

Parks Commission

Regular Meeting Agenda

Tuesday, June 9, 2015
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 – May 12, 2015
5. Public Comments and Inquiries Concerning Items not on the Agenda

NEW BUSINESS

6. Commission will be requested to review and approve the Conceptual Master Plan for the expansion of Black River Park onto the parcel formerly occupied by the Street and Water Departments at 665 Dunkley Ave.
7. Commission will be requested to review the erection of number signs on the beach safety flag poles.
8. Commission will be requested to review and approve the Memorial Bench Master Plan for Monroe Boulevard, South of Clinton Street and for Riverfront Park.
9. Commission will be requested to review the donation of a Memorial Bench from Jinny Mocerì.

10. Commissioner Comments

11. Adjourn

RESPECTFULLY SUBMITTED,

A handwritten signature in black ink, appearing to read "Larry Halberstadt". The signature is written in a cursive, flowing style.

Larry Halberstadt, PE
City Engineer

Parks Commission

Regular Meeting Minutes

Tuesday, May 12, 2015
6:00 p.m., Council Chambers



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

2. Roll Call

Present: Cobbs, Fitzgibbon, McAlear, Moore, Toneman (6:26 p.m.), White, Reinert
Absent: None

3. Approval of Agenda

Motion by Fitzgibbon, second by Cobbs to approve the May 12, 2015 Regular Meeting Agenda as presented.

All in favor. Motion carried.

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

Motion by White, second by Cobbs to approve the March 10, 2015 Regular Meeting Minutes as written.

All in favor. Motion carried.

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

John Duda, 114 South Haven Street. Spoke about pickle-ball. Explained that their spokesperson is not present and the group selected him to take the spokesperson's place. Attended City Council last month and they referred us to this meeting. Hopes the city might allocate some funds for pickle-ball courts. Spoke about the history of pickle-ball and its growth locally and nationally.

Reinert asked if pickle-ball is played on indoor or outdoor courts to which Duda responded that courts can be either indoors or outdoors. Duda said there are indoor courts in South Haven at the Senior Center on 76th Street and at Baseline Middle School in the gym.

Gerry Tremaine, 225 Dyckman Avenue. Spoke about pickle-ball being very popular in Arizona where she spends the winters, in both adult and regular communities.

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Discussion ensued regarding where pickle-ball can be played; that pickle-ball is being taught in the local middle school and has been for some years; and has been introduced at the Senior Center on 76th Street.

Tremaine feels a lot of people in town that would be interested but cannot play at the senior center because it is not open evenings and weekends.

Duda outlined his efforts to speak with someone at the schools to inquire whether people could use the courts in the gym at Baseline at times when it is not in use by the school. Neither of the people he was referred to was available.

Discussion ensued regarding the tennis courts at Baseline Middle School; the type of surface needed for pickle-ball; ways to use other facilities on a temporary basis and the cost of pickle-ball courts.

Fitzgibbons explained that the first thing with anybody who wants to look for grants or a new facility in the city needs to do is to get the activity written into the City Recreation Plan which has to be redone every five (5) years by state law. Halberstadt believes that the current Rec Plan was last done in 2013 but noted that an amendment could be made at any time. Fitzgibbon suggested that the group talk to the schools, inquire at the old hotel that had racquetball courts and the Wellness Center. "Most people who come to the city and have an idea, we support it, but it's the community that needs to fundraise. Your best bet is to start a fundraising campaign; this is not something that can be done very quickly."

Halberstadt said the city could help with cost estimating that type of facility; the next step would be to begin an analysis of our existing parks facilities, and which one pickle-ball would best fit in.

Reinert suggested the group talk to the school and keep the Parks Commission posted on their response.

Duda asked how the city got the basketball courts at Elkenburg Park. Halberstadt said it was a grant the city got through the State; a Natural Resources grant which is available annually; this year the city has a request in for renovations at the North Beach.

OLD BUSINESS

6. Commission will be requested to continue their review of the Master Plan for improvements to the Lake View Cemetery prepared by Abonmarche.

Haberstadt said he did not request Abonmarche to come back; most of you were here for their presentation and if not Halberstadt would be glad to answer any questions. The basic thing is to talk about moving forward with this. There was some discussion at the last meeting about visiting the cemetery, either as a group or individually and Halberstadt is happy to arrange something if that is still an interest.

Bob McAlear read this over and thinks he has a grasp on it; read it again twice since but has some questions:

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- 1.) "Abonmarche is a consulting firm? An engineering consulting firm?" Halberstadt responded yes.
- 2.) "What they did was study the cemetery and identified the issues; prioritized those issues and then laid out a schedule over a five year period, as how they thought it best to attack those issues? Then assigned a guesstimate budget to each one of those issues?" Halberstadt said yes.
- 3.) "We have a professional study?" Halberstadt responded that is correct.
- 4.) "You do not want a line-by-line analysis from us, but you need us to "pull the trigger" so city staff can get to work?" Halberstadt agreed.

McAlear proposed that he make a motion; Fitzgibbon requested discussion.

Fitzgibbon stated that she went down and talked to the staff at the funeral home because "funeral home staff is there more than any of us." Referring to some notes, Fitzgibbon stated that she did not know that South Haven Township does not have a cemetery; they are charged one thousand five hundred dollars (\$1500) to be buried there because they are non-residents. There was discussion of summer residents also requesting to be buried in South Haven's cemetery and they also pay a higher non-resident rate. Fitzgibbon noted that she recalls that the rate was made three times the regular rate to try to preserve space for people who have made South Haven their year-round home and contributed to the community.

Referring to the bathroom remodel in the Abonmarche plan, Fitzgibbon asked, "It's not a public restroom?" Halberstadt responded, "It is located in the sexton's office and it's only public if the sexton happens to be in the cemetery. To access the restroom one has to walk through the sexton's office."

Funeral home staff wondered about the maintenance building, according to Fitzgibbon, and she wondered if instead of re-doing the sexton's office restroom whether the maintenance building could be made into the sexton's office with restrooms since it is larger. Halberstadt noted it has not been discussed and he thinks there is not water and sewer to it. Fitzgibbon said it was her understanding that there was water to the building and noted that these are just things to think about when you go back to Abonmarche. It was also noted that the maintenance building is not centrally located as is the sexton's office.

Fitzgibbon also spoke about which entrance is used and noted that funeral home staff stated they use the Wells Street entrance because it is closer and easier. Funeral home staff also noted that there is no sign on Wells Street so if people get separated they don't know where to go; when they see the maintenance building near that entrance they aren't always sure they are in the right place.

