

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

Tuesday, August 23, 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: First Street Park Plan
 - B. Discussion of: Dexter Community Fund Donation
 - C. Discussion of: Donation and Volunteer Guidelines
 - D. Discussion of: Use of Donated Funds for Lions Park
 - E. Discussion of: Park Signage, Hours of Operation, and Ordinances
 - F. Discussion of: Mill Creek Park Work Day
- 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: August 23, 2016

June and July Meetings

Due to a lack of quorum, no decisions were made at the June and July meetings. However, other topics discussed by those present, including:

- 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.
- 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? (The tables in the Park belong to the City, there may be some that are stored near the Fire Station that belong to them, but the Fire Department uses the tables for Dexter Daze)

Lions Park and Mulch Update

Sinclair Recreation delivered a replacement for the frayed climber piece along with additional border timbers.

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. That mulch was installed on July 29th, and the playground was opened that day. For the few weeks that the playground has been open, it has seen a great deal of use and staff has had reports that at certain times it has been "packed to the brim."

Wetland Delineation

SmithGroupJJR, King & MacGregor Environmental, Inc., and City staff met with representatives of the MDEQ on Wednesday, August 17. The meeting was held to discuss the wetland delineation of the Mill Creek Park Trail Phase 2. City staff along with Paul Evanoff of SmithGroupJJR presented the case that a majority of the proposed path area would no longer be considered wetland. MDEQ officials verbally indicated that they agreed with the City's assessment that a majority of the land near the proposed path would not be considered wetland and would not require boardwalk. The MDEQ will be sending a letter with their findings.

Lions' Sculpture

At its meeting on July 25th, City Council approved the purchase of the "Balancing Act" sculpture (a.k.a. Dragonflies), and the installation of the donated Dexter Lion's Sculpture. The installation of the sculpture will take place during the last week of August and will be placed towards the rear of the Lion's Park triangle.

Pedestrian Counters

At its meeting on July 25th, City Council approved the purchase of the "Balancing Act" sculpture (a.k.a. Dragonflies), and the installation of the donated Dexter Lion's Sculpture. The installation of the sculpture will take place during the last week of August and will be placed towards the rear of the Lion's Park triangle.

Mill Creek Park Work Day

Staff is proposing to host a Mill Creek Park Work Day on October 8, 2016 from 8am – 12pm (though participants can join at their leisure and work past the proposed hours). Please let me know if this date will work for you.

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

Thank you.



OFFICE OF THE CITY MANAGER

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

Memorandum

To: Parks and Recreation Commission

From: Justin Breyer, Assistant to the City Manager

Re: Discussion of: First Street Park Project

Date: August 18, 2016

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. From the three candidates, two were selected to conduct the study – Yuchen Ding and Sara Pizzo. Both of these students hail from the University of Michigan's Masters of Urban Planning program. Sara and Yuchen have begun their work on the project and would like to obtain feedback from the Parks and Recreation Commission. Sara and Yuchen will be attending the August 23, 2016 meeting.

First Street Park Project

Parks and Recreation Commission Meeting

Date: August 23, 2016

Overview of Park History

On February 22, 1988, the City (then Village) entered an exchange agreement in which the Palmer's conveyed 0.94 acres of property to the Village in exchange for vacating a portion of First Street, a public alley and easement area, leading to the development of Cottonwood Condos. However, in 2015, staff at OHM discovered that a portion of First Street (from Cottonwood Condos to its terminus behind the Adair Printing building) had already been vacated.

On June 22, 1998, the Village Council designated the 0.94 acres as Village park land (Note: this designation does not mean land use approval had been granted).

On April 10, 2006, Village Council approved recommendation (requested by the Parks and Recreation Commission) to grant special land use approval for the end of Edison Street so that the Dexter Ringers could construct horseshoe pits in the park. The land was zoned R-3 Multiple Family Residential, so park use was considered a special land use in the R-3 Zoning District.

On May 1, 2013, Village Council discussed the "need for improvements to Horseshoe Park"; the "need for seed money to begin building a shelter and storage facilities," and estimated the cost between \$3,000 and \$5,000, during a budget work session.

On June 24, 2013, Village Council, in a 3-2 vote, approved \$5,000 for the First Street Park Shelter.

On January 25, 2016, City Council approved rezoning from R-3 Multiple Family Residential to PP Public Park.

