

Parks Commission

Regular Meeting Agenda

Tuesday, November 10, 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 – September 15, 2015
5. Public Comments and Inquiries Concerning Items not on the Agenda

REPORTS

6. Black River Park Accessible Boat Launch – Construction Update

NEW BUSINESS

7. Commission will be requested to continue review of the City Gift Policy.
8. Commissioner Comments
9. Adjourn

RESPECTFULLY SUBMITTED,

A handwritten signature in blue ink that reads "Larry Halberstadt".

Larry Halberstadt, PE
City Engineer

Parks Commission

Special Meeting Minutes

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



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

2. Roll Call

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

3. Approval of Agenda

Motion by Moore, second by McAlear to approve the September 15, 2015 Special Meeting Agenda as presented.

All in favor. Motion carried.

4. Approval of Minutes for the Record – August 11, 2015

Motion by, Moore second by White to approve the August 11, 2015 Regular Meeting Minutes as written.

All in favor. Motion carried.

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

None at this time.

REPORTS

6. Beach Flag Numbering

Larry Halberstadt spoke to the Commission about this matter and answered questions posed by the members. The official beach season runs from May 15 – September 15. Safety flags are only operated during that time period. Updated flags and flag pole numbers will be in place for the next beach season.

September 15, 2015
 Parks Commission
 Special Meeting Minutes
 DRAFT

NEW BUSINESS

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

Pat Cornelisse addressed to the Commission regarding this plan and answered questions posed to her by the members. The purpose of the project is to provide aesthetic improvements and pedestrian improvements along the south side of Water Street from South Beach to Kalamazoo Street.

Cornelisse noted that some parts are well maintained and other parts need work. She also stated that landscaping needs to be maintained. Thus, the plan is to limit the formal landscaped areas and improve the remainder of the hillside with plantings that require less formal maintenance.

Cornelisse proceeded to describe the improvements on a block by block basis.

Between South Beach and St. Joseph Street, improvements will include a 7 foot wide sidewalk adjacent to the parking spaces on the south side. A low retaining wall will be required at the back of sidewalk for a portion of the block. Existing dune grass should be left in place and supplemented with new dune grass. Selective tree trimming and removal will occur to eliminate unwanted species and dead wood. Stumps will be left in place, ground down and covered. Leaving the root system in place will assist with stabilization of the hillside.

Between St. Joseph Street and Maple Street, the existing WPA wall will remain. The new sidewalk will extend to the end of the parking spaces. New lighting will be added along the WPA wall.

The block from Maple Street to Kalamazoo Street needs the most work. A split rail fence along the existing retaining wall needs replacement. Closer to the South Marina there is a steep slope that is showing signs of erosion and bank failure. This is exacerbated by pedestrians traversing the hillside from Eagle and Indiana Streets. The plan is to construct a new concrete stairway from the intersection of Eagle and Indiana down to Water Street. The stairway will be built into the hillside to serve as a retaining wall for the slope. The dumpster enclosure at the base of the hill will be reworked. In addition, several additional parking spaces for the South Marina will be created along Maple Street. Other improvements in this block include short retaining walls near the base of the slope and selective tree trimming and removal as described previously.

Public Comments were received as follows:

Jodi Carlson, 314 Indiana Av, addressed the Commission and the speaker about the streetscape. She is concerned about smokers and restaurant workers who congregate at the corner of Eagle and Indiana.

Roger Ward, 314 Eagle Street, addressed the Commission and said that the City needs to address the visibility of that corner. It is an eyesore and blocks his view. He says that there are restaurant workers who come down there to hang out. He is concerned that if you make

it (the stair structure) too much of a nice place it will draw too many people there. He wants the harbor to be visible from his front porch. He'd like to know where this project fits in the establish priorities because this is a major concern to him.

Commissioner Comments:

McAlear – The homeowners concerns should be addressed but the whole project is a good idea.

White – When we have tourists in that area all summer long, we need to have that area fixed.