Fitzgibbon noted that funeral home staff also pointed out that there are areas that are filling up and wondered about expansion. During the ensuing discussion regarding expansion, Halberstadt noted that the "Blue Star Highway dump site" may be part of the cemetery. "It's been used for river dredging; public works still uses it for storage of leaves. I don't think it's going to be a very good cemetery site after all the uses of the city." Halberstadt noted it would be good to have the projections the cemetery staff has on how long it will be before

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areas in the cemetery fill up. It was also pointed out that the Blue Star dump site is across the street from the existing cemetery.

Discussion ensued regarding abandoning existing drain pipes due to them running under gravesites as well as preserving some fairly new drains that have been put in place.

Reinert said it would be recommended that Abonmarche take time to explore the entrances and think about the drain work being done and consider the area from a funeral director's viewpoint for where people will be buried in the future.

Moore asked if budget is being discussed and where the money is coming from to which Fitzgibbon responded that there is a perpetual fund which will be used.

Moore asked why we, the Parks Commission, are dealing with the cemetery which Fitzgibbons explained is because the cemetery is part of the city parks system.

Fitzgibbon spoke about the need to get the drains in and the retaining walls repaired.

Halberstadt explained that the engineering study was trying to determine the current needs of the cemetery; Abonmarche was not thinking about reconfiguring the entrances or when the cemetery will fill up.

Motion by McAlear to approve the engineering study, second by Fitzgibbon.

All in favor. Motion carried.

NEW BUSINESS

7. Commission will be requested to approve a request from the South Haven Historical Association for creation of a donor plaza and interpretive area for the South Pierhead Light.

Halberstadt noted that the handouts provided are similar to what was presented at the March meeting by GMB Architects. This drawing has been changed to provide space to HASH (Historical Association of South Haven) for their proposed donation area along the main harbor walk north of the concession stand. This would be an area with pavers that could be engraved. Other major donors could potentially erect a small wall. Halberstadt would like to find out what ideas the Historical Association of South Haven (HASH) has and bring that back to the commission. City staff is looking for a motion that would approve moving forward with this project.

After a little discussion regarding walls and markers, Moore asked the size of the interpretive area indicated, to which Halberstadt responded he envisions something similar to other harbor walk markers. It will not be possible for people to see inside the lighthouse on a regular basis so there may be a couple of video displays so people could see what it looks like inside. Reinert said she would be concerned about any wall being erected in that area and how long does this project will go on. Halberstadt said maybe that entire length would be done with bricks and then if they sold additional bricks some of the plain bricks could be replaced with engraved bricks. Reinert asked who would maintain this area to which Fitzgibbons said according to the gift policy HASH would be required to do the maintenance.

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McAlear agreed that the area needs to be something flatter (not a wall) due to the weather conditions down there. Halberstadt noted that there are some existing wall areas and a brass plaque could be mounted for larger donors and staff needs to find out more about what the historical society is thinking. Halberstadt noted that HASH does want to know that the city supports this.

McAlear said "Conceptually, I think we all agree that it's a good concept."

Fitzgibbons explained that a brass plaque is for really large donors like \$10,000 from a business or group. Fitzgibbons noted that according to our gift policy such a donation has to be approved and has to be maintained.

Halberstadt commented that if you approve the concept make the approval contingent on the final plans being brought back and approved by the Parks Commission and subject to the city's gift policy.

Motion by Toneman to approve the concept contingent on the final plans being brought back and approved by the Parks Commission and subject to the city's gift policy. Second by Fitzgibbon.

All in favor. Motion carried.

8. Commission will be requested to review the donation of a Memorial Bench from Beca Gordon.

Halberstadt said this is similar to other requests for benches in the past year; another memorial bench along the bluff at Monroe Boulevard.

Reinert asks that we get consistent with the benches; Halberstadt noted Bosscher has been ordering the same bench all along. Discussion ensued regarding what would happen if that vendor discontinues the bench, with Halberstadt noting that it is a pretty generic bench and he believes similar benches would be available from multiple vendors. Fitzgibbon asked how many of these are we going to allow along the Monroe bluff to which Halberstadt commented, "That was my question; it's starting to turn into the Monroe Bluff bleachers." Reinert asked if there are other locations staff could recommend. Halberstadt said benches could be located in just about any of the city parks.

Toneman agreed that this is something that needs to be looked into; come up with some kind of a plan; hopes that staff will get that back to commissioners with a plan for the future. Fitzgibbons pointed out that the original gift policy gave the parks director discretion of where a gift would be placed, unless there was an extenuating circumstance. "For instance, this man died on the pier so that is why this location was requested."

McAlear noted that Toneman's point is well taken and suggested that perhaps Halberstadt's department should come up with a concept and determine where the benches be placed. Halberstadt said he could develop a master plan of where benches could be located. Reinert said, "And maybe there are other needs."

Motion by Fitzgibbon to approve the donation of a bench by Beca Gordon to be located in the public right-of-way along the west side of Monroe Boulevard between Chestnut Street

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and South Haven Street, similar to the ones already in that area, in memory of Tom Watson.
Second by McAlear.

All in favor. Motion carried.

Discussion ensued regarding the need for benches in the parks, maybe even picnic tables. Moore asked if there is a list of suggested gifts to which Fitzgibbons responded, "It's in the gift policy."

9. Commissioner Comments

There were none.

10. Adjourn

Motion by McAlear, second by Toneman to adjourn at 6:58 p.m.

All in favor. Motion carried.

RESPECTFULLY SUBMITTED,

Marsha Ransom
Recording Secretary



City of South Haven

Agenda Item #6

Black River Park Expansion Conceptual Master Plan

Background Information

In 2002, the City relocated all DPW operations to a new facility located at 1199 8th Avenue. The former facilities were located near the Wastewater Treatment Plant along Dunkley Avenue and Wells Street. Since that time, there has been continued discussion on what to do with the vacated land. This City initially attempted to solicit RFPs from various developers and convert the area into a mixed use development for commercial and residential uses. However, the City did not receive any favorable proposals. In 2009, the City proceeded with demolition and removal of the building structures located in this area. Subsequently, City Council voted to place a portion of the 665 Dyckman Avenue parcel into the Parks System.

