



Parks and Recreation Board Agenda
Department of Public Services
851 South Eton-Conference Room
Tuesday, April 2, 2024
6:30 PM

- I. Call to order**
- II. Roll Call**
- III. Announcements, Introductions of Guests & Chairpersons Comments**
 1. Congratulations-Birmingham High School A Team -Winning 1st place at States
 2. Jessica Einstein-Regular Parks and Recreation Board Member
 3. Save The Dates

- 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: March 5, 2024**(*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. Booth Park Entry Plaza & Trail Improvements Kick Off Meeting
 2. No Mow (Lo Mow) May - Trial Run
 3. Screech Owl Box/Wood Duck Box

- VIII. Miscellaneous Communications**

- IX. Reports From Staff**
 1. Birmingham Rotary Centennial Anniversary
 2. Playground Presentation
 3. Bloomfield Hills High School NHS Volunteer

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.

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.

PARKS AND RECREATION BOARD MEETING MINUTES
March 5, 2024

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

MEMBERS PRESENT: Heather Carmona
Susan Collins
Pam Graham
Anne Lipp
John Rusche
Steve Sweeney
Joseph Wrobel

MEMBERS ABSENT: Sarah Kupczyk

STUDENT REPRESENTATIVES PRESENT: Ella Bassett, Orchard Lake St. Mary's Preparatory School

ADMINISTRATION: Scott D. Zielinski, Director DPS
Carrie A. Laird, Parks and Recreation Manager
Connie J. Folk, Ice Arena and Facilities Superintendent
Leah Blizinski, City Planner
Melissa A Coatta, City Engineer

GUESTS: Jessica Einstein and Brandon Wynn

AGENDA AMMENDMENT:
It was moved by Graham, seconded by Lipp, to amend the Parks and Recreation Board to add New Business 3. Ad Hoc Senior/Recreation Center Committee Representation to the March 5, 2024 Parks and Recreation Board Agenda.

Ayes, Heather Carmona, Susan Collins, Pam Graham, Anne Lipp, John Rusche, Steve Sweeney and Joseph Wrobel

Nays, None
Absent, Sarah Kupczyk

ANNOUNCEMENTS, INTRODUCTIONS OF GUESTS & CHAIRPERSON COMMENTS:

Welcome student representative: Ella Bassett, Orchard Lake St. Mary's Preparatory School

OPEN TO THE PUBLIC FOR ITEMS NOT ON THE AGENDA:

No items presented

APPROVAL OF THE MINUTES:

It was moved by Sweeney, seconded by Rusche, to approve the minutes of the Tuesday, February 6, 2024 regular meeting as submitted.

Ayes, Heather Carmona, Susan Collins, Pam Graham, Anne Lipp, John Rusche, Steve Sweeney and Joseph Wrobel

Nays, None
Absent, Sarah Kupczyk

UNFINISHED BUSINESS:

No items presented

New Business #1: Parking Improvements Linden Park – along Brandon

Engineer Coatta stated on February 5, 2024, the City Commission passed a motion to include Brandon from Shirley to Linden in the upcoming Shirley and Arlington project, and the motion included adding a sidewalk on Brandon and improving parking at Linden Park.

The first option, Option A, is to have a 26-foot-wide road in front of Linden Park, and have parallel parking along the south side of the road. This allows for 6 parking spaces and includes one ADA handicap parking space. The proposed sidewalk will lie south of the parking spaces and will lead into the entrance of the park and provide a north/south sidewalk crossing at the intersection of Linden and Brandon. This will require the existing fence along the south side of Brandon Street to be removed and a new fence installed.

The second option, Option B, is to have a 20-foot-wide road in front of Linden Park and have angle parking along the south side of the road. The angle parking provides for 8 parking spaces and this includes one handicap parking space. The proposed sidewalk is also south of the parking spaces and will lead into the entrance of the park and provide a north/south sidewalk crossing at the intersection of Linden and Brandon, and will require the existing fence to be removed and a new fence installed.

Graham asked about costs estimates for both options as to which one would be less expensive. Engineer Coatta stated that option A would be less expensive. Option A, 26 ft. wide road which would include six parallel parking spaces and one ADA handicapped parking space. Option B is a 20 ft. wide road which includes eight angled parking spaces and one ADA handicapped parking space with a sidewalk being included.

Lipp stated that narrower roads tend to cause people to drive slower, the speed limit in that area is 25 mph.

Graham asked about adding bike racks, benches, and shade.

DPS Director Zielinski explained its cost matter, the more you add the higher the cost, but will consider in the future. ADA requirements for the sidewalks are met.

Jessica Einstein stated that cars are respectful of the speed limit and believes six spaces is more than ample.

DPS Director Zielinski explained either options can be modified as the Parks or Recreation Board suggests.

It was moved by Lipp, seconded by Collins, to recommend to the city commission to proceed with Option B, but reduce the number of spaces to six in order to preserve the green space as to preserve the look and feel of the neighborhood park as it exists.

Ayes, Heather Carmona, Susan Collins, Pam Graham, Anne Lipp, John Rusche, Steve Sweeney and Joseph Wrobel

Nays, None
Absent, Sarah Kupczyk

New Business #2: Professional Design Services – Booth Park Entry Plaza & Trail Improvements Parks Consultant Selection

PM Laird stated that three firms that submitted bids were PEA Group, GMA Associates and MKSK.

DPS Director Zielinski talked about reviewing the options and discussing pros and cons of all proposals.

Graham stated that all proposals were good and would recommend PEA Group to be interviewed. Lipp stated that she agreed with Graham as well.

Collins ranked PEA Group and MKSK would be the ones to be interviewed.

DPS Director Zielinski spoke about how though MKSK is the most expensive, they have the most comprehensive plan, the most experience, nationwide company, and highest rated with city staff reviews.

DPS Director Zielinski stated the Parks and Recreation Board decides which candidates would be interviewed by City Commission.

Carmona agreed with PM Laird about GMA about their plan for the future maintenance of the park.

DPS Director Zielinski explained the hydro reports, wetland areas, and planning that goes into how to manage those areas and water when displaced for this project.

Sweeney rated GMA 1st and MKSK 2nd.

DPS Director Zielinski stated that PEA and GMA may need to amend their bid due to the wetland and water areas.

DPS Director Zielinski stated to the Parks and Recreation Board to provide questions that could be given to the City Commission.

Student Representative Ella Bassett, suggested interviewing MKSK and GMA because if they do decide to do the wetland report, then the cost will be kind of similar and does not think would really make sense to interview PEA if they are very different. But if the City Commission interviewed just GMA and MKSK they are more comparable. So it might be more of an impactful interview and their scores are a lot more similar so it makes sense to interview them.

It was moved by Lipp, seconded by Wrobel, to recommend that the City Commission interview all three proposed consultants for the purposes of this project.

Ayes, Heather Carmona, Susan Collins, Pam Graham, Anne Lipp, John Rusche, Steve Sweeney and Joseph Wrobel

Nays, None
Absent, Sarah Kupczyk

New Business #3: Ad-Hoc Senior/Recreation Center Committee Representation

DPS Director Zielinski summarized his report, regarding the YMCA which the City and using the facility as a senior facility and community center. The City Commission would like the Parks and Recreation Board to select one member of the board to serve on the Ad Hoc Senior/Recreation Center Committee for a term of three years. The Parks and Recreation member will serve along the side of members representing the City Commission, Planning Board, Birmingham Next, Birmingham YMCA, an architect, a contractor, an engineer and a non-voting student representative.

