmona opened the meeting to Q & A for the Parks and Recreation Board.

The Parks and Recreation Board members openly spoke about how each plan was different and that McKenna had presented a complete polished Master Plan package and how they had a strong team that would be working with the City of Birmingham community.

The Parks and Recreation scored the presentations and it was determined that McKenna received the highest score.

It was moved by Collins, seconded by Rusche, to recommend McKenna as the selected consultant to prepare the City’s five (5) year Parks and Recreation Master Plan Update to the City Commission for approval.

Ayes,

Heather Carmona, Susan Collins, Pam Graham
Sarah Kupczyk, Anne Lipp, John Rusche and
Josph Wrobel

Nays,

None

Absent,

None

MISCELLANEOUS COMMUNICATIONS:

PM Laird shared an email received from Bob Gibbs as it relates to the Booth Park walkway.

REPORTS FROM STAFF:

1. Parks and Recreation Board Roster

RC Folk presented the Parks and Recreation Board Roster

2. Project Updates:

a. Adams Park Update

PM Laird stated that Adams Park project is not completely closed out. PM Laird stated that it's mainly sloping and sidewalk improvements.

b. Crestview Park Pickleball

PM Laird stated the construction has started on the pickleball courts. PM Laird shared with the Parks and Recreation Board pickleball rules.

ITEMS FOR NEXT MEETING:

Carmona stated the next regular meeting will be held on Tuesday, May 9, 2023, at 6:30 pm, at 851 South Eton (with a possible location change).

Chair Carmona adjourned the meeting at 9:00 pm

Connie J. Folk, Recreation Coordinator



PARKS AND RECREATION BOARD

Article II, Section 78

Objectives: The Parks and Recreation Board shall promote a recreation program and a park development program for the City. The Board shall recommend to the city commission for adoption such rules and regulations pertaining to the conduct and use of parks and public grounds as are necessary to administer the same and to protect public property and the safety, health, morals, and welfare of the public.

Seven regular members, Three-year Terms, Appointed by the City Commission

Two alternate members, Three-year Terms, Appointed by the City Commission

Members must be electors of the City of Birmingham

Meetings held the first Tuesday of each month at 6:30 PM.

Last Name	First Name	Home Address	Home Business E-Mail	Appointed	Term Expires
Carmona	Heather	887 Lakeview Ave.	(248) 867-1346	3/12/2018 Regular Member	3/13/2024
<i>htcarmona@sbcglobal.net</i>					
Collins	Susan	958 Pleasant	(248) 761-6873	3/9/2020 Regular Member	3/13/2024
<i>sbdcollins@comcast.net</i>					
Einstein	Jessica	419 Pilgrim Ave	(248)821-0306	5/8/2023 Alternate	3/13/2025
<i>jessicaeinstein@gmail.com</i>					

Last Name	First Name	Home Business E-Mail	Appointed	Term Expires
Glasier	Kate		2/27/2023 Student representative	12/31/2023
Graham 884 Knox	Pam	(248) 408-6277 <i>pamcracker@gmail.com</i>	1/13/2020 Regular Member	3/13/2026
Kupczyk 592 W Lincoln	Sarah	(773)414-4727 <i>sc23carroll@gmail.com</i>	3/27/2023 Regular Member	3/13/2026
Lipp 2682 Buckingham	Anne	(248) 225-0136 <i>aecubera@gmail.com</i>	11/23/2020 Regular Member	3/13/2025
Reynolds	Archie		2/27/2023 Student representative	12/31/2023
Rusche 358 Henley St.	John	(248) 731-7068 (248) 219-8114 <i>jprusche@aol.com</i>	9/6/2018 Regular Member	3/13/2024

Last Name	First Name	Home Business	Appointed	Term Expires
Sweeney 160 Larchlea Ave	Steve	(248) 875-9973 <i>stevesweeney22@yahoo.com</i>	3/28/2022 Regular Member	3/13/2026
Wrobel 2665 Windemere	Joe	(248)225-5937 <i>wrobel4j@aol.com</i>	4/3/2023 Alternate	3/13/2026

MEMORANDUM

Department of Public Services

DATE: June 2, 2023

TO: Parks and Recreation Board

FROM: Carrie Laird, Parks and Recreation Manager

SUBJECT: Groundwater Energy Passive System (GEPS) Update

In April of 2022, the City entered into an agreement with [Exlterra](#), an innovative company out of Hazel Park, MI for the installation of a Groundwater Energy Passive System (GEPS®) in an area with standing water throughout the spring and summer months at Fairway Park. See below photos, *April 2022*.



GEPS® is a unique and patented technology that is installed underground and improves natural stormwater infiltration in any type of soil. With a diameter of 1 ¼", each GEPS® unit measures between 5 feet and 40 feet in length, and are installed at least 1 foot underground using a proprietary drill rig developed by Exlterra.

Exlterra touts that GEPS® brings the following benefits:

- Improves the moisture distribution in the ground
- Progressively increases the water infiltration performance in the ground and on the surface, increasing the usage of the ground.
- Ameliorates the firmness of the ground.

How does GEPS work:

Once installed, the GEPS® system will go through an acclimation period that varies in time depending on the soil type and precipitation. Little by little, the drilled holes are closing and will start compressing the chambers of the GEPS® units to fully acclimate the system. The system then induces an interaction of water molecules and soil particles to balance the distribution of moisture horizontally and vertically from the saturated layers to the less saturated layers of the soil, creating a balance.

Once acclimated, the GEPS® system will operate in synergy with its environment only using renewable energies to deliver its results.

The system does not need any maintenance and works indefinitely.

The project was completed in June of 2022. Staff has been monitoring the area and have noticed significant improvements. We will continue to monitor the area.

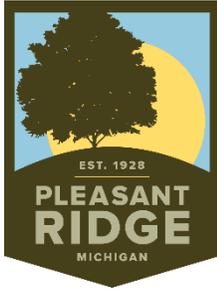
Pleasant Ridge recently installed the system, and is very happy with the results, see attached letter.

April 2023:



May 2023:





City of Pleasant Ridge

23925 Woodward Avenue, Pleasant Ridge, Michigan 48069
Phone: 248-541-2901 • Web: www.cityofpleasantridge.org

City Commission

Bret Scott, Mayor
Chris Budnik
Alex Lenko
Ann Perry
Katy Schmier

City Manager

James Breuckman

May 16, 2023

Re: Reference Letter for Exlterra GEPS

To Whom it May Concern,

This letter serves as our endorsement for Exlterra and their Groundwater Energy Passive System (GEPS). For decades we had struggled with standing water and poor drainage in some of our parks. We had tried conventional water management techniques with very limited effect. After learning about Exlterra's GEPS, and our positive experiences with Exlterra's NEPS supporting the health and vitality of newly planted trees in the City, we contracted with them to install GEPS in our parks.

We saw immediate positive results. Areas of our parks that used to retain water no longer do so. In the past, these areas were often under standing water in the spring and after heavy rainfalls. GEPS has eliminated our standing water issues while improving the firmness of the soil. We have even seen a reduction in the number of mosquitos we used to have in these areas of our parks. The turf grass has been healthier and more heat and drought resistant.

GEPS has turned formerly marginal areas of our parks into usable, high-quality spaces that can now be actively used. Our local recreational youth soccer teams are practicing in areas of our parks where they were not able to in the past due to the wet, swampy soil and mosquito issues.

Exlterra is easy to work with and always responsive. We have had success using their GEPS and NEPS systems over the course of the last five years. Our continued partnership with Exlterra and expanded use of their products and services is the highest endorsement I can provide for the firm and their products.

I can be reached at 248-541-2901 or citymanager@cityofpleasantridge.org with any additional questions about Exlterra or our experience with them.

Best,

James Breuckman
City Manager

2024-2028 Parks and Recreation Master Plan for Birmingham, MI

Interview Presentation - May 9, 2023



Agenda

Introductions

Why McKenna?

Strategic Issues:
Addressing Birmingham's Needs

Engagement Approach:
A Community-Supported Vision
for Parks

Q&A / Conversation





Introductions

MCKENNA



Your Team



Laura Haw
Project Director



Paul Urbiel
Project Manager,
Primary Point of
Contact



Jane Dixon
Project Planner



Nani Wolf



Andrew Littman



Carrie Leitner



Why McKenna?

MCKENNA



About McKenna

45 years of experience.

