

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

Tuesday, July 19, 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 – May 17, 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. Discussion of: Donation and Volunteer Guidelines
 - B. Discussion of: Park Signage and Hours
- 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
May 17, 2016**

The regular meeting of the City of Dexter Parks and Recreation Commission was called to order at 7:00 pm at the City Offices, 8123 Main Street.

ROLL CALL

Commissioners Present: Becky Murillo, Michael Cavanaugh, Paul Arnold, Joy Gee, Toni Henkemeyer, and Ray Tell

Commissioners Absent: None

Other Present: Justin Breyer, Assistant to the City Manager

APPROVAL OF THE MINUTES

Motion by Henkemeyer, Seconded by Arnold to approve the minutes from April 19, 2016.
Motion Adopted

APPROVAL OF AGENDA

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

CITIZENS WISHING TO ADDRESS THE COMMISSION

None

REPORTS AND COMMUNICATION

A. CHAIR

Becky Murillo reported that the 5-H Coalition had discussed the desire to develop a community center. Discussion followed.

B. COMMISSIONERS AND EX-OFFICIO

Tree Board - None

Ex Officio – Ray Tell reported on the 3045 Broad St. meeting on May 11, 2016. He discussed the pre-development process, his vision for the property in relation to the adjacent park, and other details presented at the meeting. Mr. Tell responded to questions from the Committee.
Art Selection – Justin Breyer reported that the Art Selection Committee met on April 20th and discussed two proposed sculpture donation. He reported that the Art Selection Committee recommended approval of the sculptures to City Council. City Council subsequently discussed the items and sent one of the two back to the Art Selection Committee. The Arts, Culture, and Heritage Committee and the Art Selection Committee will be meeting to discuss selection criteria. The Commission reviewed and discussed the proposed sculptures.

C. STAFF REPORT

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

- A meeting with Terry VanDoren of the Michigan Municipal Risk Management Association. Justin presented a list of potential issues that was included in the packet as an attachment. The Commission discussed the list and ADA accessibility requirements.
- A meeting with an Eagle Scout and his mother regarding potential projects in the City. Justin reported that he presented them with the list of potential projects that was developed as a part of the MMRMA meeting.
- Justin reviewed the status of the Lion's Park playground installation. The Commission discussed the number of people needed to assist with the installation.
- The Commission also discussed the pedestrian counters, wetland delineation study, drones, and letterboxing.

NEW BUSINESS

A. CONSIDERATION OF: TREE BOARD LIAISON

Motion Murillo, Second by Cavanaugh to recommend appoint 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. CONSIDERATION OF: BIG 400 LIAISON

The Commission discussed the function and membership of The Big 400. The Commission wished to know when The Big 400 meets. Paul Arnold stated that he would consider being the liaison depending on the required time commitment.

C. DISCUSSION OF: DONATIONS POLICY & PROCEDURE

The Commission discussed the Donation Guidelines and Volunteer Management Plan as presented. It was the impression of the Commission that the plan had been approved by Council. The Commission discussed updating the plan to:

- Remove art;
- Check with the Tree Board to see if they have a donation policy/plan;
- Add safety/ADA information;
- Consider creating a greater policy with Art Selection Committee and the Tree Board.

D. DISCUSSION OF: AMERICANS WITH DISABILITIES PROJECTS

This item was discussed under Staff Report.

E. DISCUSSION OF: EAGLE SCOUT PROJECT

This item was discussed under Staff Report.

OLD BUSINESS

A. DISCUSSION OF: PARK MAINTENANCE REQUESTS

The Commission discussed park maintenance needs, including:

- A wood slat on a bench in Community Park is coming loose.

CITIZENS WISHING TO ADDRESS THE COMMISSION

None

PROPOSED BUSINESS FOR FUTURE MEETINGS

None

ADJOURNMENT

Motion by Murillo, Seconded by Tell to adjourn at 8:47 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: July 19, 2016

Donations and Volunteer Guidelines

Staff has worked on updating a draft of the Donations and Volunteer Guidelines that the Parks and Recreation Commission has previously seen. Despite having a lack of quorum at the last meeting, the Parks and Recreation Commission members present provided comments on the Guidelines, and I have redlined the document to incorporate those comments. Other topics discussed at the last “meeting” included:

- Sanding and staining all benches in the City – potential volunteer project.
- Clarifying the Parks and Recreation Commission’s and the Tree Board’s responsibilities related to trees.
- Recommending that City Council deal with donations for the interior of buildings for when the new Fire Station and City Hall are developed.
- Do picnic tables in Mill Creek Park belong to the City or the Fire Department? Do they get taken to the beer tent for Dexter Daze?
- Making the Volunteer Policy a separate document from the Donations Policy

Plaque Policy

After searching through the agenda packets and minutes from 2013, I found the following information included in the minutes of the August 20, 2013 meeting:

B. Donation Guidelines: Some wished to put off discussion until spring, but Bishop has a family wishing to make a donation. Group consensus that the donation should consist of cost of item, cost of installation, cost of plaque, and plaques should be no bigger than 3 x 5, with the words “In honor of” followed by the name only of the honoree or donor and any suffix title, e.g. M.D. No additional information is to be included.

First St. Park Project

The Community Development Manager and I interviewed three candidates for a volunteer planning project internship to assist the City with developing a concept/area plan for First Street Park. The purpose of this project is to help guide future investment into First Street Park and to bring it up to the high standards that the City has set for its public parks. All three candidates hailed from the University of Michigan’s Masters of Urban Planning program. Two of the candidates interviewed have skills in planning and communication that staff feels would complement each other, and have agreed to work as part of a team on this project.