DPS Director Zielinski suggested putting forth a person and all Parks and Recreation Board members could be alternates.

It was moved by Lipp, seconded by Collins naming Pam Graham as the Parks and Recreation Board representative to the Ad Hoc Senior/Recreation Center Committee. If unable to attend any particular meeting, Pam may name another member of the Parks and Recreation Board to serve in her place for individual meetings as conflicts arise.

Ayes, Heather Carmona, Susan Collins, Pam Graham, Anne Lipp, John Rusche, Steve Sweeney and Joseph Wrobel

Nays, None
Absent, Sarah Kupczyk

MISCELLANEOUS COMMUNICATIONS:

1. Oakland County Parks highlights new projects and program expansions- C&G Newspapers, published 2/12/24 was provided.

REPORTS FROM STAFF:

- Park & Project Updates:
- Barnum Park Update

PM Laird stated the city will not be conducting a prescribed burn at Barnum Park this year. In this year's case the native no-mow zones were cut back in the fall of 2023. Due to the vegetation being cut back recently it is unnecessary to conduct a prescribed burn this year.

PM Laird stated outdoor ice-rink was installed and filled on January 12, 2024. It was officially open to skating for 15 days from January 18, 2024 to February 2, 2024. With the current weather forecasted it is unlikely to open again this season. Our costs for this project as of now is \$4,009.53, we are anticipating approximately \$500 to remove the rink at the end of the season.

- Opening of Tennis/Pickleball Courts:

PM Laird stated due to the unseasonably warm February, on March 1, 2024 the city will be installing the nets at the Kenning Park tennis courts for residents to begin taking advantage of the warmer weather. All other nets, including the pickleball nets at Crestview, will be installed between March 14, 2024 and March 15, 2024. Reservations for all courts will be available starting March 18, 2024. As a reminder to the general public, that Pickleball should only be played during designated hours when the gates are unlocked.

- Trail Update:

PM Laird stated the city has started wood chipping City trails, during this time the city also cuts back brush and any fallen trees or limbs.

- Park/ Playground Equipment:

PM Laird stated that staff regularly reviews the condition of playground equipment and that in the next few years the city will be looking to upgrade and replace several playground features.

PM Laird identified equipment at Crestview Park that had to be taken out of service and is currently taped off. The city plans to remove the equipment the week of March 8th.

- Project Overview – Birmingham Green Healthy Climate Plan

Carmona stated that the committee has created a time-line for the Birmingham Green Healthy Climate plan.

CP Blizinski stated it's not a long-term plan but instead a five year vision and try to focus on concrete things that the city can really put effort into accomplishing over the next five years with the idea that similar to the Parks and Recreation Board would then evaluate and update closer to the end of that term.

ITEMS FOR NEXT MEETING:

- Playground Information

PM Laird stated that there will be playground presentation on how the department oversees the playground safety and will be inviting a playground vendor to attend the Parks and Recreation Board meeting

- Pickleball Update

DPS Director Zielinski stated that the gate has been installed and season will begin and the department wasn't to see what complaints the city will receive.

DPS Director Zielinski stated there was a complaint that a person jumped the fence, and had put up their own nets up to play.

Carmona thanked John Rusche for his service on the Parks and Recreation Board.

DPS Director Zielinski stated he encourages the alternates to apply for the open Parks Board member position. The position is not posted as Rusche has not vacated the position.

Carmona stated the next regular meeting will be held on Tuesday, April 2, 2024 at 6:30 pm, at 851 South Eton.

Chair Carmona adjourned the meeting at 8:24 pm

Connie J. Folk, Ice Arena and Facilities Superintendent



MEMORANDUM

Department of Public Services

DATE: March 28, 2024

TO: Parks and Recreation Board

FROM: Connie Folk, Ice Arena and Facilities Superintendent

SUBJECT: Save the Dates

The Department of Public Services wanted to share some important dates.

- City of Birmingham Arbor Day: Friday, April 26th TBD
- City of Birmingham Budget Hearing: Saturday, April 27th, 8:30am start time
- City of Birmingham Department of Public Services Open House: Saturday, May 11th 10am-2pm
- City of Birmingham Annual Ice Show: May 18th , show times: 11am-1pm & 4pm-6pm

MEMO

Date: April 2, 2024
To: Birmingham Parks and Recreation Board
From: Sue Grissim, Principal & Project Manager, Grissim Metz Andriese Associates
Re: Booth Park Entry Plaza and Trail Improvements Kickoff Meeting

We are excited to team up with you on this project and our intent at our first meeting with you is to introduce ourselves, our team composition and get your input before we move on to conceptual design.

We have put together the following outline for our discussion and included attachments to discuss from:

- Quick overview of our project approach, timeline, and project scope (attachments A, B and C)
- Wednesday, March 27, inventory findings and meeting with the donor for a custom bench
- Discussion on plaza and trail surface material options:
 - Who are the users?
 - What are the expectations?
 - Maintenance considerations?
- Parks & Rec Board discussion on project:
We would like to hear from as many of you in your own words answer the following questions:
 1. What goals are the most important to you to achieve?
 2. What elements/features are musts and what are less important to you?
 3. What users are we designing for now and for the future?
 4. Other?

Next steps:

- survey underway - being performed this week.
- develop draft concepts.
- draft concept review at May 7th Parks & Rec Board meeting.

ATTACHMENT A

As noted in our cover letter we have assembled our team with the intent to provide expertise for all elements proposed to be improved within Booth Park.

TEAM ROLES:

In brief, each firm's role is as follows:

GMA, being a landscape architectural and urban design firm, will lead our team to provide an overall unified design vision for the park improvements and act as the project manager and key point of contact. We will be the chief presenter at stakeholder and review meetings. We will provide the majority of the graphics and exhibits presented during the preliminary design phases. Together with HRC we will provide construction documents for the plaza, walk, and trail. We shall also provide the construction detailing for the landscaping including the bioretention area plantings, seating and other site amenities, trail markers, and signage. During construction, we shall provide construction administration for the items we have documented.

Peterhans, Rea + Roman, is our team's architectural designer who will develop customized designs for significant elements within the park including the restrooms, trail markers, gateway elements, signage, and the donor bench to represent the city, park, trail, and donor. Working with GMA and HRC they shall provide detailed design sketches to aid in construction document development. They shall also review construction submittals to ensure all elements are built and finished as designed.

HRC is a multi-disciplinary engineering and architecture firm whose responsibilities will be for the design of site grading and paving, stormwater management and bio-swale design, site electric and lighting, and sewer and water services. They shall provide engineering and construction documentation of the restroom building. HRC will complete the topographic survey for the site as well as lead the effort for securing the EGLE permit for work in the regulated floodplain for the Rogue River. HRC will also take the lead in engaging the city with potential options for electric vehicle (EV) charging in a street parking application. During construction, HRC will be the lead consultant for construction administration.

