

Parks Commission

Regular Meeting Agenda

Tuesday, January 12, 2016
6:00 p.m., Council Chambers



City of South Haven

1. Call to Order
2. Roll Call
3. Introduction of new Council Representative, Jeff Arnold
4. Approval of Agenda
5. Approval of Minutes for the Record – December 8, 2015
6. Public Comments and Inquiries Concerning Items not on the Agenda.

REPORTS

7. Project Updates.

NEW BUSINESS

8. Commission will be requested to consider approval of the City Gift Policy.
9. City Engineer Comments
10. Commissioner Comments
11. Adjourn

RESPECTFULLY SUBMITTED,

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

Larry Halberstadt, PE
City Engineer

Parks Commission

Regular Meeting Minutes

Tuesday, December 8, 2015
6:00 p.m., Council Chambers



1. Call to Order by Reinert at 6:00 p.m.

2. Roll Call

Present: Fitzgibbon, McAlear, Moore, Toneman, Reinert
Absent: Cobbs, White

3. Approval of Agenda

Motion by McAlear, second by Moore to approve the December 8, 2015 regular meeting agenda as presented.

All in favor. Motion carried.

4. Approval of Minutes for the Record – November 10, 2015

Motion by Fitzgibbon, second by McAlear to approve the November 10, 2015 regular meeting minutes as written.

All in favor. Motion carried.

5. Public Comments and Inquiries Concerning Items not on the Agenda

None at this time.

REPORTS

6. Project Updates.

Halberstadt updated the board regarding the following projects:

The city got notification yesterday on four grant awards. We will be getting \$37,500 from the Michigan Natural Resources Trust Fund for new skid piers at Black River Park; the North Beach Redevelopment grant request was approved for \$300,000; the proposed BMX Pump Track project was awarded \$42,800; and another \$37,500 grant was approved for restrooms at Black River Park.

In response to a question by Reinert regarding time frame, Halberstadt explained that he is not sure of time frame of construction, adding that these projects are in a tentative phase until the governor makes the formal announcement.

Fitzgibbon spoke about previous discussion regarding Kids' Corner noting that a decision has not been formally made whether to renovate the existing play structure or replace it. Fitzgibbon expressed that she feels very strongly about this. Fitzgibbon spoke about the Leather's Park pictures that she shared, noted that it is a viable option to do replacement of wood with composite and stressed that the city does not need another red, blue and yellow play structure. Fitzgibbon suggested moms of baby boomers could come together again and organize to do something. Halberstadt noted some play elements might need to be replaced to meet modern safety standards and agreed it would be a shame to tear the Kid's Corner play structure down and replace with something generic when the city has something that was custom designed for the community.

In response to a question by Moore about the Water Street project, Halberstadt explained that some of the land is formally part of Riverfront Park. Halberstadt can put an update on the agenda for next month.

McAlear commented positively on the handicapped boat launch, both location and the quality of the construction.

NEW BUSINESS

7. Commission will be requested to continue review of the City Gift Policy.

Reinert stated at the last meeting it was suggested that the commission review and send any concerns or comments before this meeting, noting the proposed draft is in the packet.

Halberstadt noted that he did not get any feedback and reminded that this is a somewhat difficult topic as people may want to donate things and sometimes they will want something back; sometimes they want to give for some other reason so the city has to be a little careful not to accept something that is so complex that it cannot be maintained properly. Fitzgibbon noted the city has rejected things in the past and Reinert felt the language in the draft gives the city some flexibility.

Fitzgibbon expressed concern about the life cycle care fund and the need to establish a perpetual care fund. Halberstadt said the intention is that the donor will be charged for installation of the donation by staff an additional fee that covers the maintenance of the item. Fitzgibbon pointed out that some things cost more than others to maintain. Halberstadt explained that once this is adopted we can go back and decide on other items besides the standard bench and put together a list of the items and the costs. In response to Moore's concern about rising costs, Halberstadt said such a list would have to be adjusted over time to reflect rising costs.

Reinert asked about language regarding a sizable donation, if the splash pad were donated, for example, would the city do the maintenance? Halberstadt pointed out section 6A. Other donations, which states donations that do not fit any of the categories in the gift policy may

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DRAFT

be subject to review by City staff, the appropriate board(s) and/or Commission(s) and City Council. Approval of a special donation agreement may be required. Halberstadt referenced a recent license agreement with HASH for brick pavers.

Toneman asked about Section 4C. Maintenance, noting each item will need a life-cycle established so a potential donor will know how long they will be required to maintain the proposed donation.

Reinert said there are some details in another section of the proposed gift policy and McAlear added that, based on his experience in the insurance industry, a normal life cycle is seven (7) to ten (10) years; if it fell within your guidelines, that's the normal depreciable time. Fitzgibbon noted the section which gives the city the right to remove something after ten (10) years.

Reinert questioned whether it is clear what the rights are of the person sponsoring it to put other items on the bench and noted that recently she saw that someone had fastened a floral memorial arrangement onto a bench. "Are we clear in the policy that once the donation is made it becomes city property?" Reinert said maybe language should be included that would prohibit such and Fitzgibbon concurred that language needs to be added stating that there be no personal attachments to donated items.

Moore commented on 3C. Longevity, noting that gives the city an opening to do whatever they need to do once an item is "no longer suitable for the purpose." Halberstadt said it is very difficult, especially for people who donated prior to the original gift policy in 2004, to deal with those issues. Reinert said in the introduction in the second paragraph, it should be clearly stated that the donation given in memory or in honor of someone is not a memorial marker but add "it is considered to be part of the parks system." Reinert gave an example of a situation that could occur: a bench may be placed where the splash pad is going to go and the city should be able to make the decision to remove and relocate the bench.

Reinert thinks we are really close on this draft and asked Halberstadt to take the items we have mentioned and make the additions or clarifications so the policy is very clear.

After a question Halberstadt said he can speak with the city manager regarding the need for having the city attorney review the gift policy.

McAlear asked if items that were brought up before as issues should be addressed tonight. Halberstadt suggested going through the list.

Discussion ensued regarding whether there are any plans to put in sidewalk along Monroe Boulevard on the bluff side and whether the city is placing benches right where there might be a sidewalk placed at some future date. There was also discussion about whether or not to add something that would limit the number of benches allowed to be placed along the Monroe Street bluff in the future. Fitzgibbon said that should be included; that there are a certain number of benches allowed. Moore asked whether there has been any more discussion about purchasing the four lots there, which might include room for more benches. Halberstadt said if we purchased the property we may be able to add benches, if permitted by the purchase agreements and deed restrictions. Moore strongly suggested that we not have any more benches placed along Monroe unless or until the city has more area.

Discussion then turned to placing a limit on the number of benches that could be donated for a particular individual. Halberstadt reminded of the situation where two different people wanted to donate a bench for one individual, and agreed that we need to add that the limit is one item per individual being memorialized or honored.

Moore wondered if there is a time frame to give the city money if a donated item needs to be replaced. Halberstadt said if someone donates a bench and ten years has gone by, there will have to be some staff judgement regarding whether or not to remove or replace it. If an item is beyond the projected life span, there needs to be evaluation of the item to determine whether the item is still usable or is deteriorating beyond being maintained. Moore posed the question of what to do if an item has a ten year projected life cycle and is unusable and deteriorated in five years. Halberstadt explained that on the benches we are collecting enough money to stain the benches every couple of years, but not enough for major maintenance.

Discussion ensued regarding how something damaged by vandalism would be repaired or replaced. Halberstadt said in that case it could be covered by city insurance. After comparison with other city's donation charges, there was discussion encouraging boosting the cost of the bench, since the city is currently charging a very small amount.

McAlear likes the wording on the Ann Arbor donation application, which states if the gift or memorial placed under this application is damaged intentionally or unintentionally, or needs to be removed for any other reason after the ten (10) year period of the date of installation, that the donor agrees that the City may remove the donated item at its discretion." Fitzgibbon agreed that something like that is needed. Halberstadt said in stating "life cycle" there is not a statement citing ten years in the policy. Fitzgibbon stressed the importance of it being clear that it is the Park Commission or City that determines the life cycle.

Toneman explained what he brought up before about the life cycle, that as items are chosen for donation there will be a life cycle pre-determined. Moore agreed with need for a projected life cycle.

In discussion of what types of gifts the city wants to accept, Reinert reminded that it had previously been talked about with staff of the need to look at proposed plans and recognize what the needs are. Halberstadt suggests assembling a list with common site furnishings such as picnic tables, benches and trash cans. Larger donations could be determined by specific projects going on in the city. Reinert asked about doing donations toward the replacement of materials at Kids Corner. McAlear said the old policy has a list under item #6. Reinert said that is in the draft so it is addressed.

Under Funding it was noted that there had already been discussion about that and Halberstadt agreed that he can update that reflecting the boards' recommendation for bumping up the cost of donations.

Reinert asked for comments on how to encourage donations elsewhere in the city than Monroe Boulevard. Toneman said let people know what needs there are. Reinert suggested putting in the newsletter that goes out with the utility bills. McAlear noted you need to sell the idea. Moore said if benches are more expensive, perhaps other items will be donated.

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Toneman mentioned the upcoming Black River Park upgrades; Fitzgibbon noted the tables and benches in Dyckman Park and Reinert suggested having plaques for donations of picnic tables in all the parks.

During discussion about gifts donated prior to adoption of gift policy, Halberstadt explained that is why the language is included about the city reserving the right to move or remove an item. Fitzgibbons noted that the maintenance of some donated items has been difficult. Reinert said once a donation is made, the city now owns it and should have the right to maintain, move or remove. Reinert said we need to keep the meaning of "donation" in mind, and write our policy with that in mind.

Toneman said maybe there should be a section regarding what to do about items donated before the first gift policy. Halberstadt noted again, the city reserves the right and noted that unless something is a serious safety hazard, the city staff does not want to remove anything if it is still in good repair.

Reinert said we need to stand by the policy. Toneman pointed out that if the donor is demanding things it was not a donation. Reinert observed that there is a fine line but we need to make that line clear; once it is donated the memorial item is the property of the city. Toneman said we need a general statement like that to give the city a little more freedom to plan.

Reinert asked if we should tweak this one more time before we submit it for approval. Halberstadt will go through the minutes, tweak the gift plan and send out an updated draft by email. Toneman agreed that it could be emailed to the commissioners, that there is no need to have another meeting to do that. Reinert requested that Halberstadt highlight the changes so the updates could easily be found.

Moore and Fitzgibbon would like to add to Section 6F. Buildings, Structures, and Public Art "playground items or playground equipment."

8. Commission will be requested to establish a schedule of Regular Meeting Dates for the 2016 Calendar Year.

Reinert asked if everyone agrees that the second Tuesday of the month at 6:00 p.m. works for everyone.

Halberstadt suggested that consideration be given to not scheduling a meeting in December, noting that the Board of Public Utilities does not schedule a regular meeting in December. The BPU normally meets on the last Monday of the month so they do not meet in December unless they need a special meeting. Reinert said because the Parks Commission has meetings canceled throughout the year, and with snowbirds, maybe meeting in December is the last time all would be together. Toneman said if there isn't anything talk about the meeting can be canceled.

Motion by Moore to continue the same schedule as usual. Second by McAlear.

All in favor. Motion carried.

9. City Engineer Comments

Farewell to Council Representative Fitzgibbon

Halberstadt thanked Fitzgibbon for the years of service to City Council and Parks Commission. There was discussion of term limits and who would be appointed for 2016 as Council Rep to the Parks Commission. Moore noted that it makes a difference to have some history here, that it takes a few months to get up to speed.

Reinert expressed that she is really sorry she has only had a short time since to serve with Fitzgibbon, thanked her and said Fitzgibbon would be really missed.

10. Commissioner Comments

Fitzgibbon: I appreciate all of you. I am still very interested in Kid's Corner. I think we will have to have another community build; I think people would be interested and I might be involved.

McAlear: With the property values in that area there should not be a problem raising funds for Kid's Corner.

Moore: Asked Fitzgibbon whether she has any words for those of us left here.

Fitzgibbon: There is a certain amount of power in a commission; you examine an issue and bring it to council. Yes, council can change it, but know your power and decide what you want for the parks. Know that City Council does have the final say, but they are very much looking for your input.

Reinert: Town looks absolutely beautiful.

11. Adjourn

Motion by Toneman, second by McAlear to adjourn at 7:01 p.m.

All in favor. Motion carried.

RESPECTFULLY SUBMITTED,

Marsha Ransom
Recording Secretary



City of South Haven

Agenda Item #6

Parks Project Updates

Background Information

During the past several Parks Commission meetings, Commissioners have requested updates on a variety of projects that have been previously discussed. In order to satisfy this request, staff will keep this report updated on a monthly basis. Projects will be tracked until completion, at which point, a decision can be made to remove the project from the monthly update list. New projects will be added to the list from time to time as they are started.

