

**CITY OF DEXTER
PARKS AND RECREATION COMMISSION REGULAR MEETING**

Tuesday, May 17, 2016 @ 7:00 PM

**Location: Dexter City Offices, 8123 Main St.
PNC Bank, Second Floor – Enter at rear door**

A G E N D A

- 1. CALL TO ORDER**
- 2. ROLL CALL**

Becky Murillo - Chair	Michael Cavanaugh
Toni Henkemeyer	Paul Arnold
Ray Tell – Ex Officio	Joy Gee
- 3. APPROVAL OF THE MINUTES – April 19, 2016**
- 4. APPROVAL OF AGENDA**
- 5. CITIZENS WISHING TO ADDRESS THE COMMISSION**
- 6. REPORTS AND COMMUNICATION**
 - A. Chair
 - a. 5-H Coalition
 - B. Commissioners and Ex Officio
 - a. Tree Board
 - b. City Council
 - c. Art Selection Committee
 - C. Staff Report
- 7. NEW BUSINESS**
 - A. Consideration of: Tree Board Liaison
 - B. Consideration of: Big 400 Liaison
 - C. Discussion of: Donations Policy & Procedure
 - D. Discussion of: Americans with Disabilities Projects
 - E. Discussion of: Eagle Scout Project
- 8. OLD BUSINESS**
 - A. Discussion of: Park Maintenance Requests
- 9. CITIZENS WISHING TO ADDRESS THE COMMISSION**
- 10. PROPOSED BUSINESS FOR FUTURE MEETINGS**
- 11. ADJOURNMENT**

ANNUAL REVIEW SCHEDULE

March/July – Annual Budget Review

November – Master Plan, Goals, Objectives and Strategies Review

January – Capital Improvements Plan (CIP) Review

**CITY OF DEXTER
PARKS AND RECREATION COMMISSION REGULAR MEETING
MEETING MINUTES
April 19, 2016**

The regular meeting of the City of Dexter Parks and Recreation Commission was called to order at 7:01 pm at the City Offices, 8123 Main Street.

ROLL CALL

Commissioners Present: Becky Murillo, Michael Cavanaugh, Paul Arnold, Joy Gee

Commissioners Absent: Toni Henkemeyer, Ray Tell

Other Present: Justin Breyer, Assistant to the City Manager

APPROVAL OF THE MINUTES

Motion by Arnold, Seconded by Murillo to approve the minutes from March 15, 2016 with the change of the Call to Order time from 7:012pm to 7:12pm.

Motion Adopted

APPROVAL OF AGENDA

Motion by Murillo, Seconded by Gee to approve the agenda as presented.

Motion Adopted

CITIZENS WISHING TO ADDRESS THE COMMISSION

Stan and Aiden Sedo, 3580 Edison St., addressed the Commission to determine what types of donations or permits would be required to have a sandbox build in Mill Creek Park. Becky Murillo responded that there is currently a sandbox in West Park in Ann Arbor. Justin Breyer responded that there were no requests for a sandbox included in the Parks and Recreation Master Plan or the associated survey.

REPORTS AND COMMUNICATION

A. CHAIR

Becky Murillo reported that the 5-H Coalition had been relatively quiet. She commented that there would be a summer fitness festival this summer along with a slow roll bike ride in Mill Creek Park on Friday nights. There would still be yoga in the park on Saturday mornings.

B. COMMISSIONERS AND EX-OFFICIO

Tree Board - None

Ex Officio - None

Art Selection – Justin Breyer indicated that there would be an Art Selection Committee meeting on Wednesday, April 20th to discuss two proposed sculpture donations.

C. STAFF REPORT

Justin Breyer submitted his report per the packet. He provided an update on several projects, including:

- The date Lions Park playground equipment installation is set for June 18th. The excavation should be taking place soon. The Commission discussed whether there would be professional oversight of the installation and assigning jobs. The number of people that have signed-up to help with the installation, and how many are needed.
- Justin provided a history of the Parks and Recreation Master Plan. He indicated that the Plan was recently approved by the State of Michigan.
- Justin provided background on Mill Creek Park Trail Phase 2. Justin provided detail on the Washtenaw Area Transportation Study's TIP Plan and the MDNR Trust Fund Grant. The Commission discussed the wetland delineation study and the future of this project.
- Becky Murillo provided information about the Huron-Waterloo Pathways Initiative. The Commission discussed the funding sources for this project, phasing, and how it would impact City projects.
- Justin provided detail about the pedestrian counter project, including the proposed installation locations and the purpose of collecting the count data.
- Justin provided background on the First Street Park project. He indicated that he is currently seeking contacts at the University of Michigan to recruit a student to help with an area Plan that for the Park that can be presented to City Council.
- Justin provided an update on the ADA accessibility project. He stated that he and Courtney Nicholls met with Terry VanDoren of the MMRMA regarding a parks evaluation. He is currently trying to set-up a date to do the evaluation.
- The Commission discussed the budget and the assumptions behind several of the items.

NEW BUSINESS

A. DISCUSSION OF: INTRODUCTION OF NEW MEMBERS

Commissioners Joy Gee and Paul Arnold introduced themselves to the other members of the Commission. They provided a brief description of their background and what caused them to be interested in serving on the Commission.

B. DISCUSSION OF: RECENT PAST PROJECTS AND CURRENT ON-GOING PROJECTS

This information was discussed under the Staff Report.

C. DISCUSSION OF: PARKS AND RECREATION BUDGET

This information was discussed under the Staff Report.

D. CONSIDERATION OF: APPOINTMENT OF PARKS AND RECREATION COMMISSION MEMBERS TO OTHER COMMITTEES

The Commission discussed the need to appoint a liaison to the Tree Board. Justin Breyer provided some information about the function of the Tree Board. Joy Gee stated that she may be interested in serving, but would like more information.

E. DISCUSSION OF: ADA PROJECTS PLAN

This information was discussed under the Staff Report.

OLD BUSINESS

A. DISCUSSION OF: PARK MAINTENANCE REQUESTS

The Commission discussed park maintenance needs, including:

- The addition of a garbage can to Mill Creek Park. The Commission expressed their preference that a dual trash and recycling container be switched for a traditional garbage can.
- The Commission questioned whether the A&W was performing trash removal on the weekends.
- The Commission discussed the bent bars along the boardwalk on the Border-to-Border Trail. Justin Breyer indicated that the bent bars were the responsibility of Hudson-Mills.
- The Commission discussed the need for the rocks underneath the Troll statue to be fixed.
- The rope swing in Community Park needs to be removed.