At the September 9, 2014 regular Parks Commission Meeting, Commissioners reviewed the Conceptual Master Plan for expansion of Black River Park prepared by Cornelisse Design Associates, Inc. The discussion at that time primarily focused on the no mow areas shown on the plan and contributions that could potentially be made by the Celery Pond Advocates. No mow areas would typically be planted with a native prairie grass mixture. Pat Cornelisse noted that it can be difficult to establish native growth without repeated efforts to remove non-native weeds during the first three years after planting. In addition, the City does have certain ordinances that require mowing of lawn areas. Thus, unmown areas may not be well received by everyone in the community. As a result, the Parks Commission may desire to limit the extent of the unmown areas shown on the Conceptual Plan.

The City has received a grant award from the Michigan Department of Natural Resources Land and Water Conservation Fund for development of the parking lot, fishing pier, and stream bank stabilization. Abonmarche has been awarded a contract to begin preparation of construction plans for the grant work. In addition, the City has budgeted funds for construction of the pedestrian bridge across the creek outlet.

Recommendation

Commissioners are requested to review and approve the Conceptual Improvement Plan. The plan will serve as a guide for the improvements being funded by the grant. In addition, it will permit staff to work on other improvements such as relocation of the gazebo that is in storage at the DPW facility. Staff would also use the master plan to solicit interest in donations from the Celery Pond Advocates or other donors.

As part of their consideration, Commissioners may want to discuss the naming of this park area. Staff has continued to refer to this area as "Black River Park". However, this may be confusing to visitors since it is so far from the vehicle access to Black River Park. It may be helpful to

consider establishing a new name for the park area being developed east of the Celery Pond outlet creek.

Additionally, City Council never formally adopted all of this parcel into the Parks System. The Parks Commission may desire to pass a motion recommending that City Council place the entire lot at 665 Dyckman Avenue in the Parks System.

Attachments

Excerpt from September 9, 2014 Meeting Minutes
Black River Park Extension – Conceptual Master Plan

All in favor. Motion carried.

Halberstadt noted that Cornelisse has started working on the Black River Park concept plan. Cornelisse previewed the drawing that she has created. Pointed out the parking area which could be fifteen (15) to twenty-seven (27) spaces depending upon the configuration. Noted that a gazebo that was originally in Dyckman Park (across from City hall) that is to be relocated down here. Cornelisse also noted that the plan attempts to connect the west area with a bridge and add an eight foot (8') trail so it becomes an offshoot of the actual trail and gives some choices. There were several comments regarding what could be done with the large grassy area in the plan. Cornelisse suggested possibly doing small concerts from the gazebo.

Fitzgibbon said the City has been applying for grants for that wall but have not received anything. Halberstadt said the Great Lakes Fisheries is opposed to sheet wall. According to Fitzgibbon the Celery Pond Advocates are heavily involved and they want a natural effect. Cornelisse pointed out that the Black River has a lot of wave action and she doesn't recommend soft landscaping; her recommendation is rip rap. Cornelisse noted that in the area going out to the channel she suggests a type of grass that grows taller than regular mown turf; "the geese don't like it as well and it only has to be mown a couple of times a year." Discussion ensued regarding whether any of the soil on that site can be moved and sculpted. Halberstadt stated he likes the concept of creating a no-mow area, particularly along the creek, since it does deter the geese from hanging out there. Cornelisse said she'd like to see such things as picnic tables, benches and something "a little more lounge-y," and showed commissioners a brochure with concrete seating.

To recap, Cornelisse stated her design tries to incorporate trails going somewhere; places to sit; places to park (without overdoing the parking) and trying to minimize mowing.

In response to Cornelisse's request for questions, concerns and ideas, Fitzgibbon pointed out that the Celery Pond Advocates are a 501(c)(3) charitable organization that does a lot of cleanup work and have money; they have donated some art pieces for the area. Cornelisse stated that she could provide places for art. Discussion ensued regarding the expense of the Abonmarche plan and Halberstadt said we are probably going to have to use local funding, donations and volunteers to complete this project. Cornelisse suggested this site might have some possibilities for a recreation passport grant. Fitzgibbon said it would be a nice place for bikers to relax. Moore pointed out that the light green area on the plan could be turned into a picnic area. Cornelisse noted that when she is designing she has to think of accessibility; there could be a combination of paved and compacted gravel until you could afford to pave it. Fitzgibbon commented that since this is a floodplain area paving might be a negative.

Reinert asked where the closest restroom area is; Halberstadt noted it is shown on this plan, and one of the factors is to provide access to the nearby boat access site. Cornelisse noted that some of the native grasses are nice but there is a lot of maintenance for the first three (3) years; Halberstadt noted that maintenance might be a project for the Celery Pond Advocates.

NEW BUSINESS

Moore commented that he would like updates regarding things that were brought up at the last meeting. Reinert suggested that if anyone has particular items they would like discussed



Cornelisse Design Associates, Inc.
 LANDSCAPE ARCHITECTURE
 818 Sarasota SE / Grand Rapids, MI 49546
 Ph: 616.949.8893 / Fax: 616.949.8166 / cda@cbgobal.net

PROJECT ADDRESS:
 704 E. Wells Ave.
 South Haven, MI

OWNER:
 City of South Haven

**BLACK RIVER PARK
 EXTENSION
 CITY OF SOUTH HAVEN, MI**

DATE:	ISSUED FOR:
8-14	FOR REVIEW
PROJECT:	201406
SHEET NO.	



SITE CONCEPT PLAN
 SCALE: 1" = 20'

C1



City of South Haven

Agenda Item #7

Beach Flag System

Background Information

Over the past several years, the City has operated a beach flag safety system. The system consists of 14 flag poles located at all City owned beaches. In addition, there are signs at the park entrances explaining the use of the flags to beach users. South Haven Area Emergency Services maintains the flags on a daily basis and changes the flag color as needed when the weather conditions change.

On the two largest beaches, South Beach and North Beach, there are multiple flag poles. Emergency dispatchers have noted that it would be helpful to erect signs on the flag poles with the flag pole number. Individuals calling 911 would then be able to assist dispatchers in locating the scene of an emergency by identifying the nearest flag pole number. This would require the number signs to be of a fairly substantial size so that they could be seen by people in the parking areas. It is recommended that the signs be constructed of aluminum sheeting with the numbers printed in Clearview font. This will permit the best legibility from a distance which will minimize the size of the signs necessary. The signs would likely have a green or blue background with a white legend. Although the size of the signs has not yet been determined, it is estimated that the signs may range in size from 12 inches by 12 inches square to 24 by 24 inches square, as required to provide visibility.

