

## Parks Commission

### Special Meeting Agenda

Tuesday, September 15, 2015  
6:00 p.m., DPW, 1199 8<sup>th</sup> Avenue



City of South Haven

1. Call to Order
2. Roll Call
3. Approval of Agenda
4. Approval of Minutes for the Record – August 11, 2015
5. Public Comments and Inquiries Concerning Items not on the Agenda

#### REPORTS

6. Beach Flag Numbering

#### NEW BUSINESS

7. Commission will be requested to review the proposed Water Street Streetscape Improvements Plan and Hillside Maintenance Plan.
8. Commission will be requested to begin review of the City Gift Policy.
9. Commissioner Comments
10. 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, August 11, 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, White, Reinert  
Absent: None

### 3. Approval of Agenda

Motion by Fitzgibbon, second by White to approve the August 11, 2015 regular meeting agenda switching the position of Items 10 and 8 under new business.

All in favor. Motion carried.

### 4. Approval of Minutes for the Record – June 9, 2015

Motion by Fitzgibbon, second by Toneman to accept the June 9, 2015 regular meeting minutes for the record.

All in favor. Motion carried.

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

None at this time.

## REPORTS

### 6. Accessible Kayak Launch at Black River Park

Halberstadt noted that the Kayak Launch is located in the far southwest corner of Black River Park. Paul VandenBosch has been working on this project with the Harbor Commission and Abonmarche. Halberstadt expects to see this ready for the next boating season. Referred the board to the link to the YouTube video in the packet if interested in how it works and what it will look like.

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McAlear has viewed the video and was positively impressed with both how it will look and how it will work.

## **7. Fishing Platform at Black River Park**

Halberstadt noted this will go on the farthest east side of the park, on the east side of the channel cut, where the city garage used to be. This project is in the preliminary phases of planning; waiting for a formal grant award.

Moore questioned the number of parking spaces indicated in the plan to which Halberstadt responded that staff is waiting for a more accurate rendering. Halberstadt believes there will be about ten spaces.

Moore asked if the Harbor Commission is going to finalize this and the Parks Commission is just looking to which Halberstadt explained that once the plans get a little further along staff hopes to bring it to the commission for input.

## **NEW BUSINESS**

### **8. Commission will be requested to review and approve four Memorial Bench Donations.**

Halberstadt noted these will be the typical benches you have seen in other areas of the city; three are requested to go on the Monroe Bluff and one in Riverfront Park.

Sue Ring, 164 Hazel Street. Explained that her mother's memorial mass and celebration of life will be held September 13 and family will be coming from all over. Ring wonders if there is any possibility the bench could be installed before September 13.

Reinert asked how long these typically take. Halberstadt said if Parks Commission approves the donation tonight it could go to City Council Monday. Fitzgibbon asked who does the brass plate; Halberstadt says he believes Ryan Bosscher orders them from Johnny's Lakeshore Jewelry. Fitzgibbon noted city staff does have those constraints and Ring agreed that she understands that.

Moore had questions about how many benches can be donated and where.

Fitzgibbon explained that the city has a gift policy, and it is the responsibility of the donor to maintain whatever they donate.

Halberstadt noted the sketches included in your current agenda packet on pages fifty-two (52) and fifty-three (53) indicating nine (9) available spaces on Monroe Boulevard and about nine (9) available spaces along Riverfront Park. "After those are filled up our recommendation would probably be that we don't continue putting benches on the bluff."

In response to questions about whether donors are maintaining their donations, Halberstadt pointed out that at the time the donation is done, we collect the funds to install, purchase and maintain the bench for about ten years. Halberstadt feels the more important concern would be what happens at the end of the life cycle of the bench. "Maintenance is one thing,

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but the bench could become too rotten to maintain. Do we go back to the original donor or open the space for a new donor?"

Moore asked what the expected life cycle of the benches is and Halberstadt believes it might be ten or fifteen years. Halberstadt believes some benches have already been removed and replaced.

Reinert asked if there are any other needs in the city that donors could consider for making memorial donations. Halberstadt noted that there is room for two benches at the kayak launch and more the fishing platform.

Fitzgibbon believes we should put that on the agenda and revisit it, regarding making some policy about this issue. Moore pointed out that the bluff could fill up by next summer.

Discussion ensued about the commission getting enough information ahead of time and having to make a decision based on that information. Fitzgibbon noted that the commission depends on Halberstadt, as staff liaison, to bring us that information. McAlear thought that the commission was asking for a master plan. He would like to see a plan as to how many and where so we could approve it and pass it on to City Council. Halberstadt said we can try to do a master plan for the whole city, but that would be challenging.

Reinert had questions about what was discussed at the last meeting about a master plan. Halberstadt explained that staff was trying to determine how to keep the benches spread out a little bit. Fitzgibbon expressed surprise that the city has so many existing benches. Halberstadt explained that a number of them got moved out of downtown, off of Phoenix Street, when we got new benches. Reinert asked if Halberstadt is looking for approval of all four of these benches today.

Halberstadt explained that people have come forward and asked to donate memorial benches and staff hates to turn them away because the city is trying to come up with a revised policy decision.

Toneman said he doesn't think we have a question about these four benches. Discussion ensued regarding not feeling that there should be two benches in memorial for the same person, by two different donors, and the decision was made at the last meeting not to accept a second bench for the same person. Perhaps, Halberstadt suggested, multiple groups who might work together to donate a bench. Toneman said that was the point, that we need some specifics in a couple of years to make a decision. Reinert pointed out again that there may be needs in other places while the bluff and riverfront seem to be the most popular sites right now. Halberstadt said he is not ignoring their concerns but needs some time to delve more deeply into this.

Fitzgibbon noted that since the Parks Commission drafted the current gift policy the town has grown, and donations have grown, and it is part of the Parks Commission's responsibility to update that policy. Fitzgibbon asked if discussion of the gift policy can be on the agenda for next month.

Reinert asked whether the commission can approve the four benches.

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Motion by McAlear and second by Fitzgibbon to approve the four memorial benches requested on tonight's agenda.

Yeas: Cobbs, Fitzgibbon, McAlear, Toneman, White, Reinert

Nays: Moore.

Motion carried.

Moore suggests that staff not accept new requests until a policy is approved. Halberstadt explained that knowing the conversation from the last meeting, he really did not want to bring this before the commission tonight, but he didn't want to turn away the four (4) people who came forward with donation requests.

Reinert suggested that commissioners need to do a little homework, give Halberstadt some comments so we are ready to go forward at the next meeting. Toneman asked if the agenda item could include other locations that benches could be put. McAlear said perhaps from you we could get a recommendation of where good places would be.

Moore stated, "The issue is more than how many but also how long. The city is going to be maxed out in no time. Reinert commented that if there is a cycle, because we want our benches to look good and be functional, if a bench lifetime is fifteen years, perhaps staff can turn that location over to another donor. "There are going to be needs in the future. If we could identify the needs we could turn donors on to those locations." Reinert said perhaps there could be benches installed at a certain location and plaques added later. Halberstadt suggested something could be added in the gift policy to explain that at the end of the life of the bench, the original donor could be contacted to see if they want to replace it. If not, someone else could.

Fitzgibbon asked if there are benches that are already placed that could have sponsors.

#### **9. Commission will be requested to review the proposed Water Street Streetscape Improvements Plan and Hillside Maintenance Plan.**

Halberstadt explained that staff looked into the south side of the Water Street streetscape; some areas never had any improvements made; areas are overgrown; there are steep slopes; there is erosion because people are walking down the bank between Indiana and the marina, looking for the beach. The whole purpose of this study was to try to identify potential improvements and identify potential maintenance the city would need to do on a regular basis to keep the bank in a good condition. Just wanted to bring it to you and have you look at it and get your input.