Lions Park and Mulch Update

Sinclair Recreation has sent a replacement part for the frayed climber piece that was installed during the Lions Park Community Build Day. Sinclair will also be sending four additional border timbers so that the City can square off the play area.

At their meeting on July 11th, City Council approved the purchase of 250 CY of playground certified mulch from Superior Groundcover to: 1) fill the new Lions Park playground; and 2) bring the other play areas up to the recommended 12” of safety surfacing mulch. Once the mulch is blown-in, the City can open the playground to the public.

Wetland Delineation

SmithGroupJJR and King & MacGregor Environmental, Inc. have completed the wetland delineation study and found that a small segment of land along Mill Creek can still be considered wetland. The next step is to meet with representatives of the MDEQ wetland division. According to Woody Held of King & MacGregor, it typically takes two to three weeks to set-up this meeting. With several City representatives going on vacation in the next few weeks, the meeting will likely take place mid-to-late August.

Pokemon Go

Pokemon Go released the week of July 11th and has already been downloaded by millions of people. In this mobile phone game, people walk around the community attempting to capture tiny creatures and visit "Poke-stops," where they can gather items that will be useful to their adventure. There are several places of interest in Dexter that have been designated as "Poke-stops," including sculptures, the Fire Station, the Clock Tower, and Dexter's Pub to name a few. Many of these pokemon and poke-stops can be found in public places and in public parks. Do not be surprised if you see increased pedestrian traffic or people hanging around at these locations (while looking at their phone).

Lions Sculpture

The Art Selection Committee discussed the proposed sculpture donation from the Dexter Lions Club. The Committee approved the following recommendation to City Council:

Motion by Schmid, Seconded by Schon to recommend to City Council that the City accept the Lions sculpture donation with the following conditions:

- That the guitar player be anchored on the same plane as the dog;
- That the dog not be raised to a level above the concrete;
- That the sculpture be placed in the Lions Park triangle between the bench closest to the new playground, the gazebo, and the sidewalk.

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

Thank you.



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City of Dexter Certified Playground Mulch Express Blower Truck Installation			
Prepared For:	Justin Breyer @ City Of Dexter		
Proposal Date:	June 23, 2016		
Location/FOB	Cubic Yard Volume	Cost/Cubic Yard	Total Cost
City Of Dexter Playgrounds	250	\$25.00	\$6,250.00
		Total Cubic Yard Volume:	250
		Total Cost:	\$6,250.00

Pricing Includes Material, Delivery, Installation, and Cleanup
 Tax On Material Is Extra, If Applicable
 Minimum Volumes May Apply Depending On Location
 Other Materials Available Upon Request

Representative/Title/Date

Thank You For The Opportunity!
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Justin Breyer <jbreyer@dextermi.gov>

RE: Wetland Determination for Mill Creek Park

1 message

Woody Held <wheld@king-macgregor.com>

Fri, Jul 1, 2016 at 12:15 PM

To: Paul Evanoff <Paul.Evanoff@smithgroupjir.com>, Courtney Nicholls <cnicholls@dextermi.gov>, Justin Breyer <jbreyer@dextermi.gov>

Cc: James Sallee <jsallee@king-macgregor.com>

All,

Attached is a drawing showing the results of yesterday's completed wetland delineation and survey. We will next be attempting to coordinate an on-site meeting with representatives from the MDEQ including Keto Gyekis who is the MDEQ Wetland Specialist from Lansing and Luke Golden who is the district analyst for Washtenaw County from Jackson. Typically it takes 2 to 3 weeks to coordinate this type of meeting so if there are any dates in the next month where we should not schedule this meeting please let us know. Also, please let us know if you have any questions about the attachment or this email.

Thanks very much and have a good weekend.

Woody

Woody L. Held

King & MacGregor Environmental, Inc.

43050 Ford Road, Suite 130

Canton, MI 48187

Cell: 734.558.9288

Office: 734.354.0594

Fax: 616.957.2198

www.king-macgregor.com

From: Paul Evanoff [mailto:Paul.Evanoff@smithgroupjir.com]

Sent: Friday, July 01, 2016 11:08 AM

To: Courtney Nicholls <cnicholls@dextermi.gov>; Justin Breyer <jbreyer@dextermi.gov>

Cc: wheld@king-macgregor.com

Subject: Wetland Determination for Mill Creek Park

Good Morning Courtney and Justin

King and MacGregor was on site yesterday hanging pink flagging to delineate the wetland boundary.

I'm assuming that the flagging was completed but still need to confirm.

It appears that most of the proposed trail alignment following the creek will not be flagged as wetlands since we have been monitoring the groundwater for 2 months and found most of the wells to be dry which is great news. There is one location at the corner of the cemetery (south-east) that is wetland.

It looks like up to 90% plus of the path to the school hillside may not require boardwalks after all but the area will be in the floodplain.

Our next step is to meet with the MDEQ that Woody Held will be organizing so as soon as we get a confirmation on when, we will let you know. Ideally, Shawn, Courtney and Justin would be in attendance since a strong showing from the City in support of the proposed project would go a long way.

Stay tuned.

Happy 4th.

Paul

Paul Evanoff

Landscape Arch V
.....