Recommendation

Commissioners should review the proposal to erect number signs on the beach safety flag poles.

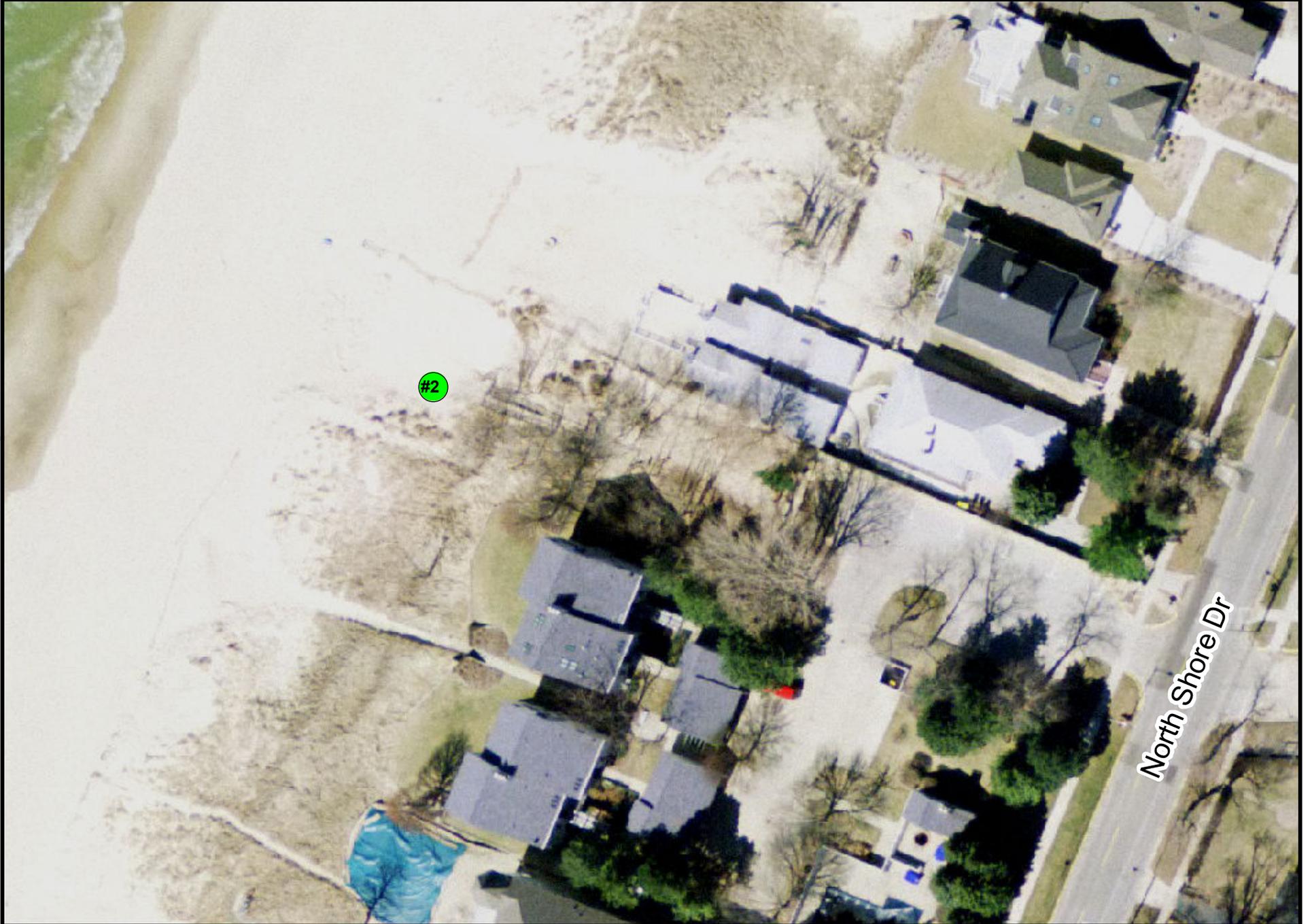
Attachments

Map of Beach Flag Locations

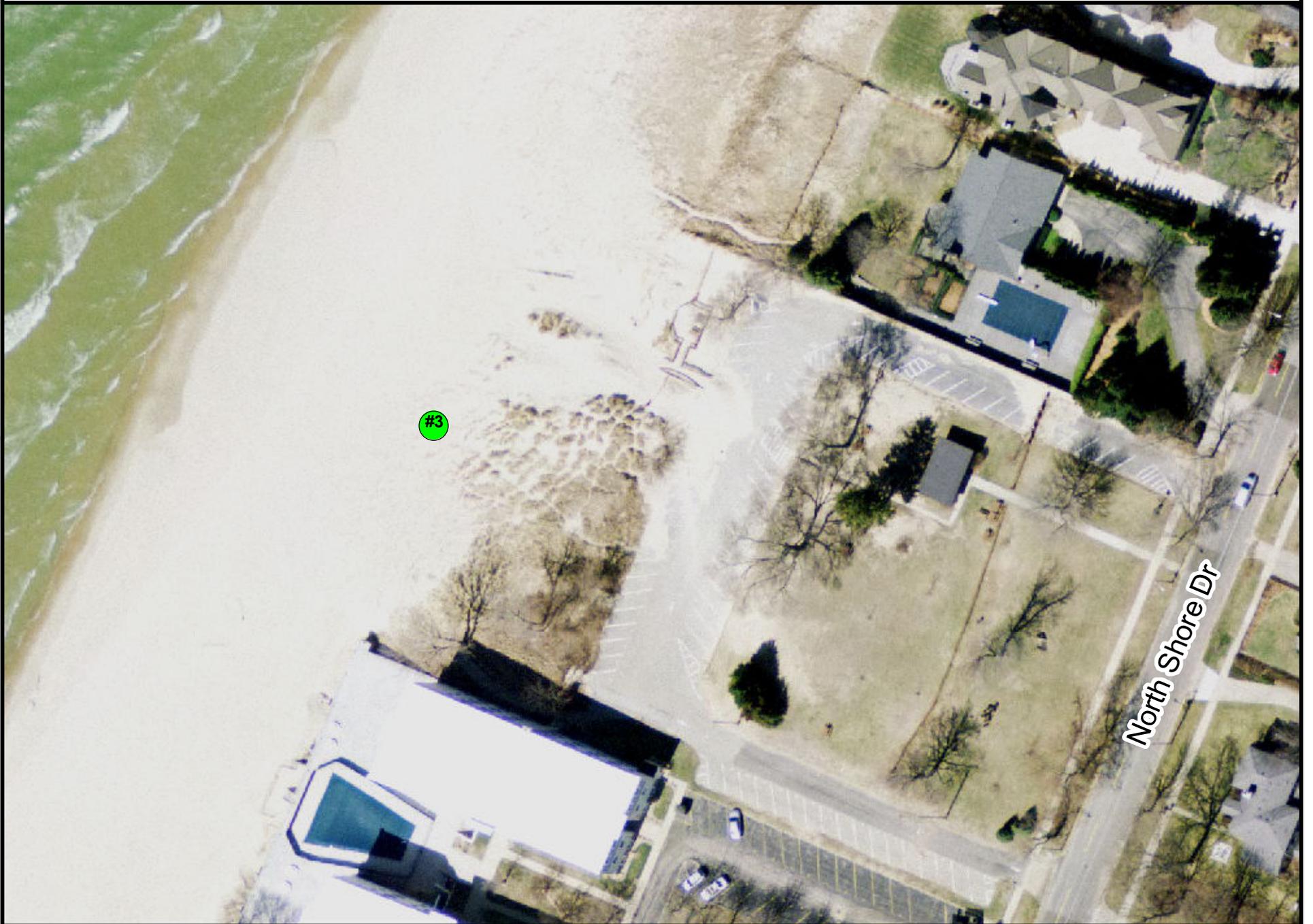
Newcome Access - Flag Location



Oak St Access - Flag Location



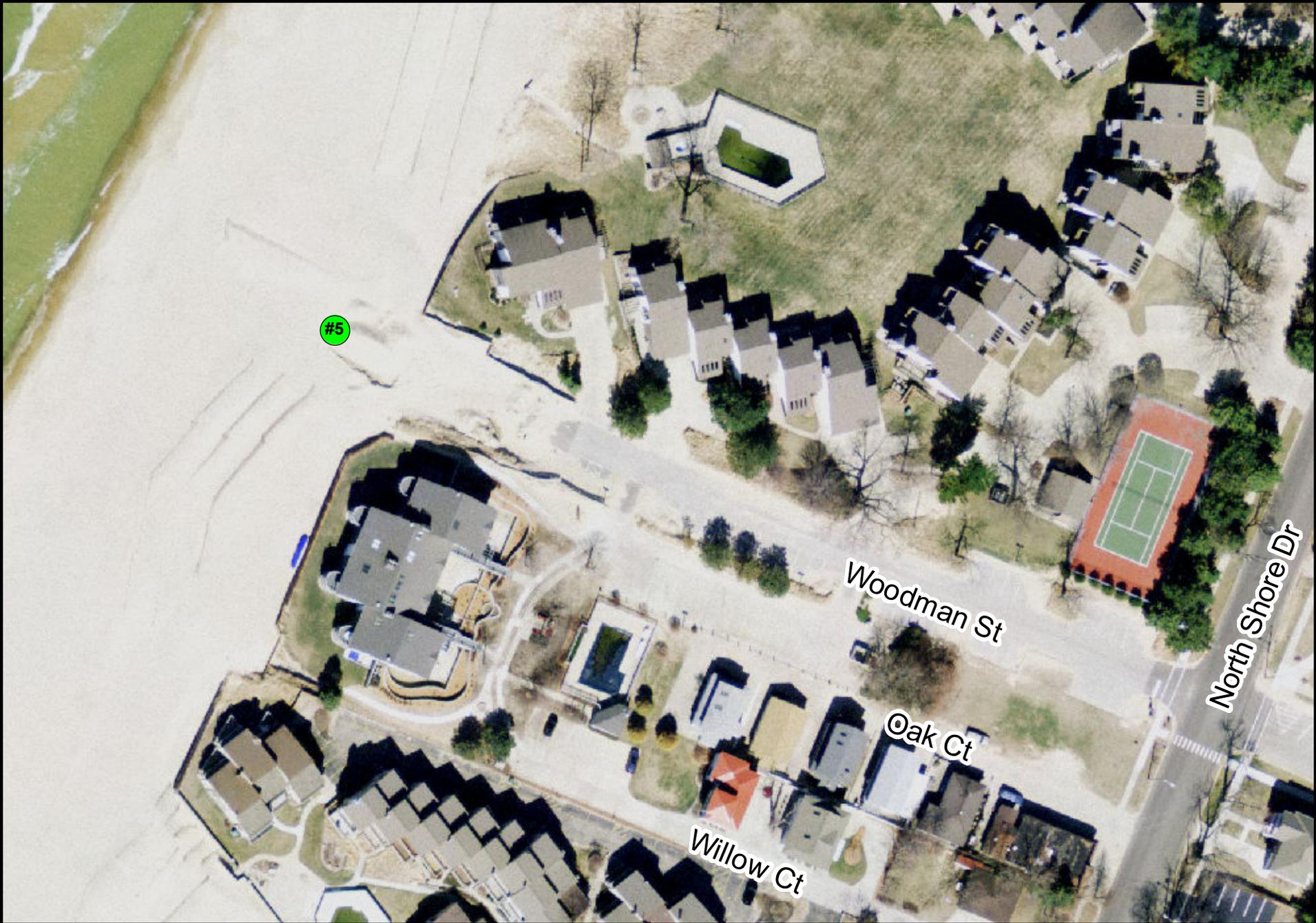
Packard Park - Flag Location



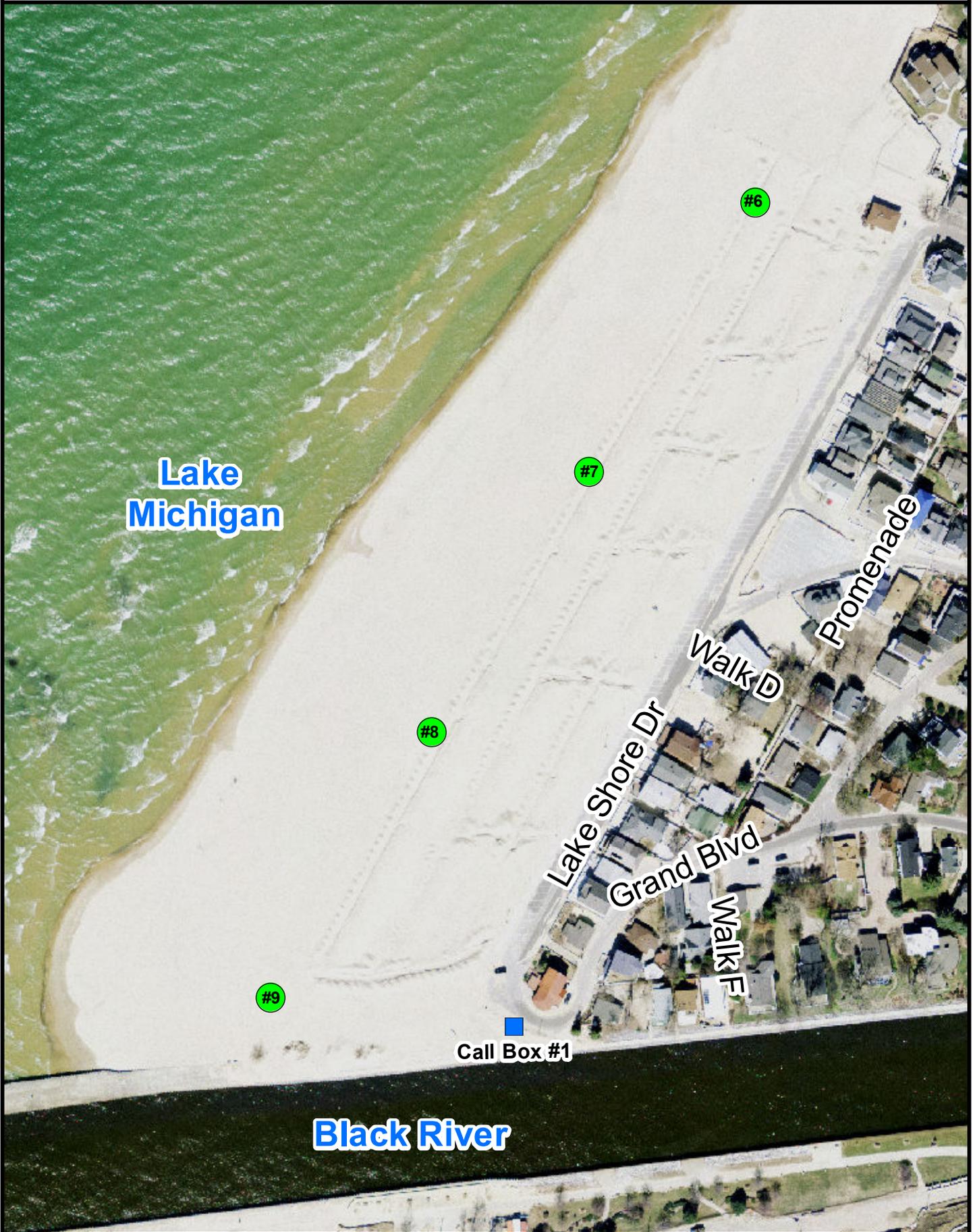
Dyckman Access - Flag Location



Woodman Access - Flag Location



North Beach - Flag & Call Box Locations



Lake Michigan

Black River

Call Box #1

#9

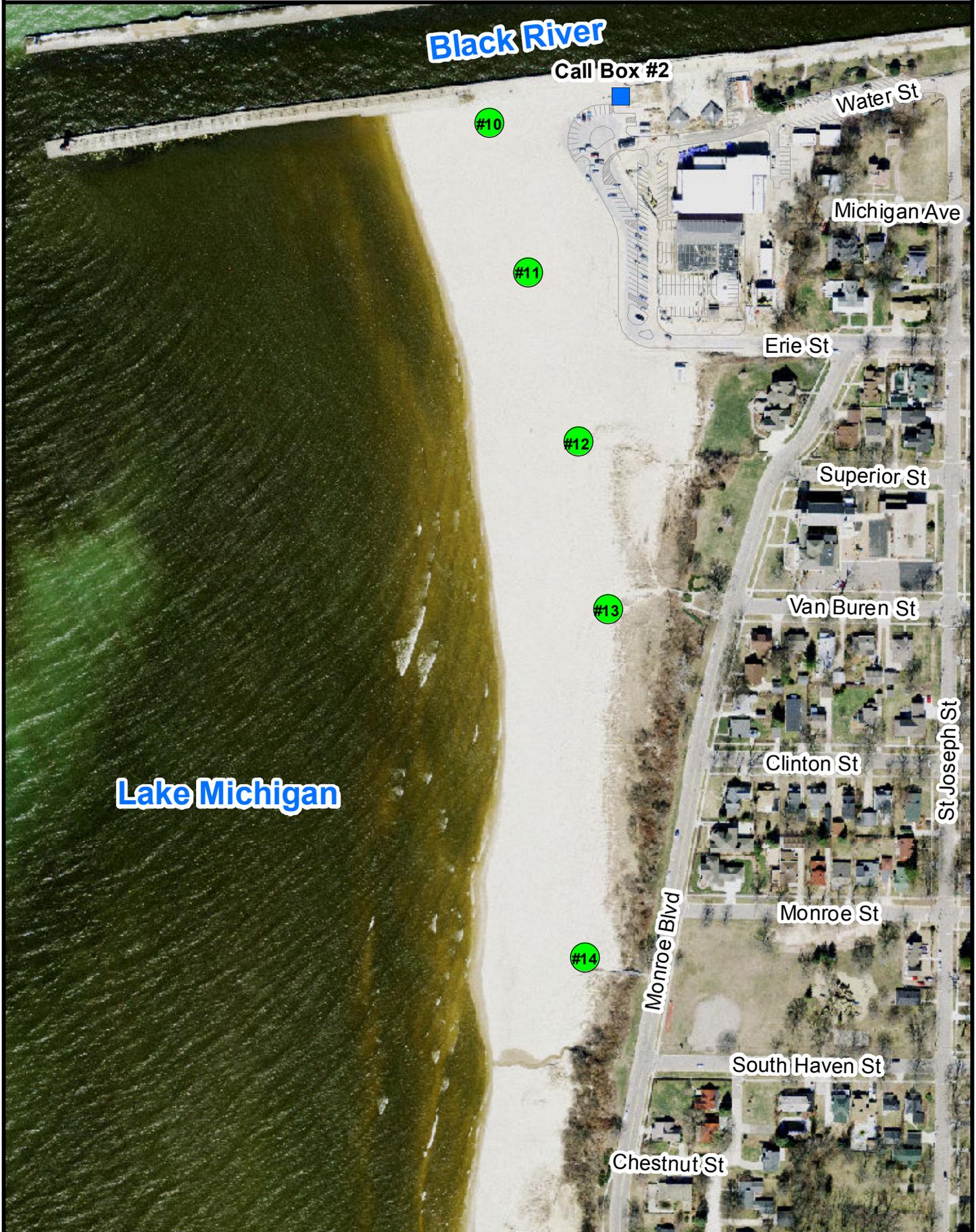
#8

#7

#6

Lake Shore Dr
Grand Blvd
Walk D
Walk E
Promenade

South Beach - Flag & Call Box Locations





City of South Haven

Agenda Item #8

Memorial Bench Master Plan For Monroe Blvd

Background Information

Over the past year, the Parks Commission has reviewed numerous requests for the donation of memorial benches to be placed along the bluff adjacent to Monroe Blvd. This location provides prime views of Lake Michigan. At the May 12 regular meeting, Commissioners expressed concern about placing too many benches along the bluff area.