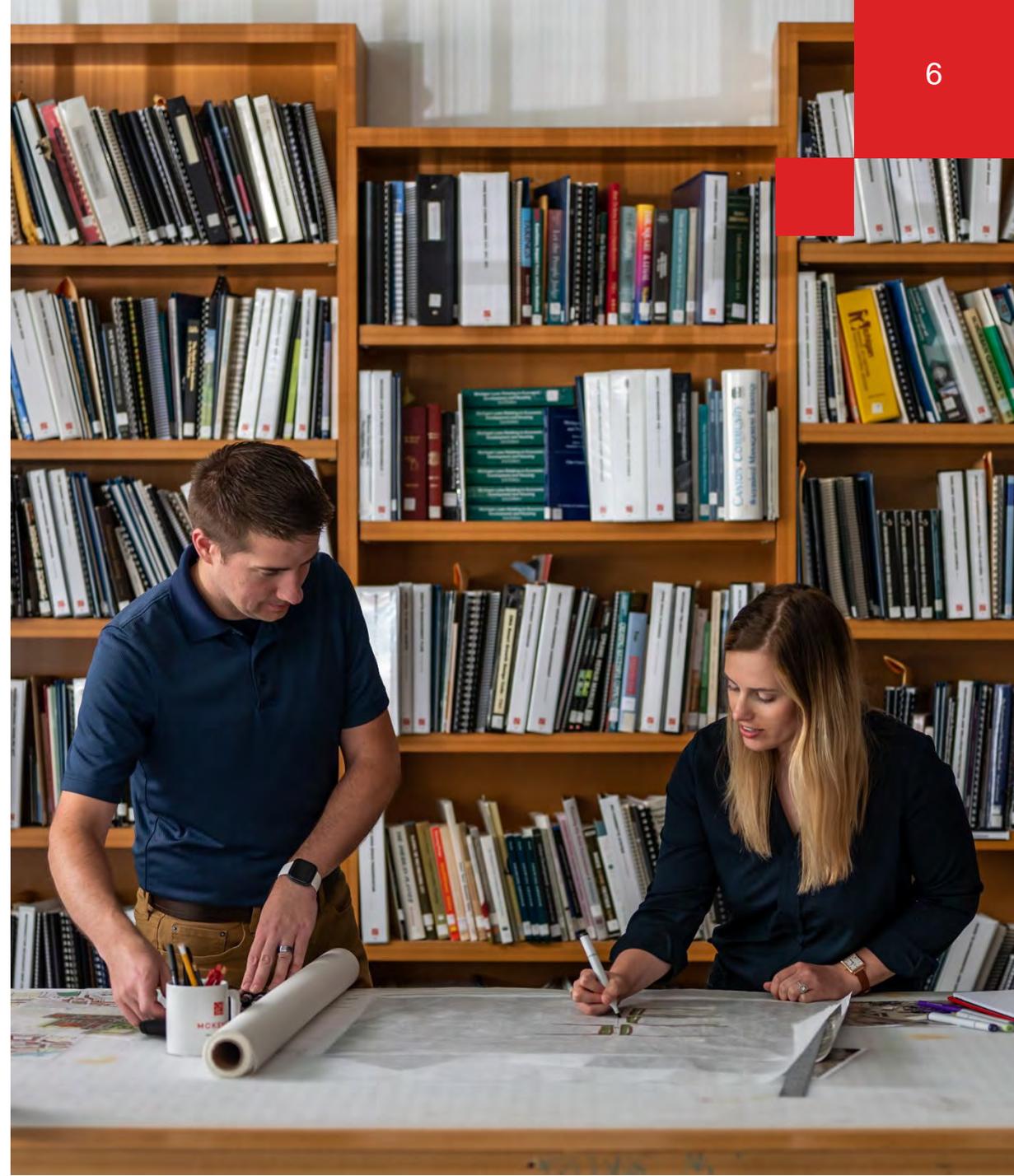
Community planning, urban design, landscape architecture, and related services.

Clients.

Successfully completed Parks and Recreation Master Plans for a wide-range of communities across Michigan.

Tradition of excellence.

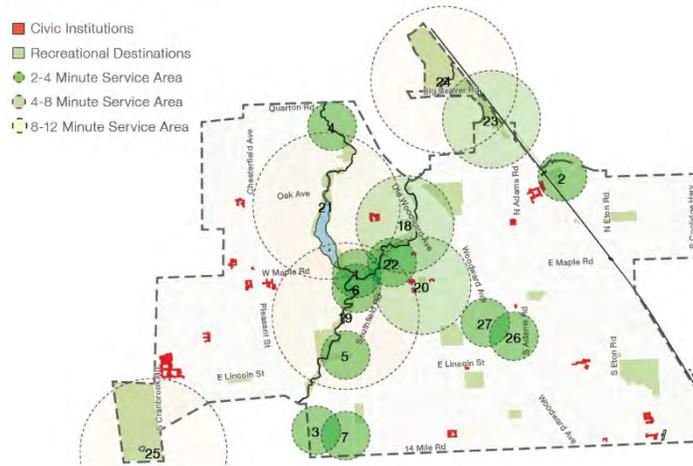
Quality, responsiveness, rigorous thought. Skilled in park design, recreation programming, and facilities planning.





Approach and Qualifications

- Experience in similar, premier communities
- Local knowledge of Birmingham
- Building consensus through inclusive community engagement
- A plan to be used, not to sit on the shelf
- Implementing best practices
- History of success



Relevant Experience

Parks and Recreation 5-Year Plans

- City of Royal Oak (2022)
- City of Sault St. Marie (2022)
- Canton Township (2021)
- City of Rochester (2019)
- City of Birmingham (2018)

Plus:

- The Birmingham 2040 Plan (2023)
- And many more !



Elevate the Product | Elevate the Plan





Addressing Birmingham's Needs

MCKENNA

MDNR Requirements

MDNR Five-Year Plans

- Expert in compliance
- Open / frequent communication with MDNR representative
- Attend trainings, conferences
- 100% acceptance rate
- Position for grants success

Required Components

1. Community Description
2. Administrative Structure
3. Recreation Inventory
4. Natural Resource Inventory
5. Systems and Facilities Analysis
6. The Planning Process
7. Strategic Action Plan



Michigan Department of Natural Resources

Michigan.gov/DNR

Guidelines for the Development of Community Parks and Recreation Plans

IC104 (Rev. 4/26/2011)

MDNR Requirements

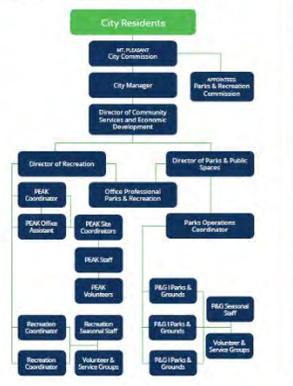


Current Administrative Functions

The Mt. Pleasant Parks and Recreation Commission is a citizen advisory board made up of seven city residents who advise the City Commission on leisure time needs of the community and the strategic plan for development of park facilities and recreation programs. Board members are appointed by the City Commission and serve a three-year term.

The Parks and Recreation Departments are served by eleven full-time staff members and a number of part-time employees who are responsible for managing Mt. Pleasant's parks and providing a range of recreation programs and services.

Figure 4.5: Parks and Recreation Administrative Structure



VOLUNTEERS AND COMMUNITY PARTNERSHIPS

Mt. Pleasant has been very fortunate to have a great group of volunteers dedicated to the community. Without their participation, recreational opportunities within the City would not be the same. Additionally, the Parks and Recreation Departments work in partnership with numerous local organizations and businesses to provide recreation and leisure services. Examples of current partnerships include, but are not limited to:

- Mt. Pleasant Area Community Foundation
- Many Clubs
- Mt. Pleasant Public Schools
- Rosewood Golf and Boating
- Inlandia County Commission on Aging
- Mt. Pleasant Public Libraries
- Community to Arms
- Girls Youth Softball
- Mt. Pleasant Little League
- Mt. Pleasant Baseball Association
- Okemos Area Public Library
- WCV Radio and WCV Radio
- The Golf Center
- Okemos Regional Indian Tribe
- Central Michigan University
- Friends of the Dog Park
- Okemos Area Historical Museum
- Okemos Waterfowl Conservancy

Administrative Structure and Funding History

History of Parks and Recreation Services in Mt. Pleasant

The State of Michigan and the City of Mt. Pleasant authorize how recreational activities and resources are governed within the public sector. Public Act 515 of 1917 (Local Government Oversight System of Public Recreation) authorizes cities, villages, counties, townships, and school districts to operate systems of public recreation and playgrounds. Section 1 of this act states that any city, village, county or township may:

- Operate a system of public recreation and playgrounds;
- Acquire equipment and maintain land, buildings, or other recreational facilities;
- Employ a professional staff and assistants; and
- Vote to expend funds for the operation of such a system.

The Mt. Pleasant City Commission first approved a parks ordinance in 1958. The City Commission receives input and recommendations concerning parks and recreation from the Parks and Recreation Commission (see Figure 4.5 for administrative structure details). Additionally, in 1971, a Parks and Recreation Department was created by action of the Mt. Pleasant City Commission.

4 MT. PLEASANT 2010 - City of Mt. Pleasant, Michigan

BOOK 4: Recreational Parks and Public Space

ESTIMATE SUMMARY

Imagine Fun! Goals and Objectives

Goal 1: Diverse and exciting opportunities

Goal 2: Access for all residents

Goal 3: Design parks for all users

Goal 4: Use best practices

Goal 5: Make parks a point of pride

ESTIMATE SUMMARY

2025 PARKS AND RECREATION PLAN
City of Kalamazoo

Imagine Kalamazoo 2025 2025 Master Plan (IK2025)

The City of Kalamazoo City Commission adopted its Master Plan, Imagine Kalamazoo 2025 (IK2025) on October 16, 2017. IK2025 is the guiding document for all planning and development in the city. It is also a visionary document informed by many residents and stakeholders and created to enhance the quality of life for all who live, work, and visit Kalamazoo.