CITIZENS WISHING TO ADDRESS THE COMMISSION

None

PROPOSED BUSINESS FOR FUTURE MEETINGS

None

ADJOURNMENT

Motion by Murillo, Seconded by Cavanaugh to adjourn at 8:38 pm
Motion Adopted

Justin Breyer
Assistant to the City Manager



**CITY OF DEXTER
PARKS AND RECREATION COMMISSION**

8140 Main Street • Dexter, Michigan 48130-1092 • (734) 426-8303 • Fax (734) 426-5614 • www.Dextermi.gov

MEMORANDUM

TO: Parks and Recreation Commission
FROM: Justin Breyer, Assistant to the City Manager
RE: REPORT
DATE: May 17, 2016

The Big 400

I was approached by Carol Jones, Interim City Clerk regarding the Parks and Recreation Commission's involvement in The Big 400. This organization attempts to stimulate commerce in a 400 square mile area that includes the City of Dexter by promoting parks, local and state public lands, and preservation. The organization is a collaboration of local chambers of commerce, convention and visitors bureaus, and communities.

Art Selection Committee

The Art Selection Committee met on April 20th to discuss two proposed sculpture donations – one by the Dexter Lions, the other by the Ann Arbor Bicycle Touring Society. The Art Selection Committee recommended approval of both sculptures to City Council. During the City Council meeting on May 9th, there was some confusion about the proposed location for the placement of the Lion's sculpture in Lion's Park – the Council requested clarification of this and a few other items relating to the sculpture. Photographs of the completed figures for this sculpture are attached to the agenda packet.

In Addition, City Council voted to send the bicycle sculpture back to the Art Selection Committee for further review.

Lastly, the troll sculpture has been fixed.

Plaques/Donations

Staff was contacted by the Eagle Scout Troop that installed the stairs down to the grassy area in Mill Creek Park South, and they have asked to affix a plaque to the steps. Similarly, the Dexter Lions Club, as a part of their sculpture donation project, has asked to affix a plaque to their sculpture. These questions, along with the proposed donation of two sculptures through the Art Selection Committee have brought-up the question of how the City wishes to handle donations (in general).

The Commission has previously discussed a donation policy, and may wish to revisit the issue.

ADA Projects

I met with Terry VanDoren of the Michigan Municipal Risk Management Association (MMRMA) on Monday, April 25th. We walked through all of the City's parks and reviewed some of the Americans with Disabilities Act compliance issues that our parks are facing. We also reviewed items that may expose the City to unnecessary risk. A copy of the list created from that meeting is included in your agenda packet.

Eagle Scout Project

In early April, I was also contacted by the mother of an Eagle Scout who was trying to find projects for her son. After meeting with Terry VanDoren and creating a list of ADA and risk-compliance projects, I met with the Eagle Scout to see what projects he may be interested in undertaking. Two projects that seemed to make sense in terms of scale and difficulty were repairing the steps around the gazebo in Monument Park, and re-laying the brick pavers in Monument Park. The Eagle Scout reviewed both of these projects and will likely be submitting a proposal to fix the steps around the gazebo.

Lion's Park Installation

The playground area for Lion's Park was rototilled the week of May 9th. It is anticipated that the site will be graded the week of May 16th. Both the rototill and the labor involved with grading were donated. As of May 13th, 27 people have signed-up for the Community Build Day on Sign Up Genius. It has been expressed to staff that Thomson Shore is aware of the Community Build Day and will likely be providing people, and a local Boy Scout Troop has expressed interest in providing assistance.

I have also contacted the Lowes store on Jackson Rd. to determine if they would be interested in donating the playground certified woodchips that are required for this project.

First Street Park

Based on conversations at a recent City Council meeting and the last Parks and Recreation Commission meeting, I contacted the planning departments of several local universities in an attempt to find a planning student that may be interested in creating a plan for First Street Park. As of this meeting, I have received no applications to perform the work.

Mill Creek Park Wetland Delineation

Paul Evanoff has been working on the wetland delineation project in Mill Creek Park. The goal of the project is to determine what sections of the proposed future park extension would be classified as "wetland." According to Mr. Evanoff, four out of the five test wells have remained consistently dry over the last five weeks, indicating that there may be a strong argument against classifying the area as wetland. The next step is to invite the Michigan Department of Environmental Quality to inspect the land and allow Mr. Evanoff's staff to make a case against the wetland classification.

Pedestrian Counters

The Washtenaw Area Transportation Study (WATS) provided notification that they received the pedestrian counters that had been ordered for the Border-to-Border Trail. WATS will store the counters until the City is ready for their installation after July 1, 2016.

Drones

Staff has been in communication with the Federal Aviation Administration regarding a presentation that a FAA representative will be hosting at the June 6th Planning Commission meeting. The presentation will take place at the Dexter Senior Center at 6:00pm. Members of the Parks and Recreation Commission are invited to come listen and ask questions about the interaction of drones and public spaces.

3045 Broad Meeting

The City and Foremost Development Co. hosted a workshop regarding the 3045 Broad St. (old DAPCO) property that is slated for redevelopment. Foremost Development presented one site concept to those in attendance. The next 3045 Broad St. public meeting will be June 8, 2016 at 6:00pm at the Creekside Intermediate School cafeteria.

Brownie Scout Geocache

On Thursday, May 12th, staff was contacted by a Brownie Scout Troop Leader regarding a "letterbox" project in which the group is participating. Letterboxing is very similar to geocaching. The Brownie Scouts will be hiding a "letterbox" near or next to the existing geocache in Mill Creek Park. Staff has requested that they clearly label the letterbox and provide pictures of where the box is hidden.

Geese

Near the end of March, staff was contacted by the Dexter Schools female track organization to inform us that the track team was attacked by a goose in Mill Creek Park South while the team was running along the Boardwalk. This is not the first instance of someone being attacked by the Mill Creek Park geese. Staff is investigating methods to hinder nesting in public areas for next year.