Ryan Bosscher has prepared the attached maps that illustrate the location of existing benches and the potential location of additional benches along Monroe Blvd and in Riverfront Park. There are currently 16 benches along the bluff south of Clinton Street. Staff estimates that nine additional benches could be placed south of Clinton Street without overcrowding.

North of Clinton Street, there are only three benches which are located at the Van Buren Overlook. At the current time, the City does not own the parcels on the west side of Monroe Blvd north of Clinton Street. The City has been pursuing the acquisition of four lots between Clinton Street and Van Buren Street. There are five potential bench locations in this block that would only be available if the City were able to complete the land purchases.

There are 10 existing benches in Riverfront Park with room for 9 additional benches.

Ryan Bosscher has been serving as the Memorial Bench Coordinator since the departure of Brandy Gildea last spring. He has indicated that the current process for approving, acquiring, and installing memorial benches can often extend to 90+ days. As a result, some donors have lost interest during the process and not followed through with the donation. In order to shorten the window between the initial contact by a donor and the time of installation, Ryan is requesting that the Parks Commission preapprove placement of benches at the locations shown for Riverfront Park and Monroe Blvd, South of Clinton Street. In addition, one or two benches will be pre-purchased and placed in stock.

This will simplify the approval process as follows:

1. Donors could be sent the maps to pick a preapproved location.
2. Staff would perform a final review of the selected location and plaque language.
3. Staff would seek City Council approval of the gift.
4. Staff would install the bench from stock on hand.
5. Staff would order and install the Memorial Plaque.

If this process is acceptable to the Commissioners, they would not be requested to review future bench placements at the preapproved locations. These requests would be taken directly to City Council. This will reduce the time frame for donation of benches at a preapproved location to approximately 30 days.

Recommendation

Commissioners should review and approve the bench location master plans for Monroe Bluff, South of Clinton Street and Riverfront Park. Commissioners should also review and approve the process indicated above for placement of new benches at locations shown on the master plan.