1. **Beach Flag/Warning System** *(Install new signs matching the Michigan Sea Grant system. Update flags and install numbers on warning flag poles.)*

12/8/15: Michigan Sea Grant signs have been manufactured. Staff is working with Spencer Manufacturing on mounting system for sign numbers.

2. **Black River Park, Accessible Kayak Launch** *(Install accessible kayak launch at south end of Black River Park.)*

12/8/15: Shoreline work is complete. The floating platform has been assembled and is ready for launch in the spring.

3. **Black River Park, Fishing Pier** *(Construct parking area and fishing pier at site of former Street Department garage.)*

12/8/15: Abonmarche is currently working on the design of this project, including environmental remediation requirements. Staff anticipates bringing the plan to the Parks Commission for review in the next few months.

4. **BMX Pump Track** *(Construct Bicycle Pump Track on Wells Street adjacent to Cemetery and Public Safety Building.)*

1/12/16: City has received notice of pending funding award from the Michigan DNR Recreation Passport Program. The intent is to utilize soil material removed from area roadway projects to construct the facility.

5. **Cemetery Improvements** *(Begin building and grounds improvements per the adopted improvement plan.)*

12/8/15: Abonmarche has prepared a proposal which is being reviewed by City staff.

6. Dyckman Beach Sign *(Install decorative sign at entrance to the Dyckman Beach Parking Area.)*

12/8/15: Pricing has been obtained for the precast concrete sign elements. Staff is reviewing sign needs at other beach entrances. Staff will seek revised pricing for production precast concrete for all required signs in an effort to drive down cost.

7. Harborwalk Improvements *(Resurface walkway from North Shore Drive to Black River Street. Incorporate landscape improvements where feasible.)*

12/8/15: Staff has started discussions with property owners near North Shore Drive. It is anticipated that discussions will resume in January.

8. Kid's Corner Play Structure *(Renovate or replace play structure.)*

12/8/15: Funding for this work is not yet available. Decision on renovate vs. replace has not been made.

9. Kid's Corner Restroom, Roof Replacement *(Remove and replace asphalt shingle roof.)*

12/8/15: \$25,000 has been budgeted for this work. Outside consultant is working to complete bid documents. Spring construction is anticipated.

10. Monroe Boulevard Property Acquisition *(Acquire four privately held parcels on the west side of Monroe Boulevard between Clinton and Van Buren Streets.)*

12/8/15: A tentative purchase agreement has been reached. The purchase agreement will be presented to Council for consideration at their December 21 meeting.

1/12/16: Purchase of the parcels is complete. Council is working to adopt an ordinance placing the four parcels into the parks system. Council has approved deed restrictions which prohibit improvements interfering with the view from the east side of Monroe Blvd.

11. North Beach Improvements *(Reconstruct parking areas, update lighting, renovate restrooms, install Kayak access mats, install paved access to north pier.)*

12/8/15: The City has applied for a Michigan Natural Resources Trust Fund grant to assist with funding these improvements. This year's applications have been scored by the MDNR and it appears our project has a high enough score to be funded next year. Construction will need to occur during the off season.

1/12/16: The City has received notice that this project has been recommended for funding by the MNRTF Board of Trustees.

12. Optimist Tot Lot, New Playground Equipment and ADA Surfacing *(Purchase and install new playground equipment, install barrier free play surfacing.)*

12/8/15: Funding for this work is not yet available. Several attempts to obtain grant assistance have been unsuccessful. An updated quote for the play structure has been obtained.

13. South Beach Restroom Improvements *(Renovate restroom building to add capacity, construct permanent concession stand building.)*

12/8/15: Funding for this work is not yet available. The City will be seeking grant funds to assist with these improvements. At the present time, the North Beach Improvement project is taking priority over this project.

14. Water Street Streetscape Improvements *(Landscape and Pedestrian Access Improvements along south side of Water Street.)*

1/12/16: City Manager is working to complete review of the conceptual plan by all Boards, Commissions and City Council. Parks Commission completed review in September of 2016. It is anticipated that some of the hillside cleanup activities may start this spring. Construction of the stairway from Eagle Street to Water Street may begin this fall if funds are available.

Attachments

Project Location Map
Accessible Kayak Launch Site Plan
Fishing Pier Conceptual Plan
BMX Pump Track Plan
Cemetery Improvement Master Plan
HarborWalk Plan
HarborWalk Photo
Monroe Park/Kids Corner
Monroe Boulevard Property Acquisition
North Beach Park Master Plan
Optimist Tot Lot Conceptual Plan
South Beach Restrooms Conceptual Plan
Water Street Streetscape Improvements Conceptual Plan

Parks Project Locations

City of South Haven, MI

1/7/2016



Lake Michigan



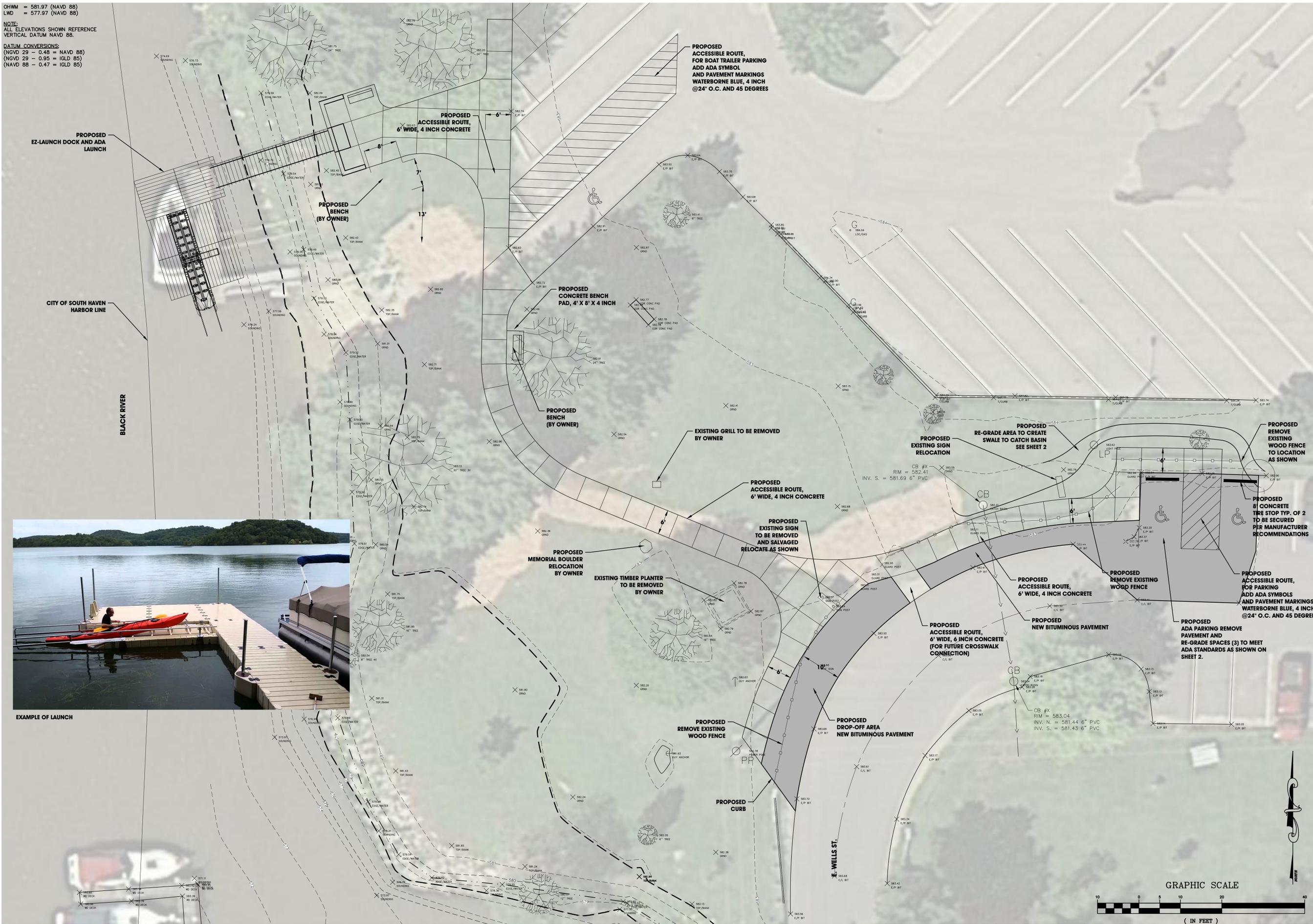
- 1. Beach Flag Warning System
- 2. Black River Park - Accessible Kayak Launch
- 3. Black River Park - Fishing Pier
- 4. BMX Pump Track
- 5. Cemetery Improvements
- 6. Dyckman Beach - Sign
- 7. Harborwalk Improvements
- 8. Kid's Corner - Play Structure
- 9. Kid's Corner - Restroom & Roof Replacement
- 10. Monroe Blvd - Property Acquisition
- 11. North Beach - Improvements
- 12. Optimist Tot Lot - New Playground Equipment
- 13. South Beach - Restroom Improvements
- 14. Water Street Streetscape Improvements



OHWM = 581.97 (NAVD 88)
 LWD = 577.97 (NAVD 88)

NOTE:
 ALL ELEVATIONS SHOWN REFERENCE
 VERTICAL DATUM NAVD 88.

DATUM CONVERSIONS:
 (NGVD 29 - 0.48 = NAVD 88)
 (NGVD 29 - 0.95 = IGLD 85)
 (NAVD 88 - 0.47 = IGLD 85)



EXAMPLE OF LAUNCH

ABONMARCHÉ
 Engineering
 Architecture
 Land Surveying
 Landscape Architecture
 Community Planning
 Development Services

915 West Main Street
 Benton Harbor, MI 49023
 T 269.927.2295
 F 269.927.1017

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CITY OF SOUTH HAVEN
CZM KAYAK LAUNCH

WATER TRAIL IMPLEMENTATION

PROJECT: WATER TRAIL IMPLEMENTATION
 SHEET TITLE: WATER TRAIL IMPLEMENTATION
 DRAWN BY: DJL
 DESIGNED BY:
 PM REVIEW:
 QA/QC REVIEW:
 DATE: MAY 2015
 SEAL:

SIGNATURE:
 DATE:

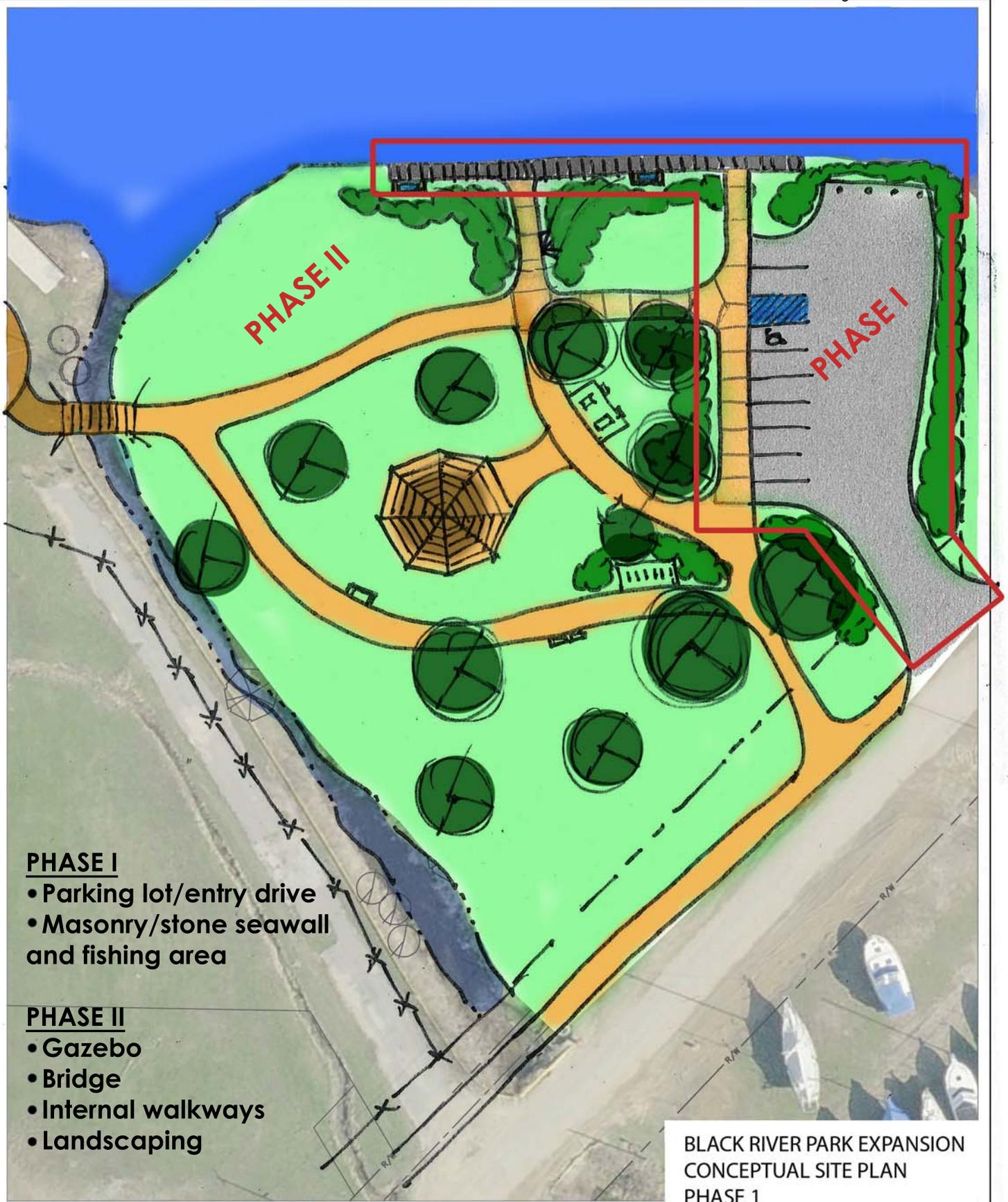
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SCALE:
 HORZ: 1"=10'
 VERT: N/A

ACI JOB #
15-0176
 SHEET NO.