City E-Mail Update

If you have not done so already, please sign-up to receive City e-mail updates. The link to sign- up can be found here: <http://www.dextermi.gov/sign-receive-city-updates-email>.

Please feel free to contact me prior to the meeting with any questions, etc.

Thank you.



About Us



Mission Statement

The mission of the Big 400 is to prepare and execute plans which stimulate commerce in the communities sharing a common border local and state public lands, while concurrently partnering with the stewards of these public lands to promote and encourage their use and preservation.

History

The Big 400 began as a project spearheaded by the Chelsea Area Chamber of Commerce seeking to establish an economic development strategy that linked the Waterloo Recreation Area to the business community of Chelsea, Michigan. A working committee was formed that included representatives from 7 key stakeholder organizations:

Chelsea Area Chamber of Commerce, Chelsea Public Schools, City of Chelsea, Waterloo Recreation Area, Chelsea Center for the Arts, Legacy Land Conservancy, and The Conservation Fund.

A program developed by The Conservation Fund, "Balancing Nature and Commerce in Communities that Neighbor Public Lands" became the strategic road map for this endeavor. Once the Chelsea team completed the training, they understood the success of this project demanded expansion to other regional partners and organizations.

Neighboring communities of Dexter, Manchester, Stockbridge, Pinckney and East Jackson County were invited to join the team along with the Pinckney Recreation Area. Additionally, the Convention and Visitors Bureaus of Jackson County, Ann Arbor Area, and Ypsilanti joined the effort. The committee currently represents 4 counties, 4 municipalities, 3 Convention and Visitors Bureaus, 2 State Recreation Areas, land and nature conservancies.

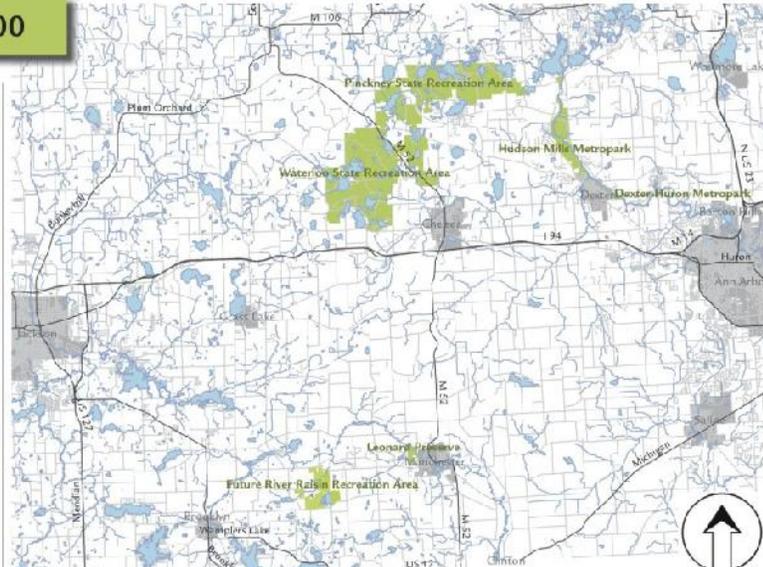
It encompasses a 20 mile by 20 mile area, hence the term "Big 400".

The Big 400

400 square miles of small town living and great big parks. Find YOUR place in the Big 400!



www.thebig400.com



DONATION GUIDELINES AND VOLUNTEER MANAGEMENT PLAN

INTRODUCTION

Purpose and Intent of the Plan
Goals
Mission Statement

CHAPTER 1

DONATIONS

Commemorative Tree Program
Gifts for Parks Program
Special Projects
Public Art Donations
Cash Donations
Advance Gifts and Bequests
Tax Benefits of Donations
Donation Process

CHAPTER 2

POSITION DESCRIPTION AND RECRUITMENT

Asset Mapping
Defining Volunteer Roles
Volunteer Recruitment and Recruitment Tools

CHAPTER 3

HIRING AND TRAINING

Volunteer Application
Orientation and Training
Personal Protective Equipment and Hazard Assessment
Risk Management Waiver/Release
Website Presence

CHAPTER 4

MANAGEMENT AND RETENTION

Communication
Volunteer Retention and Appreciation

INTRODUCTION

Purpose and Intent

Pursuant to the Village of Dexter Parks and Recreation Ordinance, the Parks and Recreation Commission is responsible for preparing, updating and maintaining the Parks and Recreation Facilities Master Plan, advising and assisting the Village Council on matters pertaining to the Village's parks, specifically regarding contributions, donations and grants related to parks and recreation and advising the Village Council on the use, development, operation and vision for parks.

Creation of a plan and policy document is a key component of advising the Village Council on matters such as contributions, donations and volunteers. The Parks and Recreation Commission has therefore created the Donation Guidelines and Volunteer Management Plan as the guiding document for policies and procedures related to parks and recreation within the Village of Dexter.

The goal of the guidelines and plan is to:

- ❖ Manage the acceptance of donations
- ❖ Publicize and maximize donation opportunities
- ❖ Protect the Village and volunteers and reduce liability
- ❖ Train and Manage volunteers
- ❖ Provide for recruitment, retention and recognition of volunteers

The Village of Dexter Parks and Recreation Commission is a volunteer commission that works closely with Village staff to identify parks and recreation needs and opportunities within the Village's park network. There is not an official Parks and Recreation Management Department. Parks and recreation needs are met through coordination between the Parks and Recreation Commission, Village Council, Community Development Manager (Parks and Recreation Commission liaison) and the Department of Public Works.

The future growth and success of the organization relies upon the kindness of contributors and the effectiveness and coordination of volunteers.

Mission

The Village of Dexter parks **could not be maintained, improved or exist** without the generosity of those who take pride in their community and who are committed to community stewardship.

The Donation Guidelines have been developed to acquaint citizens, friends and environmental stewards of Dexter with various projects, equipment, facilities, and plantings for which the Village has an established need and how they can contribute or assist in meeting those needs. The guidelines will also assist the Village in publicizing the opportunities available for donation and recognition within the Village's parks.

The Volunteer Management Plan incorporates a holistic approach to the volunteer experience. The recruitment, training, and recognition of volunteers is key to creation and maintenance of first class facilities and provides for community stewardship opportunities and creates a sense of ownership and pride within the community. This plan provides the framework for maximizing the volunteer experience, effectiveness, and enhancement of volunteer recruitment and management while protecting Village assets and liability.