The IK2025 engages four areas: housing and community, mobility, parks and recreation, and economic vitality. The City of Kalamazoo is committed to providing a high quality of life for all who live, work, and visit Kalamazoo. The City of Kalamazoo is committed to providing a high quality of life for all who live, work, and visit Kalamazoo.

ESTIMATE SUMMARY

IK2025 - PARK ACTION ITEMS

CONNECTIONS CITY

COMMUNITY ENGAGEMENT

PLANNING POLICY DEVELOPMENT

DEVELOPMENT RESPONSIBILITY

DATA COMMUNITY

IMPROVED INFRASTRUCTURE

POOLS DEVELOPMENT

2025 PARKS AND RECREATION PLAN
City of Kalamazoo

Grant Funding

Canton has received Federal and State funding for several projects since 1977, including grants from the Michigan Natural Resources Trust Fund (MNRTF), Land and Water Conservation Fund (LWCF), Clean Michigan Initiative (CMI), Recreation Bond Fund (RBF), and the Michigan Arts Cultural (MAC) and Quality of Life Grant from the Michigan Department of Budget.

Table 18: State and Federal Development Grants Received by Canton Township

YEAR	GRANT #	FUNDING SOURCE	PROJECT TITLE	PROJECT DESCRIPTION	TOTAL GRANT	CURRENT USE / FUTURE INTENT
1977	26-010-2201	LWCF	Taylor Creek Golf Course	Acquisition of 113.45 acres	\$200,000	27-hole course in good condition
1995	26-019-97	LWCF	Canton Recreation Complex Phase II	Development of parking lot, picnic shelter, soccer/football fields, landscaping, play center, storm drain, and catch basins	\$75,500	Multi-purpose park with athletic fields, playgrounds, ponds and trails in excellent condition
1985	TF 1069	MNRTF	Canton Recreation Complex Expansion	Acquisition of 50 acres	\$50,000	Multi-purpose park with athletic fields, playgrounds, ponds, and trails in excellent condition
1987	TF87-056	MNRTF	Canton Community Park Acquisition	Project Withdrawn	\$0	N/A
1989	BF89-360	RBF	Canton Recreation Complex Phase IV	Development of parking lot, walkway, soccer field, irrigation, pavilion, restrooms, playground, fishing pier, gazebo	\$903,044	Community Park in excellent condition
1986	TF86-031	MNRTF	Canton Recreation Center Development	Development of Recreation Center, lake, recreation, ball parking, road & parking lot, graveling, 2 bridges, soccer field, picnic area, deck, lighting, landscaping	\$193,660.59	Community Park in excellent condition
1992	BF92-195	RBF	Canton Community Center	Development of Canton Community Center building construction, landscaping	\$400,000	Multi-purpose community center in excellent condition
1997	1F97-028	MNRTF	Ridge Road Park Development (Formerly Reister's & Coleman Ridge) Land Acquisition	Original acquisition of 218 acres for community park. Updated to purchase 132 acres for Ridge Road Park	\$963,685.00	Site to be maintained until funding is secured for development. Park master plan prepared
1999	CM99-181	CMI	Community Center Expansion	Renovation and expansion of Recreation Center to include new fitness center, locker rooms	\$750,000	Multi purpose community center in excellent condition
2000	N/A	MAC	Performing Arts Education Center	Construction of Performing Arts Center	\$300,000	400-seat theater with classrooms in excellent condition

Volunteers

The City of Garden City has been very fortunate to have a great group of volunteers dedicated to the community. Without their participation, recreational opportunities within the City would be greatly reduced. The following are the groups that work directly with or through the Parks and Recreation Department, though there are other volunteer groups that partner with other City departments:

- GARDEN CITY YOUTH ATHLETIC ASSOCIATION (GCYA)**
GCYA oversees and administers Youth Baseball, Fast Pitch Softball, cheerleading, football and basketball. GCYA was founded in 1964 by Feres Sotelo and is a volunteer non-profit organization of local members, managers, and coaches who provide the youth of Garden City with the opportunity to participate in the sports listed above. GCYA is well respected in Garden City and the members are often praised by the following quote "Volunteers are not paid because they are ungrateful, but because they are precious."
- GARDEN CITY HOCKEY ASSOCIATION (GCHA)**
GCHA oversees and administers the youth hockey program, both house and travel teams. The group has donated materials and labor for projects at the City Arena including improved lighting in hallway and locker room area.
- GARDEN CITY FIGURE SKATING CLUB (GCFSC)**
GCFSC oversees and administers the figure skating program including the "Learn to Skate" and competitive programs. In the past two weeks they have received very closely with the Parks and Recreation Department to provide special public skating programs such as "Skate with Santa". Past major contributions were the purchase of figure and hockey skates for the Public Skating Program and figure skating classes (skates are rented by participants) and the installation of new benches to cover the payer benches.
- GARDEN CITY SOCCER CLUB**
Oversees and administers youth soccer programs, including the purchasing of goals and nets, maintenance of soccer fields, and the donation of top soil and sand to the fields.
- KIWANIS CLUB OF GARDEN CITY**
The Kiwanis Club works closely with the Parks and Recreation Department to provide the community with special events such as Lunch with The Mayor, Bunco, Kiwanis Kids Day in the Park, and numerous youth citizen programs. They also participate in the Park Dedication Program that encourages groups to "adopt" parks or facilities and help maintain them. The Kiwanis "Volunteer" awards them and also the Kiwanis Store at Midwood Community Center. The club purchased the playground that is currently in the park, as well as trees, basketball, and park benches. In 2008 the club purchased a topsoil for the park when an old tennis court had to be removed. They have also purchased a conference table and chairs for the Kiwanis Room at Midwood Center.
- LION'S CLUB**
The Lion's Club adopted the "Lion's Room" at Midwood Center and has purchased tables and chairs for the room.
- ROTTARY CLUB OF GARDEN CITY**
The Rotary Club "adopted" Rotary Park and installed a park sign on the site along with completing several projects.
- GARDEN CLUB**
This group maintains a garden at City Park and assists with garden projects at Midwood Center.
- GARDEN CITY HADIS CLUB**
This organization assists the Department during special events. They also have a great office at Midwood Community Center that is part of the City's Emergency Readiness Program.

Partnering Organizations

- GARDEN CITY BUSINESS ALLIANCE**
One of the Parks and Recreation Department's frequent collaborators is the Garden City Business Alliance (GCBA). The GCBA was formed in 2014 to support Garden City's business community. It also performs charitable activities in partnership with the Parks and Recreation Department, including the Walk in the Park event, held at Garden City Park. Additionally, the GCBA also promotes the River Run and Hobbs Business Fair at Garden City Park.
- DOWNTOWN DEVELOPMENT AUTHORITY (DDA)**
DDA (formerly a governmental agency) is the organization that oversees the Downtown Development Authority. The DDA partners with the department on civic promotion events.
- FRIENDS OF THE HISTORICAL MUSEUM**
The City budget is currently in question for the Friends of the Historical Museum. The group is administered by the Historical Commission. Also, beginning in 2020, the Friends of the Historical Museum (partnered with Midwood Community Center) to run outdoor Fall market fundraisers in the summer months.

