

Parks Commission

Regular Meeting Agenda

Tuesday, March 8, 2016
6:00 p.m., Council Chambers



City of South Haven

1. Call to Order
2. Roll Call
3. Approval of Agenda
4. Approval of Minutes for the Record – February 9, 2016
5. Public Comments and Inquiries Concerning Items not on the Agenda.

REPORTS

6. Project Updates.

NEW BUSINESS

7. Commission will be requested to review a proposal from Foundry Hall for installation of a permanent performance stage in Riverfront Park.
8. Commission will be requested to hold a Public Hearing and recommend approval of the Splash Pad Final Conceptual Plan to City Council
9. Commission will be requested to consider approval of the City Gift Policy.
10. City Engineer Comments
11. Commissioner Comments
12. 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, February 9, 2016
6:00 p.m., Council Chambers



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

2. Roll Call

Present: Jeff Arnold, Dorothy Cobbs, Marilyn White, Warren Toneman
Absent: Bob McAlear, Chuck Moore, Patti Reinert

Also present: Kathy Burczak, LLA, ASLA, Senior Landscape Architect, Abonmarche
Tony McGee, Director of Development Services, Abonmarche

3. Introduction of new Council Representative, Jeff Arnold

4. Approval of Agenda

Motion by Arnold, second by White to approve the February 9, 2016 Regular Meeting Agenda as presented.

All in favor. Motion carried.

5. Approval of Minutes for the Record – December 8, 2015

Motion by Arnold, second by Cobbs to approve the December 8, 2015 Regular Meeting Minutes as written.

All in favor. Motion carried.

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

None at this time.

REPORTS

7. Project Updates.

Halberstadt commented that the city has received a notice of pending funding award for the Bicycle Pump Track from the Michigan DNR Recreation Passport Program.

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Regular Meeting Minutes
DRAFT

The Monroe Boulevard property acquisition is complete and those four (4) parcels have been placed in the Parks system.

Halberstadt noted that work on the grant funded projects typically must wait until the state issues a formal notice of award.

The Water Street streetscape was included and Halberstadt noted that this is being moved through various boards and commissions; the design will then be tweaked based on comments received.

NEW BUSINESS

8. Commission will be requested to review an updated drawing of the proposed Splash Pad.

Halberstadt reminded that the Parks Commission was first shown this concept in 2013 and at the time commissioners expressed universal desire to see it located at the west end of Riverfront Park. Halberstadt pointed out the various amenities in the existing park and restrooms, noting we are trying to locate funding to do some work updating the restrooms, also eliminate the parking lot, allowing the splash pad being closer to the restrooms and eliminate the pedestrian hazard (walking thru the center of the parking lot).

Discussion ensued regarding enlargement of the restroom building. Halberstadt then pointed out the extension in relation to the splash pad.

Halberstadt introduced Kathy Burczak who explained the overall plan explaining how the gradient is planned and the sitting area in conjunction with the restrooms and concession and the splash pad. Burczak noted that the splash pad is operated by activators rather than running 24/7, which conserves water usage, and pointed out the seat walls around the perimeter.

Burczak noted that several plans were designed and the theme which came to the forefront was based on the city's tall ship, the Friends Goodwill and the War of 1812, including barrels; treasure chests; different types of splash activities that will accommodate different kids' desires; the stern and bow replications of the Friends Good Will; a nautical theme; and the flag of 1812 on the mast. In response to a question about materials, Burczak noted that a combination of colored and natural concrete will be used for the basis of the structure. Seat walls are being used to take care of the gradient differential. The seat walls will be about 15 to 18 inches high; with landscaping around the exterior and a spot that houses the system for the mechanism for the splash pad operation. Burczak noted that the splash pad will also be fenced in so it will contain the kids in that area, explaining that controlled access is designed into this plan as well as ADA accessibility.

Arnold asked what the net loss of parking will be after removing the parking lot to which Halberstadt responded that there is no loss of parking.

Burczak pointed out the ADA parking spots adjacent to a sloped ramp that takes people into the restroom, concession and splash pad seating area.

February 9, 2016
 Parks Commission
 Regular Meeting Minutes
 DRAFT

White asked whether there will be water coming out of the stern feature, Burczak said the designers are working with the water company which will custom design it to make it look as close as possible to the actual Friends Good Will, with water features, within the budget.

Halberstadt asked what the stern and bow will be made out of; which Kathy noted is being designed and Abonmarche will be working closely with a group who makes play structures and have recently purchased a water arcing company, which performs as a subsidiary to the play structure business.

Toneman noted it seems like two small projects (restroom renovation/expansion and splash pad) have been brought together into one congruent project.

Burczak noted that the splash pad is planned to have capacity for around 100 children.

Discussion was noted about the seating area not having a canopy for shade which Burczak noted can be added later, explaining they are pretty pricey. Discussion ensued about shade trees, metal umbrellas for over tables and any other options to provide shade.

Toneman stated he is glad to see the splash pad project moving forward and asked about when it can be started. McGee explained that the City will be applying for the grant on April 1, 2016 and it would be fall 2017 before construction could be started. Halberstadt explained that the Parks Commission will be asked to recommend a resolution to City Council for approval.

Toneman suggested coming up with something for shade options, because he thinks trees are messy, while steel umbrellas or canopies would be preferable. Burczak said she would show something with a sail look, similar to what she had originally designed, mirroring the nautical design. Burczak will look for funding and noted that some dermatology groups were offering grants a few years back.

Arnold noted that before planning for trees you will want to ask the people who plan the water works; they may not want tree debris in the system. Burczak said she will add in the canopy or other shade mechanism and send to Halberstadt, who can forward it to the commissioners.

9. City Engineer Comments

Due to the introduction of a new Commission member and the small quorum anticipated at the February meeting, further review and adoption of the revised City Gift Policy will be scheduled for the March meeting.

10. Commissioner Comments

There were no comments.

11. Adjourn

Motion by Arnold, second by White to adjourn at 6:30 p.m.

February 9, 2016
Parks Commission
Regular Meeting Minutes
DRAFT

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.

3/8/16: Three quotations have been obtained. Olson Brothers was the low bid and will be awarded the work.

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.

3/8/16: Abonmarche has been reviewing utility improvements that are needed in conjunction with this work.