TEAM APPROACH AND COORDINATION:

Our project approach starts with our team doing due diligence to thoroughly understand the project, available resources, and history of all that has transpired to create the Trail Improvement Concept Plan and current program. This will include seeking stakeholder input through meetings, calls, and other correspondence.

Next, we will translate this to develop our signature comprehensive preliminary design package. We have had tremendous success with our design packages when working on public projects with many diverse interests. Our package will consist of:

1. Photos and plans of the current conditions in the park with assessments of opportunities and constraints to discuss from.
2. Numerous images showing inspirational solutions to meet and exceed the program goals. The images we provide will not only clearly portray our team's vision of the park's potential but will illustrate materials we feel are appropriate to reinforce Birmingham's character with distinction. We have found that these inspirational images ignite participation in a fun and productive manner.
3. In addition, the package will include rendered plans and custom graphics pulling together the ideas portrayed in the images to aid all stakeholders to envision how the varied program items and be united to distinguish Booth Park as a key component of the Birmingham Community as well as provide a flexible setting geared for multiple uses for a variety of events and trailhead identity.

4. The RFP indicated that alternatives for the restroom construction will be considered. During this preliminary design stage, we will provide examples of both prefabricated and constructed-on-site buildings and design sketches of customized restrooms for review. While there are many options for high-quality, durable, prefabricated buildings, the architectural style will have some limitations. A custom-designed building will allow more options, materials, and styles for how they are combined to work together. Our team has experience with both approaches and is confident a suitable solution can be found that meets the needs of this project.

Once a general design direction is approved, our team will work in conjunction with your parks and recreation department and other city and relevant stakeholders to put together a relative order of magnitude budget to develop a defined scope for the construction and permit documents.

As we develop the construction documents, we shall undertake the following:

HRC will complete the topographic survey for the site and map the regulated floodplain and floodway. The survey will be completed on the City's vertical datum and require a conversion of the official floodplain elevation that is published by FEMA on a different datum. If a significant difference is found between the published floodplain location, and that derived from actual site topography, HRC can assist the City with requesting a change to the floodplain location (Letter of Map Revision). Understanding where the floodplain is shown on regulatory maps and where it actually is during a flood event is critical to siting the proposed restroom structure. If the restroom is proposed within the floodplain or floodway, then obtaining the EGLE-USACOE Joint Permit (Part 31 – Floodplain Regulatory Authority) will be more challenging. Performing the Hydrologic & Hydraulic Study for this reach of the Rouge River may be necessary to accurately determine the floodplain boundaries and constraints on potential site improvements. Another constraint for locating the restroom on the park site is the presence of multiple sewer easements where the Birmingham CSO Drain and Evergreen Farmington Drain traverse beneath the site. HRC was the design engineer for those projects and can design the proposed features to minimize potential negative impacts on the County drains. HRC has good working relationships with EGLE's SE Michigan District Office and with the Oakland County Water Resources Commissioner, which will be integral in securing the needed permits or agreements to complete the project.

GMA and HRC will work together on the plaza paving and trail layout. Throughout the conceptual and detailed design phases, HRC will design the grading plans ensuring the site is ADA accessible. HRC has extensive experience with designing publicly accessible trails and paths and understands the requirements that must be met for various surface materials that might be selected for use on the project (brick or stone pavers, concrete, asphalt, or gravel). The choice of materials used for pedestrian surfaces in the park can make a significant contribution to the overall aesthetics. An interesting approach to using the pavement surface as an artistic feature was developed for Innovation Hills Park in Rochester Hills, where fluorescent aggregates were used in the concrete pavement to create glow-in-the-dark accents and symbols.

HRC will provide documentation for construction of the restrooms to the amount appropriate whether they are prefabricated or entirely custom. With either approach, HRC will provide structural engineering of the building foundation, the design for sewer, water, and electrical services. The restroom building is intended to be open to the public year-round so provisions for heating the structure will be needed and electric heaters are the usual approach. Ventilation fans will also be likely needed as open windows/vents are not practical in the winter months.

GMA and HRC will work together on the bio-swale feature to be incorporated into this project. HRC will analyze the anticipated rate and volume of runoff generated from the proposed-on-site improvements, as well as what is practical to divert from the

paved road surfaces adjacent to the park (Old Woodward and Harmon), to design the bio-swale to meet expected water-quality improvement standards. HRC regularly performs stormwater runoff studies for the City and can maximize the potential benefit of this project for diverting stormwater that currently drains to the City's combined sewers, for which the City sewer customers have to pay to get treated as sewage. HRC was a significant participant working on the development of the current stormwater standards for the Oakland County Water Resources Commissioner that have been adopted by the City and has a wide array of practical experience for designing effective, maintainable stormwater quality improvement projects. Projects at City parking lot #6 and parking lot #5 are examples of this, as well as the conceptual development of the stormwater detention and rain garden feature constructed with the latest S. Old Woodward reconstruction project. Proper plant selection is crucial for the bio-retention feature, and GMA's vast experience with these types of projects will ensure it will be beautiful to look at and be functionally effective, maintenance-friendly, and sustainable.

HRC's Electrical Department has the expertise for designing electrical services and systems for the restroom building, on-site outlets, and site lighting. HRC can perform photometric surveys and analysis to ensure that proposed lighting provides an appropriately well-lit site, meeting City zoning requirements and not being a nuisance to neighboring properties.

The RFP requested an evaluation of the opportunities for providing EV charging at nearby street parking along Old Woodward. HRC has been designing EV charging in a variety of situations for many years, including a charging station at HRC's office in Bloomfield Hills that was installed over 10 years ago. This charging station can charge two cars at the same time. HRC will be able to lead a discussion with City stakeholders over EV charging in a street parking environment, and present potential options for charging, associated power requirements and costs, and industry trends. If the City elects to pursue the design and installation of EV charging with this project, HRC has the expertise to provide the detailed design.

We will provide an "owner" review set at 75% and 90% completion of the construction bid package and update our drawings to address comments to complete the construction bid package documents.

Our team will work with your designated "owner" representative through the bidding process, including providing a thorough review and evaluation of all bids.

HRC will take the lead in the construction administration effort on this project. All the members of our team have experience in providing construction administration services on the projects we design. Review of shop drawings, survey layout of features to be constructed, site inspections, and preparing contractor payment requests and other contractual correspondence are regular tasks we undertake. HRC as an added benefit has worked on numerous City projects and understands how to coordinate with City inspectors, staff, and the various departments that might have an interaction with this project.

ATTACHMENT B

MARCH 18, 2024

Contract Award

MARCH 19 - APRIL 5, 2024

Due diligence, inventory & topographic survey, stakeholder scope, and programming meetings.

APRIL 8 - JUNE 14, 2024*

Schematic design, stakeholder review meetings, preliminary budgeting.

JUNE 17 - JULY 10, 2024

EGLE pre-app meeting & permit submission. Design Development Plans for Owner's review. (75%)

JULY 10 - OCTOBER 10, 2024

Continue construction document development, and update per owner review comments. Second Owner review at 90%. EGLE review of EGLE-USACOE JPA (up to 90 days for administratively complete applications). If required by EGLE, complete the H&H study and resubmit it to EGLE. Otherwise, when EGLE-USACOE JPA is approved, finalize construction documents and issue 100% complete construction drawings, specifications, and bid documents to the City.