Reinert asked if this area is a park. Halberstadt said it is not really a park; it is part of the road right-of-way. Fitzgibbon interjected that this has been talked about by City Council. Discussion ensued regarding some steps that exist in that area that are quite eroded; that people have been coming down there for years but the steps are not in good condition. Reinert noted that while this area looks like it could be private property it is city-owned. Discussion ensued regarding who maintains the area; whether the erosion is from people walking down there or from water run-off. McAlear asked whether Halberstadt is trying to suggest putting some ground cover in that area to stabilize the bluff. Reinert noted that that could be a spot for some benches.

Halberstadt explained that staff is asking the commission to review this information and if you have any comments, we can gather them at the next meeting.

Fitzgibbon suggested that the commissioners have this information provided by Halberstadt; the city wants our input; go out there and look at it so you do have an opinion. Halberstadt noted that this plan in front of you is not set in stone. "Don't feel that you can't make comments on this, it's open for your input. Staff will be getting input from the Downtown Development Authority (DDA) and the Harbor Commission, also.

Reinert said perhaps you could put this on as Old Business for the following month to which Halberstadt agreed.

Fitzgibbons said, "We used to do a lot of field trips when she was on Parks Commission before. Toneman said he drives to the sites and looks at them. Reinert agreed that she does that, too. Fitzgibbon said that is part of what we should do as Parks Commission, visit the parks and give our input.

**10. Commission will be requested to review a request for donation of a swing bench at Stanley Johnston Park.**

Halberstadt noted this one is not on the bluff. This is a little different request; our donor is interested in donating a bench with some big chains connected to a structure overhead that you can swing back and forth on. Halberstadt noted that this will be more work for the donor in completing the design and he wanted to run the concept by the commission before any detail design work is done by the applicant.

Fitzgibbon's first impression is a liability nightmare. "If you get four or five kids swinging on this thing it could fall over. Are those things wide enough to support the swing?"

McAlear's concern is setting a precedent. "The next party says I want a double swing bench, or I want a merry-go-round." McAlear feels it would be better to limit the bench donations to a standard type and also is concerned about the liability issue.

Moore asked whether this construction is designed with a life expectancy for public use.

Halberstadt noted that liability may be higher with a swing bench, as the opportunity for injury due to misuse is higher.

Toneman noted that moving parts add liability.

Reinert thinks consistency is important throughout the city. The donor's Intentions are good but this is another situation where the city/Parks Commission needs to identify some things that are needed, rather than leave it up for citizens to come up with new ideas.

Halberstadt suggested looking at the last Parks/Rec Plan and steer people toward things we need.

McAlear said it is a wonderful problem to have; we have many donors but we do have to be very, very careful.

Reinert asked if the donor is looking for approval or discussion tonight. Halberstadt said his intention was to bring this to the commission to see if the commission even wants staff to go ahead and discuss us with the donor. "It is not worth having him going through the effort of preparing drawings if the idea is not wanted." Toneman commented, "It isn't as much that we don't want it, but that we aren't ready to want it. We don't have to rush into this."

Moore stated that we should start with the gift policy.

Reinert noted that the city needs to be cautious. Some of the parks have a lot of space; just because it overlooks the river does not mean there has to be a bench provided. People can bring their own lawn chairs; more benches mean more maintenance.

Reinert asked Halberstadt whether he is asking for a motion or just asking advice to go back and talk to this donor. Halberstadt reiterated, "I don't want to put the donor through the effort of developing detailed plans if the concept of a swing bench is not a popular idea."

Reinert suggested that the commission talk to this issue during discussion of the gift policy.

Fitzgibbons spoke about the other benches are standardized, already meet the safety standards and are less maintenance. Reinert agreed that the commission is trying to look at having a developed plan and consistency as opposed to just putting things here and there.

## 11. Commissioner Comments

Reinert: Asked for an update about the Dyckman Beach sign and landscaping. Halberstadt responded that this is just one of those items that he hasn't had a chance to put together plans and get bids for doing it. Reinert thought it was part of the street project and Halberstadt explained that it was not included in that project.

Reinert: Has come to understand Suzie's concerns about the beach grasses encroaching on the sidewalks.

Reinert: Expressed her only complaint about the bridge project is that the sidewalk could not be widened. Town was so packed that people were walking on the street. We are growing and have more visitors.

McAlear: Requested an update about the numbers on the flags requested by South Haven Area Emergency Services (SHAES). Halberstadt said the direction was to go ahead and try some different sizes and colors of signs. McAlear stated this needs to be approved now. "The numbers on those flag posts are really important." Fitzgibbons asked what has transpired within management and Halberstadt said it is just one that there has not been time to get kicked off. Fitzgibbon said we are giving direction that this needs to be done. Toneman since it is August this needs to move forward; maybe not in the final form but in some form. McAlear said, "Put the numbers up or let the management manage it and make some decisions on their own." Fitzgibbon said it is SHAES is requesting this so she is

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surprised that the Parks Commission is being asked. Halberstadt agreed to bring it up with management.

Toneman: Loves to look at the agenda ahead of time and wishes he could get it two weeks before the meeting. Moore noted we got the packet Thursday and his weekend was so packed. Reinert noted that city staff is in the same position, as many of us are. The follow-up, getting it back on the agenda under old business, is important so we know what is going on.

Reinert noted that before Larry (Halberstadt) did this someone else did this and it was an entire position.

Moore asked what process is there to determine how far ahead of time we can get an agenda. Fitzgibbon said you can always add to the agenda if you need to. Halberstadt said in the case of City Council agendas there is a draft agenda issued and then a final agenda is added later.

White: Agrees with Fitzgibbon about looking at the sites. Has lived here for eighteen years but is not familiar with all the sites and would like to schedule a time to go to these sites and see what is there. Fitzgibbons suggested maybe if we don't have an agenda we could do a field trip. Reinert commented, "If we can find a parking place in the summer." Reinert encouraged people to get out there and see things even if not with a group.

## **12. Adjourn**

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

All in favor. Motion carried.

RESPECTFULLY SUBMITTED,

Marsha Ransom  
Recording Secretary

# MEMORANDUM

DATE: September 10, 2015

TO: Larry Halberstadt

FROM: Lisa VanBladeren

RE: Beach Flag Warning System Improvements

Over the past several years, the City of South Haven has operated a Beach Flag Warning System in order to notify swimmers of the swimming conditions in Lake Michigan. The system consists of fourteen (14) flag poles across seven (7) beach access points spanning all City owned beaches (See attachment A). Entrances of each access point have signage explaining the meaning of the colored flags to beach users. South Haven Area Emergency Services (SHAES) maintains the flags on a daily basis and changes the flag color with changing weather conditions.

SHAES maintains an internal numbering system of the flag poles for quick identification and dispatch. They have requested signage be erected on the existing flag poles displaying the numbers corresponding with their existing numbering system. Numbering the flag poles will allow for easy identification for both those placing an emergency call as well as first responders. Numbered poles can also serve as meeting places for separated groups during crowded beach days.

Below is an update of progress made to date.

## **New Sea Grant Signage:**

In an effort to eliminate any uncertainties associated with the Beach Flag Warning System, the existing signage will be replaced with the Michigan Sea Grant suggested signage for the 2016 season (see Attachment B). The main improvement with the new signage is the elimination of the double red flag and the transition to a three tiered system with a single green, a single yellow, and a single red flag. Additionally, lettering will be placed on the green and yellow flags and the red flag will maintain the “no swimming” symbol to accommodate color blind individuals. Rathco Safety & Supply has provided a quote of \$50.00 per sign. New signs will replace the old in the same locations. The City may want to consider ordering additional signs to place closer to the flag poles.