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.

3/8/16: City is preparing to submit grant application for Splash Pad. Restroom construction will likely occur concurrent with Splash Pad construction. Awards for the grant program are anticipated to be announced in December. If we receive a grant, this would permit construction to occur in fall of 2017.

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



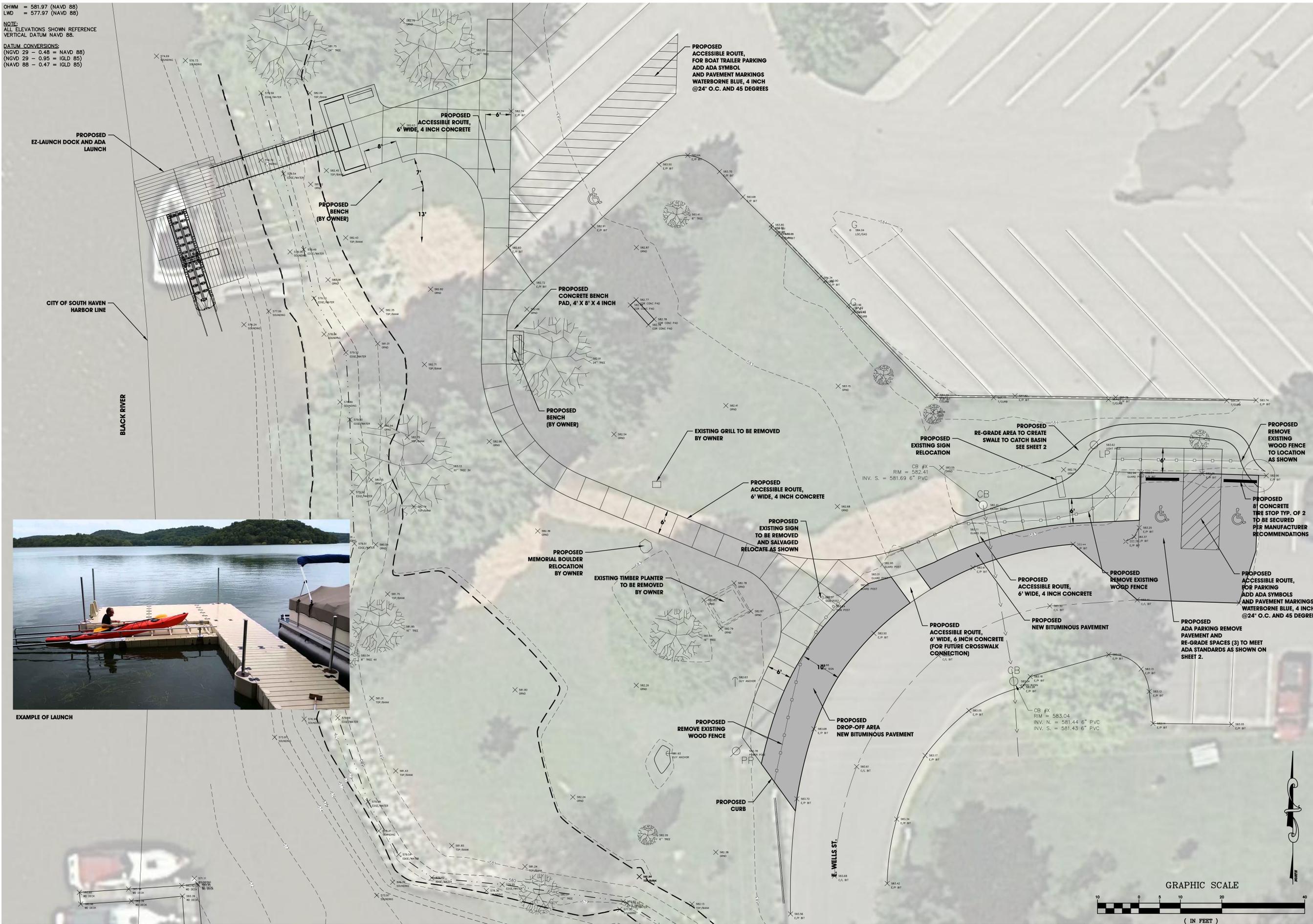
1. Beach Flag Warning System
2. Black River Park - Accessible Kayak Launch
3. Black River Park - Fishing Pier
4. BMX Pump Track
5. Cemetery Improvements
6. Dyckman Beach - Sign
7. Harborwalk Improvements
8. Kid's Corner - Play Structure
9. Kid's Corner - Restroom & Roof Replacement
10. Monroe Blvd -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



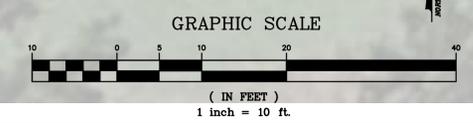
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 LWD = 577.97 (NAVD 88)

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



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 Community Planning
 Landscape Architecture
 Development Services

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 Benton Harbor, MI 49023
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 F 269.927.1017

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**CITY OF SOUTH HAVEN
 CZM KAYAK LAUNCH**

WATER TRAIL IMPLEMENTATION

DRAWN BY: **DJL**
 DESIGNED BY:
 PM REVIEW:
 QA/QC REVIEW:
 DATE: **MAY 2015**
 SEAL:

SIGNATURE:
 DATE:

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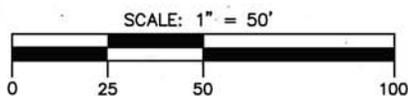
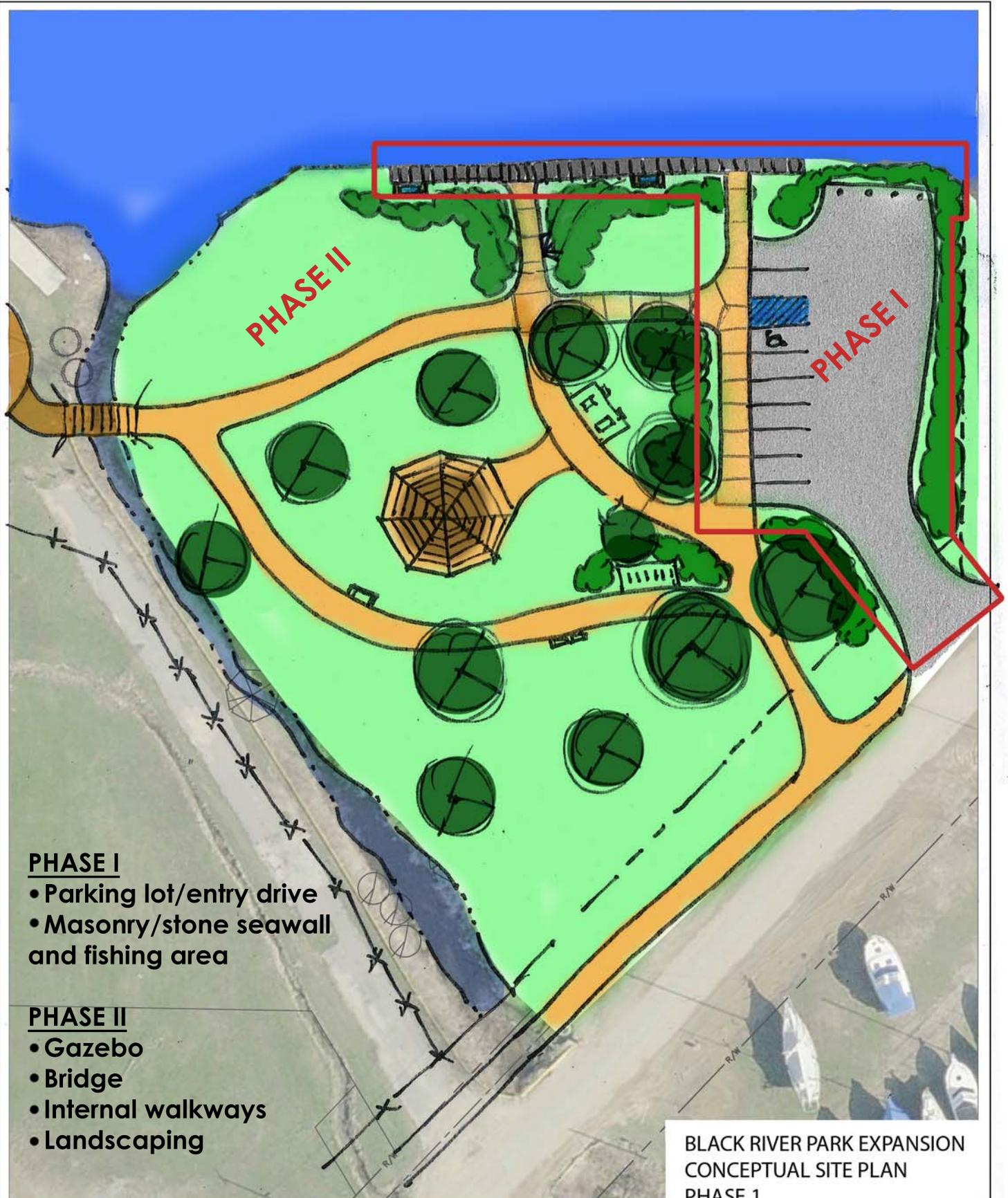
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ACI JOB #
15-0176

SHEET NO.
1 of 2

NO.	REVISION DESCRIPTION:	BY:	DATE:

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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 140th 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:

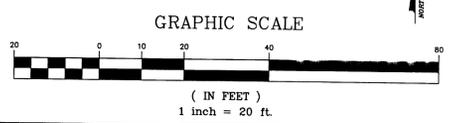
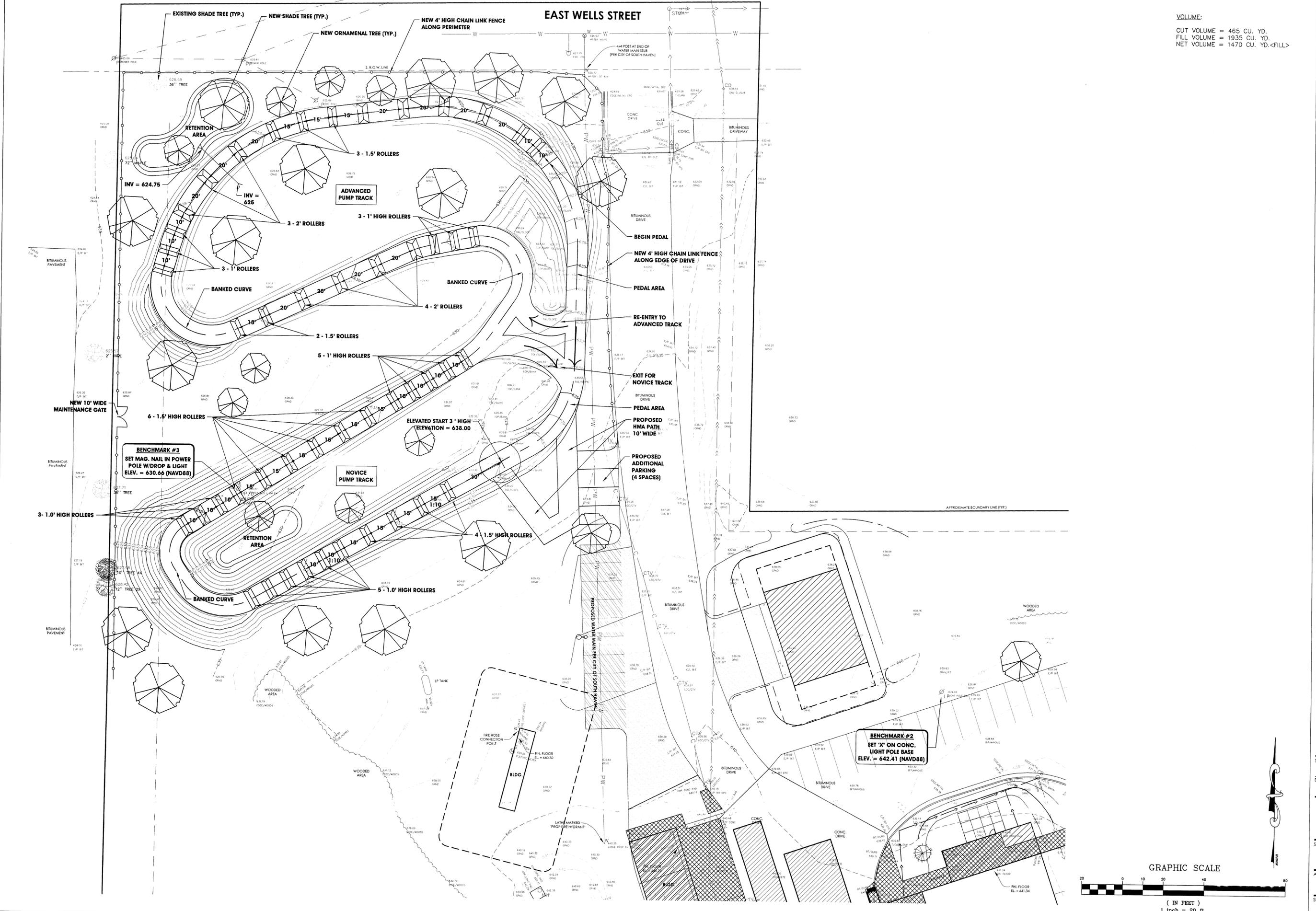
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ACI JOB #
13-0515