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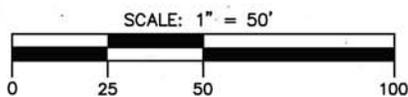
PHASE I

- Parking lot/entry drive
- Masonry/stone seawall and fishing area

PHASE II

- Gazebo
- Bridge
- Internal walkways
- Landscaping

BLACK RIVER PARK EXPANSION
CONCEPTUAL SITE PLAN
PHASE 1



ABONMARCHE

Confidence By Design

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ABONMARCHE CONSULTANTS, INC.

DATE: JULY 26, 2011

JOB NO.

SHT.

OF

ABONMARCHÉ
 Consulting Engineers, Inc.
 95 West Main Street
 Benton Harbor, MI 49713
 F 269.927.1017

CITY OF SOUTH HAVEN
SOUTH HAVEN, MICHIGAN

PUMP TRACK SITE
PROPOSED LAYOUT

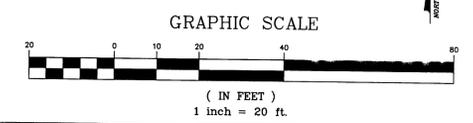
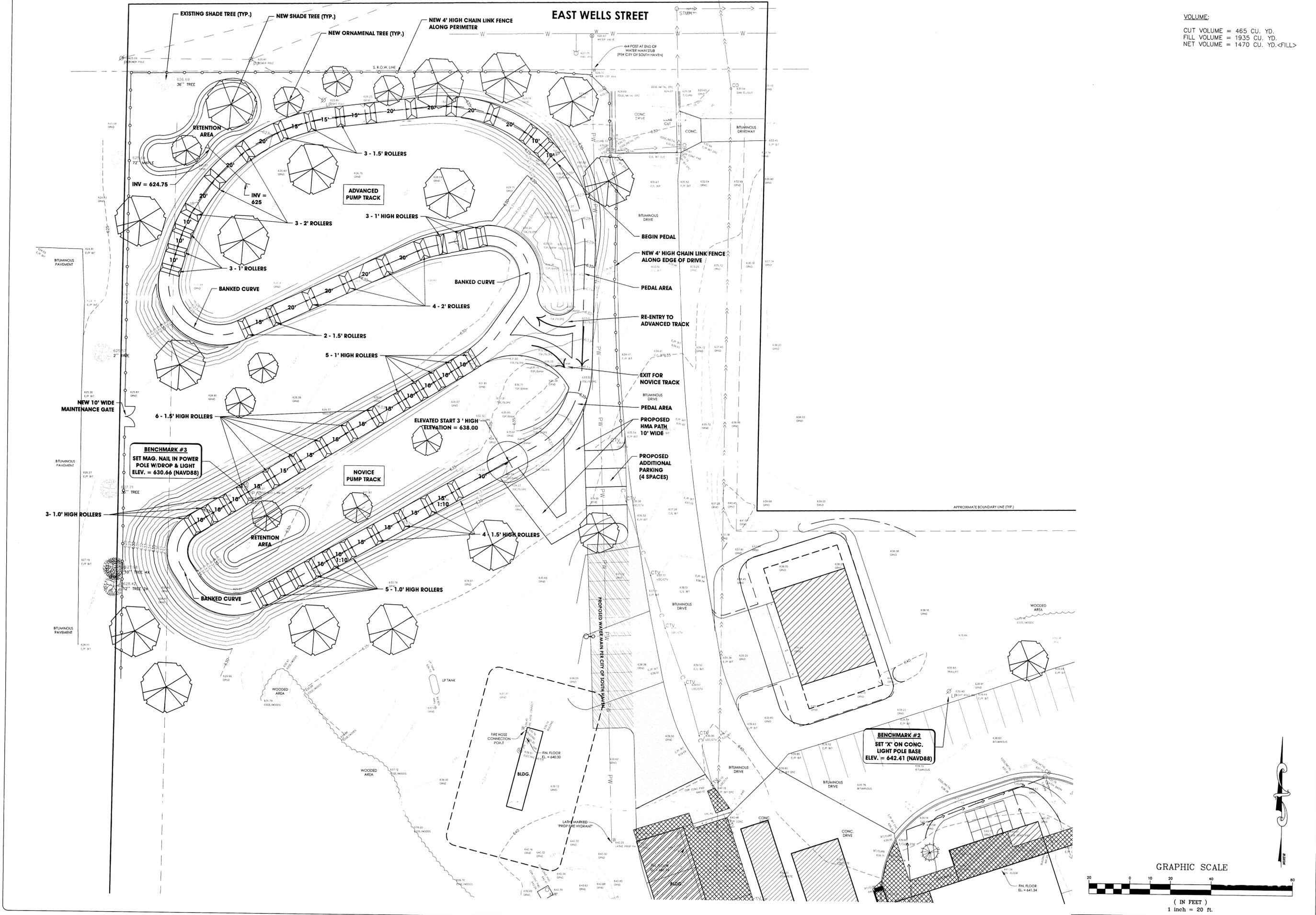
PROJECT:
SHEET TITLE:
DRAWN BY: DJL/KB
DESIGNED BY: KB
PA REVIEW:
QA/QC REVIEW:
DATE: SEPT 2013
SCALE:

SIGNATURE:
DATE:

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VERT: N/A
ACI JOB #
13-0515
SHEET NO.

VOLUME:
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 FILL VOLUME = 1935 CU. YD.
 NET VOLUME = 1470 CU. YD. <FILL>



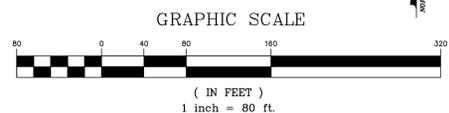
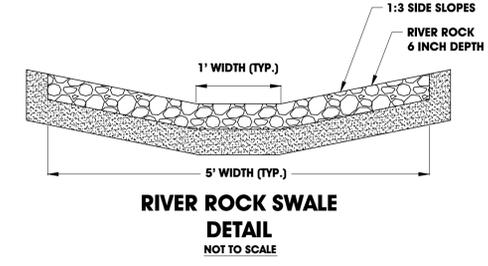
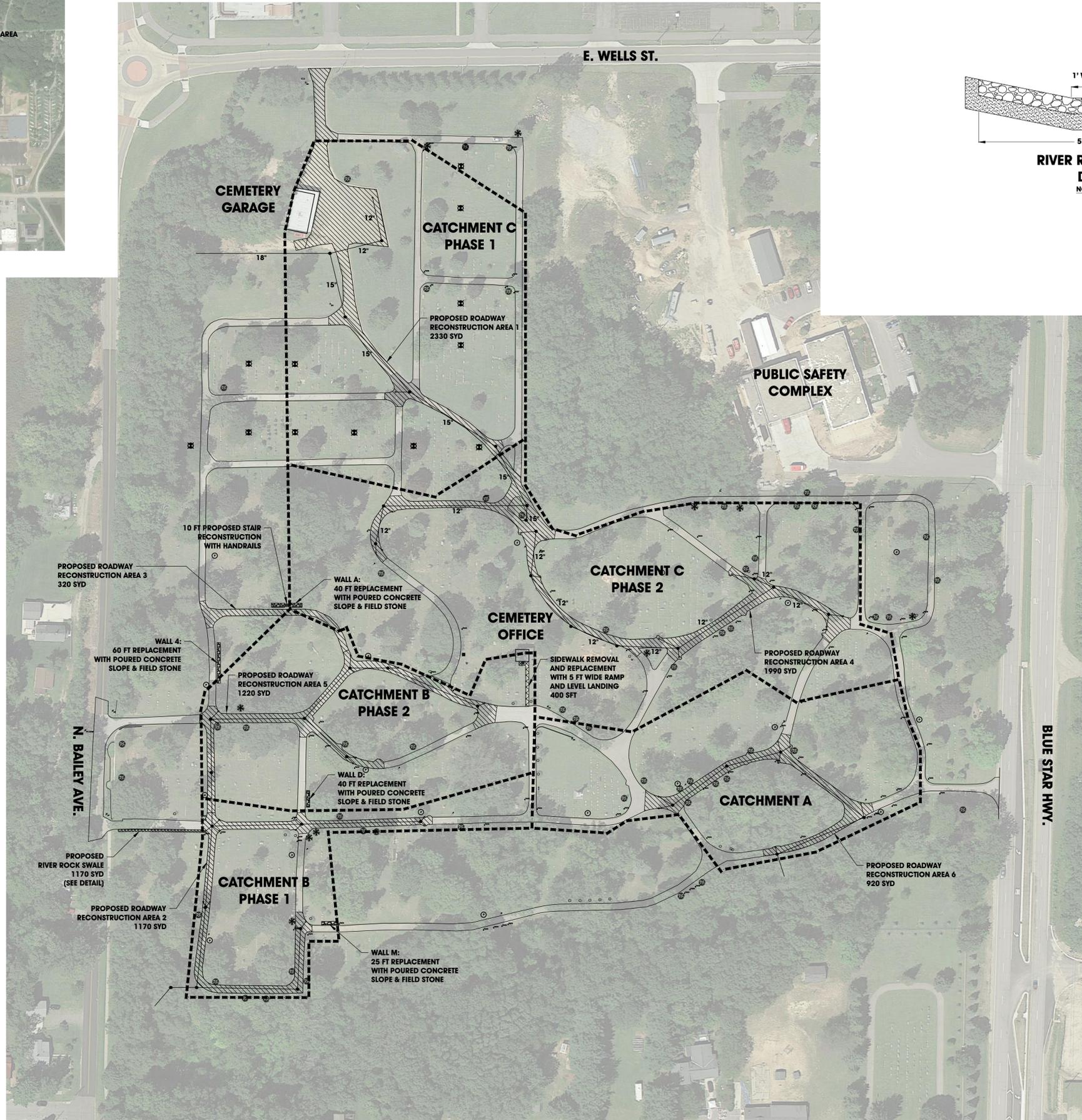
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LAKE VIEW CEMETERY VICINITY MAP

-  PROPOSED ROADWORK
-  PROPOSED SIDEWALK
-  PROPOSED WALL WORK
-  DR STRUCTURE, 48 INCH DIA
-  DR STRUCTURE, 48 INCH DIA
-  POST MOUNTED YARD HYDRANT
-  FROST-PROOF YARD HYDRANT



LAKEVIEW CEMETERY
SOUTH HAVEN, MICHIGAN

MASTER PLAN

SHEET TITLE:
 DRAWN BY: **DJL**
 DESIGNED BY: **SPJ**
 PM REVIEW:
 QA/QC REVIEW:
 DATE: **DECEMBER 2014**
 SEAL:

SIGNATURE:
 DATE:

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SCALE:
 HORZ: **1"=80'**
 VERT: **N/A**

ACI JOB #
14-0696

SHEET NO.
2 of 6

NO.	REVISION DESCRIPTION:	BY:	DATE:

Existing 5' wide HarborWalk Easements
North Shore Dr to Black River Street





NOV 17 2009

Monroe Park / Kid's Corner

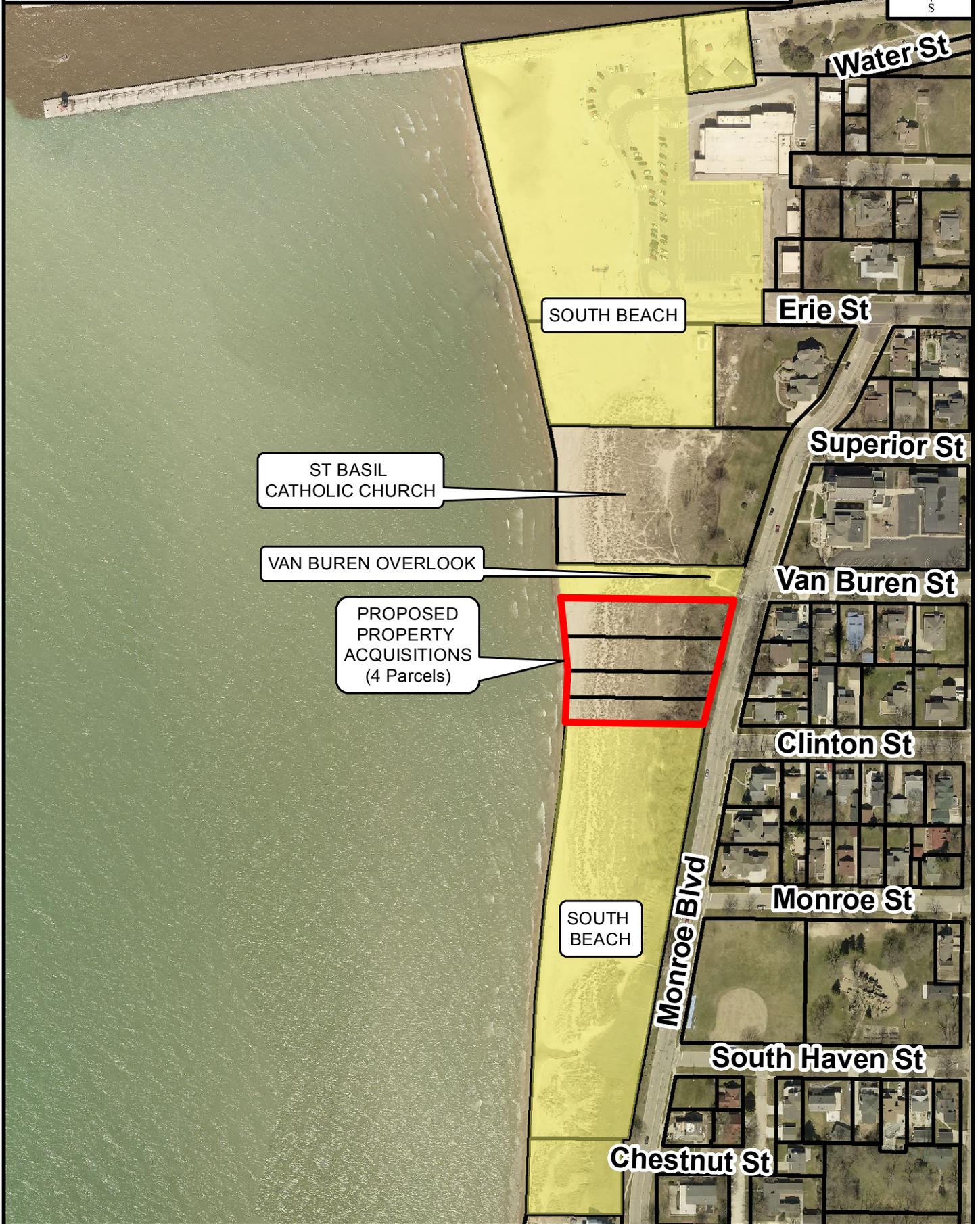


Kid's Corner Playground

Restrooms & Picnic Shelter



Monroe Blvd - Proposed Property Acquisitions



ST BASIL
CATHOLIC CHURCH

VAN BUREN OVERLOOK

PROPOSED
PROPERTY
ACQUISITIONS
(4 Parcels)

SOUTH BEACH

SOUTH
BEACH

Water St

Erie St

Superior St

Van Buren St

Clinton St

Monroe St

South Haven St

Chestnut St

Monroe Blvd



NEW NON-MOTORIZED WATERCRAFT LANE (WIDTH = 25 FT) LANE BUOY DESIGNATION

existing chain link fence
NEW CONCESSION AREA
remodeled & expanded building
remodeled plaza area & extension across roadway
non-motorized parking area with security bollards

NEW BEACH ACCESS
accessible beach mat
seasonal transfer area

shower tower

VOLLEYBALL COURTS

DROP-OFF LANE
VEHICULAR AND TRAILER (FOR NON-MOTORIZED WATERCRAFT DROP)
accessible control bollards

NEW PLAYGROUND AREA
accessible walkway mat
accessible playpiece

REVISED ESPLANADE PLAZA PUBLIC PARKING
new bituminous paving
new curbed islands with sand & dune grass stabilizing
21 vehicle parking spaces
3 vehicle with trailer spaces

high visible crosswalk

FLUSH CROSSWALK ISLAND
crosswalk extension
accessible parking aisle
informal drop off zone
control bollards

NEW BEACH PROMENADE
concrete walk, 12' min.
memorial benches on paving

retrofitted street lights for night sky compliance

trash

existing parking kiosk
relocated memorial benches, 11

NEW BEACH ACCESS
accessible beach mat
seasonal

ROADWAY IMPROVEMENTS
new bituminous paving
91 parking spaces

NEW PIER CONNECTION
curbed walkway
emergency access
service vehicles
accessible pedestrian connection
site amenities

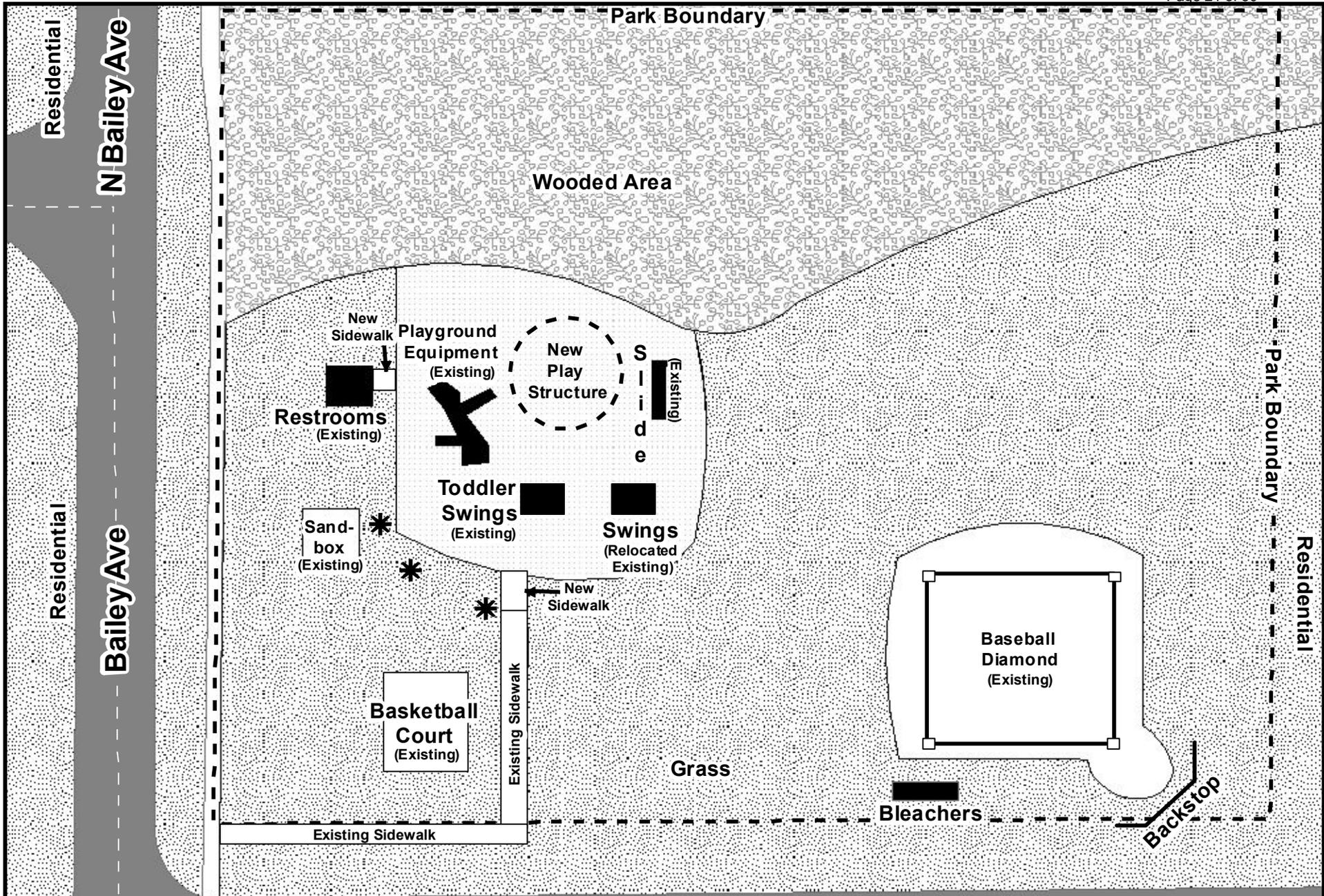
PEDESTRIAN CONNECTION TO CHANNEL WALK
control bollards

NORTH BEACH PARK MASTER PLAN

CITY OF SOUTH HAVEN



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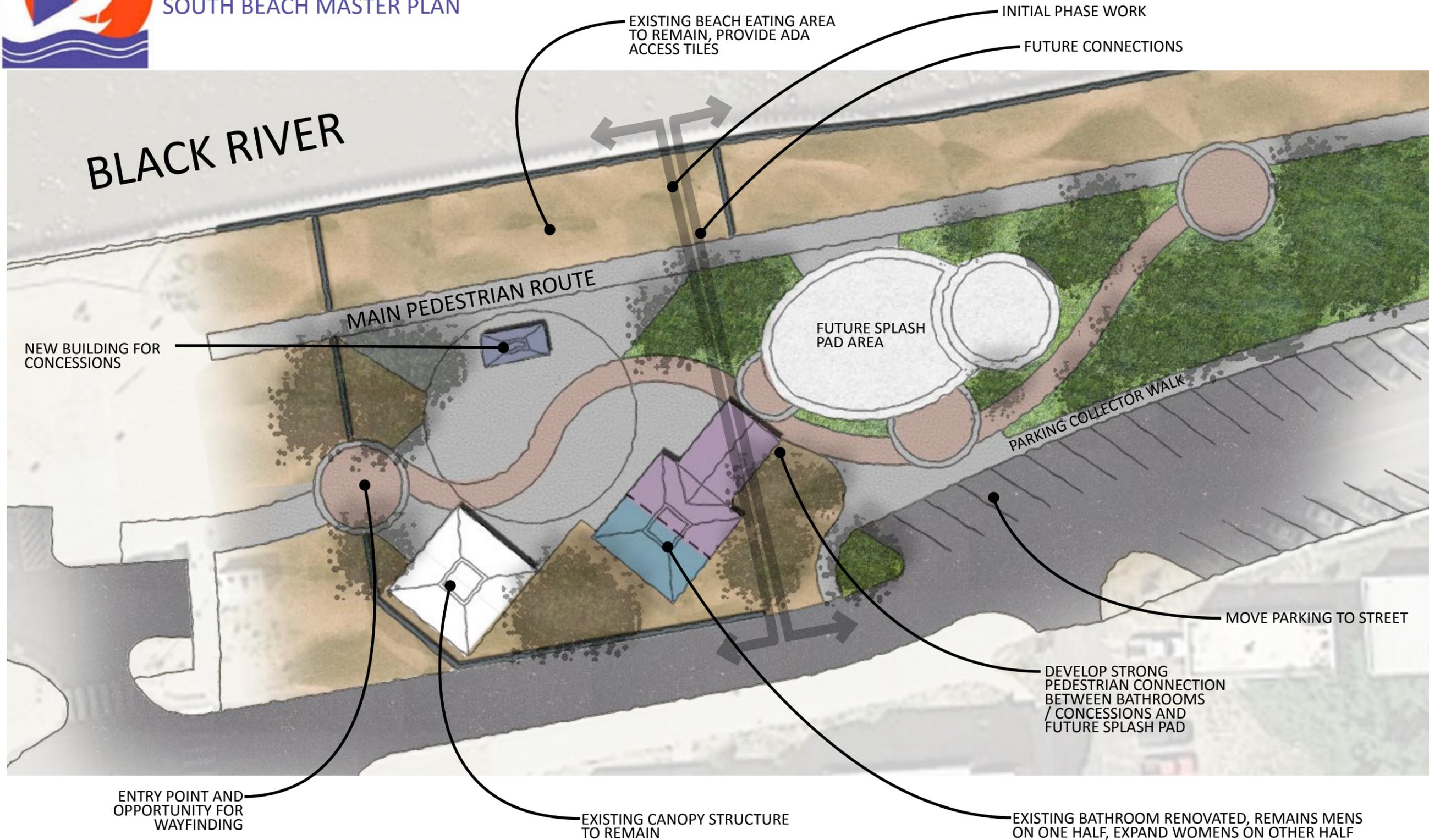
Updated: 2/23/2012

Optimist Tot Lot - Site Development Plan & Boundary Map



CITY OF SOUTH HAVEN

SOUTH BEACH MASTER PLAN



CONCEPTUAL PLAN SKETCH - OPTION 3



BLACK RIVER HARBOR



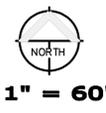
DESIGN GUIDELINES FOR WATER STREET EDGE, SOUTH SIDE

- Create a more attractive street edge on the south side of Water Street
- Reduce maintenance efforts
- Improve pedestrian connections to attractions: Waterfront, Lightkeeper Museum, Channel
- Highlight unique elements along Water Street: Lighthouse Keeper Museum, WPA retaining wall, Channel and Lake Michigan views.
- DESIGN PROGRAM
- repetition and appropriateness of materials
- replacement of street lights with decorative and energy-efficient lights and removal of overhead lines where possible
- creation of a 'clean and crisp' planting edge the entire length of street
- screening of power stations, utilities and dumpster
- use of signature plantings, i.e.:
- sweeps of dune grass at corners, at the Waterfront and at 'sunny' terraces. mowable grass strip between curb and walls.