On March 2, 2016, City Council discussed First Street Park Shelter and was interested in seeing a strategic plan for the park before approving the expenditure for the structure.

On June 22, 2016, City Council approved \$15,000 in the 2016-2017 budget for First Street Park improvements.

Current Stakeholder Input

Sergeant at the Washtenaw County Sheriff's Office

- Visibility should be improved so that the park can be observed from a greater distance
- Lighting for police officer safety for night time patrolling and investigation purposes

Dexter Ringers Representative

- 10 pairs of horseshoe pits (40 feet apart each) are needed to meet weekly needs (the additional 2 pairs at the southeast corner help with meeting tournament demand)
- Park assets include:
 - Horseshoe pits
 - Moveable tables and chairs
 - Tent (with hopes of being replaced by a pavilion) that provides shelter over food and papers
 - Picnic table with umbrella
 - Porta-potty
 - Fence and landscaping at park entrance to protect children from running into pits
- Desired improvements include:
 - Pavilion to serve as storage for chairs, rakes, shovels, and horseshoes as well as a sheltered area (open to a new design for the structure)
 - Improve safety with regard to horseshoes that are accidentally thrown past pits
 - Increase signage at park entrance (Second Street and Edison Street)

Accessibility Improvement Ideas

- Paved sidewalk leading to park along Edison Street
- Paved pathway throughout the park, leading to horseshoe pits, grills (replace with an ADA compliant grill), and potential pavilion
- Handicap parking
- Upgrade porta-potty to a handicap accessible one and add wooden barrier for aesthetic improvement
- Upgrade a set of horseshoe pits so that it is accessible (perhaps paved surface, wider space between a set of pits)
- Replace existing picnic tables with ADA compliant tables

Next Steps

- Host an event in the park in the early fall for neighboring residents to gather input on their desires for future improvements
- Continue research and gather input from the Planning Commission and City Council
- Draft strategic plan for First Street Park improvements

Questions or comments can be directed toward Sara Pizzo at srpizzo@umich.edu or Yuchen Ding at yuchend@umich.edu

Memorandum

To: Parks and Recreation Commission

From: Justin Breyer, Assistant to the City Manager

Re: Discussion of: Dexter Community Fund Donation

Date: August 18, 2016

City staff received the attached memo from the Dexter Community Fund. The organization's representative, Julie Schumaker, contacted the City a few months ago with regard to a donation that the organization would like to make of a tree with a plaque in Mill Creek Park South. Since the Parks and Recreation Commission was working on the Donation Guidelines document, staff asked Ms. Schumaker to hold their proposal until the Commission could complete that document. Staff also asked Ms. Schumaker if the organization would be interested in instead contributing to an area of clear and current need such as Lions Park, but Ms. Schumaker indicated that the organization's preference is to contribute something to Mill Creek Park. In the attached letter Ms. Schumaker has outlined the organization's donation proposal and provided some comments on the draft Donation Guidelines document with regard to plaques.

Dexter Community Fund

For good. For ever. For Dexter.

A permanent community endowment at the



**Ann Arbor Area
Community Foundation**

August 12, 2016

City of Dexter City Council
City of Dexter Parks and Recreation Commission

Re: Draft Donation and Volunteer Guidelines

I would like to provide some feedback on the city's draft donation policy, and in particular, the recognition of donors who make gifts to the City of Dexter.

Over the last several months, the Dexter Community Fund (DCF) has been discussing possible options for our first grant to the community. By way of background, the Dexter Community Fund is an endowment fund which was created in December 2014 as a source of community capital to enrich the quality of life in the greater Dexter community. Our goal is to raise \$2 million by 2020 which will allow us to award \$60,000-\$100,000 in grants annually to non-profit and community organizations within the Dexter community.

One idea being explored for our initial grant is to plant trees in S. Mill Creek Park. The symbolism of a tree seems particularly fitting as it will grow and benefit future generations as will the impact of the DCF. Other ideas considered included the donation of a park bench, bike rack, or water fountain.

The draft donation policy states that for donations of trees, the donor will receive a special certificate, or a plaque for donations over \$1,000. For donations to the "Gifts of Parks" or "Art in the Park" programs, donors will receive a special certificate or plaque for donations over \$5,000. I would encourage you to consider lowering the recognition threshold to \$500 for *any* donation to the City and to allow donors to be recognized on a plaque in close proximity to the donated item. For our initial grant, the DCF would like to make a donation that will be highly visible within the community. To that end, having a plaque near the donated item recognizing the DCF's donation, would be important.