Attachments

Resolution 08-49: Amended City Gift Policy
Monroe Bluff Bench Master Plan, North of Clinton Street
Monroe Bluff Bench Master Plan, South of Clinton Street
Riverfront Park Bench Master Plan

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.

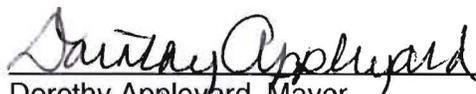
BE IT FURTHER RESOLVED, that this resolution shall take effect upon passage by the City Council.

RECORD OF VOTE:

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

Nays: None

RESOLUTION DECLARED ADOPTED.


Dorothy Appleyard, Mayor

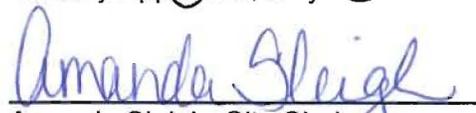

Amanda Sleigh, City Clerk

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

Monroe Bluff - Superior St to Clinton St Memorial Bench Master Plan

Legend

- Existing Bench
- Future Bench



SOUTH BEACH

Van Buren Overlook

SOUTH BEACH

Potential bench locations if City acquires these properties. All new benches will be spaced with approximately two parking spaces between them.

- 5
- 4
- 3
- 2
- 1

Monroe Blvd

Erie St

Superior St

Van Buren St



Monroe Bluff - Clinton St S. Memorial Bench Master Plan

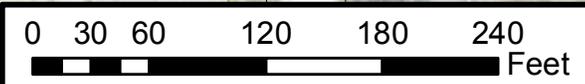
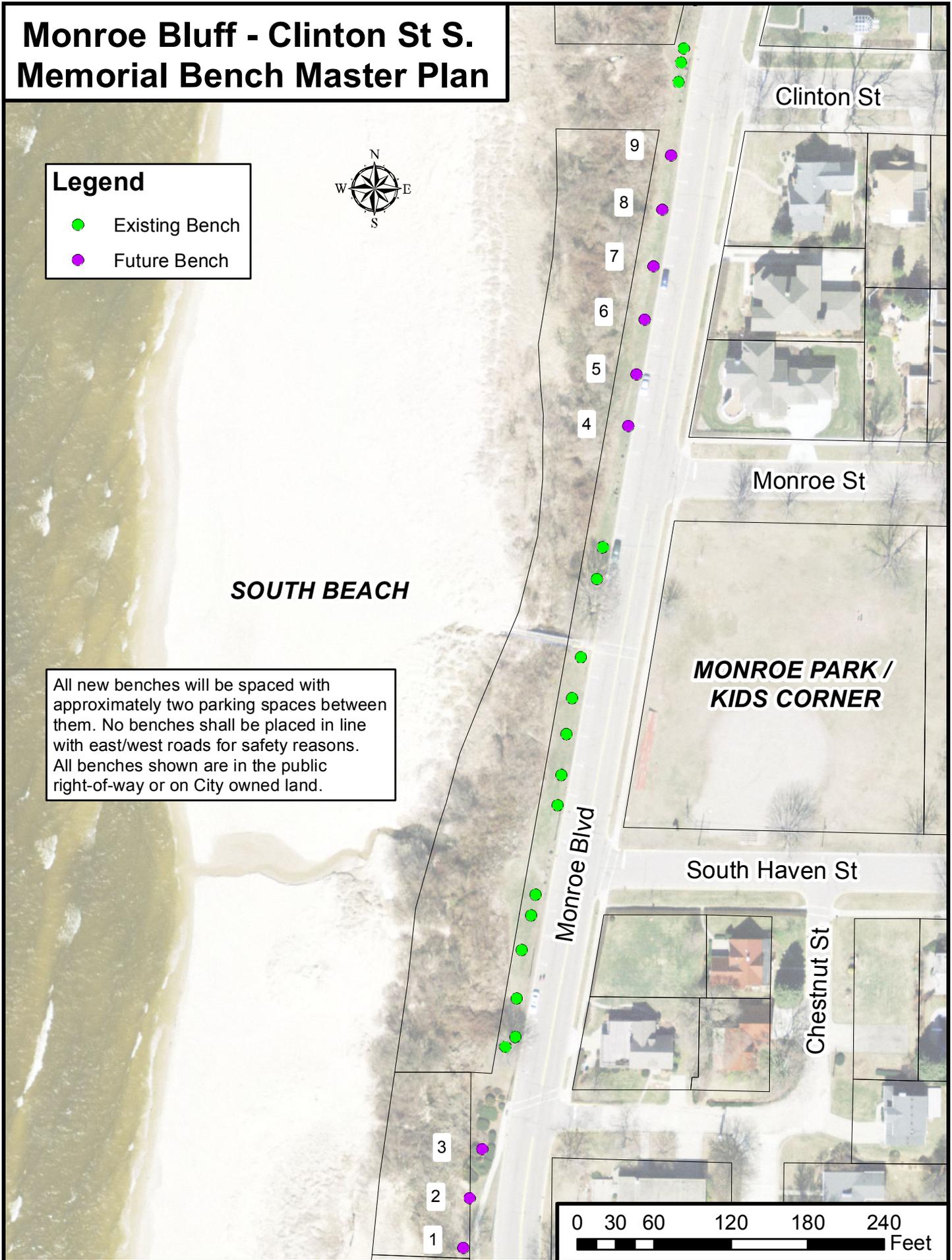
Legend