NOVEMBER 2024 - FEBRUARY 2025

Solicit bids from contractors, and award contract; dates TBD.

MARCH 2025

Begin construction? Schedule TBD.

Note - After a review of the 2024 schedules available online for City Commission and other Boards, as well as considering our proposed start date for the project, we feel that the earliest meeting that we would be able to present the project to the City Commission is on June 24, 2024. If more meetings are needed in the Preliminary Phase, the project timeline will have to be adjusted accordingly.

OE/VOEPT OPVAO

read and understands the RFP. Statistical information which may be contained in the RFP or any addendum thereto is for informational purposes only.

PROJECT TIMELINE

It is anticipated that this project will commence upon award by the City Commission and no later than April 1, 2024, and will be at 90% completion by June 30, 2024. A pre-project meeting will be scheduled after award to review project schedule.

RFP Submitted to MITN: Wednesday, January 10, 2024

Pre-Bid Meeting RSVP deadline: Tuesday, January 23, 2024 by 4:00 pm

Mandatory Pre-Bid Meeting: Thursday, January 25, 2024 at 2:00 pm

Deadline for Submissions: February 22, 2024 by 2:00 pm

Award of Bid: Estimated for March 8, 2024

Project Kickoff: Work expected to begin upon approval by the City Commission (anticipated to be March 18, 2024)

Completion: July 10, 2024

The Consultant will not exceed the timelines established for the completion of this project.

BACKGROUND

The Booth Park Entry Plaza (Phase I of trail improvements) is a priority project for the Birmingham voter approved Parks and Recreation Bond (November 2020). Additionally, the City received a pre-development grant from Oakland County Parks and Recreation to cover a portion of the design services cost.

SCOPE OF WORK

This section and referenced documents shall constitute the Scope of Work for this project and as such all requirements must be met. The Consultant shall perform the following services in accordance with the requirements as defined and noted herein:

The selected Consultant will work with City staff, the Parks and Recreation Board, City Commission and the public to create detailed design drawings for the Booth Park Section of the Trail Improvement Concept Plan (TICP) (**Attachment F**).

1. Conduct a topographic survey of the area
2. Prepare plans and construction specifications that include the following features based on the approved TICP
 - an accessible seating/entry plaza for intensive use at the corner of N. Old Woodward and Harmon

- a pre-fabricated restroom facility location including water line and connections, sanitary line and connections, and electric line and connections
- as an alternate to the pre-fab, design traditional restroom facility location
- trail entry identifier and columns
- Design for improvements to the existing trail
- Landscaping and shade trees
- Perimeter seating, seating to accommodate intensive use
- Location and design for a custom donation bench
- Interpretive signage/demonstration area for a rain garden/pollinator garden, protecting and utilizing native plants, etc.
- Utilize conservation-minded design to minimize use of water and chemical controls and maximize positive environmental impact
- Electrical outlets and potentially lighting within the park
- Electrical to potentially accommodate EV charging along Old Woodward

3. Apply for permits for the project including City permits (no fee for City permits however, consultant must register with the City) and State of Michigan Department of Environment, Great Lakes, and Energy (EGLE)

4. Potentially conduct and complete a Hydrologic and Hydraulic (H & H) study of the Rouge River

5. Construction Administration. Project Construction likely to occur Spring of 2025.

DELIVERABLES

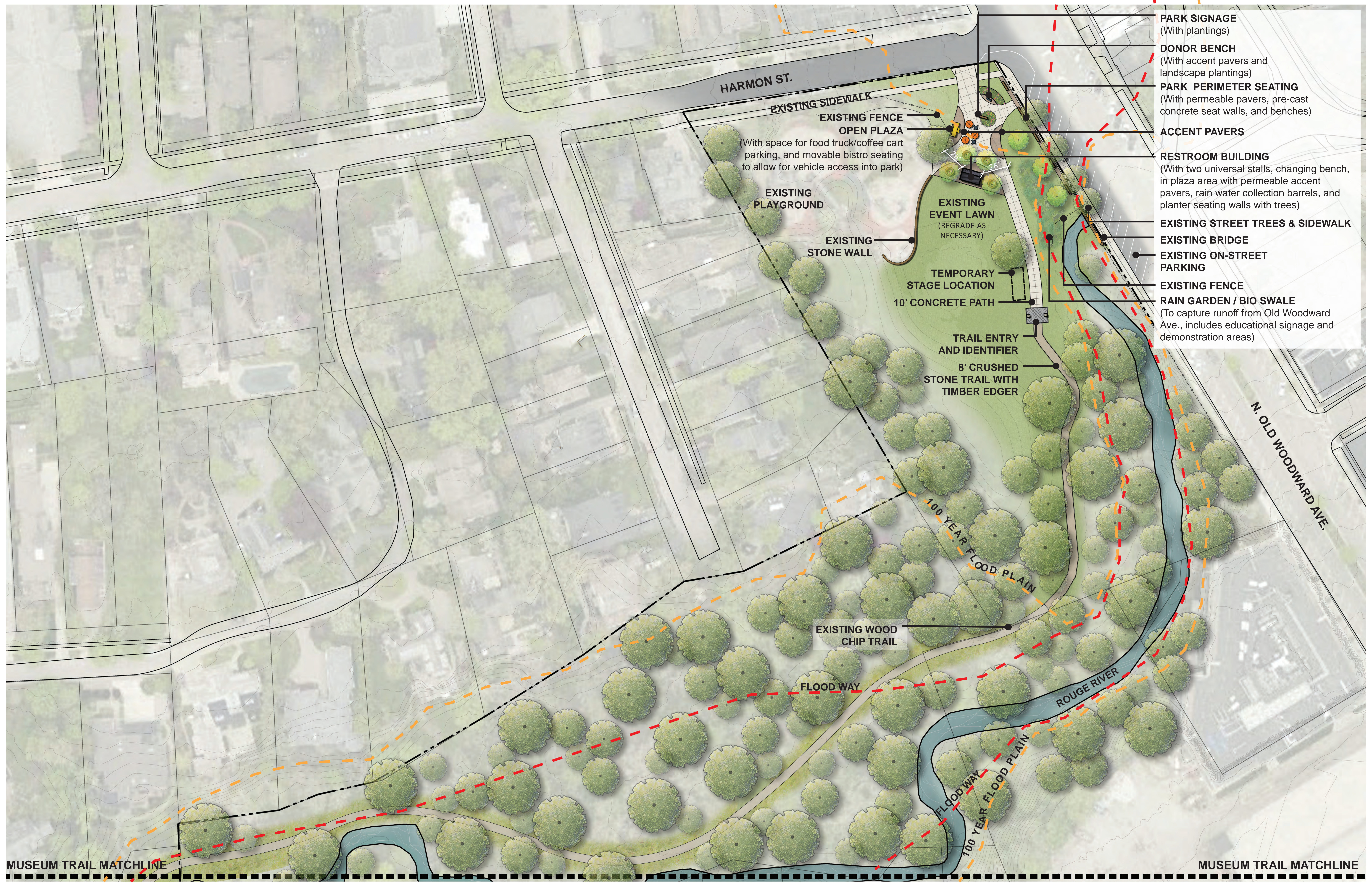
The Consultant shall provide:

1. 100% of design drawings
2. Permit applications of the City of Birmingham and the State of Michigan EGLE
3. If necessary, the H & H study

MEETINGS AND PRESENTATIONS

The Consultant shall expect to attend 6-8 meetings with various Boards and City Commission and base their fees accordingly:

Additional meetings could be required, see cost proposal to list a per meeting fee.