SHEET NO.
1 of 1

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



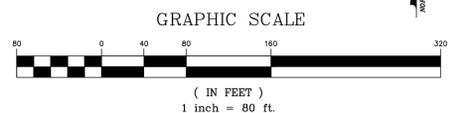
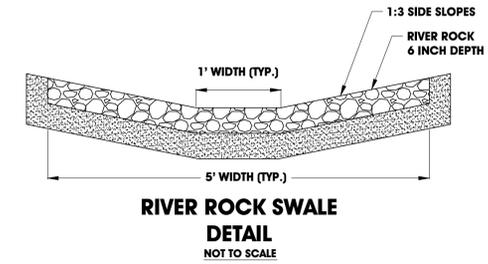
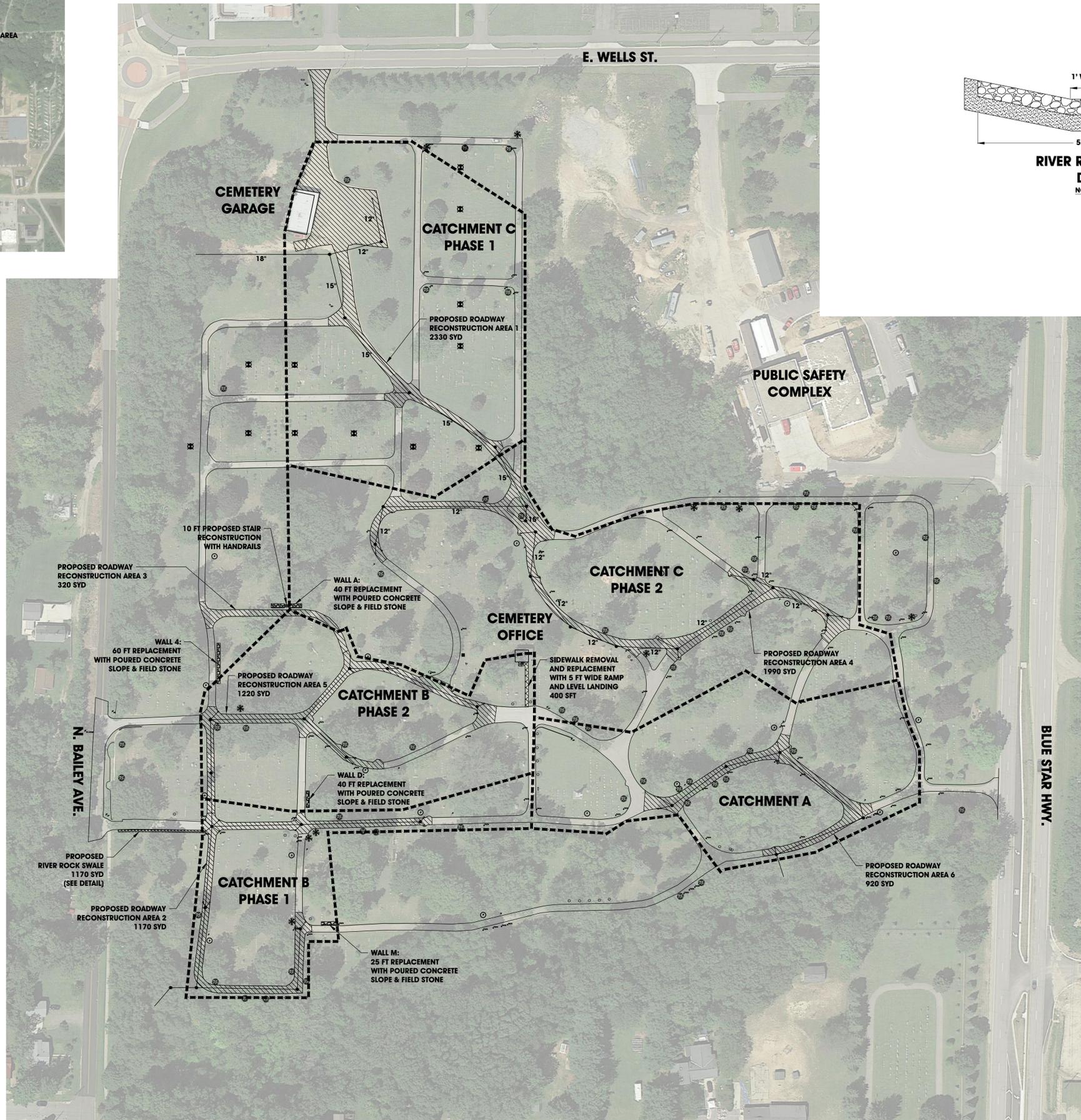
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LAKE VIEW CEMETERY VICINITY MAP

-  **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**



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South Haven, MI
South Haven, IN
Purdue, IN

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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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