Chapter 1 DONATIONS

Your Generosity is What Makes Dexter and Our Parks Memorable

The Village of Dexter offers several opportunities for contributing to the beautification and enhancement of the parks and helps ensure that the park resources are preserved and enjoyed. All park donation programs are tax deductible.

Commemorative Tree Program

Commemorative Tree Program -- Two (2) options exist for those who want to donate trees. This program is an excellent way to honor someone close to you or to remember a special occasion such as the birth of a child, graduations, wedding, anniversary, or some special event or achievement.

1. **Recognition Tree** -- For a donation of \$200 a donor may select a tree from the Village's select tree list, help select the planting site (based on need), and take part in a tree planting ceremony. The honoree will receive a certificate commemorating the planting of the tree, and the donation will be recorded in the "honor roll" of the "Parks Donation Recognition" log.
2. **Landscape Planting Fund** -- Donation of \$200 or more may be made to the Landscape Planting Fund. The donor may direct funds to a planting project selected from the Village of Dexter priority list. The donor will receive a special certificate, or a plaque (donations over \$1,000), and the donation will be recorded in the "Special Projects" section of the "Parks Donation Recognition" log.

Gifts for Parks Program

The "Gifts for Parks" program assists in the development of quality facilities, programs, and resources throughout the park system. It allows individuals or groups to donate a variety of items including money, equipment, materials or time. Donors may also identify specific programs to receive their donation if they choose. The donor will receive a special certificate, or a plaque (donations over \$5,000), and the donation will be recorded in the "Gifts for Parks" section of the "Parks Donation Recognition" log. For example, you may direct your donation to be used to purchase land, develop sites, hire program staff (performers, naturalists, etc.) or manage projects at any park. Possible donations and costs may include:

- Park Benches - \$1,000-\$1,500
- Bicycle Racks - \$300-\$700
- Cooking Grills - \$150-\$400
- Picnic Tables - \$400-\$800
- Picnic or other Shelter - \$10,000 and up
- Drinking Fountains - \$1,200-\$1,800
- Performers - \$500-\$1,000
- Gardens - \$500-\$1,000
- Public Art - \$5,000 and up
- Ice Rink - \$250 and up
- Park Naming - \$25,000 and up

To make a donation through this program, please contact the Village of Dexter Community Development Office at (734) 426-8303 or fill out the **Donation Intention Form**.

Art in the Park Program

Donations to the "Art in the Park" program assists in improving the aesthetic, cultural, and historical experience of open spaces and recreation in the Village. In collaboration with the Arts, Heritage and Culture Commission and the Art Selection Committee donations of public art may be placed within Village parks. Approval of a donation is required by the Art Selection Committee and Parks and Recreation Commission. The donor will receive a special certificate, or a plaque (donations over \$5,000), and the donation will be recorded in the "Art in the Park" section of the "Parks Donation Recognition" log.

Advanced Gifts and Bequests Program

Advanced gifts and bequests are innovated donation formats that offer special tax savings rewards and maximize your philanthropic efforts to carry on the traditions of Village parks and recreation. **The Village of Dexter is a government entity and therefore all donations are tax deductible.** Below is a list of options for consideration:

Gifts of Securities	By donating appreciated assets, you will receive two tax-smart benefits: <ul style="list-style-type: none"> - Charitable Tax Deduction - Elimination of Capital Gains
Life Insurance	The policy's cash value at the time of the donation is tax deductible and future premiums are also tax deductible.
Charitable Annuities & Trusts	<ul style="list-style-type: none"> - There are a variety of ways to set-up charitable annuities and trusts that provide you with a fixed income for life and a tax deduction. In addition to these benefits, you also get the reward of having your money managed professionally and the pleasure of seeing the positive impact your donation makes upon your community. - Methods by which a donor's wishes for a tract of land or funds can be carried out after his/her passing.
Land Donations	<ul style="list-style-type: none"> - A conveyance in fee simple title, which means that all rights to the land are given to the Village of Dexter. - Bargain Sale - A combination of selling and donating or selling for less than full market value. Bargain sale may provide a federal income tax deduction equal to the difference between full-market value and the actual selling price and may allow for a reduction in federal capital gains.

**Subject to change based on tax laws; confirmation of current tax laws required with individuals CPA/Accountant*

Tax Benefits

The Village of Dexter is a governmental entity and therefore all donations are tax deductible. Receipts for all donations will be provided upon request.

Donation Process

A gift to the Village of Dexter will assist in the enhancement of Village parks and experience of the visitor. The Village takes pride in maintaining and improving parks and any level of donation, time, effort or gift is appreciated.

1. Fill out Donation Intention Form
2. Select type of donation
3. Enter amount of donation
4. Enter donation honoree or commemoration
5. Submit Form to Village Offices
6. Receive receipt for donation
7. Schedule donation installation or other details
8. Receive thank you, certificate and Parks Donation Recognition log information.