- PARK SIGNAGE**
(With plantings)
- DONOR BENCH**
(With accent pavers and landscape plantings)
- PARK PERIMETER SEATING**
(With permeable pavers, pre-cast concrete seat walls, and benches)
- ACCENT PAVERS**
- RESTROOM BUILDING**
(With two universal stalls, changing bench, in plaza area with permeable accent pavers, rain water collection barrels, and planter seating walls with trees)
- EXISTING STREET TREES & SIDEWALK**
- EXISTING BRIDGE**
- EXISTING ON-STREET PARKING**
- EXISTING FENCE**
- RAIN GARDEN / BIO SWALE**
(To capture runoff from Old Woodward Ave., includes educational signage and demonstration areas)

HARMON ST.

EXISTING SIDEWALK

EXISTING FENCE
OPEN PLAZA
(With space for food truck/coffee cart parking, and movable bistro seating to allow for vehicle access into park)

EXISTING PLAYGROUND

EXISTING STONE WALL

EXISTING EVENT LAWN
(REGRADE AS NECESSARY)

TEMPORARY STAGE LOCATION
10' CONCRETE PATH

TRAIL ENTRY AND IDENTIFIER
8' CRUSHED STONE TRAIL WITH TIMBER EDGER

100 YEAR FLOOD PLAIN

EXISTING WOOD CHIP TRAIL

FLOOD WAY

ROUGE RIVER

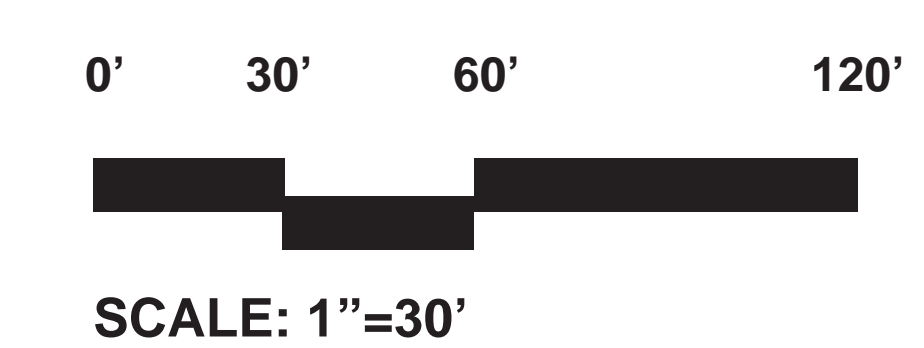
100 YEAR FLOOD PLAIN

N. OLD WOODWARD AVE.

MUSEUM TRAIL MATCHLINE

MUSEUM TRAIL MATCHLINE

BOOTH PARK TRAIL IMPROVEMENT CONCEPT PLAN BIRMINGHAM, MICHIGAN



DATE
06.30.2023
PROJECT NO.
2149





MEMORANDUM

Department of Public Services

DATE: 03/28/2024

TO: Parks and Recreation Board

FROM: Scott Zielinski, PE, Director of the DPS

SUBJECT: No Mow (Lo Mow) May - Trial Run

INTRODUCTION:

The City of Birmingham's Parks and Rec Master Plan states a desire to provide environmentally sustainable actions. Currently the City has the opportunity to participate in "No Mow May" which is an environmentally sustainable action.

BACKGROUND:

The City has identified several potential sites to pilot some "No Mow (Low Mow) May" sites on City properties and parks. Historically the concept of "No Mow (Low Mow) May" is to allow grass to grow to encourage the natural growth of pollinators with habitats and increase the number of bees. The City believes we can not only use this pilot program to educate the community at large but allow us to review this programs impacts on these policies. The City would like permission to identify a few areas on City properties and parks to create a site or several sites to evaluate the impacts of limited mowing or no mowing and encourage the natural growth of pollinators with habitats and increase the number of bees.

"No Mow (Lo Mow) May" is an opportunity to educate our residents on environmentally sustainable actions that the City is participating in. Signage at chosen "No Mow (Low Mow) May" locations with descriptions of why said locations are chosen and what the goal of choosing the said location. Other educational opportunities include a dedicated webpage, email notification along with posts on City run social media accounts.

SUGGESTED ACTION:

Make a motion allowing staff to review the parks and select a few areas for soft launch of "No Mow (Lo Mow) May".



MEMORANDUM

Department of Public Services

DATE: March 28, 2024
TO: Parks and Recreation Board
FROM: Brad McNab, Parks & Recreation Assistant Foreman
SUBJECT: Owl and Wood Duck Boxes

Introduction

The Department of Public Services, Parks Division was recently approached by a resident who was looking to improve bird boxes along Linden trail as they appeared to be improperly placed and wished to help correct the issue.

Linden Trail Screech Owl Boxes

Resident Chris Pray of 607 Pilgrim Ave is an avid user of the Birmingham trail system. While on one of his hikes he noticed the bird boxes in the trees along the Linden park trail. Mr. Pray has an interest in birds and did some research. He discovered that these boxes are designed for screech owls and believed that the boxes were not located properly. Most of the boxes were facing North and should have been pointing either South or East. This allows the owls to sit and warm themselves in the sun as well as protects them from the wind. They should also be kept at least 100 feet away from each other to avoid competition between owls. He contacted the Parks Department to inform us of his observations. We removed the boxes and discovered that they were in desperate need of repair. Mr. Pray offered to build and donate owl boxes at his expense if we could assist in their installation.

The DPS and Mr. Pray came to an understanding that Mr. Pray will donate his time and materials to complete 6 brand new boxes and DPS will install. His employer has a volunteer program that donated money based on hours an employee completes. Because of this, Mr. Pray was also able to get his employer to donate money to Friends of the Rouge. We are currently working with Mr.