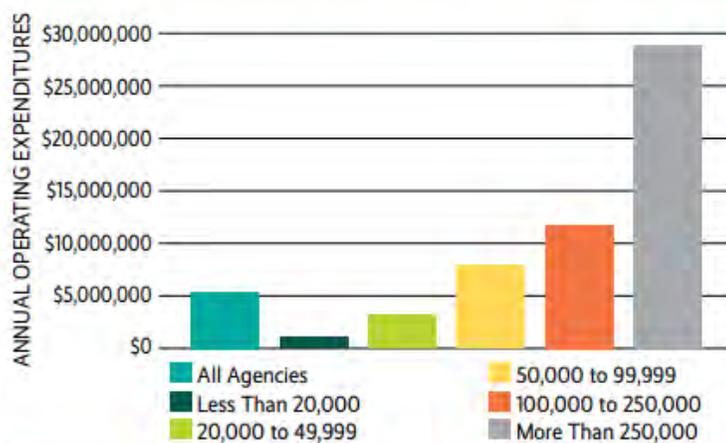


Key Metrics

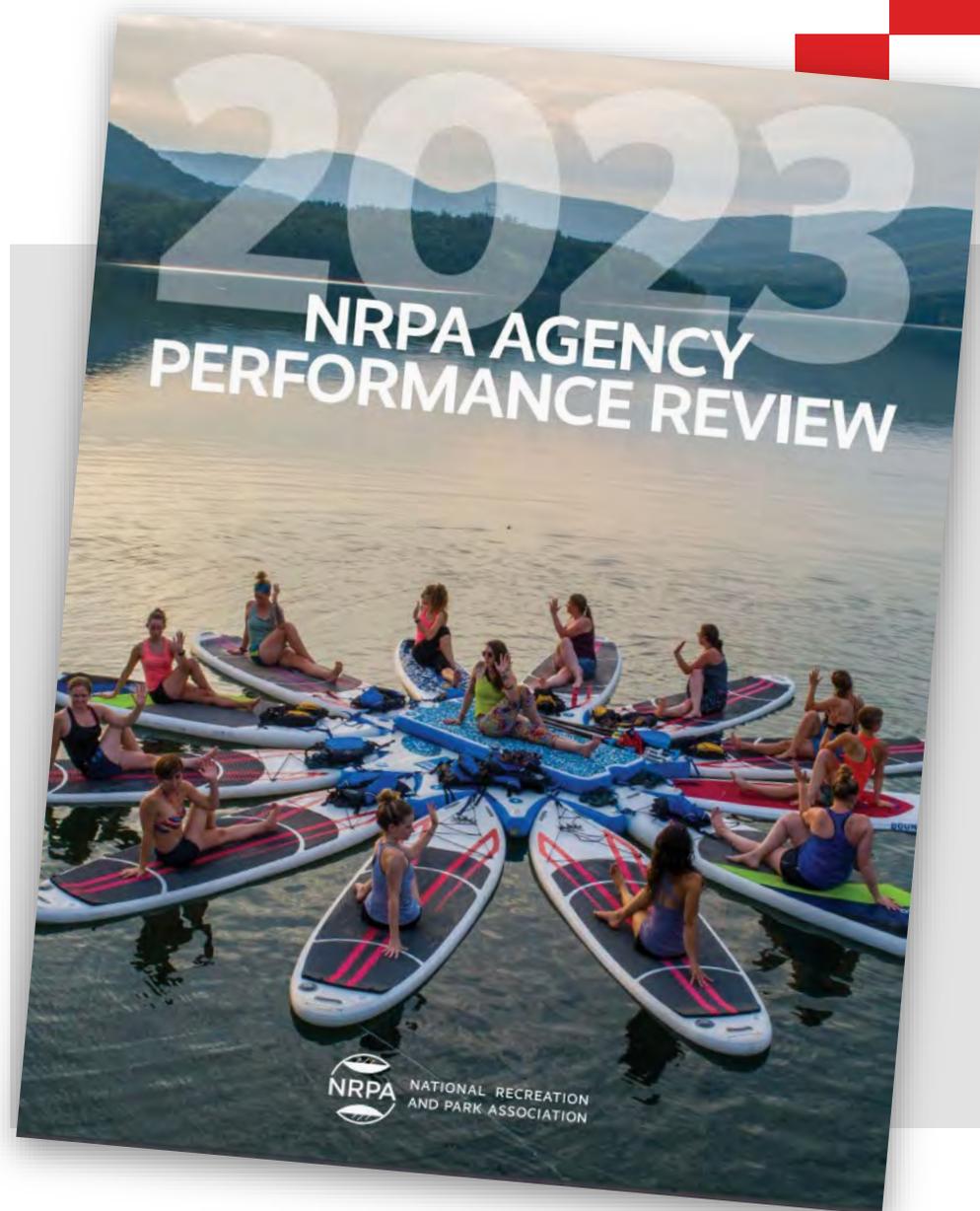
NRPA Standards

- Analyze existing and recommended land and parks
- Budget / staff
- Facilities: indoor and outdoor
- Trails
- Programming

FIGURE 13: ANNUAL OPERATING EXPENDITURES (BY JURISDICTION POPULATION)



	All Agencies	Less Than 20,000	20,000 to 49,999	50,000 to 99,999	100,000 to 250,000	More Than 250,000
Median	\$5,500,000	\$1,200,000	\$3,255,771	\$8,005,757	\$11,834,432	\$28,878,054
Lower Quartile	\$2,045,100	\$573,150	\$1,996,538	\$5,338,200	\$6,147,332	\$14,735,128
Upper Quartile	\$14,841,451	\$2,482,403	\$6,279,749	\$13,413,924	\$21,753,741	\$53,898,865



Sustainability Metrics

- Tree canopy (perimeter, interior trees per acre)
- Native plantings
- Permeable surfaces
- Green stormwater infrastructure
- Solar energy systems
- EV chargers
- Bicycle facilities
- Recycling facilities
- Transit access

**Tree Canopy:**

Expressed as number of trees/acre.
(Collected: Perimeter Tree Count,
Interior Tree Count, Estimated Canopy %)

**Recycling Facilities:**

Yes/No/How Many

**Gardens and Landscaping:**

Native Plantings, Decorative Planters

**Bicycle Facilities:**

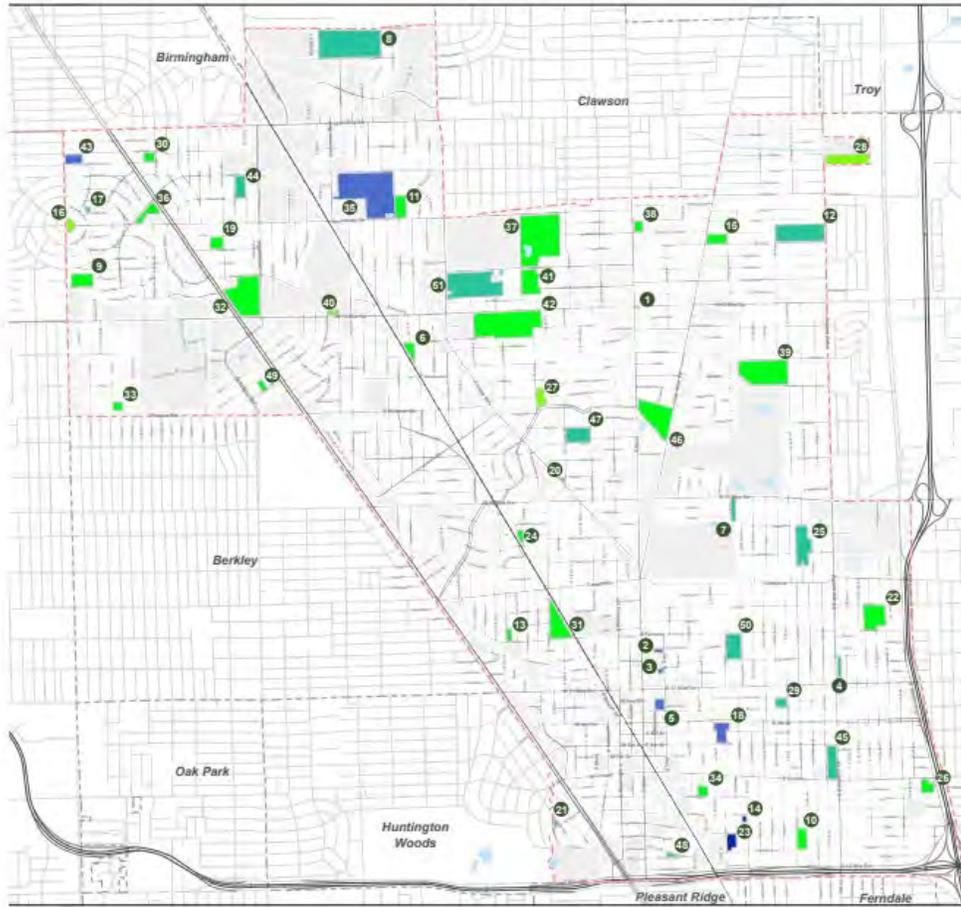
Yes/No, What is Present

**Green Stormwater Infrastructure:**

Yes/No, What is Present

Accessibility and Inclusion

LEVEL 1	The park is not accessible to people with a broad range of physical disabilities. The site includes little paved areas and the facilities such as play equipment or picnic areas are not accessible.
LEVEL 2	The park is somewhat accessible to people with a broad range of physical disabilities. Either the parking area or pathways are paved, but not both. Many of the facilities such as play equipment or picnic areas are not easily accessible.
LEVEL 3	The park is mostly accessible to people with a broad range of physical disabilities. Most of the parking areas and pathways are paved, and some of the facilities such as play equipment or picnic areas are accessible but may not be completely barrier-free.
LEVEL 4	The park is completely accessible to people with a broad range of physical disabilities. Parking areas and pathways are paved, and most of the facilities such as play equipment or picnic areas are easily accessible.
LEVEL 5	The entire park was developed or renovated using the principles of universal design, a design approach which enables all environments to be usable by everyone, to the greatest extent possible, regardless of age, ability, or situation.