SmithGroupJJR

201 Depot St., Second Floor
Ann Arbor, MI 48104

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f 734.780.8432 c 734.276.2710

Paul.Evanoff@smithgroupjjr.com

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Wetland Delineation.pdf

186K



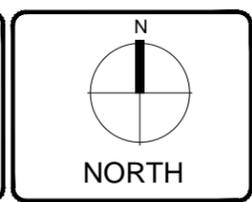
Please be advised the information provided by KME, Inc. regarding wetland boundaries is an estimate of the wetland boundary. The ultimate decision on wetland boundary locations and jurisdictions thereof rests with the MDEQ and, in some cases, the Federal government. As a result, there may be adjustments to boundaries based upon review of a regulatory agency. An agency determination can vary, depending on various factors including, but not limited to, experience of the agency representative making the determination and the season of the year. In addition, the physical characteristics of the site can change with time, depending on the weather, vegetation patterns, drainage and management activities on adjacent parcels or other events. Any of these factors can change the nature/extent of wetlands on site. This wetland determination, as defined by the boundary flags depicted on this drawing, is valid for one growing season from the date flagged. There is no assurance given herein or otherwise implied that the KME, Inc. wetland boundary will be accepted by any regulatory agency. Reliance on KME, Inc.'s opinion is at the client's risk. Further, it has been our experience that site conditions are likely to change over the course of one year. Therefore, KME, Inc. strongly recommends that the client have no reliance on our opinion after one growing season. Be aware the manufacturer of the G.P.S. (Global Positioning System) used by KME, Inc. has advised that the equipment has, at best, sub-meter accuracy. The location of the actual wetland boundaries may therefore vary somewhat if a professional survey of the wetland flags is conducted.

DATE: 07/01/16 ISSUED FOR: Wetland Review	PLC:	WH
	PK:	WH
DESIGN:	NH	
TECH:	NH	
CHECKED:	WH	
PROJECT NUMBER	16077	
SHEET NAME	Wetland Delineation	
SHEET NUMBER	01	

Wetland Delineation For:

Mill Creek Park

 City of Dexter, Washtenaw County, Michigan



King & MacGregor Environmental Inc.
 2520 Woodmeadow SE
 Grand Rapids, MI 49546
 Phone: (616) 957-1231
 43050 Ford Road, Suite 130
 Canton, MI 48117
 Phone: (734) 354-0594

By **Sam Roberts**

🕒 Updated 2:59 PM ET, Thu July 14, 2016



Pokemon Go sparks renewed interest in Nintendo 01:49

Story highlights

Sam Roberts: Pokemon Go could be a sign of a new direction for media

It now only serves players who can invest a great deal of time in game, he says

Editor's Note: Sam Roberts is a creative director who has developed experiential stories and events, including the mobile game [FREEQ](#) and the IndieCade International Festival of Independent Games. He is the assistant director of the Interactive Media & Games Division at the University of Southern California and manages the school's publishing initiative, which publishes games on a variety of platforms, including Nintendo. He can be found [@ashtonesq](#) on Twitter. The views expressed in this commentary are his own.

(CNN) — A woman walks down the street, pausing and backtracking erratically. She clutches her phone in front of her, furiously jabbing at the screen. Suddenly, to her right, another person appears, enacting the same strange dance of connection between his legs, his eyes and his phone.

Across the street, three individuals converge, each holding their phones in front of them. The woman overhears them say, "Charmander." She immediately stops and prepares her Poke Ball for attack. Such is the life of a Pokemon Go player, a new alternate reality experience from Niantic Inc. and the Pokemon Co., a division of Nintendo. The game allows players to hunt for strange hidden creatures, capture them and compete for territory in a digital version of the real world.

as the Apple Watch, means we supplement our daily lives with computer-driven data and feedback around where we walk, whom we engage with and what we look at.



Here's what playing Pokemon Go is like 00:54

But this most recent alternate reality game has inspired a new wave of social commentary. [One outlet claims that Pokemon Go is the future of social networking](#), a success that will revolutionize the world in a mere matter of time. [Others decry it as crass commercialization](#), as a failure of the form to be anything more than a way to merchandise humanity's love of Pokemon.

However, Pokemon Go is neither the crystallized, final form of an alternate reality game, nor is it a harbinger of the apocalypse. Instead, it is a significant, be it flawed, step forward in an emerging medium that will eventually infiltrate the way we all engage with, discover and consume media.



Related Article: Pokémon Go helps two Marines to catch murder suspect

Of course, the game isn't perfect. It has several show-stopping bugs, and its human interface is under-designed, making actual play difficult and frustrating for many potential users. It is not a repeatable design, as [it leverages a vast amount of information](#) gathered by Niantic with its first product. All of the physical locations the game uses existed in a database before they built the game. And despite that massive database, those real world locations are minimally employed. Most player time is spent in-app, not in a mixed reality provided by the app enhancing the world around them.

But it is also a glorious success -- proof that a large percentage of the smartphone-wielding audience is interested in an experience that lets them game in the world around them, that integrates with their daily lives and that

drives social interactions with fellow travelers across cultural identifiers. It proves that these products can be self-sustaining, not purely marketing spends but actual cultural products that people will use and spend time and money with.

To maintain this audience, to grow it, to keep players returning to the game, Pokemon Go will need to create a method for different types of players to engage with the game. Currently it serves one type of player -- a player who can invest large amounts of time and attention to the game.

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Players with more limited time and attention to invest do not have a way to engage lightly and generate in game value that drives them to socialize and engage with other players. Likewise, the hard-core gamer has no deep game to invest strategy, time and social organization. Serving these cultural groups and others will build an audience, keep players engaged and strengthen connections from one person to another.



Related Article: Pokémon GO shows Nintendo's unique approach works on smartphones

This pyramid of players and networks between many different cultural groups are the future of alternate reality games and the future of digitized entertainment. In the emerging field of experience design education, we prepare students to tell stories in a world where technology and mediums are important tools, but are just that -- tools that provide a palette, a platform or a unique twist for crafting new experiences for new players

When Pokemon Go finishes maturing, when the creators learn how to serve not just an audience with an abundant amount of free time, but the parents of those players, a community in an old-age home and a group of commuters on a bus, then it will have revolutionized the way we consume media. When developers determine how to leverage properly our world, the digital world and different player motivations across societies, they will change the way we experience and tell stories.