- Existing Bench
- Future Bench

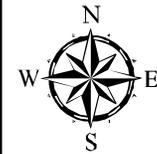


SOUTH BEACH

All new benches will be spaced with approximately two parking spaces between them. No benches shall be placed in line with east/west roads for safety reasons. All benches shown are in the public right-of-way or on City owned land.

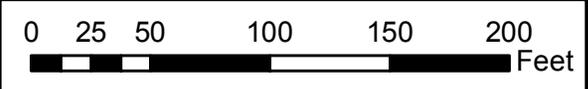


Riverfront Park W. of Maple St Memorial Bench Master Plan



Legend

- Existing Bench
- Future Bench





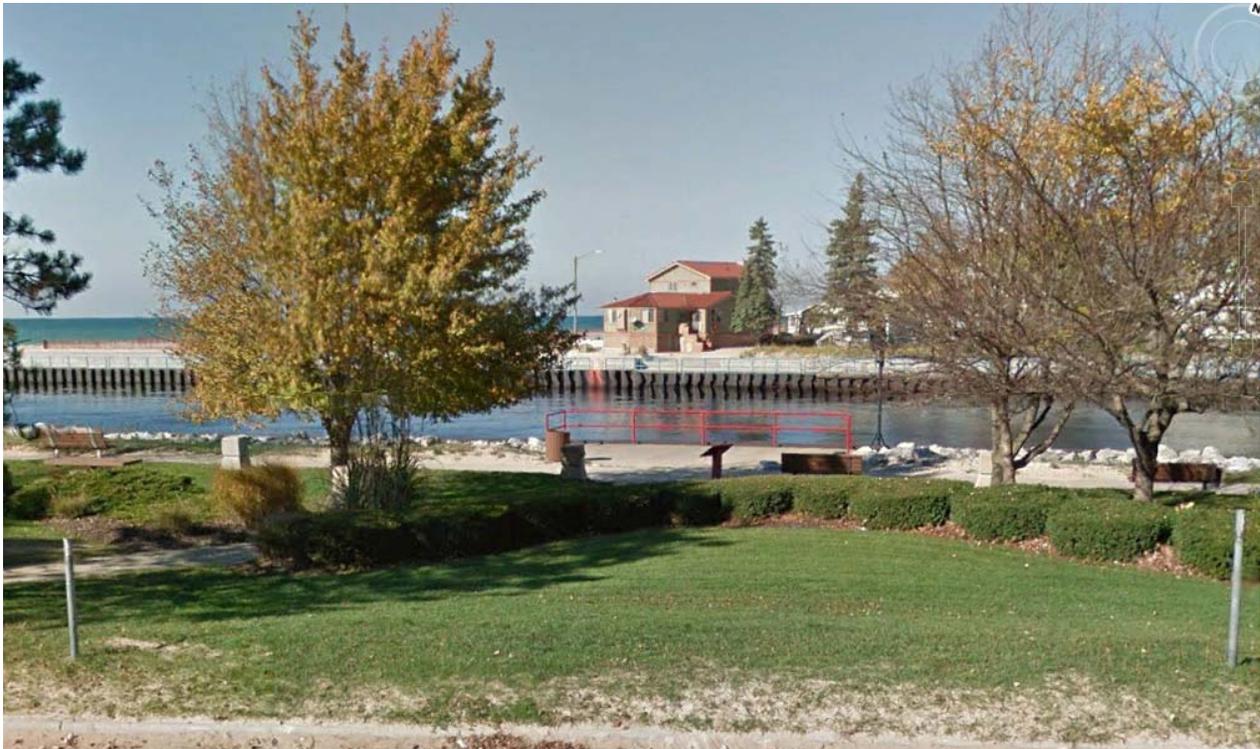
City of South Haven

Agenda Item #9

Memorial Bench Donation Riverfront Park

Background Information

Jinny Mocerri would like to donate a wooden bench, similar to the existing benches in Riverfront Park, in memory of Thomas C. Watson. The bench would be located at the west end and behind the red railing pictured below along the Black River.



The bench will be placed at proposed location 1 shown on the Riverfront Park Memorial Bench Master Plan found as an attachment to Agenda Item 8.

The text that is planned to be engraved on a plaque will be:

In loving memory of
Thomas C. Watson
who loved to run on this pier.
September 1, 1958 – December 15, 2014

Recommendation

Approve a recommendation that City Council accept the gift of a memorial bench from Jinny Mocerri to be placed in Riverfront Park with the engraved plaque as noted. The gift will be subject to the terms of Resolution 08-49.