SOUTH SIDE

Water Street Streetscape Improvements

City of South Haven
4-15-15





SOUTH SIDE

Water Street Streetscape Improvements

City of South Haven
4-15-15



1" = 20'

Cornelisse
Design Associates, Inc.
 LANDSCAPE ARCHITECTURE
 818 Sarasota SE / Grand Rapids, MI 49546

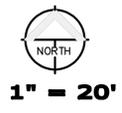


Water St - St. Joseph St to Maple St

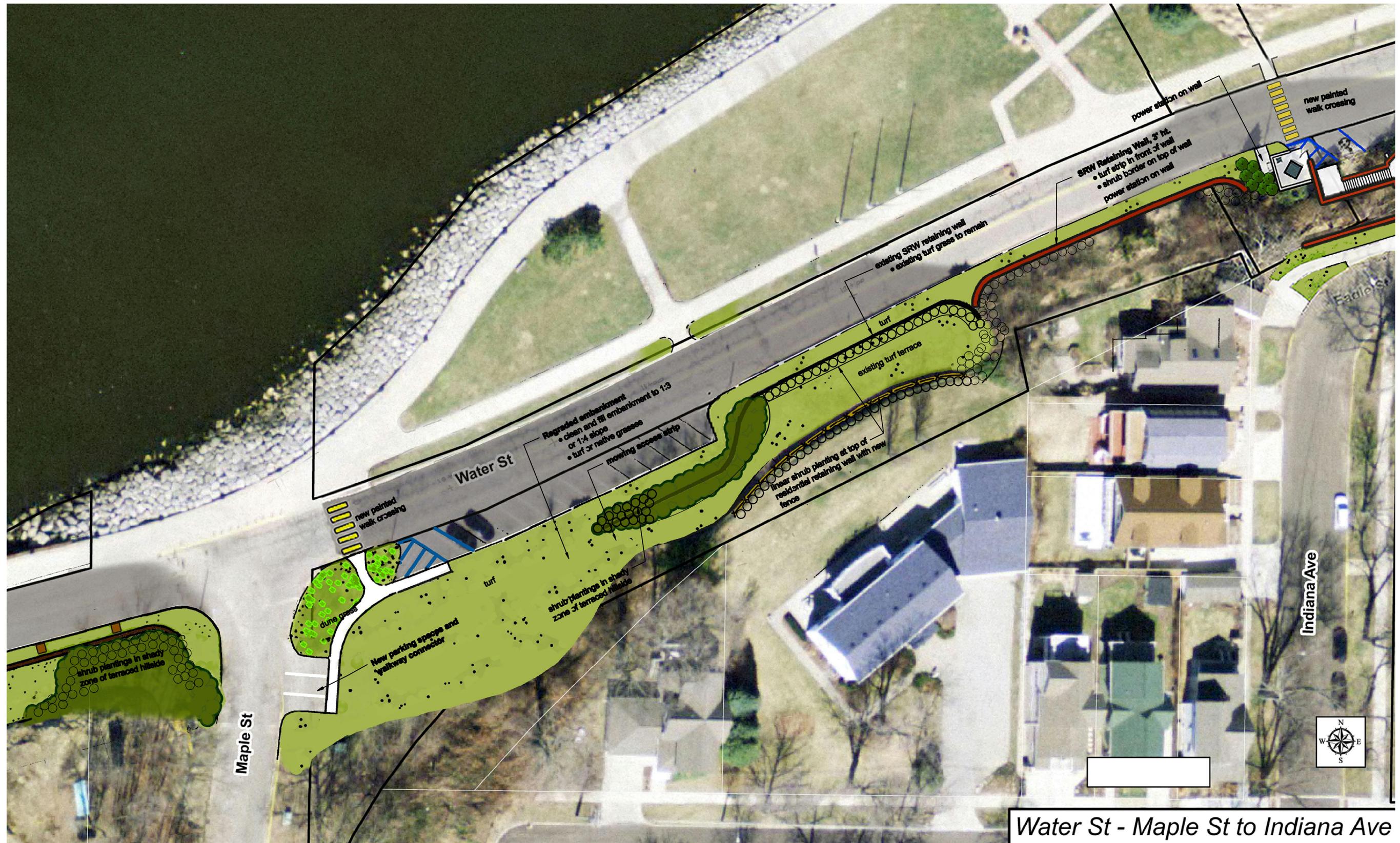
SOUTH SIDE

Water Street Streetscape Improvements

City of South Haven
4-15-15



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 LANDSCAPE ARCHITECTURE
 818 Sarasota SE/ Grand Rapids, MI 49546

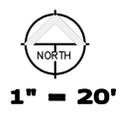


Water St - Maple St to Indiana Ave

SOUTH SIDE

Water Street Streetscape Improvements

City of South Haven
4-15-15



Cornelisse
Design Associates, Inc.
 LANDSCAPE ARCHITECTURE
 818 Sarasota SE / Grand Rapids, MI 49546



SOUTH SIDE

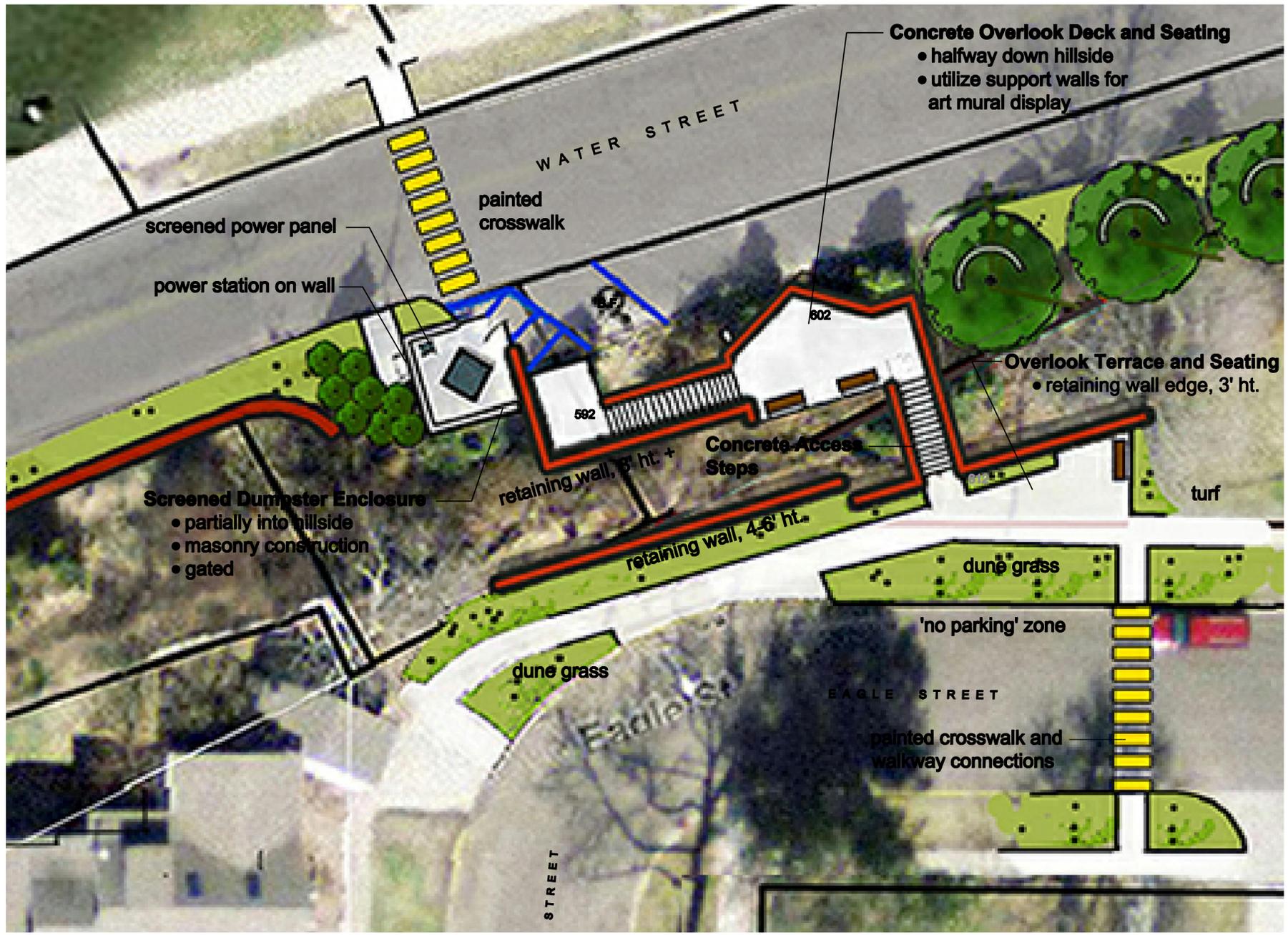
Water Street Streetscape Improvements

City of South Haven
4-15-15

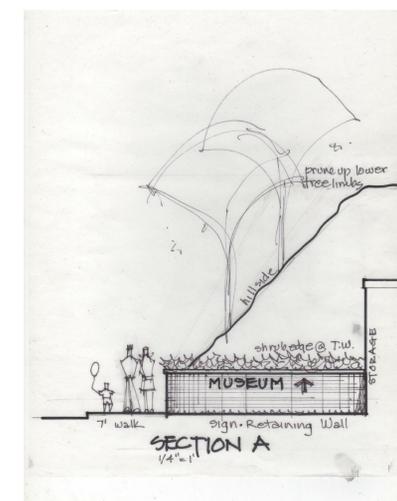


1" = 20'

Cornelisse
Design Associates, Inc.
 LANDSCAPE ARCHITECTURE
 818 Sarasota SE / Grand Rapids, MI 49546

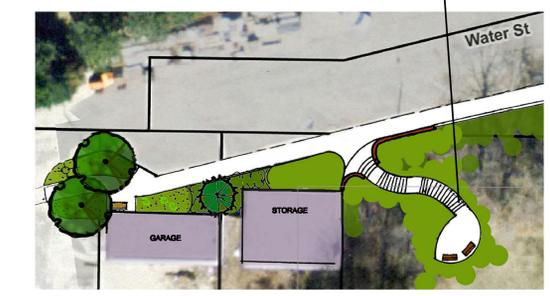


**Upper Level Access
ENLARGEMENT DETAIL**
Scale: 1" = 20'



**Water Street
ELEVATION AT MUSEUM HILLSIDE WALL**
Not to Scale

**Concrete replacement steps
and overlook terrace from
Water St.**



**Water Street
OPTIONAL STEPS @ MUSEUM HILLSIDE WALL**
Not to Scale



City of South Haven

Agenda Item #7

City Gift Policy

Background Information

During the past several Parks Commission meetings, there have been various conversations about the City Gift Policy. Some of the topics discussed include:

- How many more benches can we fit on the Monroe Blvd bluff?
- Should we limit the number of benches being donated for a single individual?
- What happens when a bench or gifted item reaches the end of its life span and needs to be replaced?
- What types of gifts do we want to accept?
- Are we ensuring that adequate funds are being endowed to cover maintenance of donated items?
- How do we encourage donations in areas other than the Monroe Blvd bluff?
- What do we do with gifts that were donated prior to the adoption of Resolution 04-43 and we can no longer afford to maintain?