Until then, though, catching Rattata on your walk to work is surprisingly and gratifyingly fun.

Sam Roberts is a creative director who has developed experiential stories and events, including the mobile game [FREEQ](#) and the IndieCade International Festival of Independent Games. He is the assistant director of the Interactive Media & Games Division at the University of Southern California and manages the school's publishing initiative, which publishes games on a variety of platforms, including Nintendo. He can be found [@ashtonesq](#) on Twitter. The views expressed in this commentary are his own.

City of Dexter Donation and Volunteer Guidelines Adopted: XXXXXXXXX

Introduction

The City of Dexter truly appreciates the generosity of donors who wish to make Dexter a nicer community for all. The residents of the City of Dexter have a proven track record in donating their time and resources to bettering the community. These efforts often make the difference between a good community and a great community.

The purpose of this policy is to establish guidelines, standards and procedures for the acceptance of gifts to the City, including the installation, long-term maintenance and operation of donated elements to the City, which will enhance the quality of life. The City of Dexter desires to encourage donations, while at the same time considering aesthetic impacts and on-going maintenance and operational costs. While this policy predominantly focuses on material donations to the City's park operations, this policy should be considered to have broad applicability for unseen future donations.

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 City has an established need and how they can contribute or assist in meeting those needs. The guidelines will also assist the City in publicizing opportunities available for donation and recognition within the City.

The goals of this document are to:

- Manage the acceptance of donations
- Publicize and maximize donation opportunities
- To acquaint citizens, friends, and environmental stewards of Dexter with various projects, equipment, facilities, and plantings for which the City has an established need and how they can contribute to meeting those needs

Parks and Recreation Commission

Pursuant to the City of Dexter Parks and Recreation Ordinance, the Parks and Recreation Commission is responsible for:

- preparing, updating, and maintaining the Parks and Recreation 5-Year Master Plan;
- advising and assisting the City Council on matters pertaining to the City's parks, specifically regarding contributions, donations, and grants;
- advising the City Council on the use, development, operation and vision for parks.

Creation of a plan and policy document is a key component of advising the City Council on matters such as contributions, donations, and volunteers. The Parks and Recreation Commission has therefore led the creation of this Donation Guidelines document to be the guiding document for policies and procedures related to donations within the City of Dexter.

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



Arts, Culture, and Heritage Committee & Art Selection Commission

The mission of the Dexter Arts, Culture, and Heritage Committee is to promote and facilitate arts and culture; increase awareness of Dexter's heritage and history; provide networking resources for artists; act as a liaison to existing artistic and cultural organizations; advise the City Council on the development of arts, culture and heritage; and foster a wide range of cultural activities that enrich the Dexter community.

The Arts, Culture, and Heritage Committee and the Art Selection Commission serve as recommending bodies to City Council relating to the selection or acceptance of art in Dexter. With regard to art-related donations, the Arts, Culture, and Heritage Committee's Master Plan will serve as a conjunctive document to this Donation Guidelines document. The Committee's Master Plan document will provide detail regarding the process for donating art.

Tree Board

The City's Tree Board manages the City's street tree program and serves as consultants regarding trees throughout the community. While the Parks and Recreation Commission will be responsible for tree donations in the City's parks, the Commission may choose to seek input from the Tree Board. The Tree Board manages the following documents relating to the City's trees:

- Tree Guide and Specifications
- Tree Management Plan
- Tree Ordinance
- Street Tree Resident Cost Sharing Program

Donations

Introduction

A gift to the City of Dexter will assist in the enhancement of City parks, facilities, programs, and the experience of visitors. The City takes pride in maintaining and improving public facilities, and any level of donation - time, effort, or gift - is appreciated.

The City of Dexter offers several opportunities for contributing to the beautification and enhancement of the City's parks and facilities. It is the City's goal to ensure that public resources are preserved and accessible to the City's residents.

All donations are tax deductible.

Guidelines

Gifts intended to either become incorporated into City parks, as well as gifts of equipment, vehicles, boats or facilities intended to supplement those of the City often involve considerations of aesthetics, costs, and compatibility whose features shall be evaluated using the following criteria:

1. Need – There must be a demonstrated need for the City to accept any donation.
 - a. Donations that do not meet a demonstrated need must be approved by the respective Committee.

2. Aesthetics - The City and community have an interest in ensuring the best appearance and aesthetic quality of public lands and facilities. Donations and their recognition shall reflect the character and be consistent with the intended surroundings.

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3. Requirement of Maintenance/Repair - Since donated elements and their associated recognition become City property, the community has an interest in ensuring that all elements remain in good repair. In addition, the community has an interest in ensuring that the short and long-term repair costs are reasonable and that repair parts and materials be readily available. So too, elements must be of a quality to insure a long life, be resistant to weather, wear and tear, and acts of vandalism.

4. Requirement of Consistency with Current and Future Use - i.e. does the proposed donation substantially interfere with the intended current or future use of the land or facility where it is being proposed to be located?

5. Uniqueness of the Proposed Gift and Its Ability to Attract Visitors to the Community

6. Whether the Proposed Gift Requires Relocation, Removal or Installation of Other Equipment or Infrastructure to Accommodate the Donation

7. Absence of Substantial Impact on Public Health and Safety and/or Welfare

8. Costs Associated with the Proposed Gift - The City also has an interest in knowing in advance the full cost which may be associated with a gift, namely those which may relate to purchase, installation, maintenance and operation during the gift's expected life cycle. In the ordinary course the amount of the gift should be sufficient to cover all such expenses.