## **Flags**

New flags will be made in order to be compliant with the new Michigan Sea Grant Signage. Jodi Pero (J & B Landing/Canvas) has been making the existing flags for the Fire Department. She quoted the new flags at \$53.00 per flag. She is waiting on a quote from a local man for the silk screening / stamping of the lettering.

SHAES has requested additional flags to be kept on hand for when flags are damaged and need replacing. They have requested an additional 4 green flags, 6 yellow flags, and 10 red flags for a total of 18 green flags, 20 yellow flags, and 24 red flags.

**Numbered Signs:**

Various sign sizes have been field tested for visibility in order to accommodate patrons located at the furthest point from a flag pole. It was determined that the numbered signs need to be 12" x 18" and constructed of aluminum sheeting, likely dark blue with white numbering. Rathco Safety & Supply is formalizing a quote.

The numbered signs will be affixed atop the existing flag poles with a custom flag pole topper. Quotes are being solicited from American Pride Flags for a topper that can be retrofit on the existing poles. The proposed design is a custom sign bracket that can fit over the top of the revolving truck top without interfering with the internal pulley mechanism.

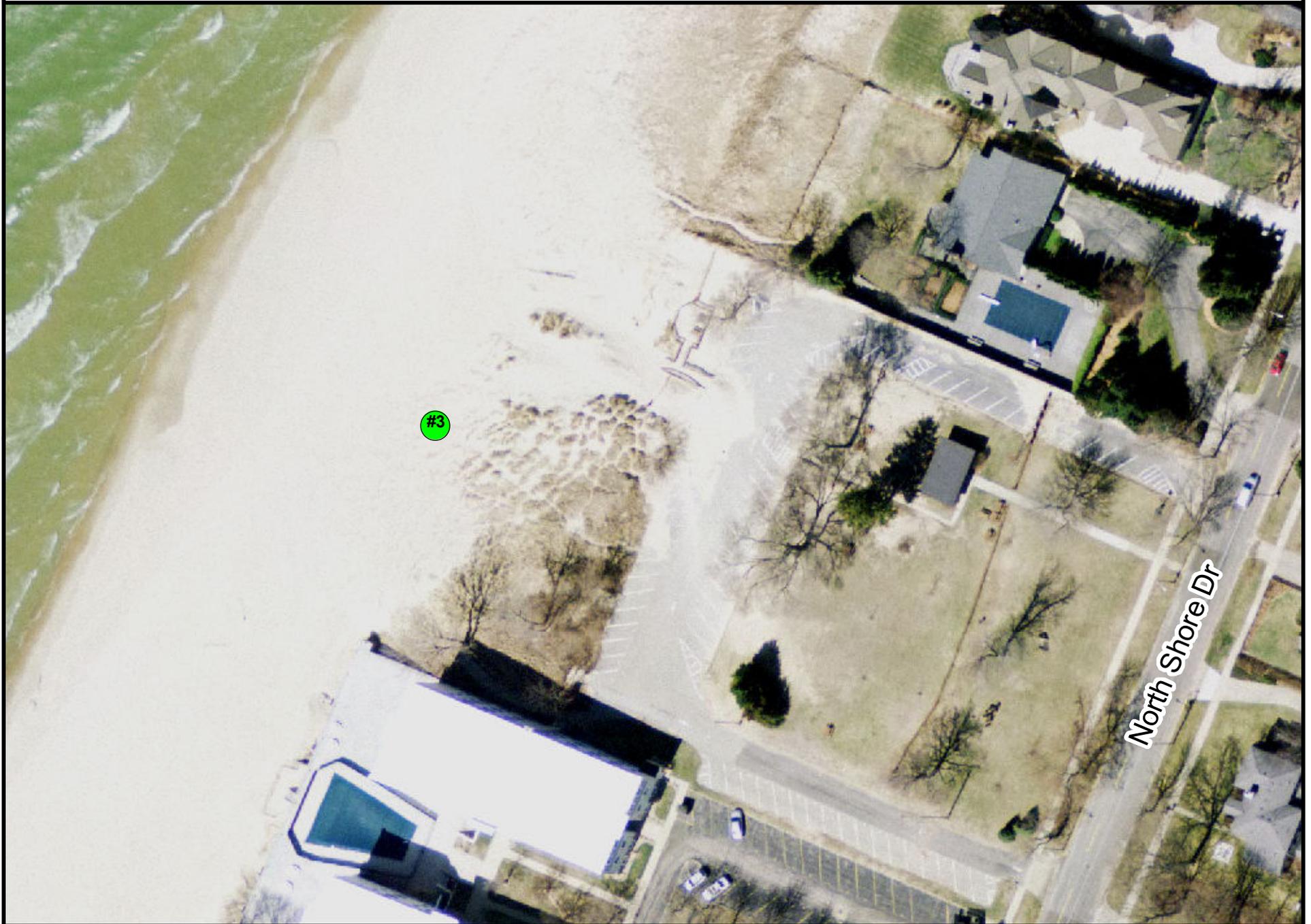
# Newcome Access - Flag Location



# Oak St Access - Flag Location



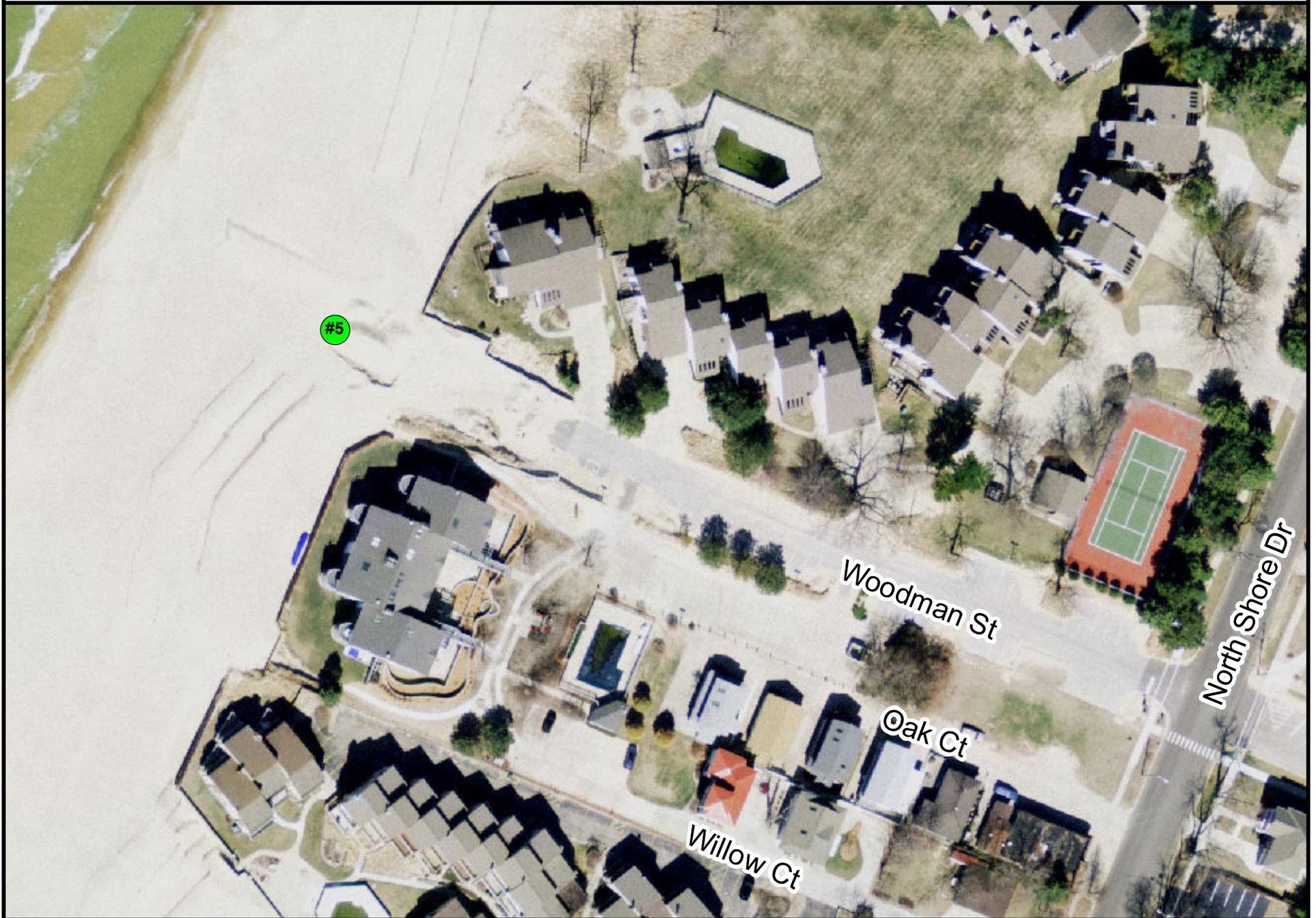
# Packard Park - Flag Location



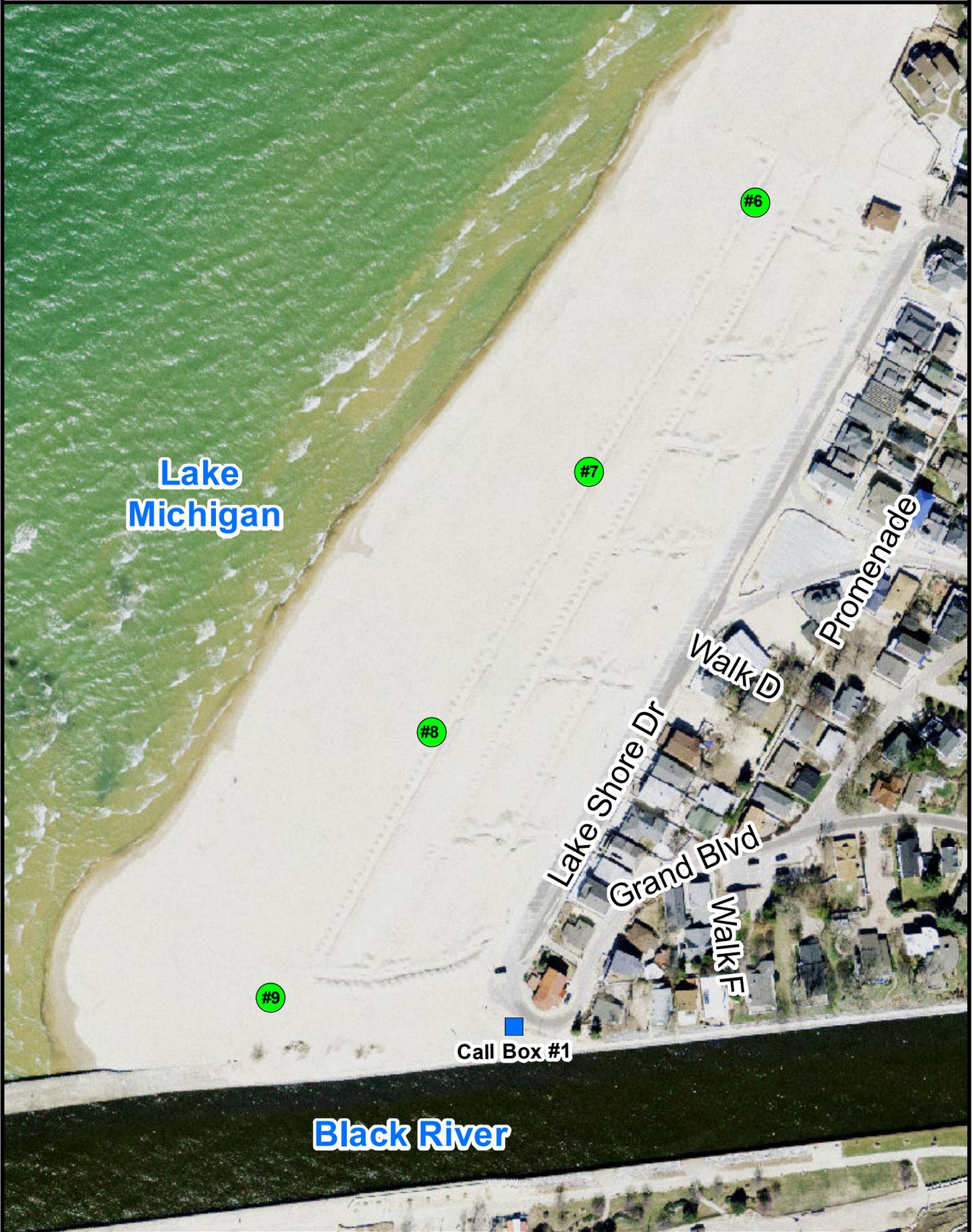
# Dyckman Access - Flag Location



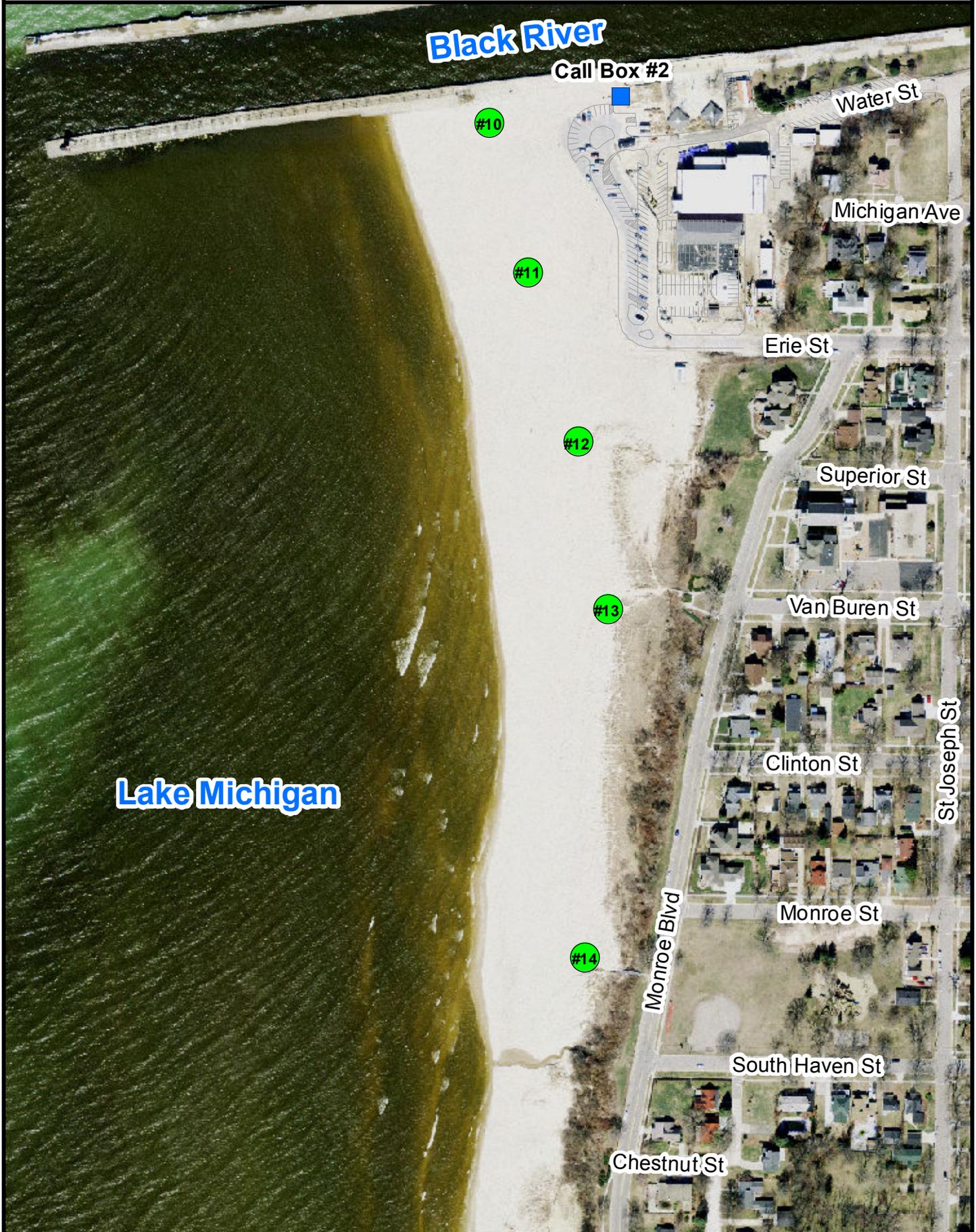