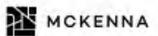
Accessibility Assessment

City of Royal Oak, MI
November 8, 2022 Draft



- Park Legend**
- | | |
|---------------------------------|---------------------------------|
| 1. 13 Mile / Main Park | 27. Marais (Dickie Putnam) Park |
| 2. Barton North Park | 28. Mark Twain (Dog) Park |
| 3. Barton South Park | 29. Marks Park |
| 4. Bassett Park | 30. Maudlin Park |
| 5. Centennial Commons | 31. Menninger Park |
| 6. Clawson Park | 32. Memorial Park |
| 7. Cody Park | 33. Miller Park |
| 8. Cunningham Park | 34. Mill Hey Hudson Park |
| 9. Dickinson Park | 35. Normandy Oaks Park |
| 10. Donderso Park | 36. Pioneer Park |
| 11. Elks Park | 37. Quickstad Park |
| 12. Exchange Park | 38. Realtor Park |
| 13. Fernwood Park | 39. Red Run Park |
| 14. Franklin Park | 40. Rotary Park |
| 15. Fred Pieper / Optimist Park | 41. Royal Oak Arboretum |
| 16. Fries Park | 42. Starr Jaycee Park |
| 17. Fulton Park | 43. Sullivan Park |
| 18. Grant Park | 44. Upton Park |
| 19. Gunn Dyer Park | 45. VFW Park |
| 20. Hamer Finch Wilkins Park | 46. Wagner Park |
| 21. Huntington Woods Park | 47. Waterworks Park |
| 22. Kenwood Park | 48. Wendland Park |
| 23. Lawson Park | 49. Westwood Park |
| 24. Lions Club Park | 50. Whittier Park |
| 25. Lockman Park | 51. Worden Park |
| 26. Maddock Park | |

BaseMap Source: Michigan Center for Geographic Information, v.13i, Oakland County GIS, 2022. Data Source: City of Royal Oak, 2022. Mckenna, 2022.



Accessibility Rankings

– A Deeper Dive

- Approach and entrances (ADA parking)
- Indoor facilities / restrooms (includes drinking fountains)
- Access and routes to equipment:

- ✓ Play areas
- ✓ Sports courts / activity areas

- Seating
- Fall zone (surface material)



Table 5. Accessibility Ratings of Parks and Recreation Facilities (with Parking), 2022

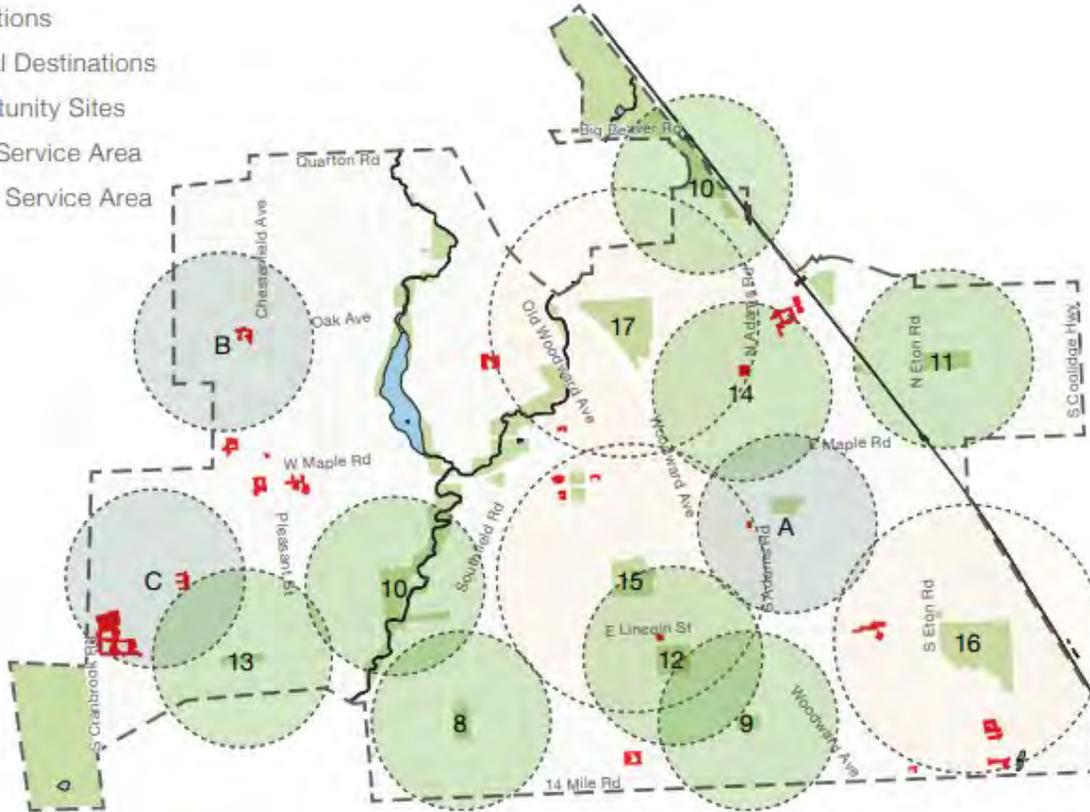
	Park Name	Accessibility Score	Comments	Parking	# of ADA Spaces
LEVEL 1	Fries Park	1	Perimeter sidewalk along west edge of the park only, along Greenfield.	No	-
	Marais (Dickie Putnam) Park	1	Perimeter sidewalk only, no amenities or internal sidewalks.	No	-
	Mark Twain (Dog) Park	1	Perimeter sidewalk on N. Campbell, no internal sidewalk or ADA parking.	Yes	0
	Rotary Park	1	Perimeter sidewalk on south of the park, along 15 Mile only.	No	-
LEVEL 2	Clawson Park	2	Perimeter sidewalk, no internal sidewalk to playscape / ball field.	No	-
	Dickinson Park	2	Perimeter sidewalk, with limited accessibility to play structure, ball field, courts, etc.	No	-
	Dandera Park	2	Perimeter sidewalk, no internal sidewalk to courts.	No	-
	Elko Park	2	Sidewalk on west and south park boundaries only, limited internal sidewalk to amenities.	Yes	2 ADA spaces
LEVEL 3	Ferrowood Park	2	Perimeter sidewalk only, amenities not accessible.	No	-
	Fred Pieper / Optimist Park	2	Perimeter sidewalk only. No sidewalk to playscapes, fields, volleyball court or seating areas.	No	-
	Gunn Dyer Park	2	Perimeter sidewalk only, no internal sidewalk to playscapes, ball field, or multipurpose field.	No	-
	Kenwood Park	2	Perimeter sidewalk only, no internal sidewalks.	No	-
	Lions Club Park	2	Curb cut into the park is not accessible. Internal pathway needs repair; playscape equipment not accessible.	No	-
	Haddock Park	2	Perimeter sidewalk on Lincoln only, no sidewalk or access from Stephenson or Hardwood. The internal sidewalk to some amenities from Lincoln is in poor condition.	No	-
	Houdini Park	2	Perimeter sidewalk, no internal sidewalks to the amenities. Play structure amenities are outdated.	No	-
	Memorial Park	2	Perimeter sidewalk, limited internal sidewalks to playscapes / fields.	Yes	4 ADA spaces
	Miller Park	2	Perimeter and internal sidewalks, amenities not accessible.	No	-
	Hill Hey Hudson Park	2	Perimeter sidewalk but limited access internally, redevelopment of park in progress to be completed in 2024, with improved accessibility.	No	-
Pioneer Park	2	Perimeter sidewalk, internal sidewalk to first playscape only.	No	-	
Quickstad Park	2	Perimeter sidewalk along north, west and south park boundaries, soccer fields not accessible, and nature preserve pathway not paved.	No	-	
Realtor Park	2	Perimeter sidewalk only, no internal sidewalks to amenities.	No	-	
Red Run Park	2	Perimeter sidewalk, swings and ballfields not accessible.	Yes	-	
Starr-Joyce Park	2	Perimeter sidewalk on northern park boundary only, internal sidewalk to pavilion only.	Yes	4 ADA spaces	
Wagner Park	2	Perimeter and some internal sidewalks, amenities not accessible.	No	-	
Westwood Park	2	Perimeter and internal sidewalks, amenities not accessible.	No	-	

	Park Name	Accessibility Score	Comments	Parking	# of ADA Spaces
LEVEL 3	15 Mile / Main Park	3	Perimeter sidewalk, internal sidewalk to landscape beds.	No	-
	Bassett Park	3	Perimeter sidewalk.	No	-
	Cody Park	3	Perimeter sidewalk, internal sidewalk to play structures but not to sandbox or fields.	No	-
	Commingston Park	3	Perimeter sidewalk and internal sidewalk to playscape.	No	-
	Exchange Park	3	Perimeter sidewalk and internal sidewalk to some amenities, but not all.	No	-
	Fulton Park	3	Equipment accessible once within playscape area.	No	-
	Hammer Finch Wilkins Park	3	Perimeter sidewalk.	No	-
	Huntington Woods Park	3	Perimeter sidewalk only, equipment accessible within playscape area.	No	-
	Lockman Park	3	Fully extend path to tennis courts doors.	No	-
	Mark's Park	3	Perimeter sidewalk, internal sidewalk to the play structures (painted fall zone structures).	Yes	1 ADA space
Heisinger Park	3	Perimeter sidewalk, internal sidewalk to play structure and tennis courts.	No	-	
Royal Oak Arboretum	3	Sidewalk for nature trail and to playscapes, multiple paved access points to the park.	Yes	8 ADA spaces	
Upton Park	3	Perimeter sidewalk and internal sidewalk to playscape.	No	-	
Y.Z.W. Park	3	Perimeter sidewalk, internal sidewalk to play structure and pavilion, but not to all amenities (i.e. soccer field).	Yes	4 ADA spaces	