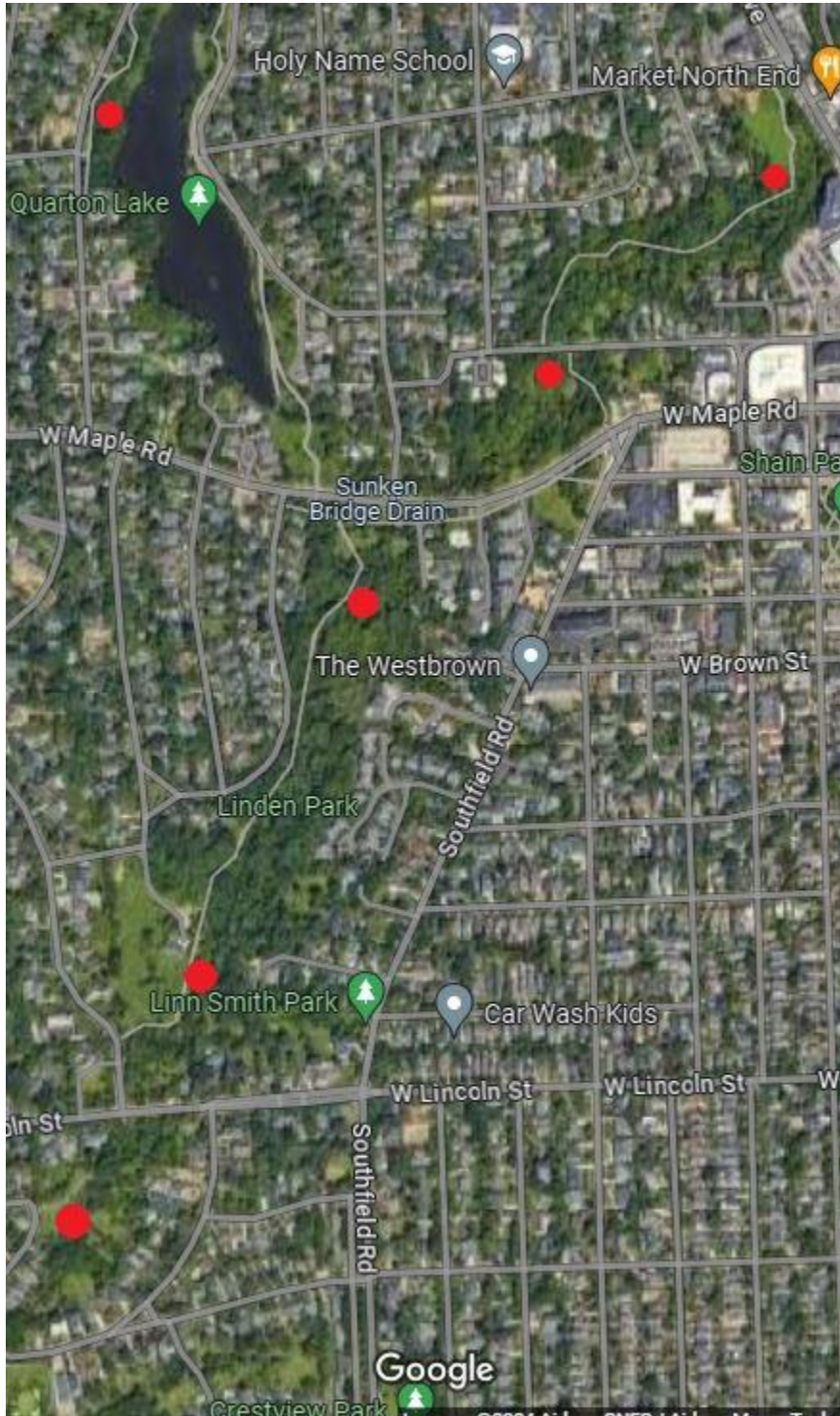
Pray to identify the best locations to re-install these screech owl boxes. A map is attached of the potential locations. When installed they will be between 15-25 feet above the ground.

Quarton Lake Wood Duck Boxes

Mr. Pray has also expressed interest in building wood duck boxes for Quarton Lake. These will be similar in design to the screech owl boxes. They can be placed along the shore of Quarton Lake 3-6 feet above the water line. They will be installed along the edge of the lake near some trees to offer protection to the ducks.

Suggested Board Action:

Make a motion approving the owl and wood duck boxes along the trail system and Quarton Lake.



Map of potential owl box locations



Box design



MEMORANDUM

Department of Public Services

DATE: March 25, 2024

TO: Parks and Recreation Board

FROM: Carrie Laird, Parks & Recreation Manager

SUBJECT: Birmingham Rotary 100 year Anniversary and Park Donation

Over the past few months, the Department of Public Services (DPS) has been in discussions with the Birmingham Rotary Club regarding the Rotary's 100 year celebration and their desire to contribute to a City of Birmingham park project as part of the celebration.

After reviewing potential City projects for Birmingham Rotary to support with a donation, the Rotary determined they would like to contribute to the Poppleton Park Fully Inclusive Playground.

Playground projects are the City's next priority over the upcoming years, beginning with Poppleton Park, based upon the priority rankings from the recently updated Parks and Recreation Master Plan. From the Parks and Recreation Master Plan: "Highest prioritization is given to community parks because of the population they serve, as well as consideration given to the amount of children within a walkable distance of the park (based upon the walkability analysis described [in the plan]), and the age and condition of existing equipment". Please refer to page 99 of the [2024-2028 Parks & Recreation Master Plan](#) for more details.

The City is currently in the budget process, with the budget hearing slated for April 27, of which we have several capital project proposals, including playgrounds throughout the City over the next five years. Poppleton Park Playground has been included as a placeholder in previous budgets and because it's been designated as a priority candidate for an inclusive playground, DPS requested the project take place during the next fiscal year, July 1, 2025 – June 30, 2026. This is still pending final approval by the City Commission at the budget hearing on April 27, 2024.

Birmingham Rotary will be promoting their Centennial Anniversary Celebration on May 9, 2024 along with the projects their Endowment Board approved, including Poppleton Park Fully Inclusive Playground.

Upon approval of the budget, the DPS and the Parks and Recreation Board will begin the playground planning process for Poppleton Park, including Homeowner Association engagement.

Birmingham Rotary Club wishes to contribute to the playground project at Poppleton, identifying an area for a fully inclusive stand-alone piece of equipment and/or potentially a native garden, and to be recognized. The DPS will work with Rotary as we begin the design process.

John Westerheide and Brian Frank from the Birmingham Rotary will be attend the Parks and Recreation Board meeting on April 2, 2024 to showcase the Rotary's 100 year anniversary celebration and answer questions regarding their contribution.

There is no action required of the Board at this time. The City and the Rotary are working toward an agreement that upon completion will come to the Parks and Recreation Board for a recommendation to the City Commission.

ATTACHMENTS

- Communications between Birmingham Rotary and the Department of Public Services
- Birmingham Rotary Endowment Fund Grant Application



Carrie Laird <claird@bhamgov.org>

Poppleton Park Universally Accessible Play Area Grant Request

John Westerheide <jwesterheide24@gmail.com>

Fri, Feb 16, 2024 at 12:34 PM

To: Bryan Frank <Johnfrankcoins@aol.com>, "<joeb@bbcc.com>" <joeb@bbcc.com>

Cc: Carrie Laird <Claird@bhamgov.org>, szielinski@bhamgov.org, George Stern <sterngeo@aol.com>, Gregory Ross <ross.greg64@gmail.com>

Hi Joe and Bryan,

Attached is a PDF of the grant application for the Park Project. I will give you both copies with the attachments on Monday at our luncheon meeting.

A special thank you to both Scott Zielinski and Carrie Laird from the City of Birmingham for their help and support in completing the grant application.

Also, thank you to George Stern for his personal generosity in supporting this project and Greg Ross for coordinating efforts with the Parks and Recreation Department.

Please reach out with any questions. Look forward to the Endowment Board meeting on February 26th.