Although a formal motion was not considered, the Commissioners in attendance agreed unanimously that the Water Street Improvement plan should be implemented.

8. Commission will be requested to begin review of the City Gift Policy.

Commissioners agreed that the City of Grand Haven Donation Policy was the type of comprehensive document that they desire to see adopted in South Haven. Halberstadt was directed to develop a new South Haven policy modelled on the Grand Haven policy.

McAlear indicated that a master plan of park improvements should be developed and that staff could deal with smaller donation requests without the need for Commission approval of every donation.

Halberstadt noted that a list of common site furniture could be developed and approved by the Parks Commission. Staff could establish pricing for the installation and maintenance of the improvements. This would hopefully encourage donations in addition to benches.

9. Commissioner Comments

White: No comment

Cobbs: No comment

McAlear: No comment

Moore: Any structure built by the city should be inclusive for all citizens.

Toneman: Liked the stair structure and that the proposed retaining walls were very good ideas.

10. Adjourn

Motion by Moore, second by White to adjourn at 7:00 p.m.

All in favor. Motion carried.

RESPECTFULLY SUBMITTED,



Kate Hosier
Deputy City Clerk



City of South Haven

Agenda Item #7

City Gift Policy

Background Information

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

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

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

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

Bench Donations

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

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

Policy Review

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

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

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

At the September 15 Special Meeting, Commissioners reviewed the sample gift policies from Ann Arbor and Grand Haven. The general consensus was that the Grand Haven policy contained the level of detail that was desired for the South Haven policy. Staff was instructed to develop a policy similar in scope to the Grand Haven policy to present for additional review.

Recommendation

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

Attachments

Resolution 08-49: A Resolution Amending the Gift Policy for the City of South Haven

Resolution 04-43: A Resolution Adopting a Gift Policy for the City of South Haven

Draft City of South Haven Gift Policy

Ann Arbor – Guide to Gifts

Grand Haven Donation Policy

CITY OF SOUTH HAVEN
VAN BUREN AND ALLEGAN COUNTIES, MICHIGAN

RESOLUTION NO. 08-49

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

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

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

ABSENT: McCoy

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

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

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

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

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

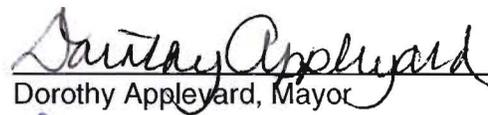
BE IT FURTHER RESOLVED, that this resolution shall take effect upon passage by the City Council.

RECORD OF VOTE:

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

Nays: None

RESOLUTION DECLARED ADOPTED.


Dorothy Appleyard, Mayor

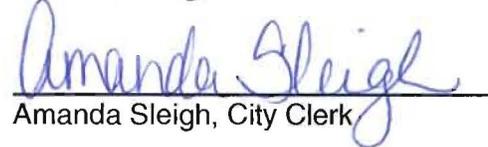

Amanda Sleight, City Clerk

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

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

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

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

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

Guidelines

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

Exhibit A

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

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

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

Donations will be recognized as follows:

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

Conclusion

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

Suggested Gift List:

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

CITY OF SOUTH HAVEN
VAN BUREN AND ALLEGAN COUNTIES, MICHIGAN

RESOLUTION NO. 04-43

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

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

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

ABSENT: None

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

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

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

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

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

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

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

RECORD OF VOTE:

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

Nays: None

RESOLUTION DECLARED ADOPTED.


Dale M. Lewis, Mayor

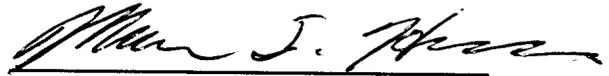

Marvin F. Hinga, City Clerk

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

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

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

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

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

Guidelines

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

Exhibit A

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

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

Donations will be recognized as follows:

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

Conclusion

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

Suggested Gift List:

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

City of South Haven Gift Policy

1. Introduction.

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

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

2. Purpose.

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

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

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

3. Existing Donations.

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

4. Standards for New Donations.

- A. **Definition:** New donations are those donations made after adoption of the City of South Haven Gift Policy adopted on November 1, 2004 via Resolution 04-43.
- B. **Appearance and Aesthetics:** The City and the community have an interest in ensuring the best appearance and aesthetic quality of their public facilities. Donated elements and/or their associated acknowledgements should reflect the character of the park or facility. All elements will be installed in such a manner that will not substantially change the character of a facility or its intended use.
- C. **Maintenance:** Donated elements and/or their associated acknowledgement become City property. Accordingly, the City has the duty to maintain the donation only for the expected life cycle of the donations. If current contact information is on file, the donor will be informed and given the opportunity to take further action at the expiration of the original life cycle. Acceptance of donations confers no obligation on the City, and the decision to restore, relocate or remove donations at any time will be at the sole discretion of the City.
- D. **Repair:** The community has an interest in ensuring that all elements remain in good repair. In addition, the public has an interest in ensuring that short and long-term repair costs are reasonable. Repair parts and materials must be readily available. Donated elements must be of high quality to ensure a long life, be resistant to the elements, wear and tear, and to acts of vandalism.
- E. **Cost:** The City has an interest in ensuring that the donor covers the full cost for the purchase, installation, and maintenance during the expected life cycle of donated elements. A separate fee schedule is maintained in which the City will detail costs for donations, installation, and maintenance. The City also has an interest in ensuring that ongoing maintenance costs do not negatively impact the resources available for maintenance of other City facilities. Consequently, the City will assess, at the time of purchase, a charge sufficient to cover anticipated ongoing maintenance of donated elements during their life expectancy.

5. Procedure for Making a Donation.

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

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

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

6. Criteria for Acceptance.

- A. **Plan:** To accept donation of an element for a specific facility, a plan may exist showing the available locations for donated elements. If no plan exists, then the City may accept the donation under certain conditions, as follows: the donation must be a true need of the

- facility, the donation may not interfere with the intended current or future use of the facility, and the donation must not require the relocation of other equipment or infrastructure to accommodate the donation. Some facilities may be fully developed and the opportunity for donations will not be available.
- B. Benches, Picnic Tables, Trash Receptacles, Bicycle Racks and Drinking Fountains:** City staff, in cooperation with the appropriate Board(s) and/or Commission(s), has established a standard list of site furnishings appropriate for use at various City facilities. The City has an adopted five year recreation plan identifying facility needs and desired improvements. In addition, various site plans exist that identify potential future improvements. Donations of benches, picnic tables, trash receptacles, bicycle racks, and drinking fountains may be approved by City staff, without additional review by Board(s), Commission(s), or City Council, if the donated element is selected from the standard list of site furnishings and installed in a location identified within the adopted five year recreation plan or identified on a previously developed and approved site plan.
 - C. Trees:** Donated trees shall meet the planting standards and tree species list from the Municipal Tree Ordinance. Tree species not listed in the Municipal Tree Ordinance are subject to review and approval of City staff.
 - D. Monuments:** Upright monuments or monuments resembling those typically found in cemeteries are subject to full review and approval of City staff, the appropriate Board(s) and/or Commission(s), and City Council.
 - E. Interpretive Signs:** Interpretive signs may be installed at sites that are appropriate for describing the history, geology, environment, or flora and fauna of a particular area. Interpretive signs shall be of a size that is in keeping with the character of the site. Interpretive signs shall be of a design that meets requirements for access to the disabled and shall be installed in a location that does not interfere with barrier free access. Interpretive signs shall be designed in a manner that is consistent with other interpretive signs on the site. Interpretive signs shall be constructed of materials that are of high quality, vandal resistant, and able to withstand harsh environmental conditions.
 - F. Buildings, Structures, and Public Art:** Donated buildings, structures (including playgrounds), and public art are subject to full review and approval of City staff, the appropriate Board(s) and/or Commission(s), and City Council. Approval of a special donation agreement may be required for donation of a building, structure, or public art.
 - G. Monetary Gifts:** Monetary gifts will be received and allocated to the appropriate fund or project stipulated by the donor. If the monetary gift does not specify a particular fund or project, City Council reserves the authority to allocate the gift at their discretion. If a monetary gift is less than the total amount needed to complete a project and the City determines that they are unable to commit other matching funds to complete the specified project, the monetary gift will be returned to the donor or allocated to an alternate fund or project with the permission of the donor.
 - H. Other Donations:** This policy is not inclusive and there may be types of donations that do not fit any of the categories presented herein. The City may accept these donations subject to review by City staff, the appropriate Board(s) and/or Commission(s), and City Council. Approval of a special donation agreement may be required,
 - I. Donation Acknowledgements/Memorial Plaques:** Donation acknowledgements and memorial plaques will be made of bronze or an alternative material recommended by City staff. Donation acknowledgements and memorial plaques will be manufactured by a City approved vendor to ensure highest quality, life, and durability. The donor is required to reimburse the City for the cost to obtain and install the donation acknowledgement or memorial plaque. The legend of the acknowledgement and/or memorial plaque is subject to review and approval by City staff, the appropriate Board(s) and/or Commission(s), and City Council.