# Woodman Access - Flag Location



# North Beach - Flag & Call Box Locations



# South Beach - Flag & Call Box Locations



# Stay Safe

## Attention: Flag Warning System

There are dangerous currents at this beach,  
and fatalities have occurred.



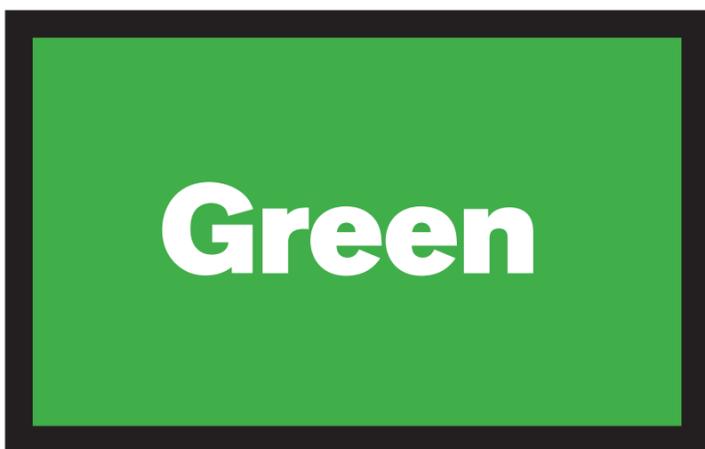
**Red = Stop.**

**Stay on the beach  
and out of the water.**



**Yellow = Caution.**

**Watch for dangerous  
currents and high waves.**



**Green = Go.**

**But stay aware of  
changing conditions.**

- A **red** flag means that there is a high risk of drowning.
- Swimmers: Stay away from piers and other structures.
- Even an Olympic swimmer couldn't win a race with a dangerous current.
- Absence of flags does not assure safe waters.

[www.dangerouscurrents.org](http://www.dangerouscurrents.org)





City of South Haven

## **Agenda Item #7**

### Water Street Streetscape Improvements and Hillside Maintenance Plan

#### **Background Information**

In January of 2015, Cornelisse Design Associates, Inc. was hired to develop a plan for streetscape improvements along the south side of Water Street between South Beach and Downtown. The south side of Water Street has received less attention than the north side. The City does mow some areas along the south side; however, there are steep slopes and retaining walls that make maintenance activities challenging. Other portions of the bluff line are overgrown and present a visible obstruction to views of the river and lake.

The streetscape improvement plan includes a variety of improvements including new sidewalks for improved pedestrian access, new landscaping, segmental retaining walls, selective clearing, and a new staircase connecting the corner of Indiana Av and Eagle St to Water St.