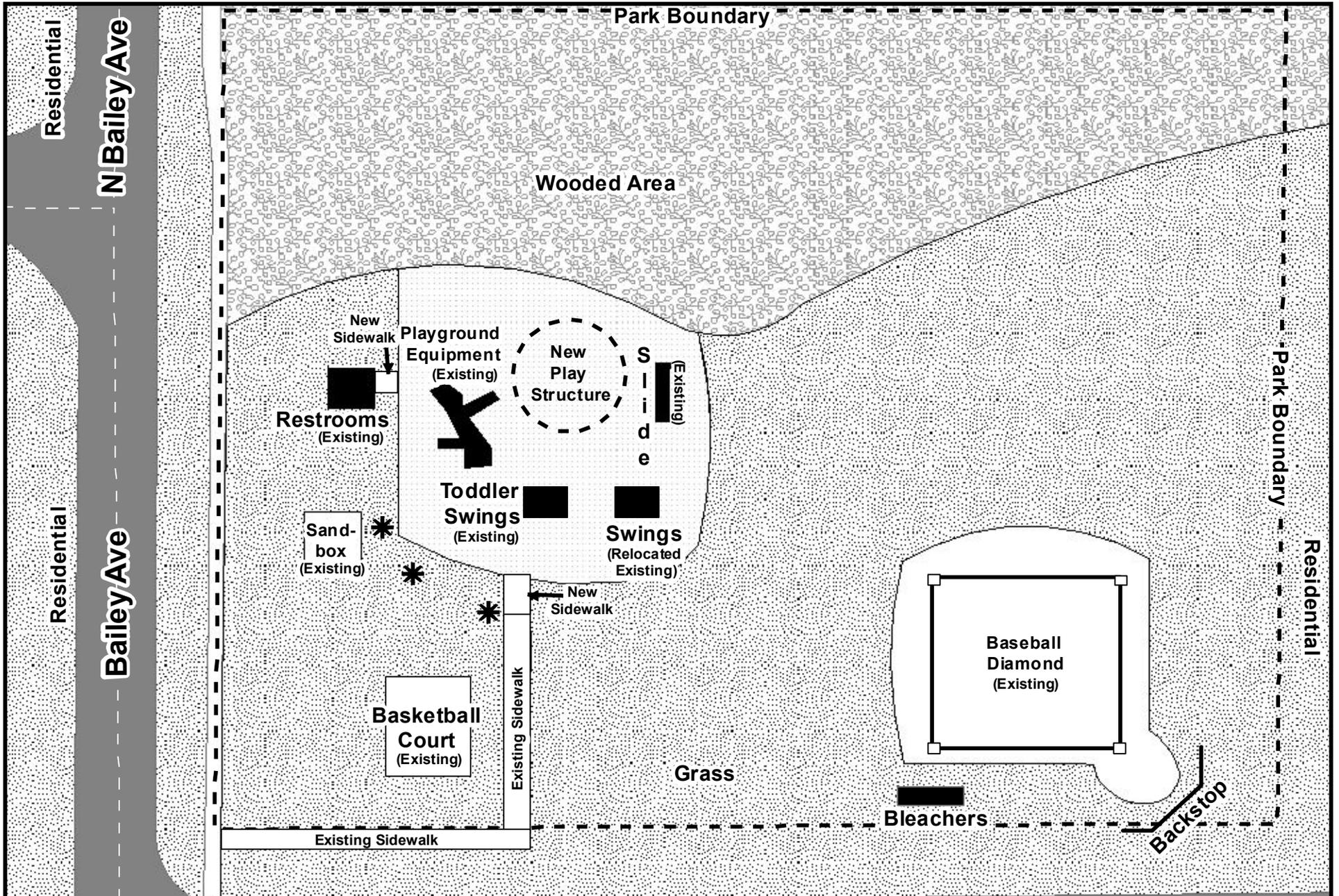




NORTH BEACH PARK
MASTER PLAN
CITY OF SOUTH HAVEN



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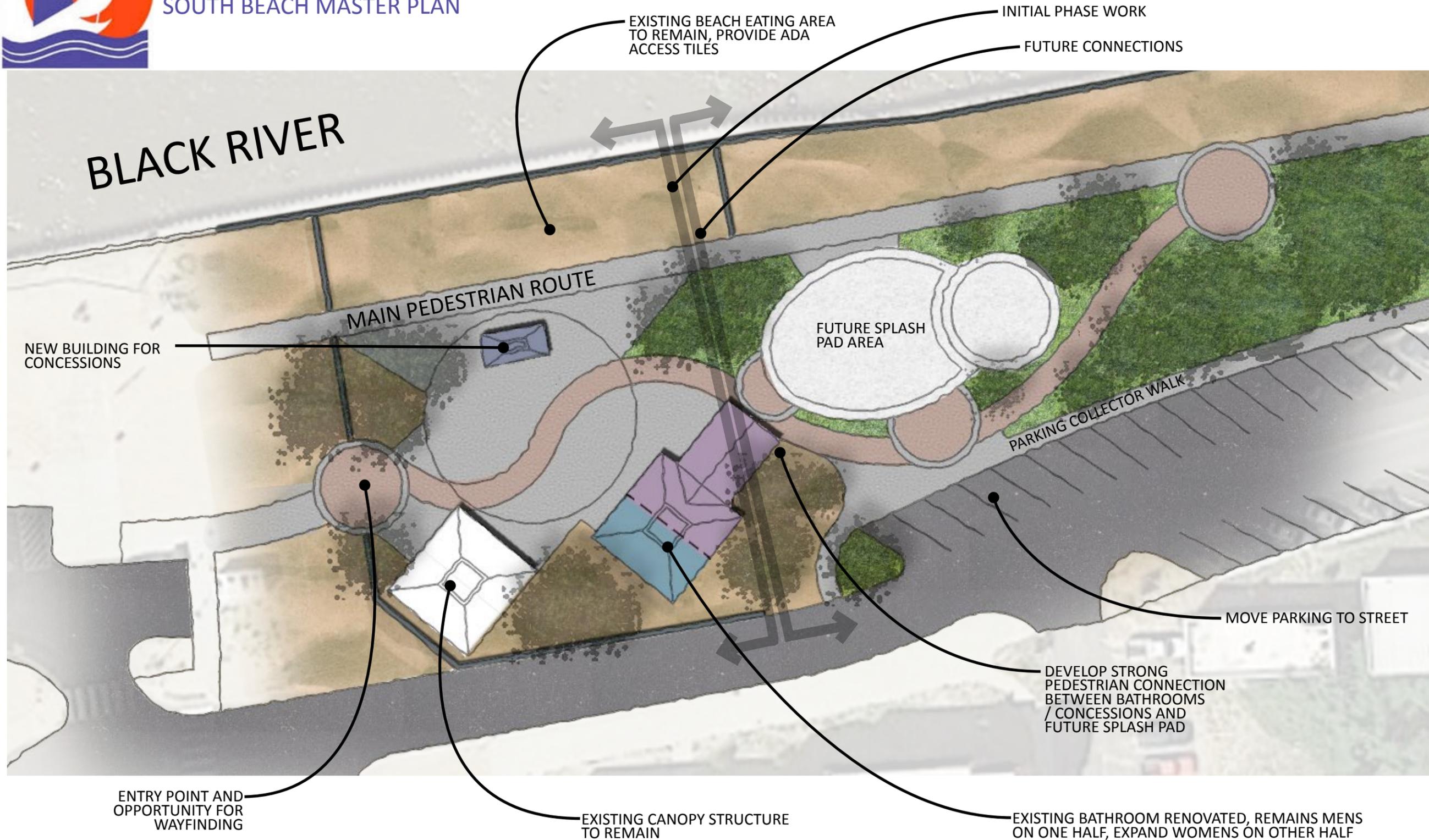
Updated: 2/23/2012