YIRS, John Westerheide

 **brcef-PDF grant application for Poppleton.pdf**
68K



Birmingham Rotary Club Endowment Fund Grant Application Form

Instructions:

Please fill out the form below, providing as much detail as possible. You may submit additional attachments as you feel necessary. Submittal may be by mail, in person, or as an attachment to e-mail.

Grant applications are reviewed twice per fiscal year on October 15th and April 15th. All applications received will be reviewed by the Birmingham Rotary Club Endowment Fund (BRCEF) Board on the next upcoming review date. (For example: A grant application received on December 1st will be reviewed on April 15th of the following year.)

Grant Application Fall Due Date: October 15th

Grant Application Spring Due Date: April 15th

Mission:

The Mission of The Rotary Foundation is to enable Rotarians to advance world understanding, goodwill, and peace through the improvement of health, the support of education, and the alleviation of poverty. The BRCEF considers grant applications which fulfill all or portions of the Rotary Foundation's mission statement.

Return completed grant application form to:

By Mail:

Birmingham Rotary Club
Attn: Endowment Board
PO Box 1294
Birmingham, MI 48012

By Email:

BRCEndowment@gmail.com

APPLICANT INFORMATION:

Organization Name	City of Birmingham (Parks and Recreation Department)	
Organization’s Mission Statement	See Attached “Mission and Community Values”	
Year Founded	Prior to 1900	
Organization is a 501(c)3?	Tax exempt Municipality	
Tax ID Number	38-6004664	
Mailing Address	151 Martin Street	
City, State, Zip	Birmingham, MI 48009	
Executive Director	Scott Zielinski (Director of Public Services)	
Executive Director’s Email	szielinski@bhamgov.org	
Application Contact Person and Title (if different)	Carrie Laird (Parks and Recreation Manager)	
Email	claird@bhamgov.org	
Phone Number	(248) 530-1714	
Geographical Area(s) Served by your Organization	Birmingham and surrounding communities	
Annual Operating Budget	Parks and Recreation Department - \$1,000,000 (approximately not including Bond funds)	7/1 - 6/30

Rotary has 6 Areas of Focus. Check all that apply to your organization’s focus:

<input type="checkbox"/> Peace & Conflict Prevention and Resolution	<input type="checkbox"/> Disease Prevention and Treatment	<input type="checkbox"/> Clean Water and Sanitation
<input type="checkbox"/> Maternal and Child Health	<input type="checkbox"/> Basic Education and Literacy	<input type="checkbox"/> Economic and Community Development
<input type="checkbox"/> Other (please describe):		

PROJECT INFORMATION:

Project/Program name	Poppleton Park - Universally Accessible Play Area
Grant Amount requested from Birmingham Rotary Club Endowment Fund	A “Future Funding” with a “Current Financial Commitment” of \$15,000 (to be funded in 2025 - the year of construction)
Total Budget for proposed project	\$1,000,000 (approximate)
Is your project annual or a one-time opportunity?	One Time

Description of Project:

Construction of a new play area in Poppleton Park for children of all abilities. Universally accessible to all children and their adult supervision providers.

What are the other sources of funding for the organization, and for the specific project for which you are requesting funds?

November 2023 Parks and Recreation Bond

City Donation Website

Other “Outside Donations”

Describe how your project relates to Rotary’s areas of focus that you selected on the previous page:

1. By providing funds to acquire play area equipment that addresses special needs of children or their chaperones, it promotes to positive experiences in lines with the Rotary Club’s Child Mental Health initiatives.
2. By providing for Community development and interactions.

The Birmingham Parks and Recreation Department will recognize The Birmingham Rotary’s contributions to the park project in the form of a plaque honoring “Birmingham Rotary Club’s Centennial Anniversary “

How will our gift impact your project?

Provides additional funds for additional play area equipment and enhancements to the surrounding playscape.

Is the service rendered by your organization dependent on volunteers? If yes, how may volunteers participate?

No.

Will there be opportunities for Rotarians to volunteer with your organization and for this specific project?

Yes. Upon construction, there will be opportunities for the community to volunteer time in assisting in landscape plantings and transitions of areas designated as “no-mow zones”

In the event that Birmingham Rotary will need to fund-raise for your project, can we count on your members and volunteers to fund-raise alongside us?

Yes. Rotarian, John Westerheide will attend an upcoming Parks and Recreation Board meeting and invite Board members to come to the May 9, 2024 Birmingham Rotary Centennial Party and participate in any way they can.

Do you agree to submit a written report and/or make a presentation to the Birmingham Rotary Club during the upcoming year regarding your use of any grant funds awarded to you by BRCEF?

Yes. We would like to present the Park Plan (upon finalization) at an upcoming Monday luncheon.

For BRCEF Use Only:

Date Grant Application Received:	By:
----------------------------------	-----



Carrie Laird <claird@bhamgov.org>

Recap of our conversation regarding Rotary and the Park Project

John Westerheide <jwesterheide24@gmail.com>

Sat, Mar 9, 2024 at 12:40 PM

To: Carrie Laird <Claird@bhamgov.org>

Cc: Gregory Ross <ross.greg64@gmail.com>, George Stern <sterngeo@aol.com>, Bryan Frank <Johnfrankcoins@aol.com>, Scott Zielinski <szielinski@bhamgov.org>

Hi Carrie,

Sorry for the delay in getting this recap to you, but I have not been feeling well since our call on Monday afternoon. Just getting back to things now.

Again, thank you for getting back to me on the Poppleton Park Project. As I mentioned, our Birmingham Rotary Endowment Fund approved the grant request to financially support \$15,000 to the future Parks project to construct a Fully Inclusive Accessible Playground in Poppleton Park in the 2025-2026 fiscal year.

As discussed, please keep me or Greg Ross updated on progress of the park's development. We want to be sensitive to communications we make regarding our commitment and not overstep with any promotions. With the April 27th City Commissioners meeting as the key starting point, we will keep our PR basic as we promote our continued fundraising efforts and accomplishments. You mentioned that the Communications Director will ramp up City efforts upon the park project approval. I will make sure to include you for review of any public relations wording we use ahead of the 27th.

Please keep us posted on feedback from the neighborhood and citizens as the project is rolled out for commentary.

I would also like to get you more definitive follow up on George Stern's additional financial contribution. He would like to add to the Rotary grant to help with making sure the contribution is meaningful and receives appropriate recognition at the playground in the form of a plaque or permanent signage that commemorates our Centennial Anniversary and Gift.

Finally, I will attend the Parks Committee meeting on April 2nd at 6:30pm at the Eton Street location. I would like to address the Committee with a summary of our financial support and background on how Birmingham Rotary is a community leader and has a history with the City parks.

We would also like to get support back from the Commissioners in the form of some level of attendance at our Centennial Party on May 9th at the Kingsley Inn. It will be a fun dinner dance affair. Also at the party, we will be fundraising with a silent auction and maybe the Parks Department would be willing to offer up an item such as a golf package at both Lincoln Hills and Springdale.

If I have missed anything from our conversation, please let me know.

Thank you again!