In future years, as the Fund grows, we will support larger projects to enhance the quality of life for Dexter community residents. We look forward to working with the City on many such donations in the future.

Thank you for your consideration of these changes to the donation policy. Should you have any questions, feel free to contact me at 426-0174 or schumakerjulie@gmail.com.

Sincerely,

A handwritten signature in blue ink that reads "Julie A. Schumaker".

Julie Schumaker
Co-Chair, Dexter Community Fund

Memorandum

To: Parks and Recreation Commission

From: Justin Breyer, Assistant to the City Manager

Re: Discussion of: Donations Guidelines

Date: August 18, 2016

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 two meetings, the Parks and Recreation Commission members present provided comments on the Guidelines, and I have redlined the document to incorporate those comments. Comments included:

- Making the document more generally applicable to all City-wide donations.
- Develop a set of donations that are pre-approved by City Council. Donations that are not on the pre-approved list must go through the entire donations process.
- Making the Volunteer Guidelines a separate document and addressing it at a later date.
- Recommending that City Council deal with donations for the interior of buildings for when the City has a new Fire Station and/or City Office. Potentially construct a plaque wall for donations.
- Include a 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:
 - 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.
 - There is a difference between identifying artwork and "in memoriums." Allow the other committees responsible for things like artwork determine how the plaque should look. We do have plaques for existing artwork.

City of Dexter
Donation ~~and Volunteer~~ Acceptance Policy 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. This policy shall not be applicable to individuals and organizations responding to a request for donation generated by City staff towards a specific project.

These ~~se~~ 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 these 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.

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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.

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
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?

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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.

Comment [JB1]: Add Link

- Enter other relevant details
- Enter honoree or commemoration.

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 depending on whether the donation has been pre-approved.

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:~~

~~1. Need – There must be a demonstrated need for the City to accept any donation.~~

~~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.~~

~~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~~



The City of
DEXTER
Michigan

8140 Main Street

|

(734) 426-8303

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~~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.~~

- ~~• 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.

Comment [JB4]: Do we want this to be consistent with other plaque requirements (i.e. \$5,000?)

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 [JB5]: 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).

Comment [JB6]: 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 [JB7]: \$5,000 limit included here as well. Not enforced with other art.

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 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 Any~~ Commission may also recommend that donated resources be re-directed to an established need. This applies to both ~~past~~ and ~~future~~ donations.

Comment [JB8]: 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 [JB9]: 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:

- | | |
|--|---|
| <ul style="list-style-type: none"> • Dexter Area Chamber of Commerce • Dexter Daze Committee • Dexter Rotary Club • Dexter Lions Club • Dexter School Board • Dexter School District Students • Dexter High School Athletic Teams • City Boards and Commissions • Dexter Area Fire Association • Washtenaw County Sheriff • Local Churches • Dexter District Library | <ul style="list-style-type: none"> • Local Grocery Stores • Corporate Volunteer Programs • Dexter High School Leadership • Dexter High School National Honor Society • Washtenaw County Parks • Huron River Watershed Council • Ann Arbor Trout Unlimited • University of Michigan Students • Dexter Garden Club • Eagle Scouts |
|--|---|

Comment [JB10]: 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 [JB11]: 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 [JB12]: 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 [JB13]: 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 [JB14]: 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 [JB15]: 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 [JB16]: 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 [JB17]: 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).



DEXTER
Michigan

8140 Main Street



(734) 426-8303



www.dextermi.gov



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): _____

Memorandum

To: Parks and Recreation Commission

From: Justin Breyer, Assistant to the City Manager

Re: Discussion of: Use of Donated Funds for Lion's Park

Date: August 18, 2016

City staff was recently contacted by two organizations that are looking to contribute funds towards the new Lions Park. Staff is looking for some direction on where the funds could best be spent. Lowe's has granted the City \$1,400 in supplies or equipment for Lions Park. Unfortunately, according to our DPW, some of the areas of greatest need, we would not get from Lowe's – the benches, trees, hydroseed, ect. So the question becomes, what else would we get from Lowe's for parks?