CHAPTER 2 VOLUNTEERS

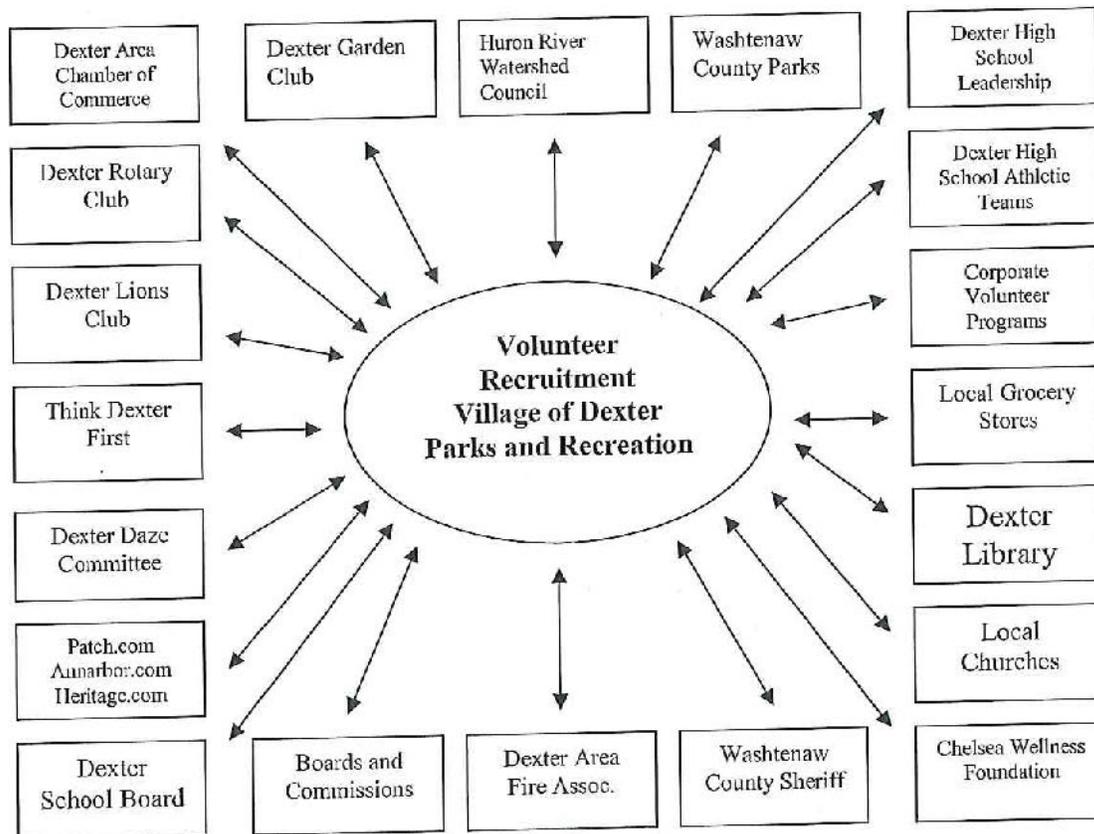
This chapter provides information designed to guide and enhance identification of volunteers, projects, volunteer roles, recruitment strategies, training and retention and volunteer management. It contains tools, ideas, and strategies to use in the recruitment, management and recognition of volunteers.

Volunteers need to be recruited, trained and recognized. Effective volunteers are matched according to their interests and abilities to achieve the needs of the community.

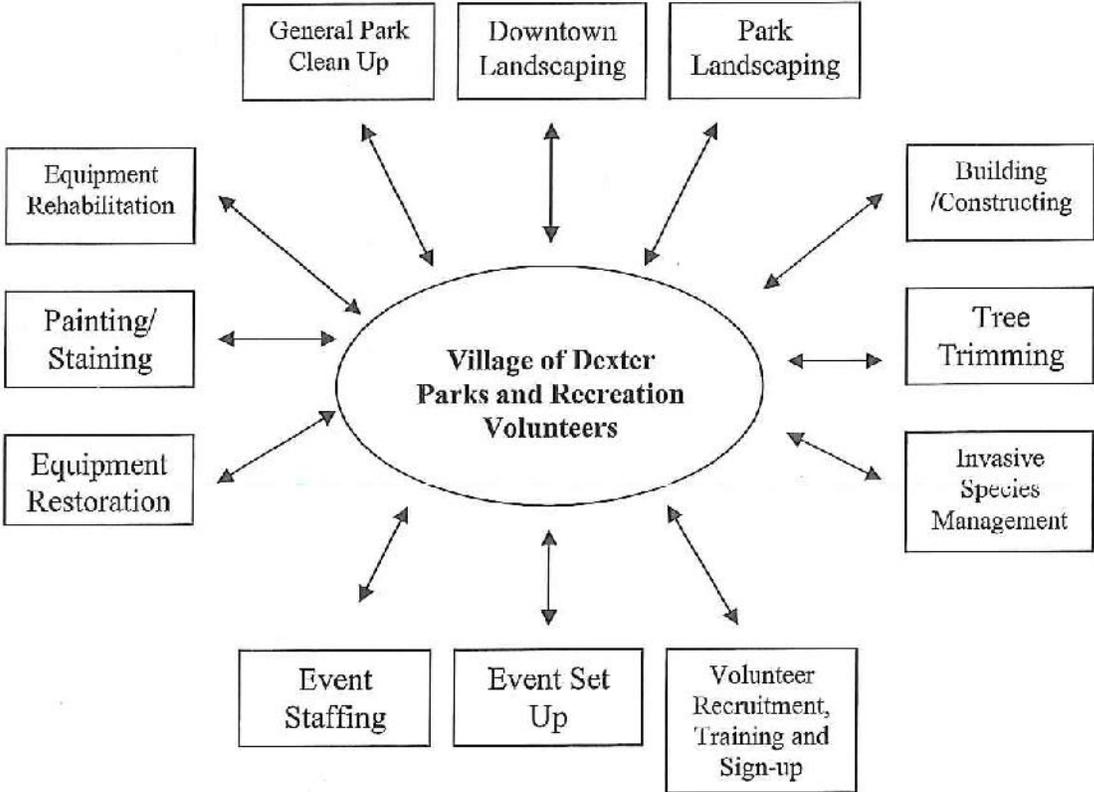
Identifying Potential Volunteers

Asset mapping for volunteer recruitment helps identify possible partnerships for recruitment that exist in the community and develop a message that describes your project, the need for volunteers and the mutual support that can be provided to each partner.

Village of Dexter
Volunteer Asset Map (add "Friends of the specific parks"?)



**Village of Dexter
Project Asset Map**



Defining Volunteer Roles

After creating a comprehensive project list, goals of a project and general need it should be determined what roles are necessary to support the projects. The Parks and Recreation Commission will evaluate larger projects on a project-by-project basis or as needed, however the following list provides for projects which there us always a need for volunteers:

PROJECT	DUTIES
Mill Creek Park	<ul style="list-style-type: none"> - Invasive Specics Removal - Annual planting - Landscaping bed weeding - Mulch Sprcading - Litter Removal
Warrior Creek Park	<ul style="list-style-type: none"> - Invasive Species Removal - Annual planting - Landscaping bed weeding - Mulch spreading - Litter Removal
Monument Park	<ul style="list-style-type: none"> - Landscaping bed weeding - Annual planting - Mulch spreading - Litter Removal - Bench Staining
Community Park	<ul style="list-style-type: none"> - Landscaping bed weeding - Annual planting - Litter Removal - Mulch spreading
Peace Park	<ul style="list-style-type: none"> - Landscaping bed weeding - Annual planting - Litter Removal - Mulch spreading
Lions Park	<ul style="list-style-type: none"> - Landscaping bed weeding - Annual planting - Litter Removal - Mulch spreading
First Street (Horseshoe) Park	<ul style="list-style-type: none"> - Litter Removal - Sand installation

Volunteer Recruitment

The Importance of Volunteers

It is the Village's goal to establish a Volunteer Recruitment and Management Plan that will provide for the tools necessary for volunteers to invest in their community through community participation.