Optimist Tot Lot - Site Development Plan & Boundary Map



CITY OF SOUTH HAVEN

SOUTH BEACH MASTER PLAN



CONCEPTUAL PLAN SKETCH - OPTION 3



BLACK RIVER HARBOR



SOUTH SIDE

Water Street Streetscape Improvements

City of South Haven
4-15-15



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



1" = 20'





Water St - St. Joseph St to Maple St

SOUTH SIDE

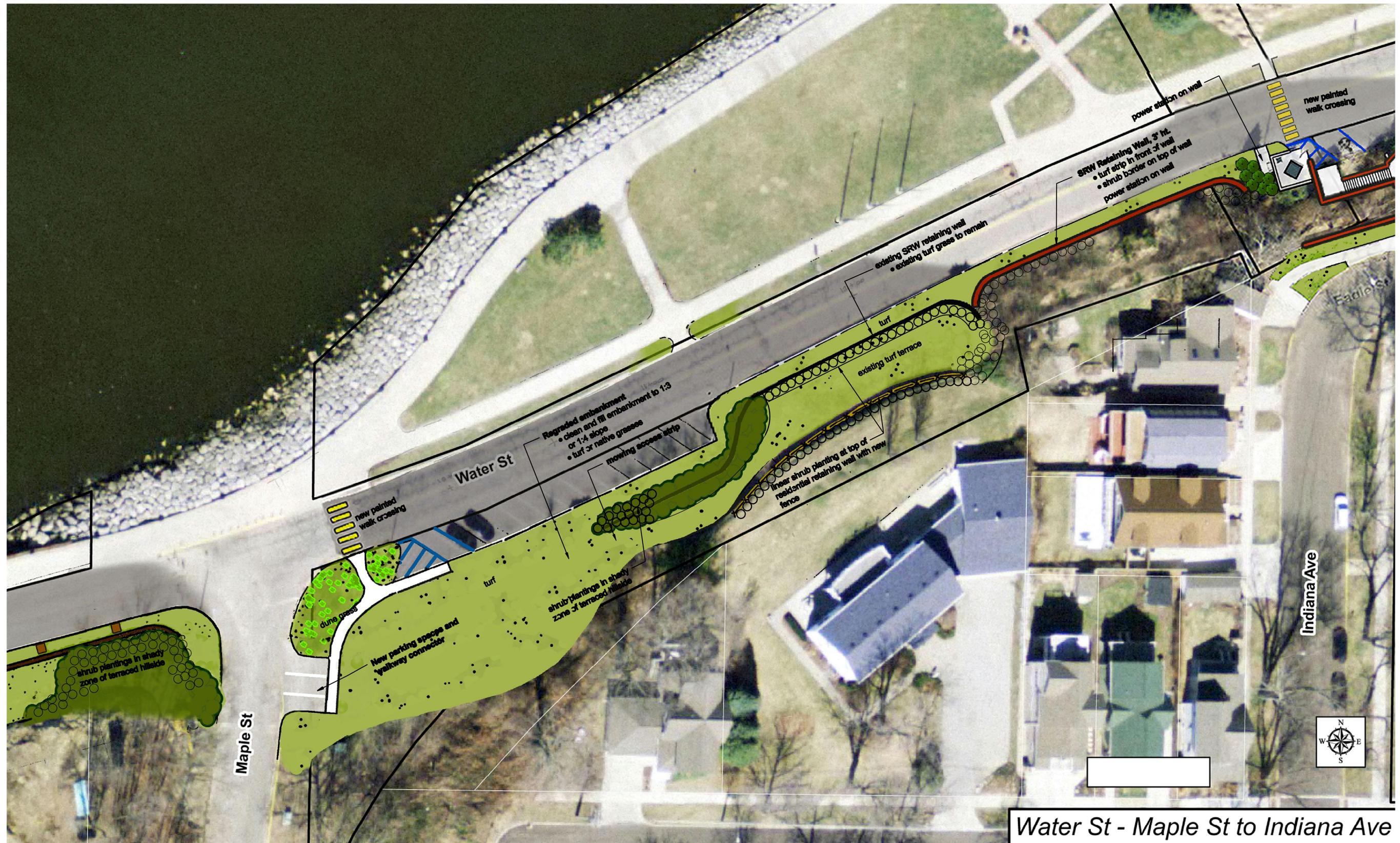
Water Street Streetscape Improvements

City of South Haven
4-15-15



1" = 20'