Tracey Rose with Real Estate One contacted staff about the AAABOR Realtors 2016 Placemaking Grant Program. According to the information that she provided, the grant ranges from \$500 - \$2500 and can be used for park enhancements. Her thought was to apply for the funds for the new playground, but she did note in her e-mail that they could be applied to other parks or areas of the City.

Some options of need are:

- Lion's Park - Funds to offset the cost of the ADA compliant pathway from the parking lot to the playground (\$800).
- Lion's Park – Trees adjacent to the residential neighbor (\$500).
- Signage for Lion's Park and First Street Park (\$1,500 - \$2,000).
- Benches for Lion's Park

Memorandum

To: Parks and Recreation Commission

From: Justin Breyer, Assistant to the City Manager

Re: Discussion of: Park Signage, Hours of Operation, and Ordinances

Date: August 18, 2016

Signage and Hours of Operation

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, 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

Second, City staff and the Washtenaw County Sheriff has received complaints of people being in First Street Park after dark. One of the County Sheriff's deputies has recommended that the City post signage stating the hours of operation so that they may more easily enforce City rules. Current City Ordinance states, "No person shall be in any park during posted closing hours without the express permission of the County Sheriff's department." Therefore, to have closing hours, they must be posted, and there are currently no posted hours for First Street Park. Though staff has brought 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. The signage at Community Park 1) Looks good; 2) Clearly states the Park's name; 3) Lists hours of operation; and 4) Has room to list park sponsors. A picture of this sign is attached.

Parks Ordinances

These discussions bring up another question: the City's Ch. 30 - Parks and Recreation Ordinance was last updated in 1995, now over 20 years old. Would the Parks and Recreation Commission be interested in looking at the Ordinance in more detail and potentially recommending some updates to City Council?



Community Park

OPEN TO THE PUBLIC
SUNRISE TO
SUNSET

Developed by
Village of Dexter Parks Commission
A Community Build Project



Chapter 30 - PARKS AND RECREATION

FOOTNOTE(S):

--- (1) ---

Cross reference— Environment, ch. 18; streets, sidewalks and certain other public places, ch. 46.

State Law reference— Public parks, powers of council, MCL 67.6; public recreation system, powers of village, MCL 123.51 et seq.

ARTICLE I. - IN GENERAL

Secs. 30-1—30-30. - Reserved.

ARTICLE II. - PARKS AND RECREATION COMMISSION

FOOTNOTE(S):

--- (2) ---

Cross reference— Boards and commissions, § 2-121 et seq.

Sec. 30-31. - Organization.

Pursuant to chapter 7 of the General Law Village Act, as amended, there is hereby created and established a commission, to be known as the village parks and recreation commission. The village parks and recreation commission shall consist of seven members, to be appointed by the council president and affirmed by village council. One member shall also be a member of the village council to be selected by resolution of the village council to serve as a member ex officio and shall be selected during the village council's annual resolution of organizational matters. At least four members of the parks and recreation commission shall be residents of the Village of Dexter, but two members so appointed may be residents of adjoining townships. The village parks and recreation commission shall actively recruit members when vacancies occur, screen potential commissioners and forward recommendations to the council president.

(Ord. eff. 6-30-1996, § 2; Ord. No. 2002-05, § 1, eff. 8-2-2002; Ord. No. 13-2003, § 1, 6-23-2003; Ord. No. 33-2005, 11-14-2005; Ord. No. 2-2008, eff. 10-19-2008)

Sec. 30-32. - Membership.

Terms shall be staggered so that, as far as practical, no more than three terms expire in any given year. The terms of office of members of the parks and recreation commission shall begin on the first day of June nearest the date of appointment and end three years thereafter, unless reappointed. The term of the ex officio member shall be one year.

(Ord. eff. 6-30-1996, § 3; Ord. No. 2002-05, § 2, eff. 8-2-2002; Ord. No. 13-2003, § 2, 6-23-2003; Ord. No. 33-2005, 11-14-2005; Ord. No. 2-2008, eff. 10-19-2008)

Sec. 30-33. - Rules.

The parks and recreation commission shall have the authority to make rules and regulations concerning administration of its affairs as shall not be inconsistent with laws and the General Law Village Act, Public Act No. 3 of 1895 (MCL 61.1 et seq., MSA 5.1201 et seq.). It shall establish rules providing for the holding of its meetings and for the election of its officers. It shall elect officers and meet no less than once every year. The ex officio shall not hold an office. It shall adopt rules for transactions of business and shall keep a record of its resolutions, transactions, findings, and recommendations.