	Park Name	Accessibility Score	Comments	Parking	# of ADA Spaces
LEVEL 4	Waterworks Park	3	Perimeter sidewalk (except along northern park boundary), on Magnolia. Internal sidewalk to playscape and fitness equipment, sidewalk missing to swings and tennis courts.	No	-
	Wendland Park	3	Perimeter sidewalk, internal sidewalk to play structures.	No	-
	Whittier Park	3	Perimeter sidewalk and internal sidewalk to playscape, no internal sidewalk to the basketball and pickleball courts, or picnic areas.	Yes	1 ADA space
	Worden Park	3	Cut curbs, create path to baseball diamonds and the tennis courts.	Yes	4 ADA spaces
	Sullivan Park	4	Perimeter sidewalk, with internal sidewalk to accessible soccer fields.	No	-
	Barton Park North	4	Paved path, connected to play structure and fitness equipment.	No	-
	Barton Park South	4	Perimeter sidewalk, internal sidewalk to accessible gazebo.	No	-
	Centennial Commons	4	Perimeter and internal sidewalks.	Yes	2
	Grant Park	4	Perimeter sidewalk, internal sidewalk to play structures and fitness equipment. No sidewalk to soccer fields / picnic areas.	No	-
	Normandy Oaks Park	4	Accessible paths throughout.	Yes	8 ADA spaces
LEVEL 5	Franklin Park	5	Perimeter and internal sidewalks to all facilities.	No	-
	Lawson Park	5	Perimeter and internal sidewalks, accessible playscape and amenities.	Yes	0

Implications from the 2040 Birmingham Plan

- Civic Institutions
- Recreational Destinations
- Park Opportunity Sites
- 4-8 Minute Service Area
- 8-12 Minute Service Area



THE
BIRMINGHAM
PLAN

2040



Community Engagement Approach

MCKENNA

Public Engagement: Community Investment

Engagement efforts:

1. Incorporate 2018 and 2040 Plan outreach themes
2. Interactive website facilitating ongoing **survey** and **comment map**
3. Four **open house** “field days”
4. Eight **round table** stakeholder discussions
5. Two **draft plan feedback** discussions
6. Parks and Recreation Board and Planning Commission **input**



Interactive, Online Public Engagement Options



The best thing about my favorite park is ...

The best way to improve our parks is to ...

VIRTUAL ENGAGEMENT BY THE NUMBERS



1,010

Unique Website Visitors



418

Survey Responses



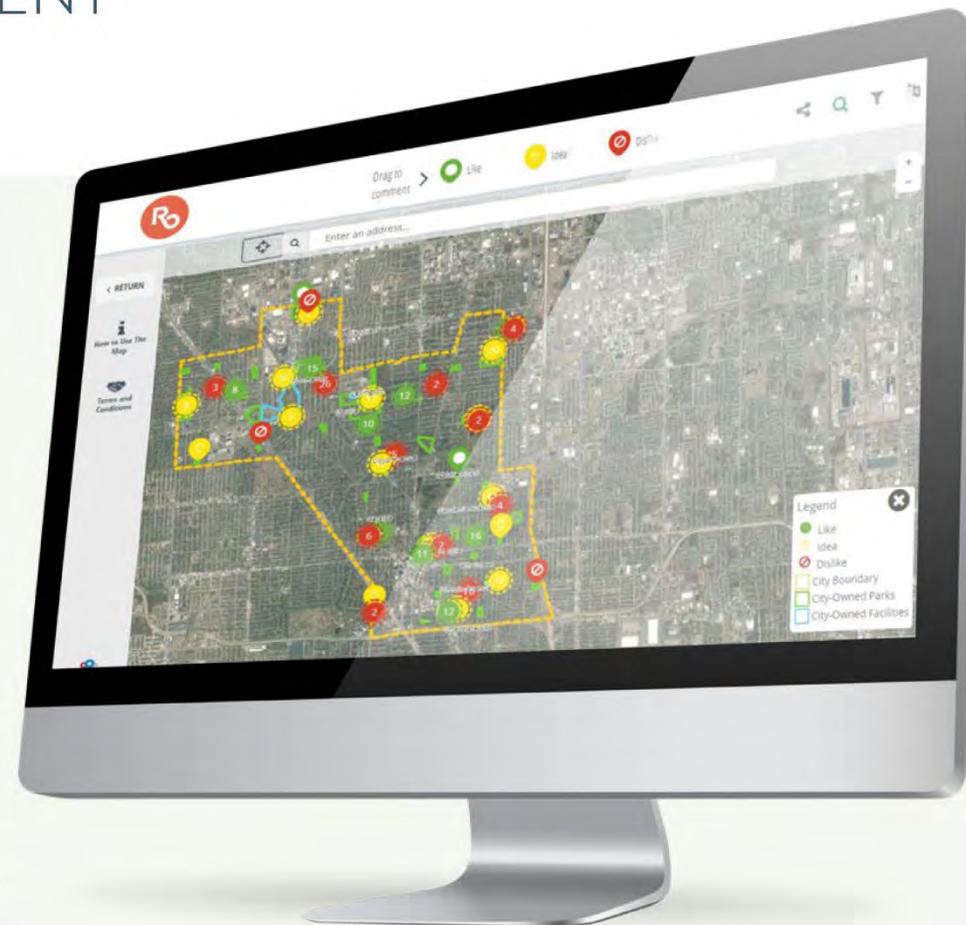
799

Online Comments



3,200

Responses to Online Comments



Public Engagement Field Days



Kzoo imagine fun!
PARKS AND RECREATION PLAN

Let your voice be heard! Join the City of Kalamazoo at one (or more!) outdoor events for a fun field day in your neighborhood park. Kalamazoo is in the process of updating its five (5)-year Master Plan and is seeking feedback on your favorite parks and what you envision for the future. Light refreshments will be provided.

JUNE 12	LA CRONE PARK 535 W. PATTERSON ST 6:00-7:30PM
JUNE 23	SOUTHSIDE PARK INTERSECTION OF PALMER AVE AND BACE ST 11:00-12:30PM
JULY 10	WOODS LAKE PARK 2900 OAKLAND DR 6:00-7:30PM
JULY 26	ROCKWELL PARK 1106 TRIMBLE ST 6:00-7:30PM

FOR MORE INFORMATION AND FOR OTHER OPPORTUNITIES TO GET INVOLVED, PLEASE VISIT: WWW.KZOOIMAGINEFUN.COM



Experienced Roundtable Leaders

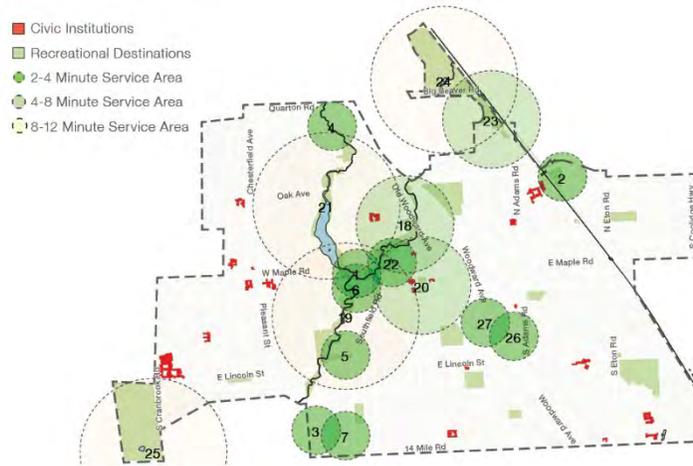
- Allow for substantive conversation with identified stakeholder groups
- Help capture underrepresented voices
- Potential stakeholder groups:
 - ✓ Youth
 - ✓ Seniors
 - ✓ Differently Abled
 - ✓ Parents of Young Families





Why McKenna?

- Experience
- Local knowledge of Birmingham
- Inclusive community engagement
- A plan to be used, not to sit on the shelf
- Implementing best practices
- History of success



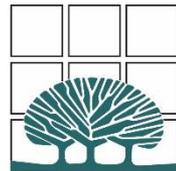
Q&A / Conversation



MCKENNA

CITY OF BIRMINGHAM

Parks & Recreation Master Plan Update



MCSA
GROUP, Inc.

Landscape Architects and Architects

Attachment B

Introductions



TIFFANY SMITH

Project Director
Park and Recreation Planning

Over 22 years of experience creating Park,
Recreation, and Open Space Five Year Plans



MELINDA WHITTEN

Project Manager
Park and Recreation Planning

Assist Tiffany Smith with Planning



EMALEY BRUSEVEEN

Support Staff

Assist with AutoCAD Mapping and Formatting
Report

Diversity of Services



Plaza, Streetscapes, Parks, Athletic Facilities, Trails, Boardwalks, Playgrounds and Splashpads



Diversity of Services



Plaza, Streetscapes, Parks, Athletic Facilities, Trails, Boardwalks, Playgrounds and Splashpads



Similar Project Experience

In the past three years MCSA Group has completed, or is in the process of completing, **TEN** Park and Recreation 5 Year Master Plans. Many of our clients have been repeated over the years.