Due to the variety of these discussions, the decision was made to complete a review of the current Gift Policy to ensure it continues to meet the needs of the community. Because of the variety of concerns, it will probably take more than a single meeting to complete the review.

City Council adopted the original Gift Policy on November 1, 2004 as Resolution 04-43. A minor revision was made on September 18, 2008 by adding guideline number 4. The current version of the gift policy as adopted by Resolution 08-49 is attached.

Bench Donations

The most common type of donation over the past year has been the memorial bench. Memorial benches have been popular due to the relative low cost. The bench being utilized is the Contour Bench-WRB Series manufactured by RJ Thomas Manufacturing Company, Inc. Product information on this bench can be found on the manufacturer's web site: <http://www.pilotrock.com/asp/Shop/Series.aspx?seriesid=4>. The City has traditionally used this bench with black, powder coated leg supports and construction heart redwood lumber. This bench is easy to relatively easy to repair and maintain. Standard maintenance typically involves staining the lumber surfaces every 1-2 years over the lifespan of the bench. Staff estimates that this bench should have a lifespan of approximately 10 years, if properly maintained. Donors are currently charged \$900 for a memorial bench. This includes \$641 shipping and handling for the bench, \$29 for a faux bronze (plastic) memorial plaque, and \$230 to cover installation materials, labor, and ongoing maintenance.

Prior to the reconstruction of Phoenix Street in 2014, there were a number of memorial benches located in the downtown area. Prior to construction, the Downtown Development Authority decided to switch to an alternate bench style in order to provide an updated appearance in the downtown area. At that time, staff worked with the bench donors to relocate their memorial benches to a new location. Quite a few of the individuals choose new locations along Monroe Boulevard on the bluff overlooking Lake Michigan. These relocations seemed to open a floodgate of additional requests for new benches on the bluff. Benches have been placed along the bluff south of Clinton Street, adjacent to City owned property. These benches provide a spectacular view of the lake and sunset. After the donation approvals at the last Park's Commission meeting, there are a total of 16 benches along the bluff. Benches have been spaced at approximately 20-30 feet on center. If future benches are spaced at approximately 40 feet on center, space remains for only 6 additional benches.

Policy Review

Staff has performed research to locate gift policies in use by other communities in Michigan. Two sample policies are attached from the City of Ann Arbor and City of Grand Haven. These policies were selected for review because they contain guidelines that are applicable to many of the questions that have been asked by Commissioners during prior discussions.

For example, the Ann Arbor policy indicates that all donated items may be removed after a period of 10 years at the City's discretion because of a change in park use, damage, or excessive wear. The Grand Haven policy has sections setting forth guidelines for existing donations and standards for new donations. The Grand Haven policy contains language about donation life cycle, giving the original donor the first right to replace a donated item that has reached the end of its life cycle. The Grand Haven policy has a list of items along with a unit cost for common items such as benches, trees, trash cans, and picnic tables. In general, the Grand Haven policy seems to address almost all of the issues previously discussed by Commissioners.

In order to encourage a larger variety of donations, it may be helpful to formally select site furnishings for use in future projects. Staff can then develop a price structure for various site furnishings similar to the standard bench, as described above. If Parks Commission desires to review furnishing styles, this can occur at future meetings.

At the September 15 Special Meeting, Commissioners reviewed the sample gift policies from Ann Arbor and Grand Haven. The general consensus was that the Grand Haven policy contained the level of detail that was desired for the South Haven policy. Staff was instructed to develop a policy similar in scope to the Grand Haven policy to present for additional review. Commissioners reviewed and discussed the Draft City of South Haven Gift Policy at their November 10 and December 8 regular meetings. At the December 8 meeting, several minor changes were recommended to staff. Those changes have been incorporated into a revised draft.

Recommendation

Continue review of the Draft City of South Haven Gift Policy and provide any recommended changes to City staff. If no further changes are needed, pass a motion recommending adoption of the revised policy by City Council.

Staff will develop an application form/donation agreement for review at the next regular meeting. In addition, staff will begin a review of site furnishings and prepare recommended donation amounts for various items for commissioner review.

Attachments

Resolution 08-49: A Resolution Amending the Gift Policy for the City of South Haven
Resolution 04-43: A Resolution Adopting a Gift Policy for the City of South Haven
Draft City of South Haven Gift Policy, Revised Draft
Ann Arbor – Guide to Gifts
Grand Haven Donation Policy

CITY OF SOUTH HAVEN
VAN BUREN AND ALLEGAN COUNTIES, MICHIGAN

RESOLUTION NO. 08-49

A RESOLUTION AMENDING THE GIFT POLICY
FOR THE CITY OF SOUTH HAVEN

Minutes of a regular meeting of the City Council of the City of South Haven, Van Buren and Allegan Counties, Michigan, held in the City Hall, 539 Phoenix Street, South Haven, Michigan 49090 on September 15, 2008 at 7:30 p.m. local time.

PRESENT: Andersen, Bemis, Fitzgibbon, Smith, Stegeman, Appleyard

ABSENT: McCoy

The following preamble and resolution was offered by Member Bemis and supported by Member Stegeman.

WHEREAS, the City of South Haven has been enriched by many generous donations from the public that have enhanced our community's public spaces; and

WHEREAS, on November 1, 2004 City Council adopted Resolution 04-43 adopting a gift policy; and

WHEREAS, City Council requests an amendment be made to the policy regarding allocation of monetary gifts should it not be specified at the time of donation.

THEREFORE, BE IT RESOLVED, that the City of South Haven amends the gift policy as outlined in Exhibit A attached.

BE IT FURTHER RESOLVED, that this resolution shall take effect upon passage by the City Council.

RECORD OF VOTE:

Yeas: Andersen, Bemis, Fitzgibbon, Smith, Stegeman, Appleyard

Nays: None

RESOLUTION DECLARED ADOPTED.


Dorothy Appleyard, Mayor

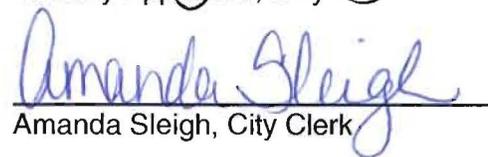

Amanda Sleight, City Clerk

Exhibit A

City of South Haven Gift Policy

Introduction

Over the years, the City of South Haven has been enriched by many generous donations from the public that have enhanced our community's public spaces. These gifts are often given in memory of, or in honor of, individuals who were residents of the South Haven area. Gifts have come in many different forms, including trees, park benches, artwork, garden size landscaped areas or an entire park.

Each gift is special to our community. Every gift given in memory of, or in honor of someone, has at least two items in common. First, they are generously given by family and friends to represent a loved one. Secondly, the donor is seeking to enhance the beauty of South Haven by improving our community public spaces. In doing so, the donors have provided a unique enhancement to our community public spaces which will be enjoyed by the current community and future generations to come.

The City Council and appropriate authorities, boards and/commissions review each gift and seek to respect the desires of the donors. In order to ensure that all gifts work together to enhance the beauty and function of our public spaces, certain guidelines for gifts and their recognition must be followed.

We trust that these guidelines will help in determining the gift you are considering and allow it to be a lasting tribute to our community.

Guidelines

1. Each proposed gift, its location and installation plans will be reviewed and may be approved by City Council prior to installation. The cost of installation is to be included as part of the donation. City Council may seek recommendations from the appropriate authority, board and/or commission prior to approval.
2. Donations must meet any applicable governmental codes and guidelines.
3. If memorial recognition is requested, the following rules apply:
 - a. Plaques for benches and picnic tables will be 2" X 4" in size, brass plated, recessed, and mounted with flush screws. Professional installation of the plaque is the responsibility of the donor.
 - b. Plaques for structures, monuments, and statues, should be cast bronze, with a maximum size of 5" X 8", and a maximum number of forty letters/numbers combined. Plaque should be installed on the structure, monument, or statue or on a flush to the ground concrete foundation with a maximum size of 11" X 14" X 14". Professional installation of the plaque is the responsibility of the donor.
 - c. Any variation to Section A or B must be requested at the time of the donation.

Exhibit A

- d. In the case of gifts requiring other than incidental minor maintenance, unless expressly agreed to in advance, the City will not normally accept responsibility for such maintenance. In the event that persons or firms not under City control provide such maintenance, and the maintenance is not performed to the City's satisfaction, the City shall have the right to remove or modify the gift as it sees fit.
- e. In all cases the City Council maintains the right to move, modify or remove donations if future circumstances dictate.

Items not specifically covered above will be considered on a case-by-case basis.

- 4. City Council has the authority to allocate all monetary gifts received that do not specify a particular fund/project.

Donations will be recognized as follows:

A register will be kept with the city clerk with each donor's address and phone number. It is the responsibility of the donor to inform the city of any address or phone number change to the register list.

Conclusion

As gifts to the City of South Haven are considered, please know that a member of city staff or an appropriate commission member will be happy to assist you in this process. In closing, we sincerely appreciate your willingness to improve our community through your generous donation.

Suggested Gift List:

Trees (chosen from the ordinance)
 Professional Landscaping
 Benches
 Tables
 Fountains
 Bike Racks
 Decking
 Bricks
 Signs
 Lighting
 Professional Services
 Irrigation
 Monetary gift
 Endowments

CITY OF SOUTH HAVEN
VAN BUREN AND ALLEGAN COUNTIES, MICHIGAN

RESOLUTION NO. 04-43

A RESOLUTION ADOPTING A GIFT POLICY
FOR THE CITY OF SOUTH HAVEN

Minutes of a regular meeting of the City Council of the City of South Haven, Van Buren and Allegan Counties, Michigan, held in the City Hall, 539 Phoenix Street, South Haven, Michigan 49090 on November 1, 2004 at 7:30 p.m. local time.

PRESENT: Bradley, Fahs, King, Smith, Stegeman, Vaughan, Lewis

ABSENT: None

The following preamble and resolution was offered by Member Stegeman and supported by Member Vaughan.

WHEREAS, the City of South Haven has been enriched by many generous donations from the public that have enhanced our community's public spaces; and

WHEREAS, these gifts are often given in memory of, or in honor of, individuals who were residents of the South Haven area; and

WHEREAS, gifts have come in many different forms, including trees, park benches, artwork, garden size landscaped areas or an entire park; and

WHEREAS, the City wants to create a clear understanding of how gifts will be accepted, maintained and preserved.

THEREFORE, BE IT RESOLVED, that the City of South Haven adopts a gift policy as outlined in Exhibit A attached.

BE IT FURTHER RESOLVED, that this resolution shall take effect upon passage by the City Council.

RECORD OF VOTE:

Yeas: Bradley, Fahs, King, Smith, Stegeman, Vaughan, Lewis

Nays: None

RESOLUTION DECLARED ADOPTED.


Dale M. Lewis, Mayor

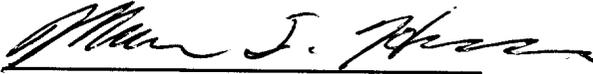

Marvin F. Hinga, City Clerk

Exhibit A**City of South Haven Gift Policy****Introduction**

Over the years, the City of South Haven has been enriched by many generous donations from the public that have enhanced our community's public spaces. These gifts are often given in memory of, or in honor of, individuals who were residents of the South Haven area. Gifts have come in many different forms, including trees, park benches, artwork, garden size landscaped areas or an entire park.

Each gift is special to our community. Every gift given in memory of, or in honor of someone, has at least two items in common. First, they are generously given by family and friends to represent a loved one. Secondly, the donor is seeking to enhance the beauty of South Haven by improving our community public spaces. In doing so, the donors have provided a unique enhancement to our community public spaces which will be enjoyed by the current community and future generations to come.

The City Council and appropriate authorities, boards and/commissions review each gift and seek to respect the desires of the donors. In order to ensure that all gifts work together to enhance the beauty and function of our public spaces, certain guidelines for gifts and their recognition must be followed.

We trust that these guidelines will help in determining the gift you are considering and allow it to be a lasting tribute to our community.

Guidelines

1. Each proposed gift, its location and installation plans will be reviewed and may be approved by City Council prior to installation. The cost of installation is to be included as part of the donation. City Council may seek recommendations from the appropriate authority, board and/or commission prior to approval.
2. Donations must meet any applicable governmental codes and guidelines.
3. If memorial recognition is requested, the following rules apply:
 - a. Plaques for benches and picnic tables will be 2" X 4" in size, brass plated, recessed, and mounted with flush screws. Professional installation of the plaque is the responsibility of the donor.
 - b. Plaques for structures, monuments, and statues, should be cast bronze, with a maximum size of 5" X 8", and a maximum number of forty letters/numbers combined. Plaque should be installed on the structure, monument, or statue or on a flush to the ground concrete foundation with a maximum size of 11" X 14" X 14". Professional installation of the plaque is the responsibility of the donor.
 - c. Any variation to Section A or B must be requested at the time of the donation.