(Ord. eff. 6-30-1996, § 4; Ord. No. 2002-05, § 3, eff. 8-2-2002; Ord. No. 13-2003, § 3, 6-23-2003; Ord. No. 33-2005, 11-14-2005; Ord. No. 2-2008, eff. 10-19-2008)

Sec. 30-34. - Quorums.

A quorum shall consist of four members. An affirmative vote of the majority of current appointed members shall be necessary to pass any motion.

(Ord. eff. 6-30-1996, § 5; Ord. No. 2002-05, § 4, eff. 8-2-2002; Ord. No. 13-2003, § 4, 6-23-2003; Ord. No. 2-2008, eff. 10-19-2008)

Sec. 30-35. - Vacancies.

Any vacancies occurring in the membership of the parks and recreation commission shall be filled for the remainder of the term in the manner provided for original appointment to such commission.

(Ord. eff. 6-30-1996, § 6; Ord. No. 2002-05, § 5, eff. 8-2-2002; Ord. No. 13-2003, § 5, 6-23-2003; Ord. No. 2-2008, eff. 10-19-2008)

Sec. 30-36. - Removal.

The Dexter Village Council may remove any member of the Dexter Parks and Recreation Commission for misconduct or neglect of duty. The Dexter Village Council may remove from office any member of the Dexter Parks and Recreation Commission who is absent from three consecutive meetings, unless the commission excuses the absences and enters the reasons for absences in its official minutes.

(Ord. eff. 6-30-1996, § 7; Ord. No. 2002-05, § 6, eff. 8-2-2002; Ord. No. 13-2003, § 6, 6-23-2003; Ord. No. 2-2008, eff. 10-19-2008)

Sec. 30-37. - Compensation.

Members of the commission shall be compensated. The village council will prescribe the amount and manner of compensation. The ex officio shall not be compensated.

(Ord. eff. 6-30-1996, § 8; Ord. No. 2002-05, § 7, eff. 8-2-2002; Ord. No. 13-2003, § 7, 6-23-2003; Ord. No. 33-2005, 11-14-2005; Ord. No. 2-2008, eff. 10-19-2008)

Sec. 30-38. - Functions and duties.

The parks and recreation commission shall carry out the following functions and perform the following duties:

- (1) Prepare, update and maintain the Dexter Village Parks Master Plan, ensuring that the plan is kept current and is reflected in the village master plan;
- (2) Advise and assist the village council on matters pertaining to village parks and recreational matters, subject to the guidance of the council. Specifically advise the village council regarding the acceptance of gifts and applying for grants related to parks and recreational facilities;
- (3) Advise the village council on all rules and regulations deemed appropriate or necessary for the use, development and operation of village parks and recreational facilities;
- (4) The parks and recreation commission shall not obligate itself or the village in any financial undertaking. It is not empowered to spend any funds of the village for any purpose unless first provided for by a specific appropriation by the village council;
- (5) Coordinate the acquisition of parks equipment or services, excluding maintenance, funded by the village council; and
- (6) Report to the village council annually. This report shall inform the village council on updates to the parks master plan, budget requests for the upcoming fiscal year, condition of the parks, and input from village residents concerning the parks, and other matters deemed appropriate.

(Ord. eff. 6-30-1996, § 9; Ord. No. 2002-05, § 8, eff. 8-2-2002; Ord. No. 13-2003, § 8, 6-23-2003; Ord. No. 2-2008, eff. 10-19-2008)

Secs. 30-39—30-60. - Reserved.

ARTICLE III. - CONDUCT IN PUBLIC PARKS AND RECREATION AREAS

DIVISION 1. - GENERALLY

Sec. 30-61. - Purpose.

The purpose of this article is to provide rules and regulations for the use of and conduct in the parks and recreation areas of the village.

(Ord. eff. 3-20-1995(2), § 1)

Sec. 30-62. - Applicability.

This article shall apply in all parks and recreation areas under the jurisdiction of the village, unless expressly exempted. For the issuance of permits, temporary designations, authorizations, granting of approval and other actions the approving governing agency shall be the village council or its designee.

(Ord. eff. 3-20-1995(2), § 2)

Sec. 30-63. - Penalty.