The Hillside Maintenance Plan includes recommendations on maintenance activities that will improve the appearance of the hillside and improve views.

Pat Cornelisse will be in attendance to describe the proposed improvements and answer questions.

#### **Recommendation**

Review the conceptual streetscape plan and the hillside maintenance treatment recommendations. It is recommended that the parking area near the South Beach restrooms be modified to match the conceptual plan for this area previously approved by the Parks Commission.

As part of the plan approval process, City Staff is seeking a formal recommendation of approval from the Parks Commission, Downtown Development Authority, and Harbor Commission for both the Streetscape Plan and Hillside Maintenance Plan. Once the approval process is completed, the City Manager will seek formal approval of the plan from City Council and request funding for the improvements.

#### **Attachments**

Water Street – Conceptual Plan  
Water Street – Hillside Maintenance Plan

BLACK RIVER HARBOR



DESIGN GUIDELINES FOR WATER STREET EDGE, SOUTH SIDE

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

SOUTH SIDE

# Water Street Streetscape Improvements

City of South Haven  
4-15-15



1" = 60'

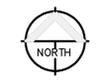
**Cornelisse**  
**Design Associates, Inc.**  
 LANDSCAPE ARCHITECTURE  
 818 Sarasota SE/ Grand Rapids, MI 49546



SOUTH SIDE

# Water Street Streetscape Improvements

City of South Haven  
4-15-15



1" = 20'