Exhibit A

- d. In the case of gifts requiring other than incidental minor maintenance, unless expressly agreed to in advance, the City will not normally accept responsibility for such maintenance. In the event that persons or firms not under City control provide such maintenance, and the maintenance is not performed to the City's satisfaction, the City shall have the right to remove or modify the gift as it sees fit.
- e. In all cases the City Council maintains the right to move, modify or remove donations if future circumstances dictate.

Items not specifically covered above will be considered on a case-by-case basis.

Donations will be recognized as follows:

A register will be kept with the city clerk with each donor's address and phone number. It is the responsibility of the donor to inform the city of any address or phone number change to the register list.

Conclusion

As gifts to the City of South Haven are considered, please know that a member of city staff or an appropriate commission member will be happy to assist you in this process. In closing, we sincerely appreciate your willingness to improve our community through your generous donation.

Suggested Gift List:

Trees (chosen from the ordinance)
Professional Landscaping
Benches
Tables
Fountains
Bike Racks
Decking
Bricks
Signs
Lighting
Professional Services
Irrigation
Monetary gift
Endowments

City of South Haven Gift Policy, Revised Draft

1. Introduction.

Over the years, the City of South Haven (hereinafter the “City”) has been enriched by many generous donations from the public that have enhanced our community’s public spaces. These gifts are often given in memory of, or in honor of, individuals who were residents of the South Haven area. Gifts have come in many different forms, including trees, park benches, artwork, garden size landscaped areas or an entire park.

Each gift is special to our community. Every gift given in memory or, or in honor of someone, has at least two items in common. First, they are generously given by family and friends to represent a loved one. Secondly, the donor is seeking to enhance the beauty of South Haven by improving our community public spaces. In doing so, the donors have provided a unique enhancement to our community public spaces which will be enjoyed by the current community and future generations to come.

2. Purpose.

The purpose of this policy is to establish guidelines, standards and procedures for the installation and care of donated improvements, either as a result of a cash or physical property donation. These donations may include, but are not limited to, park benches, picnic tables, trash receptacles, bicycle racks, drinking fountains, **playground equipment**, public art, monuments and trees. This policy does not apply to buildings or land. The City desires to encourage donations while at the same time manage aesthetic impacts and mitigate on-going maintenance cost.

The City’s current Gift Policy was adopted on November 1, 2004 via Resolution 04-43 and modified on September 15, 2008 via Resolution 08-49. This policy is intended to clarify and expand upon the requirements of the current Gift Policy.

Standards established by this policy will apply to purchased equipment, installation techniques, donation acknowledgements, decoration and long term care of all donations made after the adoption of this policy.

3. Existing Donations.

- A. **Definition:** Existing donations are those donations installed prior to adoption of the City of South Haven Gift Policy adopted on November 1, 2004 via Resolution 04-43.
- B. **Maintenance and Repair:** The City and the donor will work together to ensure that adequate maintenance and repairs are completed in an effort to keep the donated element in a state of good repair. All donated elements have a finite life span that will ultimately be exceeded. The City will make reasonable efforts to extend the life span of existing donated elements. However, when a donated element becomes unsafe or if repair parts are no longer available, the City reserves the right to remove the gift, modify the gift, or replace the gift with a similar item meeting current standards.
- C. **Longevity:** Without exception, the City reserves the right to restore, relocate, remove or relinquish gifts that are no longer suited for their original purpose. Donations do not confer special privilege or rights; they are graciously and unconditionally accepted without obligation. The City will make reasonable efforts to determine the origin of the donation and will attempt to contact donors prior to restoring, relocating, or removing donated elements.

4. Standards for New Donations.

- A. **Definition:** New donations are those donations made after adoption of the City of South Haven Gift Policy adopted on November 1, 2004 via Resolution 04-43.
- B. **Appearance and Aesthetics:** The City and the community have an interest in ensuring the best appearance and aesthetic quality of their public facilities. Donated elements and/or their associated acknowledgements should reflect the character of the park or facility. All elements will be installed in such a manner that will not substantially change the character of a facility or its intended use.
- C. **Maintenance:** Donated elements and/or their associated acknowledgement become City property. Accordingly, the City has the duty to maintain the donation only for the expected life cycle of the donations. **The life cycle will be determined by the City based on industry standards and periodic inspections of the donated elements.** If current contact information is on file, the donor will be informed and given the opportunity to take further action at the expiration of the original life cycle. Acceptance of donations confers no obligation on the City, and the decision to restore, relocate or remove donations at any time will be at the sole discretion of the City.
- D. **Repair:** The community has an interest in ensuring that all elements remain in good repair. In addition, the public has an interest in ensuring that short and long-term repair costs are reasonable. Repair parts and materials must be readily available. Donated elements must be of high quality to ensure a long life, be resistant to the elements, wear and tear, and to acts of vandalism.
- E. **Cost:** The City has an interest in ensuring that the donor covers the full cost for the purchase, installation, and maintenance during the expected life cycle of donated elements. A separate fee schedule is maintained in which the City will detail costs for donations, installation, and maintenance. The City also has an interest in ensuring that ongoing maintenance costs do not negatively impact the resources available for maintenance of other City facilities. Consequently, the City will assess, at the time of purchase, a charge sufficient to cover anticipated ongoing maintenance of donated elements during their life expectancy.
- F. **Decorations:** **No flowers, wreaths, memorials, personal attachments or other decorations shall be placed upon donated elements. A donation acknowledgement or memorial plaque will be provided at the time of acceptance of the donation as described elsewhere in this policy.**
- G. **Number of Memorials per Individual:** **In order to ensure adequate space for future donors, the City reserves the right to limit the number of memorials per individual. Donors are encouraged to cooperate together in selecting a single memorial to honor an individual.**

5. Procedure for Making a Donation.

- A. **Application:** Prior to preparing an application, the donor may contact the City Manager, DDA Director, or Department of Public Works to discuss a proposed donation. An informal screening may assist the potential donor in determining if a gift will meet the criteria contained in this policy.

Potential donors or a donor's representative will complete an application form. The application form is available online or one may be picked up at City Hall or the Department of Public Works building during normal business hours. Completed applications should be submitted to the Department of Public Works for review and processing.

- B. Review Process:** All donation requests will be reviewed by City Staff prior to submittal to Boards or Commissions. Upon approval by the appropriate Board(s) and/or Commission(s), the donation request will be presented to City Council for formal acceptance.

6. Criteria for Acceptance.

- A. Plan:** To accept donation of an element for a specific facility, a plan may exist showing the available locations for donated elements. If no plan exists, then the City may accept the donation under certain conditions, as follows: the donation must be a true need of the facility, the donation may not interfere with the intended current or future use of the facility, and the donation must not require the relocation of other equipment or infrastructure to accommodate the donation. Some facilities may be fully developed and the opportunity for donations will not be available.
- B. Benches, Picnic Tables, Trash Receptacles, Bicycle Racks and Drinking Fountains:** City staff, in cooperation with the appropriate Board(s) and/or Commission(s), has established a standard list of site furnishings appropriate for use at various City facilities. The City has an adopted five year recreation plan identifying facility needs and desired improvements. In addition, various site plans exist that identify potential future improvements. Donations of benches, picnic tables, trash receptacles, bicycle racks, and drinking fountains may be approved by City staff, without additional review by Board(s), Commission(s), or City Council, if the donated element is selected from the standard list of site furnishings and installed in a location identified within the adopted five year recreation plan or identified on a previously developed and approved site plan.
- C. Trees:** Donated trees shall meet the planting standards and tree species list from the Municipal Tree Ordinance. Tree species not listed in the Municipal Tree Ordinance are subject to review and approval of City staff.
- D. Monuments:** Upright monuments or monuments resembling those typically found in cemeteries are subject to full review and approval of City staff, the appropriate Board(s) and/or Commission(s), and City Council.
- E. Interpretive Signs:** Interpretive signs may be installed at sites that are appropriate for describing the history, geology, environment, or flora and fauna of a particular area. Interpretive signs shall be of a size that is in keeping with the character of the site. Interpretive signs shall be of a design that meets requirements for access to the disabled and shall be installed in a location that does not interfere with barrier free access. Interpretive signs shall be designed in a manner that is consistent with other interpretive signs on the site. Interpretive signs shall be constructed of materials that are of high quality, vandal resistant, and able to withstand harsh environmental conditions.
- F. Buildings, Structures, Playground Equipment and Public Art:** Donated buildings, structures, **playground equipment**, and public art are subject to full review and approval of City staff, the appropriate Board(s) and/or Commission(s), and City Council. Approval of a special donation agreement may be required for donation of a building, structure, **playground equipment**, or public art.
- G. Monetary Gifts:** Monetary gifts will be received and allocated to the appropriate fund or project stipulated by the donor. If the monetary gift does not specify a particular fund or project, City Council reserves the authority to allocate the gift at their discretion. If a monetary gift is less than the total amount needed to complete a project and the City determines that they are unable to commit other matching funds to complete the specified project, the monetary gift will be returned to the donor or allocated to an alternate fund or project with the permission of the donor.

- H. **Other Donations:** This policy is not inclusive and there may be types of donations that do not fit any of the categories presented herein. The City may accept these donations subject to review by City staff, the appropriate Board(s) and/or Commission(s), and City Council. Approval of a special donation agreement may be required,
- I. **Donation Acknowledgements/Memorial Plaques:** Donation acknowledgements and memorial plaques will be made of bronze or an alternative material recommended by City staff. Donation acknowledgements and memorial plaques will be manufactured by a City approved vendor to ensure highest quality, life, and durability. **The size and shape of the donation acknowledgement or memorial plaque will be selected by City staff to ensure that they fit with the character of the donated element and to match the style and character of donation acknowledgements or memorial plaques already in use.** The donor is required to reimburse the City for the cost to obtain and install the donation acknowledgement or memorial plaque. The legend of the acknowledgement and/or memorial plaque is subject to review and approval by City staff, the appropriate Board(s) and/or Commission(s), and City Council.

7. Conditions.

- A. **Installation:** Installation of donated elements, including the donor acknowledgement/memorial plaques, will be completed by a licensed contractor or City staff. The installation will be scheduled at a time and date as determined by the Department of Public Works so as not to unnecessarily interfere with routine maintenance activities **or scheduled special events**. Installation of donated elements must be in accordance with all applicable local, state, and federal laws, codes, rules, and guidelines.
- B. **Removal and/or Relocation:** Without exception, the City reserves the right to restore, relocate, remove or relinquish gifts that are no longer suited for their original purpose. Donations do not confer special privilege or rights; they are graciously and unconditionally accepted without obligation. The City will make reasonable efforts to determine the origin of the donation and will attempt to contact donors prior to restoring, relocating, or removing donated elements.

8. Maintenance and Repair.

- A. **Life Cycle Care Fund:** The long term care and maintenance of donated elements is important to both the donor and the City. The City will establish a perpetual care fund with the intent of providing a regular revenue source dedicated and sufficient to reasonably maintain donations for the duration of their expected life cycle. The cost of a donation will include the cost of purchase, installation, and the estimated cost of maintenance based upon the expected life cycle for a donated item. The City will determine the level of maintenance required for the donated element based upon past experience and the type of care needed to reasonably maintain the donation. In the event that maintenance costs for a donated element are excessive, the City reserves the right to request additional funds from the donor or to remove the donated element and return it to the donor. Some donated elements require special maintenance activities that are beyond the experience of City staff. The City reserves the right to enter into a professional service contract for maintenance of this type of donated element and to assess these costs to the donor either at the time of donation or on a periodic basis, as agreed to by the donor.
- B. **End of Life Cycle:** At the end of the life cycle term, the donor may choose to extend the life cycle by paying for a new donation and its associated maintenance cost. The City reserves the right to seek a new donor to extend the life cycle of a donated element if the

original donor decides not to renew the donation or if the City has not been able to contact the original donor.

DRAFT

GUIDE *to* GIFTS

ANN ARBOR PARKS AND RECREATION



The City of Ann Arbor gratefully accepts gifts and donations from individuals, businesses and community organizations for its park system. The Ann Arbor park system has a wide variety of play areas, resting spots, active recreational opportunities and camps that would benefit from the provision of additional amenities. The City will entertain suggestions and welcome creative ideas for donations.