- a. Neither purchase nor installation shall commence until the donor's gift has been completed and funds have been received by the City for such purposes.
- b. As to gifts requiring on-going operation and maintenance, amounts which are estimated to exceed \$5,000 on an annual basis, the gift shall include an endowment sufficient to defray them, i.e. 20x the estimated amounts.
- c. In rare and unusual circumstances where the City has determined that the value of the gift substantially exceeds the cost associated therewith, these requirements may be waived, but only after appropriate notice and public hearing.

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Additional guidelines for donations of public art may be found in the Arts, Culture, and Heritage Committee's Master Plan. The link to the ACH Master Plan is: <http://dextermi.gov/arts>.

Donation Process

A gift to the City of Dexter will assist in the enhancement of City parks, facilities, programs, and the experience of visitors. The City takes pride in maintaining and improving public facilities, and any level of donation – time, effort, or gift – is appreciated.

To promote an efficient review process and prevent disappointment, prior to preparing a written proposal the donor or donor's representatives should contact the City Manager's Office to discuss the proposed gift. This pre-application meeting shall assist both the prospective donor and the City in determining whether a gift will meet the criteria contained in this policy. City Staff or City Council may request additional information.

1. Complete Donation Form.
 - Select type of donation.
 - Enter amount of donation.
 - Enter other relevant details
 - Enter honoree or commemoration.

Comment [JB1]: Add Link

2. Submit Form to the City Office (8123 Main St., 2nd Floor).
3. Details of donation are considered by the Parks and Recreation Commission, the Arts, Culture, and Heritage Committee, or City Council at the next regularly scheduled meeting.
 - For art donations, please see the Arts, Culture, and Heritage Committee Master Plan
4. Input from of other Boards or Committees may be requested. The item may be forwarded to City Council for consideration.
5. Staff contacts donor to schedule donation installation and other details.
6. Donation installation occurs.
7. Receive thank you and/or certificate of donation.

Please make checks payable to:

City of Dexter
8140 Main St.
Dexter, MI 48130

Guidelines

~~Gifts intended to either become incorporated into City parks, as well as gifts of equipment, vehicles, boats or facilities intended to supplement those of the City often involve considerations of aesthetics, costs, and compatibility whose features shall be evaluated using the following criteria:~~

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~~3. Requirement of Maintenance/Repair – Since donated elements and their associated recognition become City property, the community has an interest in ensuring that all elements remain in good repair. In addition, the community has an interest in ensuring that the short and long term repair costs are reasonable and that repair parts and materials be readily available. So too, elements must be of a quality to insure a long life, be resistant to weather, wear and tear, and acts of vandalism.~~

~~4. Requirement of Consistency with Current and Future Use – i.e. does the proposed donation substantially interfere with the intended current or future use of the land or facility where it is being proposed to be located?~~

~~5. Uniqueness of the Proposed Gift and Its Ability to Attract Visitors to the Community~~

~~6. Whether the Proposed Gift Requires Relocation, Removal or Installation of Other Equipment or Infrastructure to Accommodate the Donation~~

~~7. Absence of Substantial Impact on Public Health and Safety and/or Welfare~~

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- ~~• Neither purchase nor installation shall commence until the donor's gift has been completed and funds have been received by the City for such purposes.~~
- ~~• As to gifts requiring on-going operation and maintenance, amounts which are estimated to exceed \$5,000 on an annual basis, the gift shall include an endowment sufficient to defray them, i.e. 20x the estimated amounts.~~
- ~~• In rare and unusual circumstances where the City has determined that the value of the gift substantially exceeds the cost associated therewith, these requirements may be waived, but only after appropriate notice and public hearing.~~

~~Additional guidelines for donations of public art may be found in the Arts, Culture, and Heritage Committee's Master Plan. The link to the ACH Master Plan is: <http://dextermi.gov/arts>.~~

Commemorative Tree Program

Two 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 or achievement, such as the birth of a child, graduations, weddings, anniversaries, or "in memory of."

1. Recognition Tree or Shrub – For a donation of \$350, a donor may select a tree (or \$150 for a shrub) from the City's select plantings list, help select the planting site (based on need), and take part in a 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.~~ Plantings will only take place in the spring, and donation applications for this purpose are due by February 15th.
2. Landscape Planting Fund – For a 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 City of Dexter's priority list. The donor will receive a special certificate, or a plaque (donations over \$1,000).

Comment [JB2]: We do not currently have an "honor roll" or "recognition log." Staff would have to create and maintain something.

Comment [JB3]: The Community Development Manager does not think that this should be offered.

For a full list of acceptable tree and shrub donations, please see section 6.11 of the zoning ordinance. The appropriateness of certain types of trees/shrubs shall be determined by the surrounding landscape and design. Donated trees intended to be planted outside of City parks shall fall under the purview of the City's Tree Board. The Parks and Recreation Commission may request input from the City's Tree Board or other professional arborist with regard to tree donations.

Gifts for Parks Program

The "Gifts for Parks" program assists in the development of quality facilities, programs, and resources through the park system. It allows individuals or groups to donate a variety of items, including money, equipment, materials or time. Any monetary donation is helpful to improving the quality of Dexter parks. 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).~~ For example, you may request that your donation to be used to purchase land, develop sites, or manage projects at any park. Possible donations and costs may go towards:

Comment [JB4]: Do we want to leave the plaque requirement minimum at \$5,000? Have we followed this so far? Do we want to limit to the donation of certain items or \$5,000?