Water St - St. Joseph St to Maple St

SOUTH SIDE

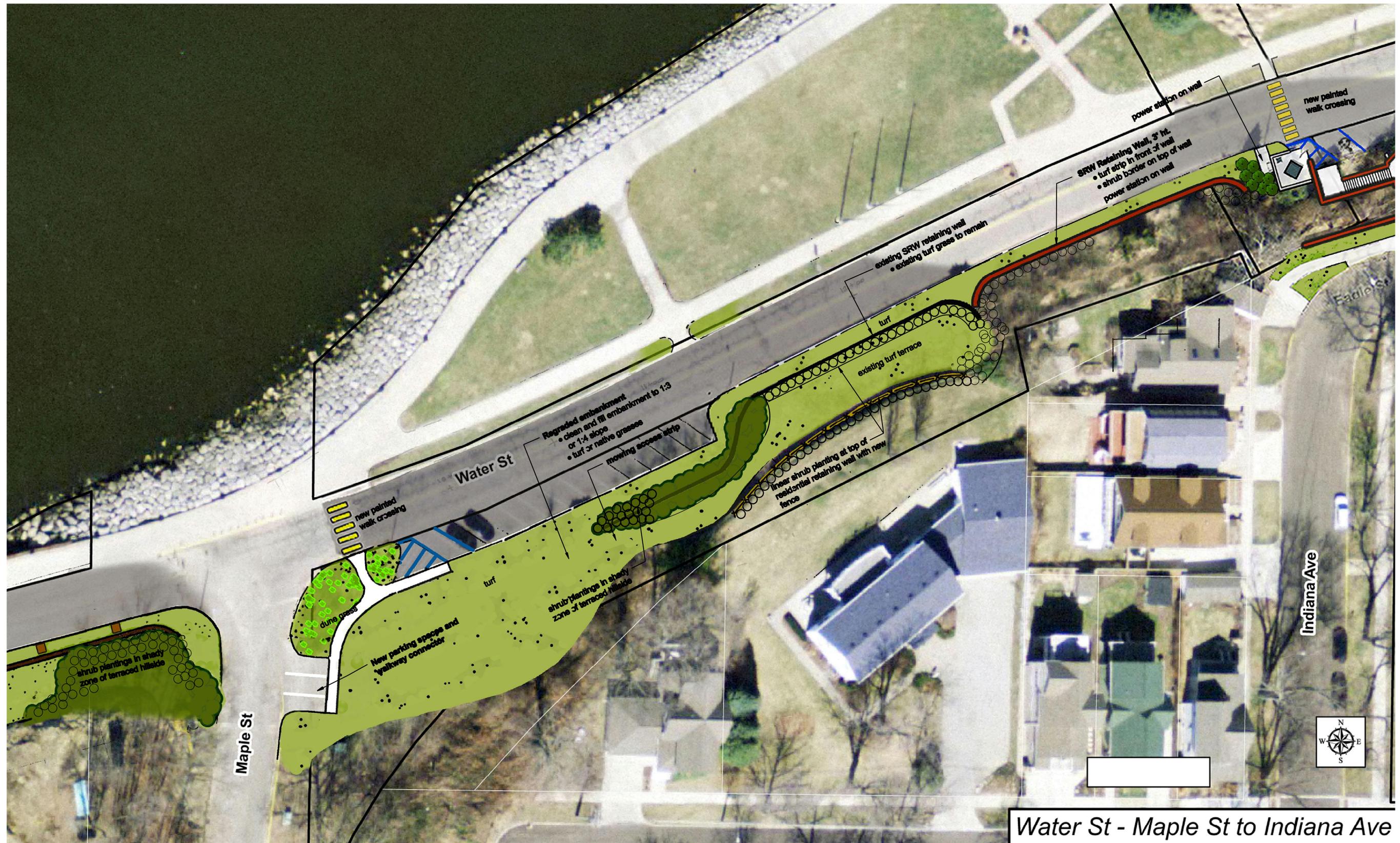
# Water Street Streetscape Improvements

City of South Haven  
4-15-15



1" = 20'

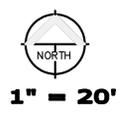
**Cornelisse**  
**Design Associates, Inc.**  
 LANDSCAPE ARCHITECTURE  
 818 Sarasota SE / Grand Rapids, MI 49546



SOUTH SIDE

# Water Street Streetscape Improvements

City of South Haven  
4-15-15



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

Water St - Maple St to Indiana Ave



Water St- Indiana Ave to Kalamazoo St

SOUTH SIDE

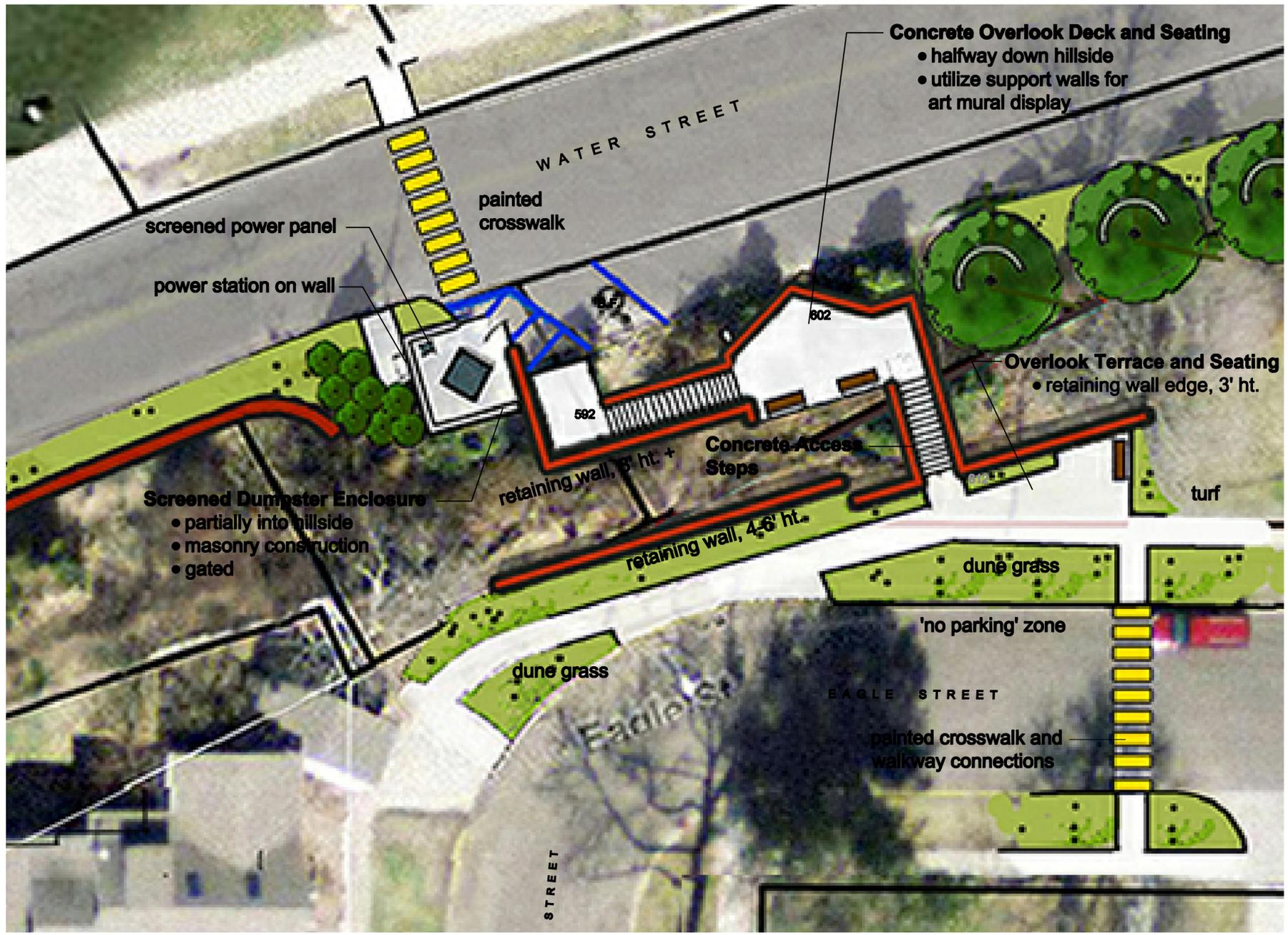
# Water Street Streetscape Improvements

City of South Haven  
4-15-15

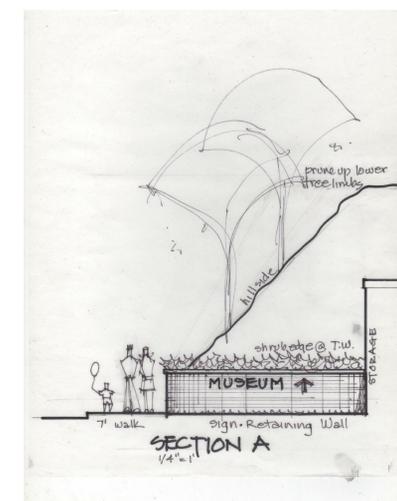


1" = 20'

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

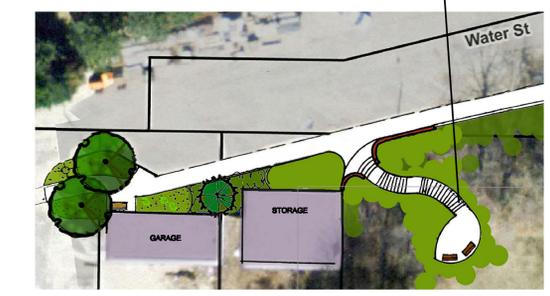


**Upper Level Access  
ENLARGEMENT DETAIL**  
Scale: 1" = 20'



**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

**Water Street: Kalamazoo Street to Water Treatment Plan  
HILLSIDE MAINTENANCE TREATMENT RECOMMENDATIONS  
5.21.2015**



**The Overview:** Existing hillsides along the south side of Water Street appear to be a combination of dumped soil and debris with little to no attempt to mimic the soils' natural angle of repose (stability). It is doubtful if some of the hillsides were ever regraded to look attractive. Some hillsides have had slippage due to the steepness of the slope. There are scattered broken concrete retaining walls in some areas under the vines and weeds.

Any historical restoration materials have long since been overwhelmed by a combination of native and weed trees, shrubs and vines. Some deliberately planted trees have been topped by residents at the top of the embankment and are left in sad shape. Turf mowing is impossible on most of the hillsides due to the slope steepness.