If you are interested in donating a gift, please fill out the included form and submit to Parks and Recreation Customer Service at parcs@a2gov.org or mail to Parks and Recreation, 2781 Packard Road, Ann Arbor, MI 48108. Thank you for considering donating to the City of Ann Arbor Parks and Recreation System.

Approval of Gifts & Donations

After receipt of the donation application form, Parks and Recreation staff will contact the potential donor. Gifts must be consistent with the mission, policies and goals of the Parks and Recreation system, and not be limited by any special restrictions, impose budgetary obligations, or increased maintenance responsibilities. Please note that not all parks have a need for a particular amenity, and staff may suggest alternative locations or gift ideas with the donor. The City retains the right to decline gifts deemed unsuitable.

Recognition of Gifts

Plaques or signs at the gift site are recognized for a gift of \$5,000 or greater with a permanency limited to 10 years from the date of installation. The donor is responsible for the purchase and fabrication of the plaque. Language must be approved by Parks and Recreation staff prior to fabrication. The initial purchase as well as the replacement of a plaque if it is stolen or damaged is the responsibility of the donor.

Installation and Maintenance

The City will make every effort to install gifts in a timely manner, however, due to lead times for

ordering materials, staff availability, and planting season limitations, the City cannot guarantee installing gifts by a required date.

If a donation is damaged (with the exception of plaques) within the 10 year period, the City will repair or replace the item. If the donation needs to be removed for any reason within this 10 year period, the City will attempt to contact the donor using the information provided on the attached application form to discuss an alternate location for reinstallation at the City's cost. After a period of 10 years, the City may remove the donated item at its discretion because of change of park use, damage, or excessive wear.

Trees may be planted in a park for a donation of \$2,000. The site is selected in conjunction with staff. No onsite recognition for individual trees is offered.

Donors must commit to water and mulch the tree for the first two years until it is well established. If the tree is properly cared for by the donor, but does not survive due to pests, weather, soils, or failure to adapt during the first year after planting, it will be covered by nursery warranty and will be replaced. After the first year, replacement costs are the sole responsibility of the donor.

All gifts and donations received become property of the City of Ann Arbor.

As of September 1, 2013 all proposed gifts located in parks are subject to these guidelines.

ANN ARBOR PARKS AND RECREATION DONATION APPLICATION

Before filling out this application, please read the Guide for Gifts for Ann Arbor Parks and Recreation that is part of this form. Upon completion, please mail to Parks and Recreation Customer Service, Cobblestone Farm, 2781 Packard Road, Ann Arbor, MI, 48108 or email to parks@a2gov.org



APPLICANT INFORMATION

Name _____ Date _____

Alternate Name and contact information _____

Telephone Number including area code _____

Address _____
Street address City State Zip Code

Email Address _____

Proposed donation (i.e. tree, bench, play equipment) _____

If proposing a tree, what type of tree would you like to donate? _____

Proposed Park Location _____
Please be as specific as possible, including photo if possible.

If you wish to place a memorial plaque on the donation, please fill in below what you would like to be written on the plaque:
(no plaques are permitted for tree planting)

I, _____, understand that gifts to the City of Ann Arbor are considered outright and unrestricted donations. I further understand that if the gift or memorial placed under this application is damaged intentionally or unintentionally (by vandalism, weather, or any other event), or needs to be removed for any other reason after the 10 year period of the date of installation, that the donor agrees that the City may remove the donated item at its discretion. The donor is responsible for updating contact information to make sure that the City has accurate information.

Signed and agreed to on this _____ day of _____, 20_____

Signature _____

Printed Name _____

FOR OFFICE USE ONLY:

Accepted by _____ Date _____

Cost \$ _____ Paid \$ _____ Date _____

Plaque language reviewed and approved by staff _____ Date _____

Installation date (to be completed by staff) _____

City of Grand Haven Donation Policy (December 2012)

Purpose

The purpose of this policy is to establish guidelines, standards and procedures for the installation and care of donated improvements, either as a result of a cash or physical property donation. These donations may include, but are not limited to, park benches, bicycle racks, picnic tables, public art, monuments, drinking fountains and flags. This policy does not apply to buildings or land. The City of Grand Haven (hereinafter the “City”) desires to encourage donations while at the same time manage aesthetic impacts and mitigate on-going maintenance cost.

Guidelines established by this policy will apply to all donations made after the effective date of this policy. Donations made prior to the adoption of this policy shall be subject to applicable sections of this policy. This policy is also designed to provide guidelines for individuals or groups should they desire to decorate, landscape or adorn a donation, such as a tree, bench, or picnic table on city owned property.

Standards established by this policy will apply to purchased equipment, installation techniques, donation acknowledgements, decoration and long term care of all donations made after the adoption of this policy.

Guidelines for Existing Donations

Definition of an Existing Donation

For the purpose of this policy, existing donations are those donations installed prior to the adoption of this policy.

Appearance and Aesthetics

Decoration, ornamentation, and adornment of donated elements can interfere with routine maintenance and the appearance of the donated item if not cared for on a regular basis and installed properly. Nothing shall be hung or tied to trees. Because landscaping installed in and around picnic tables and benches can be trampled, landscaping shall not be done around site furniture.

Decorations which may be allowed on a temporary basis for a limited time should not interfere with the use of nearby public space, nor represent a hazard to motorists, bicyclist or pedestrians. The donor shall remove any temporary decorations within a reasonable amount of time as they can weather and become unattractive and detract from the image of the community.

Materials

If landscaping around trees is desired, donors are encouraged to utilize natural materials in the construction of a six (6') foot border around the tree i.e. (one row of rocks no larger than eight inches in diameter). Prior approval of the landscaped area must be obtained from the Department of Public Works.

Maintenance

Maintenance of the landscaping is the responsibility of the donor. All landscaped sites will be

maintained weed and debris free. All dead flowers and shrubs will be removed and disposed of by the donor. Donors must request direct supervision by City Grounds staff during pesticide, fertilizer or herbicidal application to manage the proper type and amount of pesticides, fertilizers, or herbicides. If a donor determines that he or she can no longer maintain the donor site, the donor is requested to contact the City in order that City staff may restore the site to its original condition.

Longevity

Without exception, the City reserves the right to restore, relocate, remove or relinquish gifts that are no longer suited for their original purpose. Donations do not confer special privilege or rights; they are graciously and unconditionally accepted without obligation.

Standards for New Donations

Definitions of New Donations

New donations are those made after the adoption of this policy.

Appearance and Aesthetics

The City and the community have an interest in ensuring the best appearance and aesthetic quality of their public facilities. Donated elements and/or their associated acknowledgments should reflect the character of the park or facility. All elements will be installed in such a manner that will not substantially change the character of a facility or its intended use.

Maintenance

Donated elements and/or their associated acknowledgement become City property. Accordingly, the City has the duty to maintain the donation only for the expected life cycle of the donation. If current contact information is on file, the donor will be informed and given the opportunity to take further action at the expiration of the original life cycle. Acceptance of donations confers no obligation on the City, and the decision to restore, relocate or remove donations at any time will be at the sole discretion of the City.

Repair

The community has an interest in ensuring that all elements remain in good repair. In addition, the public has an interest in ensuring that the short and long-term repair costs are reasonable. Repair parts and materials must be readily available. Donated elements must be of high quality to ensure a long life, be resistant to the elements, wear and tear, and to acts of vandalism.

Cost

The City has an interest in ensuring that the donor covers the full-cost for the purchase, installation, and maintenance during the expected life cycle of donated park elements. A separate fee schedule is maintained in which the City will detail costs for donations, installation, and maintenance. The City also has an interest in ensuring that on-going maintenance costs do not negatively impact the resources available for maintenance of other City facilities. Consequently the City will assess, at the time of purchase, a charge sufficient to cover anticipated on-going maintenance of donated elements during their expected life expectancy.

Procedure for Making a Donation

The Department of Public Works, City Manager and/or City Council will approve or deny all donation requests. The Department of Public Works will manage all donations located on City property.

Application

Potential donors or a donor's representative will complete an application form (attached). Applications are available on line or in person at the City Hall or the Department of Public Works. Completed applications will be made to the Department of Public Works for review and processing.

Prior to preparing an application, the donor may contact the City Manager or Department of Public Works to discuss a proposed donation. An informal screening may assist the potential donor in determining if a gift will meet the criteria contained in this policy.

Criteria for Acceptance

Plan

To accept donation of an element for a specific facility, a plan may exist showing the available locations for donated elements. If no plan exists then the City may accept the donation under certain conditions. Under this circumstance the donation must 1) meet a true need of the facility, 2) not interfere with the intended current or future use of the facility and 3) not require the relocation of other equipment or infrastructure to accommodate the donation. Some facilities may be fully developed and the opportunity for donations would not be available.

Donation Acknowledgements/Memorial Plaques

Donation acknowledgments and memorial plaques will be made of bronze and purchased through the City. Donation acknowledgements/memorial plaques will be approved by the Director of Public Works, the City Manager and/or City Council and manufactured by a City approved vendor to ensure highest quality, life and durability. In cases where bronze plaques are not feasible, City staff may suggest alternative types. These types will be in character with the intent of this section and acknowledgments shall be tasteful and subtle.

Benches, bicycle racks, picnic tables and drinking fountains

Benches, bicycle racks, picnic tables, drinking fountains, and playground components may be sited in locations approved by the Department of Public Works in accordance with an available site plan. Items donated must be of a product approved by the Department of Public Works, and these items become City property at time of purchase.

Trees

Landscaping and plant selection for facilities is vital for the City of Grand Haven. Accordingly, the size and species of tree or trees donated shall be limited to those determined by the City. Trees will only be accepted for areas that have active irrigation systems in place.

Monuments

Upright monuments or monuments resembling those typically found in cemeteries must be approved by the City Council prior to their installation in any City facility or on any City property.

Flags

Flags may be sited in locations approved by the Department of Public Works in accordance with an available site plan. Flags deteriorate quickly when exposed to the elements and the size of a flag is determined by the type, size and configuration of the pole on which it is to be mounted.

Consequently, donated flags must be of a size and quality suitable for the site and the environment in which it is to be located. Flags may be subject to replacement, paid for by the donor at the time when City staff determines replacement is needed.

Interpretive signs

Interpretive signs may be installed at sites that are appropriate for describing the history, geology, environment, and flora and fauna of a particular area. Interpretive signs shall be of a size that is in keeping with the character of the site. Interpretive signs shall be of a design that meets requirements for access to the disabled. Interpretive signs shall be designed in such a manner that is consistent with other interpretive signs on the site. Interpretive signs shall be constructed of materials that are of high quality, vandal resistant, and able to withstand harsh environmental conditions.

Other donations

This policy is not inclusive and there may be types of donations that do not fit neatly into any category presented herein. The City may accept those donations subject to a review by the Department of Public Works, City Manager and/or City Council. The Department of Public Works may, at their discretion, bring any donation proposal to the appropriate board or committee for review and approval.

Buildings, structures and public art

Donated buildings, structures (including playgrounds) and public art are subject to full review and approval of the appropriate board and City Council and are not considered as part of this policy.

Conditions

Installation

Installation of donated elements, including the donor acknowledgement/memorial plaques, will be completed by a licensed contractor or City staff. The installation will be scheduled at a time and date as determined by the Department of Public Works so as not to unnecessarily interfere with routine maintenance activities.

Removal and/or Relocation

This section applies to both existing and new donations. The City reserves the right to remove and/or relocate donated elements and their associated donation acknowledgments/memorial plaques. The City will make reasonable efforts to determine the origin of the donation and will attempt to contact donors prior to restoring, removing or relocated donated elements.

Maintenance and Repair

The long term care and maintenance of donated elements is important to both the donor and the City.

Life Cycle Care Fund

The goal of the Public Artifact Fund at the Grand Haven Area Community Foundation ensures that the City will care for the donation for the estimated life of the donation, or until such time the City determines that the memorial donation must be restored, removed or relocated.

The fund is established with the intent of providing a regular revenue source dedicated and sufficient to reasonably maintain future donations for the duration of their expected life cycle. The cost of a donation will include the cost of purchase, installation, and the estimated cost of maintenance sufficient based upon the expected life cycle for a donated item.

Accordingly, the City will determine the level of maintenance required for the donated property based upon available budget funding and the type of care needed to reasonably maintain the donation.

End of Life Cycle

At the end of the life-cycle term, the donor may choose to extend the life-cycle term by paying for the current value of a new donation and its associated maintenance cost. The City reserves the right to seek a new donor for the donation at the end of the established life cycle should the original donor choose not to renew the donation, or if the City has not been able to contact the original donor.

It is in the City's interest to exclude certain donations from this policy. Donations with short life spans are to be replaced and paid for by the donor at the time when the Department of Public Works determines replacement is needed. This policy shall not apply to land or building donations.