Population: 51,693
Total Number of Parks: 17
Total Acres of Parks: 392
Provided Master Plan for every park in the City.

City of Kentwood

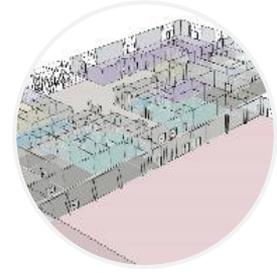


Ada Charter Township

Population: 14,717
Total Number of Parks: 5
Total Acres of Parks: 332
MCSA Group is in the process of completing this plan.

Population: 11,559
Total Number of Parks: 12
Total Acres of Parks: 101
Unique partnership between school system and city.

City of East Grand Rapids



Holland Charter Township

Population: 38,360
Total Number of Parks: 6
Total Acres of Parks: 380
MC Smith Designed and Engineered Parks for this community for over 40.

Knowledge of Requirements

State of Michigan DNR Five-Year Park Master Plans

- 01 Introduction**

Purpose of the plan is to review short-term and long-term recreation needs of the community and to be eligible for DNR Grants.
- 02 Community Description**

Location, History, Transportation, Population, Land Use, and Physical Characteristics.
- 03 Administrative Structure**

Administrative Structure, Organizational Chart, and Parks and Recreation Budgets.
- 04 Recreation Inventory**

Facility Classifications, DNR Recreation Grant Inventory, Accessibility Assessment, Existing Recreation Facilities Map, and Recreation Facilities Matrix.
- 05 Planning and Public Input Process**

Recreation Planning, Plan Process and Development, Community Survey Results and Analysis.
- 06 Recreation Needs and Deficiencies**

Recreation Standards, Recreation Standards for Acreage, Recreation Standards for Activities/Facilities, Recreation Facilities Summary, Recreation Standards & Deficiencies Table.
- 07 Goals and Objectives**

Long range guides; broad and flexible.
- 08 Action Program and Capital Improvements Schedule**

Action Program, Capital Improvement Schedule, Park Development Plans (Completed Master Plans).
- 09 Local Adoption and Certification Plan**

Certification Checklist, Board Meetings and Resolutions, Public Hearing, Regional Planning Agency Letter, and Oakland and Semcog.

Scope of Services



2021 RECREATION NEEDS AND DEFICIENCIES
City of Zeeland
Population: 5,536

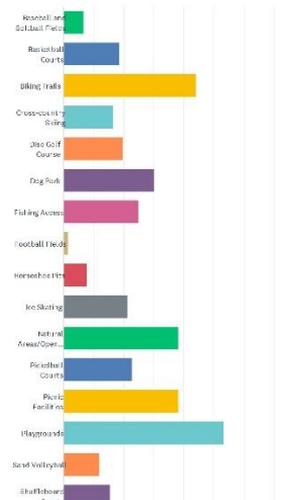
ACTIVITY	STANDARD	RECOMMENDED FACILITIES	EXISTING* FACILITIES
Softball	1:5,000	2	2
Baseball	1:5,000	2	2
Little League	1:5,000	2	2
Soccer	1:10,000	1	8
Basketball	1:5,000	2	15
Soccerball	1:20,000	1	0
Tennis	1:2,000	3	2
Tickleball	1:2,000	3	6
Playground Equipment	1:3,000	2	9
Volleyball	1:5,000	2	1
Track	1:20,000	1	0
Swimming Pool	1:20,000	1	1
Rest Shelters	1:2,000	3	8
Ice Rink (Outdoor)	1:20,000	1	0
Adding Arca	Provide as Available	—	2
Walking/Ski Trails	1 system per region	1 system	1 system
Bicycle Route	Provide thru-out Community	—	1 system

*Including facilities within the City that are open to all Residents (Schools)



Community Inventory

Compile Inventory of parkland and recreation facilities, including services provided by others.



Recreation Facilities and Programs Service Levels Assessment

Analyze facilities/programs and determine facility, programming and revenue strategies that meet needs of users.



Recreation and Leisure Trends Analysis

Assess societal and local trends and how they will impact user population.

Scope of Services

Draft and Final Plans



GOALS AND OBJECTIVES

Update goals and objectives with City Staff based on previously complete plans, public input, community needs, and condition of facilities .



ACTION PLAN

Create an action plan based on goals and objectives. Include capital improvement schedule identifying proposed projects by year with order of magnitude cost.



DRAFT PLAN

Prepare draft plan document for public review and comment. Present draft plan at public hearing.



FINAL PLANS

Incorporate any revisions necessary and prepare final report in both printed and pdf copies.

Project Schedule

01 **Program Review Community Needs Assessment**
June 2023

02 **Park and Facility Inventory and Assessment**
July 2023

03 **Playground Inspections**
July 2023

04 **Needs and Deficiencies and Service Levels**
July 2023

05 **Public Input Meetings**
July – August 2023

06 **Recreation and Leisure Trends Goals and Objectives and action Items**
August 2023

07 **Implementation Meeting**
September 2023

08 **Draft Presentation to Boards, commissions, and Council**
September 2023

09 **Final Draft Review Meeting**
October 2023

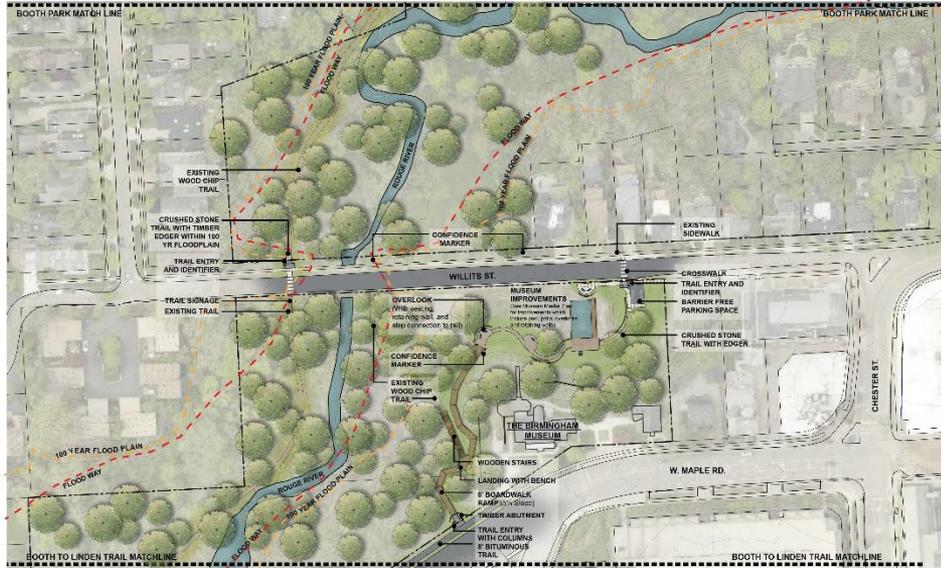
10 **Public Review 30-Days**
October 2023

11 **Public Hearing and Adoption**
November 2023

12 **Plan Completion and DNR Submittal**
February 1, 2024

Top Reasons to Hire MCSA Group

A Women Owned Business



Current Working Relationship

Knowledge of Existing Parks and completed Master Plans

Economical Fee

Experience allows us to be very efficient.

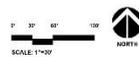
Experience

Proven track record for completed plans being accepted by DNR.

Most Important

Our sincere desire to assist the City with this challenging and important project.

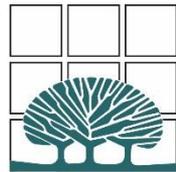
MUSEUM TRAIL
TRAIL IMPROVEMENT CONCEPT PLAN
BIRMINGHAM, MICHIGAN



DATE:
07.10.2021
PROJECT NO.:
19-018



Questions?



MCSA
GROUP, Inc.