7. Conditions.

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

8. Maintenance and Repair.

- A. **Life Cycle Care Fund:** The long term care and maintenance of donated elements is important to both the donor and the City. The City will establish a perpetual care fund with the intent of providing a regular revenue source dedicated and sufficient to reasonably maintain donations for the duration of their expected life cycle. The cost of a donation will include the cost of purchase, installation, and the estimated cost of maintenance based upon the expected life cycle for a donated item. The City will determine the level of maintenance required for the donated element based upon past experience and the type of care needed to reasonably maintain the donation. In the event that maintenance costs for a donated element are excessive, the City reserves the right to request additional funds from the donor or to remove the donated element and return it to the donor. Some donated elements require special maintenance activities that are beyond the experience of City staff. The City reserves the right to enter into a professional service contract for maintenance of this type of donated element and to assess these costs to the donor either at the time of donation or on a periodic basis, as agreed to by the donor.
- B. **End of Life Cycle:** At the end of the life cycle term, the donor may choose to extend the life cycle by paying for a new donation and its associated maintenance cost. The City reserves the right to seek a new donor to extend the life cycle of a donated element if the original donor decides not to renew the donation or if the City has not been able to contact the original donor.

GUIDE *to* GIFTS

ANN ARBOR PARKS AND RECREATION



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

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

Approval of Gifts & Donations

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

Recognition of Gifts

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

Installation and Maintenance

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

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

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

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

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

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

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

ANN ARBOR PARKS AND RECREATION DONATION APPLICATION

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



APPLICANT INFORMATION

Name _____ Date _____

Alternate Name and contact information _____

Telephone Number including area code _____

Address _____
Street address City State Zip Code

Email Address _____

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

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

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

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

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

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

Signature _____

Printed Name _____

FOR OFFICE USE ONLY:

Accepted by _____ Date _____

Cost \$ _____ Paid \$ _____ Date _____

Plaque language reviewed and approved by staff _____ Date _____

Installation date (to be completed by staff) _____

City of Grand Haven Donation Policy (December 2012)

Purpose

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

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

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

Guidelines for Existing Donations

Definition of an Existing Donation

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

Appearance and Aesthetics

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

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

Materials

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

Maintenance

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

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

Longevity

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

Standards for New Donations

Definitions of New Donations

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

Appearance and Aesthetics

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

Maintenance

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

Repair

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

Cost

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

Procedure for Making a Donation

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

Application

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

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

Criteria for Acceptance

Plan

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

Donation Acknowledgements/Memorial Plaques

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

Benches, bicycle racks, picnic tables and drinking fountains

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

Trees

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

Monuments

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

Flags

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

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

Interpretive signs

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

Other donations

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

Buildings, structures and public art

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

Conditions

Installation

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

Removal and/or Relocation

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

Maintenance and Repair

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

Life Cycle Care Fund

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

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

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

End of Life Cycle

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

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