The Village of Dexter parks **could not be maintained, improved or exist** without the generosity of those who take the time to invest in their community. Participating in the maintenance, enhancement and beautification provides an opportunity for volunteers to give back, be engaged in their community and feel a sense of ownership and pride.

After determining project goals or specific project needs, the Parks and Recreation Commission should collaborate to set "ambitious, but realistic" goals for volunteer recruitment. The commission should determine what possible tools will aid in volunteer recruitment and identify sources of possible volunteers who are likely to be interested in volunteering for the Village who meet the specified requirements for supporting the project.

In general the Parks and Recreation Commission must establish a recruitment plan for identifying a pool of available and interested volunteers. Publication of larger project needs, Mill Creek Park, should be done immediately in an effort to be proactive and not reactive. Engaging volunteers early will also assist in matching volunteers up with their interests and understanding their level of participation.

The following should be considered in the initial planning stages of volunteer recruitment for a specified project:

1. How many volunteers are needed?
2. When do we need them?
3. What tasks will they perform?
4. What skills or qualifications are needed?
5. Who are the ideal candidates?
6. What resources will be used to publicize the project (website list, Facebook, newsletter, Email Update)?
7. Who should be involved in signing them up? (Online Sign Up and Opportunity Request/ Training/Release/Waiver Forms/Background Checks)

Recruitment Techniques

The three basic volunteer recruiting techniques include: the **warm-body**; the **targeted** and the **ripple** approach. It is important to create a recruiting plan that employs a combination of the three types when trying to find volunteers to support a program.

The **warm-body** approach is to take anyone who wishes to volunteer. It is good for events and activities where many volunteers are needed. Provide information about volunteering at events in the community.

The **targeted** approach is used to recruit an individual with specific skills for a particular job. Determine the type of person most qualified to do the volunteer work. Find out ways to reach that person. Develop flyers, announcements and promotional material that target those specific skills.

The **ripple** technique is use when current or past volunteers recruit other volunteers. Development promotional materials that help current volunteers recruit a friend or family member. Supply them with position descriptions and applications to make it easy.



SAMPLE TOOLS FOR RECRUITMENT

- Flyers, brochure, and poster
- Word of mouth
- Websites, Email Update and Facebook
- Chamber of Commerce
- Phone Calls
- Community Kiosks
- Newsletters
- Media – local newspapers, classifieds and press releases
- Public Service Announcements
- Lucy Ann Lance Radio Show
- Presentations at local meetings and events
- Dexter Library Community Event monitor



Tips on Inviting People to Volunteer

- Be motivated and sincere
- Be committed and excited about the organization and project yourself
- Be clear about expectations. Use volunteer descriptions.
- Share dates, times and deadlines up front.
- Define the training and supervision and support the volunteer will have.
- Identify or express the benefits to the volunteer from accomplishing the task.
- Explain why you asked the person for their help – skills, personality, commitment to community.
- Find out the volunteers skills and interests.

CHAPTER 3

HIRING, ORIENTATION AND TRAINING VOLUNTEERS

The following information is needed in order to develop a quality volunteer network with the tools necessary to keep volunteers interested, active and safe.

Volunteer Application

Black's Law Dictionary defines a volunteer as "a person who gives his service without any express or implied promise of remuneration." Volunteerism is the involvement of volunteer labor, especially in community services. Volunteers who want to serve the Village should first submit an application (background checks)?????. The application collects information on the interested candidate and provides a uniform method of gathering information. The application includes contact information and a place to provide the applicant's areas of interest, skills and references, if applicable. The application also provides emergency contact information.

Orientation and Training

A complete training orientation is essential to a successful volunteer program. Volunteers should be provided with an orientation to the program and project before they begin volunteering. At the beginning of the project, the staff person or volunteer coordinator should explain what the program's mission and policies are and the benefits of volunteering should be addressed. Rules, regulations and guidelines that apply to employees are also to be followed by the volunteers. A dress code, conduct, performance expectations, zero tolerance policies and emergency guidelines should be part of training. Volunteer participation information should be provided to all volunteers and will include the following:

- Volunteer application, emergency contact information, agreement and waiver
- General Rules and Guidelines for Volunteers
- Personal Protective Equipment Safety Guidelines (create)

Personal Protective Equipment Safety Guidelines

Volunteers work in many different environments and on many different projects and are exposed to potential hazards in the scope of their service. The Village should assess the scope of the volunteer work and determine if a hazard exists that would require the use of personal protective equipment. If hazards likely exist the Village will recommend personal protective equipment suitable for protecting from hazards. The following equipment should be considered when evaluating a project:

1. Head Protection – helmet necessary?
 - a. Bump contact
 - b. Overhead or side falling objects
 - c. Electrical contact
 - d. Hair entanglement
2. Eye and Face Protection – Face shields, goggles, spectacles
 - a. Frontal and side impact
 - b. Electric Tools
3. Arm and Hand Protection – Gloves, hand pads, wristlets
 - a. Skin absorption
 - b. Skin abrasions
4. Foot and Leg Protection – Safety shoes, Leggings, Foot guards
 - a. Falling, rolling objects
 - b. Slippery surfaces
 - c. Hot surfaces
 - d. Electrical contact
5. Body Protection – Vests, Jackets, Aprons, Overalls
 - a. Chemical contact
 - b. Burns or Extreme Cold
 - c. Lacerations
6. Fall Protection – Safety belts, harnesses, lifelines and lanyards
 - a. Any work over 25 feet
7. Heat and Sun – sunscreen, hats, light colored clothing, sunglasses
 - a. Water on hand for dehydration
 - b. Ventilation
 - c. Work times of day
 - d. Sunscreen on hand

CHAPTER 4

VOLUNTEER MANAGEMENT AND RETENTION

This chapter provides information needed in order to manage and retain volunteers including information on the following:

- Communication
- Volunteer Retention and Appreciation
- Ongoing Training and Support
- Evaluation Tools
- Problem Resolution

Communication

Effective communication is essential for the success of a volunteer program.