Landscape Architects and Architects



BIRMINGHAM PARKS & RECREATION MASTER PLAN

ROWE PROFESSIONAL SERVICES COMPANY

MAY 2023 | Douglas Schultz | Paul O'Meara | Alex Hritcu



Attachment C



ROWE Team | Titles



Douglas R. Schultz, PLA
Project Manager



Alex C. Hritcu, AICP
QA/QC Manager



Paul T. O'Meara
Project Engineer



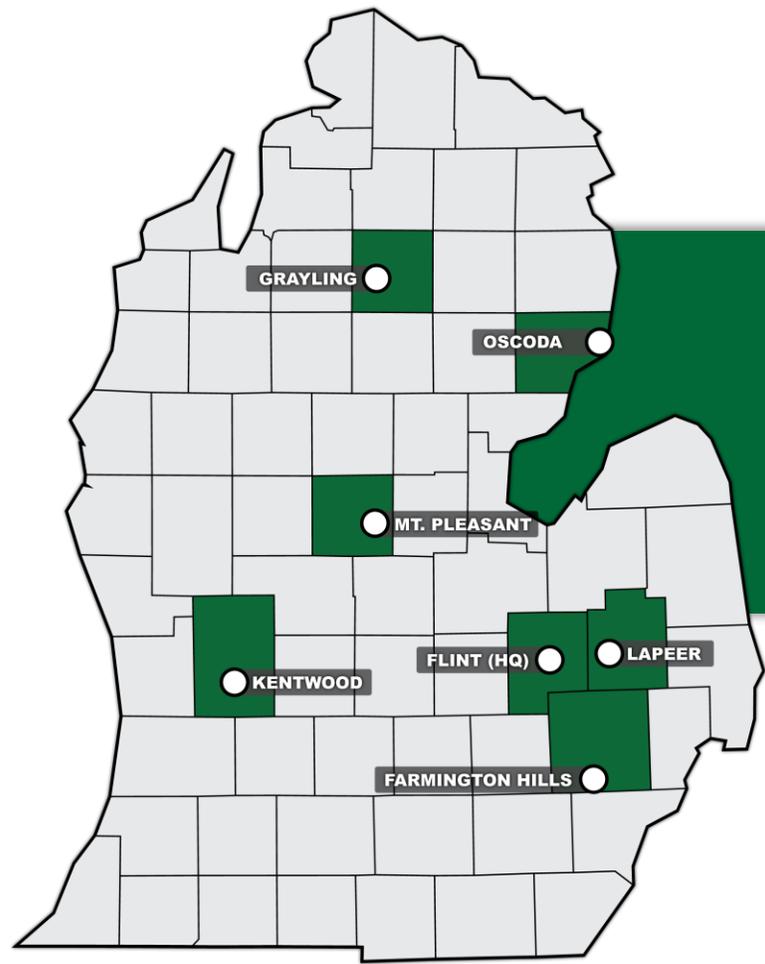
Lauren H. Marshall
Planner



Blake D. Strozier
Graduate Landscape
Architect



Firm Information



ROWE Professional Services Company

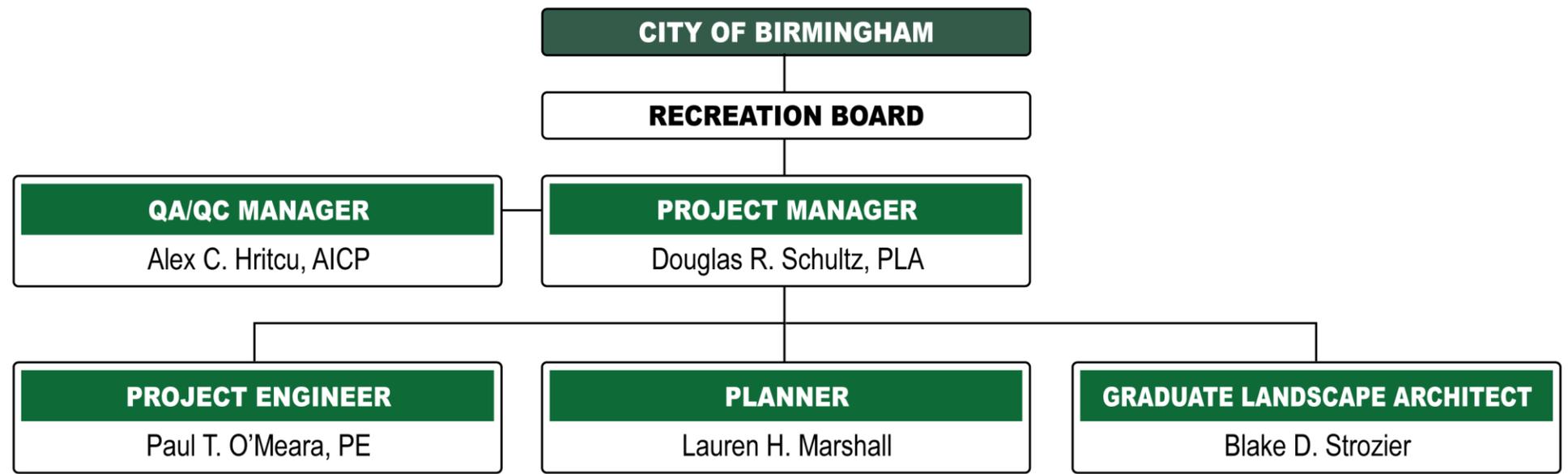
- Founded in 1962
- 8 office locations (7 in Michigan, 1 in South Carolina)
- Staff of 230+ and growing
- 2022 ENR Top 500 Design Firm
- Large-firm resources. Personal attention.

Services

Civil Engineering | Surveying | Landscape Architecture
Aerial Imagery/Mapping | Planning



Organizational Chart





Schedule

SCHEDULE/MONTHS	JUNE 2023	JULY 2023	AUGUST 2023	SEPTEMBER 2023	OCTOBER 2023	NOVEMBER 2023	DECEMBER/ JANUARY 2023/2024
Collect Data/Update Chapters	X	X	X				
Public Engagement*							
Review Goals, Objectives, and Action Plan				X	X		
Public Hearing (30-Day Review Period)						X	
Assistance with the Adoption Process							X



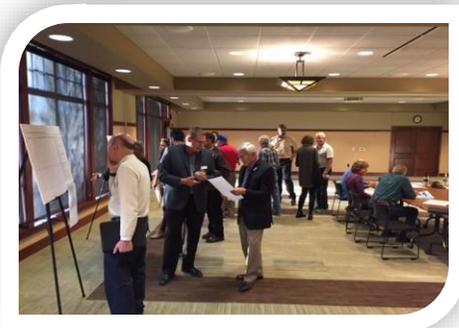
» *Scope of Services*

- **Work Plan** – ROWE’s scope of services to update the parks and recreation plan will include the following *(optional items are also identified which the city may choose to include)*:
- **Kick-Off Meeting** – Conduct a kick-off meeting with city staff to review the project schedule and review existing information. Establish the date for meeting with the Parks and Recreation Board and review strategies for public workshops and groups to be included in stakeholder meetings.
- **Advisory/Steering Committee Meeting 1** – Conduct a meeting with the Advisory/Steering Committee and establish questions and topics to be solicited with stakeholders. We will discuss the format of the public workshop, information to be shared, and goals for this meeting. We will also review existing goal and action plan items from the previous plan.
- **Public Engagement** – Our base scope includes a series of stakeholder interviews throughout two days. ROWE will assist with design of invitations to the workshops. This can include committee members, recreation groups, or others as identified by the city.
- **Project Website**-The website will be used to promote engagement, post results and explain the process as well as educate parks and recreation goals and accomplishments.



» *Scope of Services*

- An on-line public attitude survey will be generated as a result of discussions with stakeholder and input from the Advisory/Steering Committee. The survey will be used to clarify consensus from the stakeholder interviews.
- Once the draft plan has been prepared, concurrent with the 30-day public review, a public open house will be used to present the plan. ROWE staff as well as members of the Advisory Committee will be used to present ideas at stations for this event.
- ROWE will develop a project website that will be used to promote, and update progress. The city will cross promote this site and other engagement through its website and social media. Meetings will take place within a city facility. The city will coordinate legal notices as necessary.



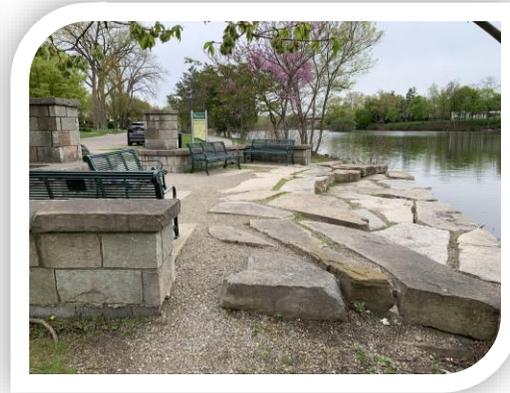


» *Scope of Services*

- **Review the Goals, Objective, and Actions** – ROWE will review the updated information and public input from the public engagement meetings and generate goal and objective statements. An action plan will be provided to the Advisory Committee for comment.
- **Advisory Committee Meeting 2** – A draft plan will be prepared for review by the Advisory Committee and the plan will be presented. Based on input from this meeting, the plan will be revised for review by the Parks and Recreation Board.
- **Chapter Content** – Will meet MDNR requirements as well as the scope identified in the RFP:
- **30-day Review** – Upon acceptance by the Parks and Recreation Board, the city will provide a legal public notice and display the plan for a 30-day review period. Upon completion, ROWE will review comments with the Advisory Committee and revise the plan accordingly.
- **Public Hearing/Adoption** – The city will provide a legal public notice for a public hearing on the plan. ROWE will attend and assist the Advisory Committee at the public hearing meeting with the City Parks and Recreation Board.
- **City Adopts Parks and Recreation Plan** – ROWE will attend the City Commission meeting where the Parks and Recreation Plan is adopted.



Birmingham Parks





Lets Get Started!

*We're looking forward to
Working with you!*

QUESTIONS 



LARGE-FIRM RESOURCES. PERSONAL ATTENTION

SINCE 1962