Buy \$5,000 and get a plaque free? Or Donate certain item and get a plaque free? (or pay for plaque along with donation)

Common Donation Requests

- Landscaping Mulch – \$5 per bag

- ~~Playground Certified Mulch - \$10 per bag~~
- ~~Solar LED Bollards - \$150+~~
- ~~Small Directional Signage - \$200+~~
- ~~Bicycle Racks - \$300+~~
- ~~Cooking Grills - \$500+~~
- ~~Dog Waste Disposal Unit - \$500+~~
- ~~Performers (temporary) - \$500+~~
- ~~Port o potty rental (temporary) - \$500~~
- ~~Large Wayfinding Signage - \$700+~~
- ~~Ice Rink Liner - \$800+~~
- ~~Picnic Tables - \$800+~~
- ~~Waste Baskets (trash + recycling) - \$1,000+~~
- ~~Park Benches - \$1,500+~~
- ~~Drinking Fountains - \$1,800+~~
- ~~Kiosk Replacement - \$2,000+~~
- ~~Public Art - \$5,000+~~
- ~~Picnic or Other Shelter - \$10,000+~~

Other Donation Requests

- ~~Trail accessories - N/A~~
- ~~Park Naming - To be negotiated~~

Identification/Commemoration Signage

~~Bronze plaque - \$250+~~

~~What should plaques say?
Dimensions of the plaques~~

~~All costs are per unit. To make a donation through this program, please contact the City of Dexter Assistant to the City Manager or fill out the Donation Form.~~

Plaques

~~Plaques effect the aesthetic of public places and should therefore be left up to the assigned Committee to determine how plaques are carried out.~~

- ~~Preference is to have one plaque with a list of names~~
- ~~There is a difference between a plaque labelling something and one for an "in memorium"~~
- ~~Create City-wide guidelines for plaques~~

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 City. In collaboration with the Arts, Culture and Heritage Commission and the Art Selection Committee, donations of public art may be placed within City parks. Approval of a donation is required by the Parks and Recreation Commission, Art Selection Committee, and City Council. ~~The donor will receive a special certificate, or a plaque (donations over \$5,000).~~

The Arts, Culture, and Heritage Committee and the Art Selection Committee serve as recommending bodies to City Council relating to the selection or acceptance of art in Dexter. With regard to art-related donations, the Arts, Culture, and Heritage Committee's Master Plan

Comment [JB5]: Create a separate list for needs and costs. Donations Flyer. If the Committee comes up with a pre-approved list of needs, then City Council will not need to approve each item.

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Comment [JB6]: \$5,000 limit included here as well. Not enforced with other art.

will serve as a conjunctive document to this Donation Guidelines document. The Committee's Master Plan document will provide detail regarding the process for donating art.

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 City parks and recreation. Below is a list of options for consideration:

Other Categories of Acceptable Gifts

- Cash (and cash equivalents – checks, CDs, savings accounts)
- Marketable securities (publicly traded stocks, bonds, U.S. government securities)
- Tangible real property
- Life Insurance
- IRA rollovers
- Charitable Gift Annuities
- Charitable Remainder Trusts
- Charitable Annuity Trusts
- Charitable Lead Trusts
- Bequests

Benefits of Giving

The City of Dexter is a government entity and therefore all donations are tax deductible.

Gifts of Securities

By donating appreciated assets, you will receive two tax-smart benefits:

- 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

- 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 of 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

- A conveyance in a fee simple title, which means that all rights to the land are given to the City 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.

Rejection, Removal, or Relocation

The City Council shall have the full and final authority to approve or deny all gift proposals. City staff or City Council may request additional information, including but not limited to scaled drawings, artist's renderings or other documents to better illustrate the exact nature of the donation. The City may choose to consult with other agencies or organizations in the review process. The City Council may also send any proposal to the appropriate board or committee for review with subsequent recommendation to City Council.

While the City will give consideration to special requests (desired placement location, tree type, plaque, ect.), the City reserves the right to reject a donation if it does not meet established needs of the City. The Parks and Recreation Commission may also recommend that donated resources be re-directed to an established need. This applies to both current and new donations.

Comment [JB7]: Is this wording appropriate?

Once an item is donated to the City of Dexter, it becomes the property of the City of Dexter. The City reserves the right to remove, alter, sell, or otherwise dispose of City property as it sees fit. The City is not obligated to replace the gift or park improvement if it is stolen, vandalized, worn-out, irreparably damaged, destroyed or expires. No returns or refunds shall be given for monetary or physical donations once the check or cash is deposited or a physical item is installed.

Volunteers

Comment [JB8]: Make Volunteer Guidelines its own document.

A volunteer is any person, approved by the City of Dexter, who donates service to a City sponsored program without expectation of pay or remuneration. The City of Dexter recognizes the important role that volunteers have in the community, and that each volunteer's time and contributions are highly valued.

The purpose of this section is to provide guidance, structure and direction to staff and volunteers throughout the volunteer experience. It shall also provide information designed to guide and enhance identification of volunteers, projects, volunteer roles, recruitment strategies, training, retention, and volunteer management. 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.

Guidelines

1. Registration/Application – Potential volunteers must contact the City prior to performing a volunteer project or job. City staff oversees the Volunteer Program and will assist potential volunteers in determining the job specifics that best meet the needs of the City and the volunteer. Volunteers must complete and sign a City of Dexter *Volunteer Application Form*, and return the completed forms for approval prior to start of work.
2. Screening Process – Interviews may be conducted for certain positions prior to selection. Background, experience, and skills are carefully reviewed to match volunteers to appropriate assignments.
3. Approval – Volunteers will receive approval of acceptance in the City's Volunteer Program prior to starting work.