Sample Methods of Communication

- Kiosks
- Newsletter to announce events, opportunities and provide recognition
- Village Email Update, Facebook and website
- Volunteer email list serve
- Volunteer Feedback Forms

Retention and Appreciation



Sample Ways to Show Appreciation

- Verbally thank in person, be specific about contribution
- Thank volunteers frequently and sincerely in newsletter, media, Email Update, Facebook, website
- Write personal thank you's
- Take time to communicate and check in
- Match volunteers to their preferred activities and projects
- Include volunteers in planning process
- Provide a volunteer suggestion box or publicize need for feedback on ways to improve program/projects
- Nominate for Awards (Annual Volunteer Award) Could Announce at Chamber annual dinner with other Dexter award recipients. Or host an annual volunteer appreciation event/collaborate with Chamber (all village boards and commissions)
- Have an annual recognition event; Volunteer of the Year
- Volunteer Recognition Gift
- Show photos of volunteers and projects on various communication methods
- Dedicate a kiosk or bulletin board to volunteers
- Give additional responsibility to those willing

APPENDICES



VILLAGE OF DEXTER

8140 Main Street • Dexter, Michigan 48130-1092 • (734) 426-8303 • Fax (734) 426-5614

VOLUNTEER APPLICATION

NAME _____

ADDRESS _____ CITY _____ ZIP _____

PHONE _____ CELL _____

EMAIL _____

EMERGENCY CONTACT _____ PHONE _____

PAST VOLUNTEER EXPERIENCE _____

VOLUNTEER TYPE Individual Group Non-Profit Other _____

CURRENT EMPLOYER (if applicable) _____

INTERESTS/SKILLS _____

PHYSICAL LIMITATIONS _____

AVAILABILITY _____

INTEREST IN SHORT TERM OR LONG TERM OPPORTUNITIES _____

WAIVER RELEASE

By signing below I hereby waive and release the Village of Dexter together with all of its agents, directors, employees, contractors, and volunteers from any liability in the event I should be injured while volunteering for the Village of Dexter. I agree to wear all required personal protective gear as discussed in the general rules and guidelines required of volunteers.

I further agree to conform to the Village of Dexter's policies on conduct and zero tolerance requirements, as well as only complete work that is within the scope of the volunteer project assigned.

Signature

Date

Print Name

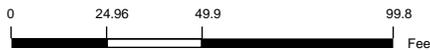
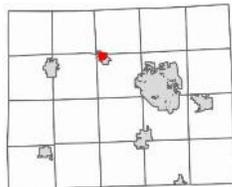
VOLUNTEER GENERAL RULES AND GUIDELINES

- ✓ Volunteers must act within the scope of his or her responsibilities.
- ✓ Volunteers shall be appropriately licensed, certified or authorized to act or use equipment.
- ✓ Volunteers must not act to harm themselves or others willfully, criminally or with reckless misconduct, gross negligence or conscious, flagrant indifference.
- ✓ Volunteers are not to operate machinery without express consent of the Village of Dexter, including motor vehicles. All vehicles used on behalf of the Village must have confirmation of adequate insurance coverage and valid operator's license.
- ✓ Volunteers must wear all protective gear required by Village staff or the volunteer coordinator to reduce potential for injury.
- ✓ Despite the Volunteers Protection Act, many volunteers remain liable for some actions. The law only protects volunteers serving certain nonprofits and governmental entities. The Volunteer Protection Act does not prevent an organization from bringing an action against a volunteer.
- ✓ Volunteers must provide an accurate Volunteer Application.
- ✓ Volunteers should have fun and be safe!
- ✓ The Village sincerely thanks anyone and everyone for their commitment to community engagement and community stewardship.

Thank you.



Lions Sculpture



1: 599

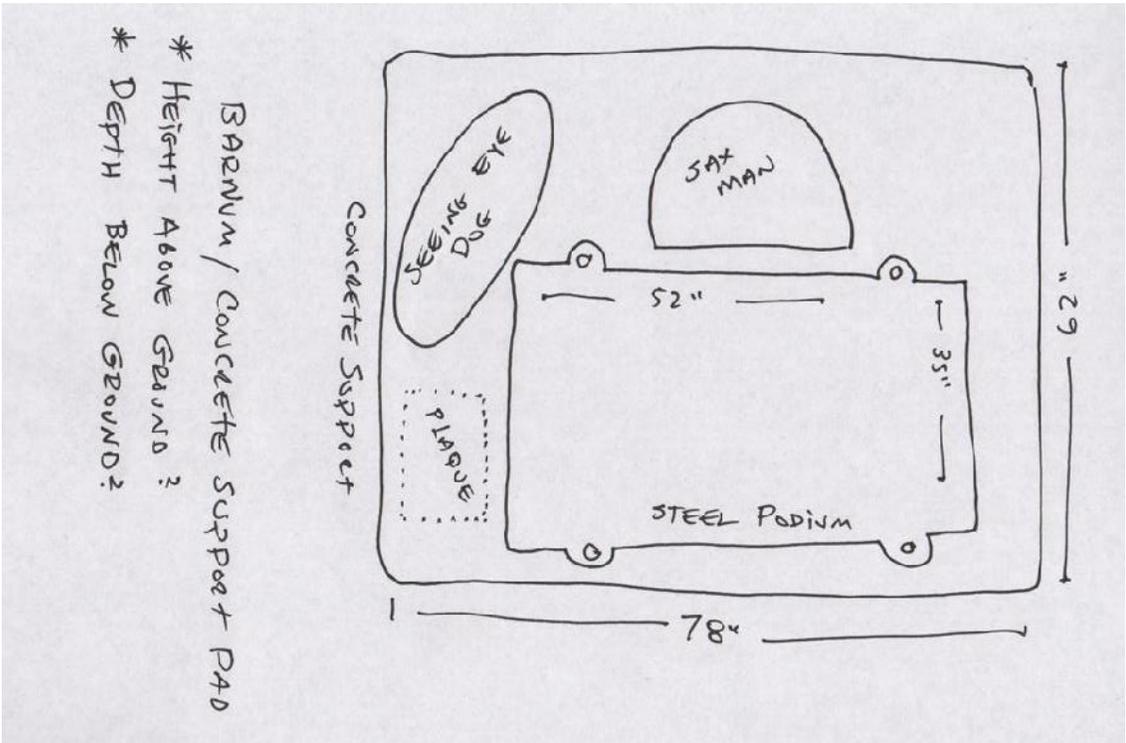
5/13/2016



NOTE: Parcels may not be to scale.