**The Problem:** The hillsides have become a 'no man's land', with City visitors to the waterfront passing by the unkempt hillsides and residents above the embankment concerned about compromised views. Maintenance is limited to what can be effectively and safely mowed. City staff does not have the budget or staff to treat each hillside in a manicured fashion.

**The Solution:** To improve the appearance of the hillsides from Water Street, the City has had a Master Plan for Streetscape Improvements developed for the south side of Water Street. In addition, the City desires recommendations on the management of the hillsides in a thoughtful manner as these streetscape improvements are phased in, and on into the future. The following embankment treatments are suggested to be performed on a rotational basis to ensure the embankments retain the intended appearance of any constructed elements proposed in the Streetscape Master Plan.

**Embankment @ Water Street and St. Joseph Street: West Side (below Museum)**

- Remove suckering, damaged, dead or broken trees to the ground. Apply tree/shrub killer to cut surfaces
- Grind old stumps to grade to hide them. (Removal of root masses may destabilize the embankment). Cover with a little soil to aid in decomposition and hide raw stump.
- Prune up trees (on the upper ½ of slopes) to remain to 8-10' above top of embankment elevation for viewing. Selectively open up limb structure for view improvement on those trees suitable for it.
- Selectively remove trees that over the long-term may become unsafe or may COMPLETELY block a view. (Trees can frame and enhance a view, however.)
- Prune back desirable shrubs when overgrown or shape them to conform to their natural form. Assess WHICH shrubs are desirable and which do not enhance the appearance from the roadway. Remove those that are invasive, particularly privet, winter honeysuckle, sumac, small tree seedlings, vines, etc. Removal should be primarily pruning and brushing stumps with shrub herbicide. Again, root removal may destabilize a fragile embankment slope.
- Encourage the Hemerocallis (Daylily) ground cover along the lower slope area to continue up the embankment. In the existing Daylily beds, pull out competing plants.

**Water Street: Kalamazoo Street to Water Treatment Plan  
HILLSIDE MAINTENANCE TREATMENT RECOMMENDATIONS  
5.21.2015**



**Embankment @ Water Street and Maple Street: East Side**

This slope is very unstable and high up near the residential lots. The Master Plan suggests removing nearly all existing plant material, regarding by filling and bringing the toe of the slope out to create a 1:3 or so embankment and replanting. See note at end of this memorandum regarding care of newly renovated slopes. Until slope renovation is completed:

- Remove debris, logs, fallen materials. Leave any portions of old retaining walls that still provide some stability.
- Remove suckering, damaged, dead or broken trees to the ground. Apply tree/shrub killer to cut surfaces
- Grind old stumps to grade to hide them. (removal of root masses may destabilize the embankment)
- Prune up trees (on the upper ½ of slopes) to remain to 8-10' above top of embankment elevation for viewing. There are few of these trees worth saving on the NW facing corner.
- Prune back desirable shrubs when overgrown or shape them to conform to their natural form. Assess WHICH shrubs are desirable and which do not enhance the appearance from the roadway. Remove those that are invasive, particularly privet, winter honeysuckle, sumac, small tree seedlings, vines, etc. Removal should be primarily pruning and brushing stumps with shrub herbicide. Again, root removal may destabilize a fragile embankment slope. Uncover landscape shrubs planted as part of the existing retaining walls and refresh the bed lines and mulch of the shrub beds.
- Cut/mow/brush hog ground level growth where possible or necessary.

**Embankment @ Water Street and below Indiana Avenue and Eagle Street**

This slope is very unstable and high up near the residential lots. The property line is currently in dispute.

The Master Plan suggests selectively removing some existing plant material and regrading the top of the embankment (which is currently lawn) back 10-20' in order to stabilize the top of the slope at 1:2 or 1:3 and replanting. See note at end of this memorandum regarding care of newly renovated slopes. Until slope renovation is completed:

- Remove debris, logs, fallen materials. Leave any portions of old retaining walls that still provide some stability.
- Remove suckering, damaged, dead or broken trees to the ground. Apply tree/shrub killer to cut surfaces.
- Grind old stumps to grade to hide them. (removal of root masses may destabilize the embankment)
- Prune up trees (on the upper ½ of slopes) to remain to 8-10' above top of embankment elevation for viewing. Selectively open up limb structure for view improvement on those trees suitable for it.
- Prune back desirable shrubs (Forsythia) when overgrown or shape them to conform to their natural form. Assess WHICH shrubs are desirable and which do not enhance the appearance from the roadway. Remove those that are invasive, particularly privet, winter honeysuckle, sumac, small tree seedlings, vines, etc. Removal should be primarily pruning and brushing stumps with shrub herbicide. Again, root removal may destabilize a fragile embankment slope.

**Water Street: Kalamazoo Street to Water Treatment Plan  
HILLSIDE MAINTENANCE TREATMENT RECOMMENDATIONS  
5.21.2015**



- Encourage the Vinca minor (Myrtle) ground cover along the lower slope area to continue up the embankment. In the existing Vinca beds, pull out competing plants.

**Care of new slopes constructed under the Streetscape Master Plan should be as follows:**

- Mow upper slope turf areas only yearly to keep brush from growing yet maintaining a soil cover. Lower slope areas with lawn turf would be mowed as per current practice.
- Where slope is stabilized with a ground cover, a yearly weeding to keep brush or invasives 'at bay' should be done, once the ground cover is established (which will need intensive weeding through the establishment period).
- Care for any new trees or shrubs with occasional shaping and pruning for views, safety and health of plantings.

This work could, of course, be done yearly, be realistically every 2nd or 3rd year would be necessary to keep 'a handle' on embankment growth and appearance. It would require someone with experience providing direction.

Nature abhors a vacuum. Active participation in slope and planting management and care is critical for enhanced slope appearance and stability

**ISSUED BY:**Patricia S. Cornelisse, ASLA, LLA  
Cornelisse Design Associates, Inc.

Aaron Priebe  
City Arborist

### Embankment @ Water St. and St. Joseph St.

- Remove suckering, damaged, dead or broken trees to the ground. Apply tree/shrub killer to cut surfaces
- Grind old stumps to grade to hide them. (Removal of root masses may destabilize the embankment). Cover with a little soil to aid in decomposition and hide raw stump.
- Prune up trees (on the upper 1/4 of slopes) to remain to 8-10' above top of embankment elevation for viewing. Selectively open up limb structure for view improvement on those trees suitable for it.
- Selectively remove trees that over the long-term may become unsafe or may COMPLETELY block a view. (Trees can frame and enhance a view, however.)
- Prune back desirable shrubs when overgrown or shape them to conform to their natural form. Assess WHICH shrubs are desirable and which do not enhance the appearance from the roadway. Remove those that are invasive, particularly privet, winter honeysuckle, sumac, small tree seedlings, yucca, etc. Removal should be primarily pruning and brushing stumps with shrub herbicide. Again, root removal may destabilize a fragile embankment slope.
- Encourage the Hemerocallis (Daylily) ground cover along the lower slope area to continue up the embankment. In the existing Daylily beds, pull out competing plants.