4. Vehicle Policy – Some volunteer operations require operating vehicles. Volunteers operating motor vehicles must have an appropriate driver's license, proof of insurance, and an acceptable driving record. Accidents must be reported immediately to the Washtenaw County Sheriff's Department, and an incident report and accident investigation should be completed as soon as possible.

5. Safety Requirements – No volunteer will be required to perform work that he or she believes to be unsafe or likely to cause injury or health risk to themselves or others. Volunteers are encouraged to report unsafe conditions or hazards and must report incidents/accidents immediately to the City Manager or their designee.

6. Insurance Coverage – Volunteers meeting all of the requirements for the title of "volunteer" are considered "agents" of the City of Dexter and are covered by the City's general liability insurance while they are acting within the scope of their duties. Insurance coverage is not provided for personal property, equipment, or vehicles owned by volunteer workers.

7. Orientation and Training - Volunteers should be provided with an orientation to the volunteer project before they begin work. 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. 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 Recommendations

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

- Head protection – Helmet
- Eye and Face Protection – Face shields, goggles, spectacles
- Arm and Hands Protection – Gloves, hand pads, wristlets
- Foot and Leg protection – Safety shoes, Leggings, Foot guards
- Body Protection – Vests, Jackets, Aprons, Overalls
- Fall Protection – Safety belts, harness, lifelines and lanyards
- Heat and Sun – sunscreen, hats, light colored clothing, sunglasses

9. Confidentiality – Access to confidential records is restricted to designated City of Dexter staff. All City related business overheard or entrusted to a volunteer must stay confidential. It is not to be talked about among other volunteers, participants, friends, or family.

10. Absenteeism – Volunteers are expected to perform their duties on a regularly scheduled and timely basis. If expecting to be absent from a scheduled duty, volunteers shall inform the supervising staff member as far in advance as possible so that alternative arrangements may be made. Access to confidential records is restricted to designated City of Dexter staff. All City related business overheard or entrusted to a volunteer must stay confidential. It is not to be talked about among other volunteers, participants, friends, or family.

11. Volunteer as Volunteer Supervisor – After consulting with City staff, a volunteer may be assigned to act as a supervisor of other volunteers. The supervising volunteer is under the direction of the City staff.

12. Eagle Scouts – In the last several years, a number of Eagle Scout applicants have approached the City of Dexter seeking projects that they could complete in conjunction with their final project. The City will use the following guidelines when working with Eagle Scouts:

- The City will maintain a list of projects that are appropriate for Eagle Scouts to complete.
- The City will require Eagle Scouts to conduct outside fundraising unless funds have already been budgeted in the current fiscal year to complete a project on the aforementioned list.
- For projects located in City parks, the Parks and Recreation Commission will make a recommendation to the City Council, which will have final approval.
- Eagle Scouts must receive all required permits from outside agencies (Washtenaw County, MDEQ) before beginning work.

13. Groups Not Considered Volunteers – The following groups shall not be considered volunteers.

- Work release inmates
- Community service workers.
- Persons not approved by the City for volunteer service.
- Individuals under the age of 18 without a registration form signed and approved by a parent or guardian.
- Individuals or groups that are volunteering for another agency.
- Student interns receiving college credit or pay for work performed.

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 projects, the need for volunteers and the mutual support that can be provided to each partner.

Potential Sources of Volunteers & Dexter Volunteer Organizations:

- | | |
|-------------------------------------|---|
| • Dexter Area Chamber of Commerce | • Local Grocery Stores |
| • Dexter Daze Committee | • Corporate Volunteer Programs |
| • Dexter Rotary Club | • Dexter High School Leadership |
| • Dexter Lions Club | • Dexter High School National Honor Society |
| • Dexter School Board | • Washtenaw County Parks |
| • Dexter School District Students | • Huron River Watershed Council |
| • Dexter High School Athletic Teams | • Ann Arbor Trout Unlimited |
| • City Boards and Commissions | • University of Michigan Students |
| • Dexter Area Fire Association | • Dexter Garden Club |
| • Washtenaw County Sheriff | • Eagle Scouts |
| • Local Churches | |
| • Dexter District Library | |

Comment [JB9]: Can we think of any other volunteer organizations?

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 are always a need for volunteers.

Potential Areas of Work for Volunteers:

- General Park Clean-Up
- Downtown Landscaping
- Park Landscaping
- Building/Construction
- Tree Trimming
- Invasive Species Management (weeding)
- Volunteer Recruitment, Training, and Sign-Up
- Event Set-Up
- Event Staffing
- Equipment Restoration
- Painting/Staining
- Equipment Rehabilitation

Comment [JB10]: Do we want to prioritize this list?

Park Specific Projects:

Mill Creek Park South

- Invasive Species Removal
- Annual Planting
- Landscape Bed Weeding
- Mulch Spreading
- Litter Removal

Community Park

- Landscaping Bed Weeding
- Annual Planting
- Litter Removal
- Mulch Spreading

Mill Creek Park North

- Invasive Species Removal
- Annual Planting
- Landscape Bed Weeding
- Mulch Spreading
- Litter Removal

Lions Park

- Landscaping Bed Weeding
- Annual Planting
- Litter Removal
- Mulch Spreading

Monument Park

- Landscaping Bed Weeding
- Annual Planting
- Mulch Spreading
- Litter Removal
- Bench Staining

First Street Park

- Litter Removal
- Sand Installation

Comment [JB11]: Can use ADA Improvements List to identify others, prioritize?

Emergency Volunteers

In the event that emergency operations and procedures have been activated, a volunteer may be assigned to perform emergency volunteer duties authorized by the City. Emergency Volunteers will work only at approved sites, and under the direction and supervision of the City Manager or their designee.