The information contained in this cadastral map is used to locate, identify and inventory parcels of land in Washtenaw County for appraisal and taxing purposes only and is not to be construed as a "survey description". The information is provided with the understanding that the conclusions drawn from such information are solely the responsibility of the user. Any assumption of legal status of this data is hereby disclaimed.

THIS MAP REPRESENTS PARCELS AT THE TIME OF PRINTING. THE OFFICIAL PARCEL TAX MAPS ARE MAINTAINED SOLELY BY THE WASHTENAW COUNTY EQUALIZATION DEPARTMENT AND CAN BE OBTAINED BY CONTACTING THAT OFFICE AT 734-222-6662.

















General Maintenance	Location	Issue	Potential Fix
	Community Park	Need to have concrete flush with rest of dirt/grass (Basketball court)	Add dirt/grass to areas outside of concrete.
	Mill Creek Park	3"+ Lip off path into floodplain near DAPCO. Likely due to erosion.	Dirt Fill
	Mill Creek Park	Wood cracking/splintering	Sealant treatment on boardwalk, wood seats, side barriers. Plastic or metal coverings over wood posts along boardwalk to redirect water runoff.
	Mill Creek Park	Screws popping up on boardwalk	Tighten screws. Add screws.
	Mill Creek Park	3"+ drop at corner near fish display board	Dirt fill to make flush
	Mill Creek Park	Timber levelling issue at top of South step down launch.	Make the same as North step down launch
	Mill Creek Park	Lack of rocks along Creek near switchback.	Add rocks
	Monument Park	People have added hooks into rafters of gazebo	Check hooks on gazebo - drilled/nailed into rafters
	Monument Park	Nails rising out of wood	Nail down any nails sticking up
	Monument Park	Address blackened wood areas of gazebo (mostly outside rung of steps) – try to prevent water running into the wood	
	Monument Park	Bench and trashcan sitting in middle of path	Move bench and trashcan behind monument out of walkway

General Safety Issues	Location	Issue	Potential Fix
	Community Park	Someone has attached a swing to the tree	Remove swing
	First Street Park	Chairs and seating directly behind throwing area - hazard if someone overthrows.	Move seating further back from throwing area. Add nets.
	First Street Park	Horseshoe pits may not be built to appropriate design standards.	Look into standards of design for horseshoe pits (Association)
	First Street Park	People smoking in the park	Add designated smoking area or enforce no smoking
	First Street Park	Grills over woodchips – fire hazard	Move grills. Get newer style grills. Add hot coal disposal location.
	First Street Park	City is liable for any private equipment, chairs, tables, ect. that is in the park. Charis and benches look old	Remove tables, chairs and anything that does not belong to City
	First Street Park	Benches within throwing area	Move benches out of throw area
	Lions Park	Tree limb too close over sidewalk	Either cut down or sign as "low hanging branch"
	Monument Park	Gazebo wood looking rough, particularly on first step all around	Seal wood
	Monument Park	Circular protrusion (test well?) on path in front of monument – trip hazard	Push circular protrusion down, remove, or adjust

Concrete Issues	Location	Issue	Potential Fix
	Lions Park	Separation of concrete along sidewalk near driveway to Senior Center	Caulk sidewalk
	Mill Creek Park	Pooling at boardwalk - concrete transition, causing separation/unlevelling	
	Mill Creek Park	Concrete separation on path near cemetery	
	Monument Park	Concrete pavers – trip hazard where it meets concrete	Reset pavers

ADA Items	Location	Issue	Potential Fix
	Community Park	Handicap accessible parking	Add handicap accessible parking. Reduce grade of drive up to well house and mark ADA parking there.
	Community Park	ADA pathway to hoops	Add barrier free pathway.
	Community Park	Crosswalk from Basketball Court to playground	Add pavement markings for crosswalk
	Community Park	No barrier free pathways to structures or swings	Add barrier free pathways
	First Street Park	Lack of accessible parking spot	Add accessible parking spot
	First Street Park	Lack of accessible pathway	Add pathway to attraction (make 1 or 2 pits accessible)
	Lions Park	Neither bench is accessible	Add pathway to bench
	Mill Creek Park	Lack of barrier free path to Mill Creek playground	Add path
	Mill Creek Park	Lack of accessible picnic tables	Add accessible picnic tables. Switch out "Kitchen" table with barrier free table. Add short concrete path.
	Mill Creek Park	Lack of ADA canoe/kayak put-in	Add ADA put-in
	Mill Creek Park	ADA parking for Mill Creek Park?	Signage of ADA route near DAPCO parking/Jeffords parking
	Mill Creek Park	Lack of pathway to concrete with barrier free picnic table	Add pathway
	Monument Park	No accessible picnic tables	Make one picnic table area accessible
Wood Chips	Location	Issue	Potential Fix
	Community Park	New woodchips in all playground areas and swing areas	Add woodchips
	Community Park	There is a good layer of woodchips under bad woodchips.	Rototil the woodchips
	First Street Park	Old woodchips – not accessible	Remove woodchips, add grass
	Mill Creek Park	Lack of woodchips at Mill Creek playground	Replace/add woodchips
Play Structures	Location	Issue	Potential Fix
	Community Park	Worn chain at top of climber on play structure	Replace chain
	Community Park	New silicone ring at top of slide on older age structure	Replace silicone ring
	Community Park	Keep an eye on bolts and clip for springs	Check annually
	Community Park	Ducky bouncer has a loose bracket for spring	tighten spring
	Community Park	Whale bouncer is sitting too high	Lower the base
	Community Park	Dinosaur leaning to the right	tighten upper bracket
	Community Park	Stickers identifying age range for structures are fading.	Call Miracle and get age stickers