## EMBANKMENT AT WATER ST. AND ST. JOSEPH STREET SOUTH SIDE WATER ST. EMBANKMENT MAINTENANCE

City of South Haven, MI

Cornelisse  
Design Associates, Inc.  
LANDSCAPE ARCHITECTURE

SHEET NO.	DATE:	ISSUED FOR:
<b>M1</b>	5-21-15	FOR REVIEW

DATE:	NOTES:



1"=100'

## Embankment @ Water St. and Maple St.: East Side

This slope is very unstable and high up near the residential lots. The Master Plan suggests removing nearly all existing plant material, regarding by filling and bringing the toe of the slope out to create a 1:3 or so embankment and replanting. See note at end of this memorandum regarding care of newly renovated slopes. Until slope renovation is completed:

- Remove debris, logs, fallen materials. Leave any portions of old retaining walls that still provide some stability.
- Remove suckering, damaged, dead or broken trees to the ground. Apply tree/shrub killer to cut surfaces
- Grind old stumps to grade to hide them. (removal of root masses may destabilize the embankment)
- Prune up trees (on the upper 1/2 of slopes) to remain to 8-10' above top of embankment elevation for viewing. **There are few of these trees worth saving on the NW facing corner.**
- Prune back desirable shrubs when overgrown or shape them to conform to their natural form. Assess WHICH shrubs are desirable and which do not enhance the appearance from the roadway. Remove those that are invasive, particularly privet, winter honeysuckle, sumac, small tree seedlings, vines, etc. Removal should be primarily pruning and brushing stumps with shrub herbicide. Again, root removal may destabilize a fragile embankment slope. Uncover landscape shrubs planted as part of the existing retaining walls and refresh the bed lines and mulch of the shrub beds.
- Cut/mow/brush hog ground level growth where possible or necessary.



### EMBANKMENT AT WATER ST. AND MAPLE STREET: EAST SIDE SOUTH SIDE WATER ST. EMBANKMENT MAINTENANCE

City of South Haven, MI

Cornelisse  
Design Associates, Inc.  
LANDSCAPE ARCHITECTURE

SHEET NO.	DATE:	ISSUED FOR:
M2	5-21-15	FOR REVIEW

DATE:	NOTES:



1"=100'

## Embankment @ Water St. and below Indiana Ave. and Eagle St.

This slope is very unstable and high up near the residential lots. The property line is currently in dispute.

The Master Plan suggests selectively removing some existing plant material and regrading the top of the embankment (which is currently lawn) back 10-20' in order to stabilize the top of the slope at 1:2 or 1:3 and replanting. See note at end of this memorandum regarding care of newly renovated slopes. Until slope renovation is completed:

- Remove debris, logs, fallen materials. Leave any portions of old retaining walls that still provide some stability.
- Remove suckering, damaged, dead or broken trees to the ground. Apply tree/shrub killer to cut surfaces.
- Grind old stumps to grade to hide them. (removal of root masses may destabilize the embankment)
- Prune up trees (on the upper 1/2 of slopes) to remain to 8-10' above top of embankment elevation for viewing. Selectively open up limb structure for view improvement on those trees suitable for it.
- Prune back desirable shrubs (Forsythia) when overgrown or shape them to conform to their natural form. Assess WHICH shrubs are desirable and which do not enhance the appearance from the roadway. Remove those that are invasive, particularly privet, winter honeysuckle, sumac, small tree seedlings, vines, etc. Removal should be primarily pruning and brushing stumps with shrub herbicide. Again, root removal may destabilize a fragile embankment slope.
- Encourage the Vinca minor (Myrtle) ground cover along the lower slope area to continue up the embankment. In the existing Vinca beds, pull out competing plants.



### EMBANKMENT AT WATER ST. AND BELOW INDIANA AVENUE AND EAGLE STREET SOUTH SIDE WATER ST. EMBANKMENT MAINTENANCE

City of South Haven, MI

Cornelisse  
Design Associates, Inc.  
LANDSCAPE ARCHITECTURE

SHEET NO.	DATE:	ISSUED FOR:
M3	5-21-15	FOR REVIEW

DATE:	NOTES:



1"=100'



City of South Haven

## Agenda Item #8

### City Gift Policy

#### Background Information

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

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

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

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

#### Bench Donations

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

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

### **Policy Review**

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

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

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

### **Recommendation**

Review the sample policies from Ann Arbor and Grand Haven. Provide feedback on portions of these policies that may be applicable to South Haven. Staff will then work to incorporate these comments into a new draft policy for South Haven. The draft policy would be ready for review at the October meeting.

### **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  
 Ann Arbor – Guide to Gifts  
 Grand Haven Donation Policy

CITY OF SOUTH HAVEN  
VAN BUREN AND ALLEGAN COUNTIES, MICHIGAN

RESOLUTION NO. 08-49

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

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

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

ABSENT: McCoy

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

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

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

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

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

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

RECORD OF VOTE:

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

Nays: None

RESOLUTION DECLARED ADOPTED.

  
Dorothy Appleyard, Mayor

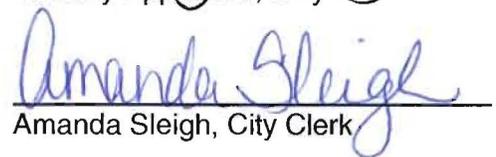
  
Amanda Sleigh, City Clerk

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

CITY OF SOUTH HAVEN  
VAN BUREN AND ALLEGAN COUNTIES, MICHIGAN

RESOLUTION NO. 04-43

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

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

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

ABSENT: None

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

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

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

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

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

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

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

RECORD OF VOTE:

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

Nays: None

RESOLUTION DECLARED ADOPTED.

  
Dale M. Lewis, Mayor

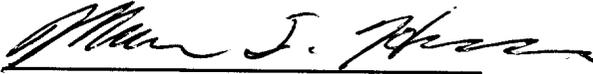
  
Marvin F. Hinga, City Clerk

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

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

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

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

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

**Guidelines**

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

Exhibit A

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

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

Donations will be recognized as follows:

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

**Conclusion**

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

**Suggested Gift List:**

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

# GUIDE *to* GIFTS

## ANN ARBOR PARKS AND RECREATION



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

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

### Approval of Gifts & Donations

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

### Recognition of Gifts

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

### Installation and Maintenance

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

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

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

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

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

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

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

# ANN ARBOR PARKS AND RECREATION DONATION APPLICATION

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



## APPLICANT INFORMATION

Name \_\_\_\_\_ Date \_\_\_\_\_

Alternate Name and contact information \_\_\_\_\_

Telephone Number including area code \_\_\_\_\_

Address \_\_\_\_\_  
*Street address City State Zip Code*

Email Address \_\_\_\_\_

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

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

Proposed Park Location \_\_\_\_\_  
*Please be as specific as possible, including photo if possible.*

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

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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

Signed and agreed to on this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_

Signature \_\_\_\_\_

Printed Name \_\_\_\_\_

### FOR OFFICE USE ONLY:

Accepted by \_\_\_\_\_ Date \_\_\_\_\_

Cost \$ \_\_\_\_\_ Paid \$ \_\_\_\_\_ Date \_\_\_\_\_

Plaque language reviewed and approved by staff \_\_\_\_\_ Date \_\_\_\_\_

Installation date (to be completed by staff) \_\_\_\_\_

# City of Grand Haven Donation Policy (December 2012)

## Purpose

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

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

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

## Guidelines for Existing Donations

### Definition of an Existing Donation

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

### Appearance and Aesthetics

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

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

### Materials

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

### Maintenance

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

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

### **Longevity**

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

## **Standards for New Donations**

### **Definitions of New Donations**

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

### **Appearance and Aesthetics**

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

### **Maintenance**

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

### **Repair**

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

### **Cost**

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

## **Procedure for Making a Donation**

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

### **Application**

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

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

## **Criteria for Acceptance**

### **Plan**

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

### **Donation Acknowledgements/Memorial Plaques**

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

### **Benches, bicycle racks, picnic tables and drinking fountains**

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

### **Trees**

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

### **Monuments**

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

## Flags

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

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

## Interpretive signs

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

## Other donations

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

## Buildings, structures and public art

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

## Conditions

### Installation

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

### Removal and/or Relocation

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

## Maintenance and Repair

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

## Life Cycle Care Fund

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

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

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

#### **End of Life Cycle**

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

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