Any person violating any provision of the foregoing rules, except provisions of the Motor Vehicle Code incorporated in this article, shall upon conviction be punished as provided in section 1-12.

(Ord. eff. 3-20-1995(2), § 6)

Sec. 30-64. - Miscellaneous conduct.

All park users shall be bound by all park rules and regulations and all applicable ordinances as fully as though such rules, regulations and ordinances were inserted in such permits. It shall be unlawful for any person in a park or recreation area to:

- (1) Engage in violent, abusive, loud, boisterous, vulgar, obscene or otherwise disorderly conduct or behavior tending to breach the public peace.
- (2) Fail to show any permit the person claims to have, upon request of any authorized person who shall desire to inspect the permit for the purpose of enforcing compliance with any ordinance or rule.
- (3) Disturb or interfere unreasonably with any person or party occupying any area or participating in any activity under the authority of a permit.
- (4) No person shall use or operate any radio receiving set, musical instrument, phonograph, television or other machine or device that produces or reproduces sound in such a manner that produces excessive noise (as defined in the village noise ordinance) unless written permission has been obtained from the village or its designated representatives.

(Ord. eff. 3-20-1995(2), § 3)

Sec. 30-65. - Closing hours.

No person shall be in any park during posted closing hours without the express permission of the county sheriff's department.

(Ord. eff. 3-20-1995(2), § 4)

Secs. 30-66—30-80. - Reserved.

DIVISION 2. - PERMITS

Sec. 30-81. - Procedures generally.

Permits for park facility use shall be obtained by application to the approving agency or their designee in accordance with the following procedure in this division.

(Ord. eff. 3-20-1995(2), § 5)

Sec. 30-82. - Activities requiring permit; violation; penalty.

(a) *Activities for which permit required.* The following activities require a permit:

- (1) Conducting exhibitions.
- (2) Holding a parade.
- (3) Exposing or offering for sale any article in any park or recreation area.
- (4) Holding an assembly involving 30 participants or more (classroom activities are exempt).
- (5) Constructing or erecting any building or structure of whatever kind, whether permanent or temporary, or selling or giving away from such tent, stand or other structure any food, drink, or other thing, or running or stringing any public service utility into, upon, or across such lands.
- (6) Distributing, delivering or placing any bill, billboard, placard, banner, circular, or advertisement.
- (7) Furnishing and/or consuming any beer, wine, or other alcoholic beverage within the boundaries of any park or recreation area.

(b) *Municipal civil infraction.* A person who violates any provision of this section is responsible for a municipal civil infraction, subject to payment of a civil fine as set forth in section 22-38. Repeat offenses under this section shall be subject to increased fines as set forth in section 22-38.

(Ord. eff. 3-20-1995(2), § 5(A))

State law reference— Place of consumption restricted, MCL 436.1915.

Sec. 30-83. - Application.

A person seeking a permit hereunder shall file an application containing the following:

- (1) The name and address of the applicant.
- (2) The name and address of the person, persons, corporation or association sponsoring the activity, if any.
- (3) The day and hours for which the permit is desired.
- (4) The park or portion thereof for which the permit is desired.
- (5) A brief description of planned activity.

(Ord. eff. 3-20-1995(2), § 5(B))

Sec. 30-84. - Standards for issuance.

(a) Standards for issuance of a use permit shall include the following findings:

- (1) That the proposed activity or use of the park will not unreasonably interfere with or detract from the general public's enjoyment of the park and or from the promotion of public health, welfare, safety and recreation.
- (2) That the proposed activity or uses that are reasonably anticipated will not include or cause violence, crime or disorderly conduct.
- (3) That the proposed activity will not entail additional expense or police operation by the village.
- (4) That the facilities desired have not been reserved for other use on the date and hour requested in the application.
- (5) That the natural areas be protected.

(b) Any deposit requirements shall be determined and paid at the time the permit is granted.

(Ord. eff. 3-20-1995(2), § 5(C))

Sec. 30-85. - Appeal.

Within ten working days after the receipt of an application the village manager or his designee shall inform an applicant in writing of the decision to grant or deny a permit.

(Ord. eff. 3-20-1995(2), § 5(D))

Sec. 30-86. - Revocation.

The village council or its designee shall have the authority to revoke any permit upon a finding of a violation of any rule or ordinance or upon a finding of good cause.

(Ord. eff. 3-20-1995(2), § 5(E))