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



Water St - Maple St to Indiana Ave

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



SOUTH SIDE

Water Street Streetscape Improvements

City of South Haven
4-15-15

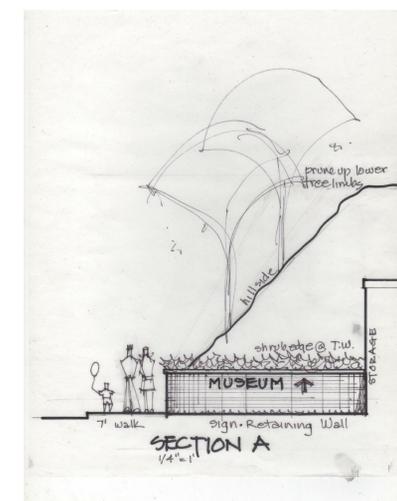


1" = 20'

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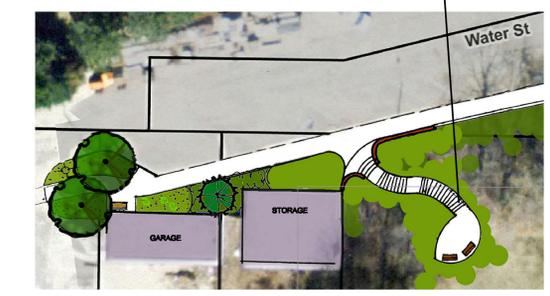


**Upper Level Access
ENLARGEMENT DETAIL**
Scale: 1" = 20'



**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

Riverfront Park “Stage” proposal

Riverfront Park in South Haven is a wonderful space for people to gather and enjoy entertainment along the river in the summer and fall. The space already serves the Harborfest, Blueberry Fest and Riverfront Concert Series.

Currently the two festivals have to raise thousands of dollars for temporary stages and the Riverfront Concert performers set up without a stage, exposed and challenged by earlier sunsets in the late summer and early fall. With this much existing music happening at the park, not to mention the interests of more performance opportunities including dance, theater and even films a permanent structure would greatly help the production of these events and would also inform visitors that they can expect to find performances.

A permanent structure would catch people’s eyes year round informing people know that South Haven embraces these cultural opportunities for its community and visitors.

Some examples:



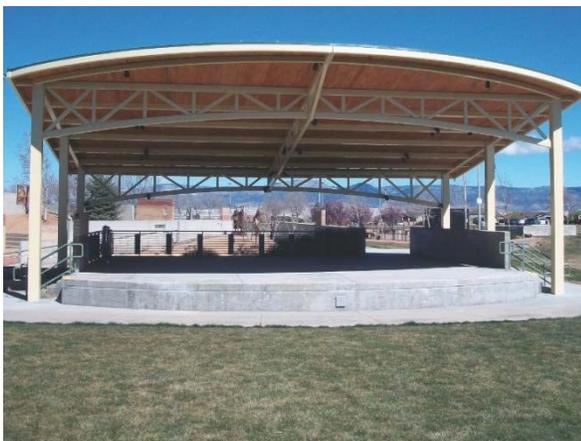
Kalamazoo, MI



St. Joseph, MI



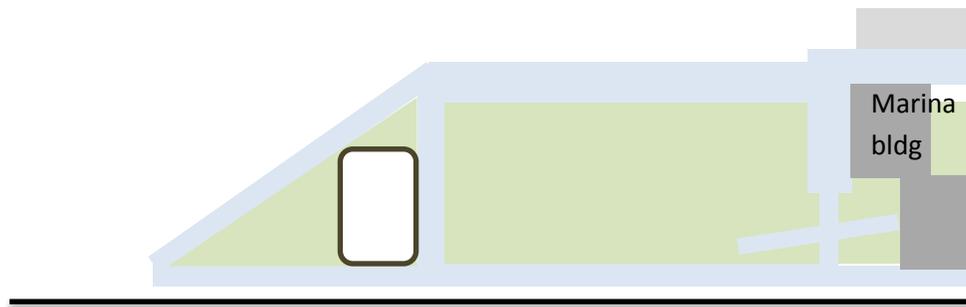
Munster, IN



Prescott, AZ



Charlevoix, MI



The white rectangle in the layout below indicates the proposed placement of the structure. An open back to the stage would mean the views would not be obstructed in either direction keeping the continuity of the park to the pier. The sound would be projected toward the marina, downtown and not at residential areas. Access to the marina building and dock would not be involved or compromised at all.



Considerations:

The stage Harborfest rents is 28'x32' and 4' off the ground. The stage roof is 20 feet high.

Temporary stages are nice in that at the set up time the lights, banners, etc can be attached before raising the roof whereas a permanent structure would require a pulley system (or someone going up on a ladder or scaffolding).



City of South Haven

Agenda Item #8

Splash Pad Public Hearing

Background Information

On March 14, 2013, a proposal from Abonmarche was presented to the Parks Commission for approval. The initial purpose of the proposal was to evaluate up to three existing park sites for construction of a splash pad. After review of potential sites, the Parks Commissioners expressed a universal desire to see the splash pad located at the west end of Riverfront Park. Abonmarche proceeded to develop a concept drawing showing a splash pad with a “Friends Good Will” theme.

In early 2015, the Parks Commission worked with GMB Architects to review various concepts for improvements to the South Beach Restrooms and Concession Plaza. During that process, the location of the splash pad was analyzed to ensure a safe pedestrian flow between the splash pad and the restroom building. As a result of that analysis, a concept plan was developed that requires removal of the small riverfront parking lot lying immediately east of the restroom building. This permits the splash pad to be moved immediately adjacent to the restroom building and eliminates the safety hazard that would be created with pedestrians crossing the middle of the parking lot. In order to retain the parking spaces, new angle parking will be constructed along Water Street, just south of the splash pad.

Abonmarche presented the conceptual plan to the Parks Commission at the February 9, 2016 regular meeting. Commissioners recommended that the plan include a shade structure above the sitting area to provide protection from direct sunlight. The shade structure has now been added to the drawings.

Abonmarche is currently assisting the City with preparation of a grant application for this project. The likely funding source is the Michigan Natural Resources Trust Fund. Grant applications for the 2017 funding cycle are due on April 1, 2016. As a condition of applying for the grant, a public meeting must be held to receive public comment on the application.

Recommendation

Hold a public hearing to receive public comments on the Splash Pad Final Conceptual Drawings.

Pass a resolution of support for the Splash Pad project and recommend that City Council proceed with the Michigan Natural Resources Trust Fund Grant application.