Volunteer Recruitment

It is the City'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 City of Dexter's 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 City who meets 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, E-mail Update)?
7. Who should be involved in signing them up? (Online Sign Up and Opportunity Request/Training/Release/Waiver Forms/Background Checks)

Comment [JB12]: More conceptual, could remove in favor of more specificity.

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 individuals with specific skill sets 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 used when current or past volunteers recruit other volunteers. Develop promotional materials that help current volunteers recruit a friend or family member. Supply them with position descriptions and applications to make it easy.

Comment [JB13]: What do we want our policy/technique to be? Delete this section and be more specific about our policy. Eliminate Recruitment Techniques and Recruitment Tools Subheadings and include them under Recruitment

Tools for Recruitment

- Flyers, brochure, and poster
- Word of mouth
- Websites, E-mail 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 motivational and sincere
- Be committed and excited about the organization and project yourself
- Be clear about expectations. Use volunteer descriptions.
- Share dates, times, deadlines up-front.
- Define the training, 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 volunteer's skills and interests.

Comment [JB14]: Delete and set specific policy.

Volunteer Management and Retention

This section 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
- City E-mail Update, Facebook and Website
- Volunteer E-mail Listserv
- Volunteer Feedback Forms

Comment [JB15]: Discussed under recruitment tools. Delete

Sample Ways to Show Appreciation

- Verbal "thank you" in person, be specific about contribution
- Thank volunteers frequently and sincerely in newsletter, media, E-mail Update, Facebook, and Website
- Write personal "thank yous"
- 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
- 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.

Comment [JB16]: Eliminate sample – say “these are the ways that we will show appreciation” Can be a scaling system based on level of effort.

Need: List of prioritized projects that we can direct volunteers to do.

During summer, check with DPW for projects? Volunteers can probably do what part-timers do (some of the time).





CITY OF DEXTER

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

DONATION REQUEST FORM

Name: _____ Date: _____

Address: _____

Email: _____

Phone: _____ Best time to call: _____

Acknowledgement and Signature

By signing this application, I confirm that I have read the City of Dexter's policy regarding donations and that I understand and concur with the policy. By signing, I also declare that I am the individual requesting to make the donation or that I am an appointed representative of the individual or group that desires to make a donation to the City of Dexter.

The City truly appreciates the generosity of donors who wish to make ours a finer community. 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.

Signature: _____ Date: _____

Item(s) Desired to be Considered for Donation

Cash or cash equivalent (amount): \$ _____

Dual Container Waste Baskets (\$1,000+)

Landscaping Mulch (\$5 per bag)

Solar LED Bollards (\$150+)

Bicycle Racks (\$300+)

Dog Waste Disposal Unit (\$500+)

Port-o-potty rental (temporary) (\$500)

Ice Rink Liner (\$800+)

Park Benches (\$1,500+)

Kiosk Replacement (\$2,000+)

Public Art

Playground Certified Mulch (\$10 per bag)

Small Directional Signage (\$200+)

Cooking Grills (\$500+)

Performers (temporary) (\$500+)

Large Wayfinding Signage (\$700+)

Picnic Tables (\$800+)

Drinking Fountains (\$1,800+)

Picnic or Other Shelter (\$10,000+)

Other _____

Location(s) Desired to be Considered for Proposed Donation

City Office

Peace Park

Lions Park

Other _____

Mill Creek Park North

Downtown

First Street Park

Mill Creek Park South

Monument Park

Community Park

Donor Plaque - Name to Appear on Plaque (cost + \$250): _____



CITY OF DEXTER

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VOLUNTEER APPLICATION

Name: _____ Date: _____

Address: _____

Email: _____

Phone: _____ Best time to call: _____

Emergency Contact or Parent/Guardian Name: _____

Emergency Contact Phone: _____ Email: _____

Group/Organization Volunteer Project or Activity

Organization Name: _____

Name of Project Leader: _____

Project Date and Time _____

Description of Proposed Volunteer Project: _____

AND/OR

I am interested in:

A single volunteer event

Recurring volunteer opportunities

What type of volunteer activity would you like to perform?

Special Event Support

Parks Cleanup

Gardening

Community Outreach

Election Support

Winter Cleanup

Other (Specify) _____

Why are you interested in performing this volunteer activity? What skills will you bring to this position?

Please attach any other information that you may have that you would like to have considered.

Memorandum

To: Parks and Recreation Commission

From: Justin Breyer, Assistant to the City Manager

Re: Consideration of: Park Signage and Hours

Date: July 15, 2016

The Parks and Recreation Commission has two signage questions/issues on the horizon that it will need to discuss. The first question relates to signage for Lions Park. With the public opening of Lions Park taking place in a few weeks, the City should not leave this park without signage for too long. The Parks and Recreation Commission may wish to address the following information with a sign:

- Park Name
- Hours of Operation
- Recognition of park donations
- Age recommendations for children to use the structure

In a related note, City staff and the Washtenaw County Sheriff has received complaints of people partying in First Street Park after hours. A County Sheriff's deputy has recommended that the City post signage stating the hours of operation so that they may more easily enforce City rules. While staff is working on bringing interns on board to assist with a concept/area plan for this Park, the Parks and Recreation Commission may wish to consider official signage for this park. It may make sense to keep consistent signage throughout the City's parks (Mill Creek Park North as well).

However, this brings up another question of: what does the Parks and Recreation Commission want for hours of operation? Should this also apply to the Border-to-Border Trail? According to City Ordinance, "No person shall be in any park during posted closing hours without the express permission of the County sherrif's department." Therefore, to have closing hours, they must be posted.