John Westerheide
Birmingham Rotary Club

Department of Public
Services

Presented by: Carrie Laird

Brad McNab

Date: April 2, 2024

Playgrounds

Reports From Staff #2



- Overview of current brands used
- Maintenance
- Adams Park
- Inclusion



Current Brands Used



Playworld Systems



St James



Howarth



Pumphouse

Also

- Pembroke
- Poppleton
- Springdale

Landscape Structures



Adams



Kenning



Shain

Miracle



Crestview



Linden

Leathers

Booth



Kompan



Barnum

GameTime



Lincoln Well Site

Summary

6

Playworld Systems (Lewisburg, PA)

Vendor- Midstate Recreation (Pataskla, OH)

Howarth, Pembroke, Poppleton, Pumphouse, Springdale, St. James

3

Landscape Structures (Delano, MN)

Vendor- Penchura (Brighton, MI)

Adams, Kenning, Shain

2

Miracle (Monett, MO)

Vendor- WeBuildFun (Allen, TX)

Crestview, Linden

1

Leathers (Ithaca, NY)

Vendor- Leathers (Ithaca, NY)

Booth

1

GameTime (Fort Payne, AL)

Vendor- Sinclair Recreation (Holland, MI)

Lincoln Well Site

1

Kompan (Austin, TX)

Vendor- American Athletix (Muskegon, MI)

Barnum

Maintenance

- 3 full time Certified Playground Safety Inspectors
- Monthly inspections
- Daily visits by a Parks and Recreation employee

Maintenance Considerations

- Surfacing
- Wood vs. Steel
- Swing seats

Playground Inspection List

Inspected By: _____ Month: _____

Date	Location	Comments
	Adams	
	Barnum	
	Booth	
	Crestview	
	Derby	
	Howarth	
	Kenning	
	Lincoln Wells	
	Linden	
	Linn Smith	



NATIONAL RECREATION
AND PARK ASSOCIATION



Surfacing

Currently we use wood chips certified safe for playgrounds. We also have a large area at Booth Park that has rubber surfacing and artificial turf.

Rubber/Artificial Turf

Higher upfront cost ❌

Less yearly maintenance ✅

Highly accessible ✅

Small use of recycled products ❌



Certified Wood Chips

Lower upfront cost ✅

Higher monthly & yearly maintenance ❌

Less accessible (still ADA compliant) ❌

More permeable ✅





Happy middle ground

Rubber mats can be placed under swings and other high impact areas to reduce the risk of compaction & wearing away of materials.

Wood Structures

Pros

- Natural look
- Can be a community built project
 - Requires volunteers and staff
- Small repairs are easy to complete
 - Structural components require more work

Cons

- Higher vandalism rate
 - Easier to damage
 - Larger surface area for graffiti
 - Blind spots
- Less visibility for caregivers
- Yearly painting necessary



Steel Structures

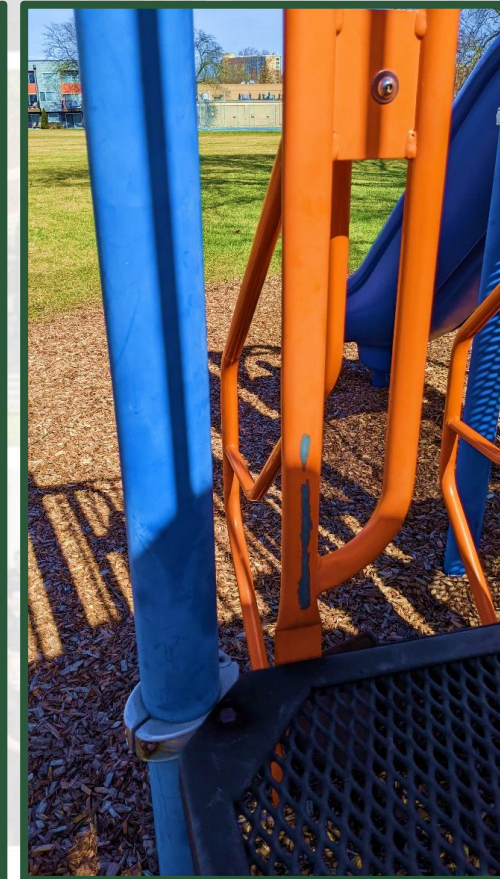
All of our playgrounds, with the exception of Booth Park, are made with steel structures.

Pros

- Large variety of options
- Resistant to vandalism
- Less degradation by the elements

Cons

- Hard to paint
 - Improvements over the years has made paint last much longer
- Repair parts
 - Timeframe for delivery varies between vendors
 - Cost of repair parts



Madion's Place P
Woodbury, MN



Palmer Park
Port Huron, MI



Ralph V. Chisholm
Saint Cloud, FL



Swings

All Birmingham parks use Landscape Structures swing seats for safety, reliability, and durability.

Standard



Landscape Structures



We requested the contractor install Landscape Structure equipment at Adams Park for the following reasons:

- Length of warranty
- Ability to customize pieces
- Variety of accessibility and inclusive options

Other benefits:

- Sourcewell pricing available for both equipment and installation





★★★★★ a year ago

I'm so happy with what the city did to improve this park. I now take my granddaughters there every time they visit. It's great to see so many other families enjoying it too!

★★★★★ a year ago

The newest park in Birmingham. Everything is perfect from the landscaping to the kids park games. Nice mini football court. Basketball court. The swings and slides are great 👍 We will be visiting pretty often I am sure ...

★★★★★ 7 months ago

Went from worst park in the area to best park of the area when they remodeled it earlier in the year

ADAMS PARK IMPROVEMENT PROJECT
RECENTLY COMPLETED
PHASE 1
PHASE 2
PHASE 3
PHASE 4
PHASE 5
PHASE 6
PHASE 7
PHASE 8
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PHASE 10
PHASE 11
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Inclusion

Birmingham Parks and Recreation Master Plan

Goal #1

Provide parks and recreation facilities that are accessible to **all** residents of the community, are beautiful and high quality, that respect history, and offer a variety of experiences, both passive and active.

Top Inclusivity Ideas

Accessible Playground Equipment- ensure that playgrounds have accessible equipment, including ramps instead of steps, to accommodate children with disabilities.



Levels of Inclusion

ADA Accessible- has certain features in place that allow individuals with disabilities to safely use and navigate them. This defined in ASTM Standard 1951 and **required** for all municipal playgrounds.

Inclusive Playground- goes beyond minimum accessibility to create play experiences that meet a variety of needs and interests. Allows for all ages and abilities to interact with one another.

Universally Accessible Playground- ensures that all areas and equipment can be accessed or reached by children or adults with physical disability who use wheelchairs or other types of mobility devices. “One way for all”.





We-Go-Round



We-Go-Swing



Elevated Sand Table

Inclusive Equipment Options



Sway Fun Glider



Friendship Swing



Global Motion

Questions?



LET'S PLAY

BIRMINGHAM, MICHIGAN *Parks & Recreation*





MEMORANDUM

Department of Public Services

DATE: March 28, 2024

TO: Parks and Recreation Board

FROM: Carrie Laird, Parks and Recreation Manager

SUBJECT: Bloomfield Hills High School National Honor Society Volunteers

The Department of Public Services was contacted by a representative from Bloomfield Hills High School regarding their interest in providing some volunteer work for community service. They will have 15-16 students available during afternoon and weekend hours. It's been determined that they will clean up trash and debris along the Rouge River Trail System during an upcoming timeframe still to be determined.