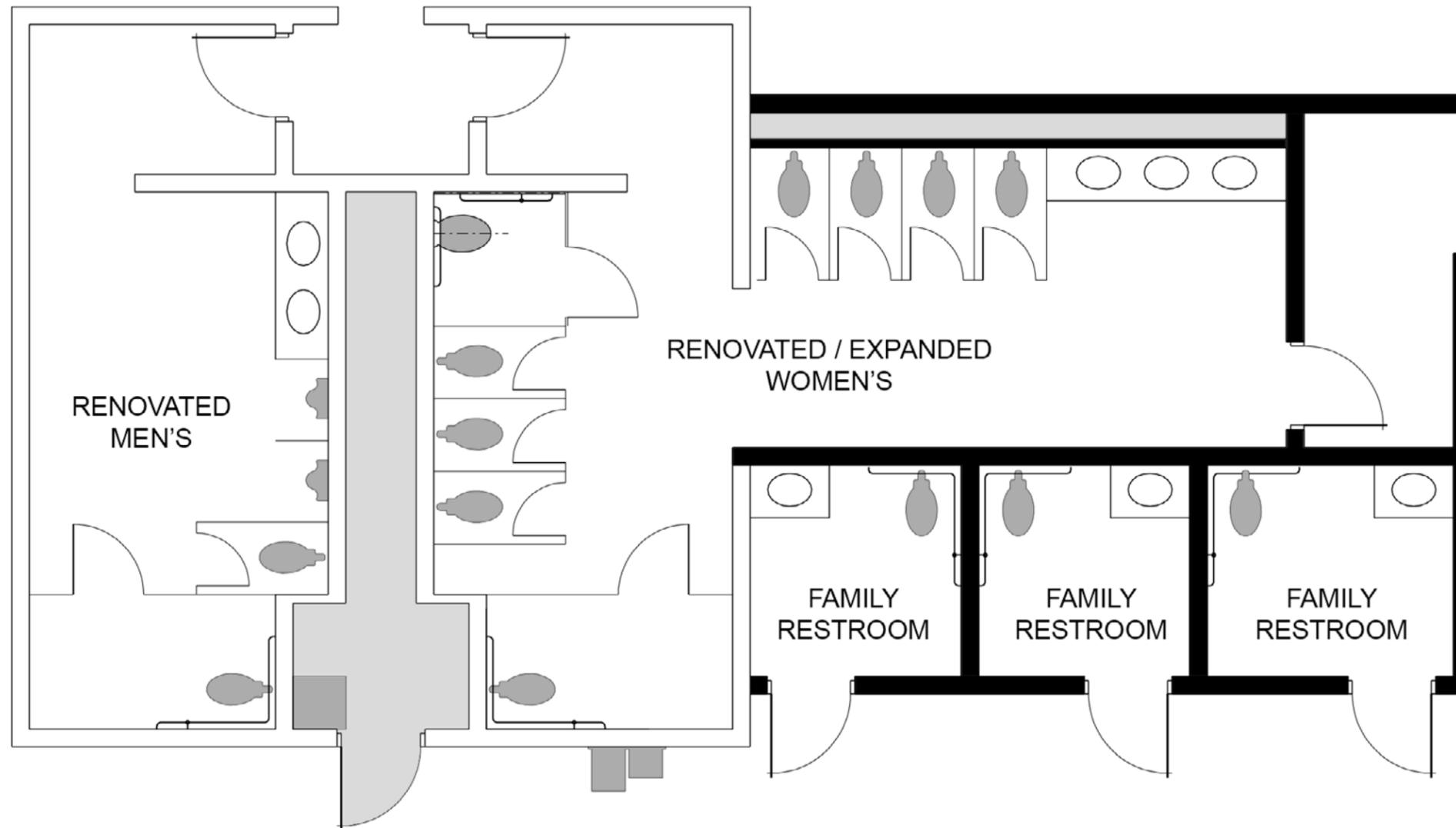
Attachments

Splash Pad Final Conceptual Plan
South Beach Restrooms Conceptual Floor Plan



CITY OF SOUTH HAVEN

SOUTH BEACH MASTER PLAN





City of South Haven

Agenda Item #9

City Gift Policy

Background Information

Over the past six months, Parks Commissioners have reviewed several drafts of a revised City Gift Policy. The discussion began at the September 2015 meeting with a review of sample policies from Grand Haven and Ann Arbor. At that meeting, Commissioners directed staff to develop a policy similar in nature to the Grand Haven policy.

Staff prepared a draft and presented it to Commissioners at the November 2015 meeting. After additional discussion at the November and December meetings, several minor changes have been made to the first draft.

The policy as presently written is intended to serve as a general guideline for acceptance of future donations and maintenance of existing donated elements. It is not intended to serve as a specific description of where donated elements will be placed or what type of donated elements will be accepted.

Once this policy is adopted, a list of recommended site furnishings will be developed by City staff and discussed with the Parks Commission. Upon approval of the site furnishing list, standard donation prices will be developed. City staff will then work with potential donors to encourage placement of gifts in appropriate locations where the greatest need exists.

The proposed gift policy also permits donation of larger items with approval of City Council and appropriate Boards and/or Commissions.

Recommendation

Review the revised draft of the City of South Haven Gift Policy. If no further changes are needed, pass a motion recommending adoption of the revised policy by City Council. The revised policy would then be adopted by Resolution.

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

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.

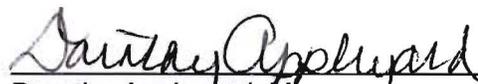
BE IT FURTHER RESOLVED, that this resolution shall take effect upon passage by the City Council.

RECORD OF VOTE:

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

Nays: None

RESOLUTION DECLARED ADOPTED.


Dorothy Appleyard, Mayor

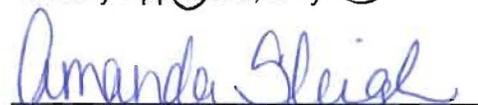

Amanda Sleight, City Clerk

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

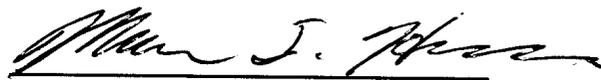

Marvin F. Hinga, City Clerk

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)
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 Benches
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 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