

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

***Tuesday, September 20, 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
Anne Marques	Joy Gee
Ray Tell – Ex Officio	
- 3. APPROVAL OF THE MINUTES – August 23, 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 – Public Meeting
  - B. Discussion of: Lion’s Park Bench
  - C. Discussion of: Park Signage
  - D. Consideration of: Donation Guidelines
  - E. Discussion of: MDNR Passport Recreation Grant
- 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  
August 23, 2016**

The regular meeting of the City of Dexter Parks and Recreation Commission was called to order at 7:03 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; Julie Schumaker, Dexter Community Fund; Yuchen Ding and Sara Pizzo, Planning Interns; Nathan Biggs, Boy Scout

**APPROVAL OF THE MINUTES**

Motion by Arnold, Seconded by Henkemeyer to approve the minutes from May 17, 2016.  
Motion Adopted

**APPROVAL OF AGENDA**

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

**CITIZENS WISHING TO ADDRESS THE COMMISSION**

Julie Schumaker, Dexter Community Fund – Ms. Schumaker, Dexter School Board Member, introduced the Dexter Community Fund. She stated that their goal is to raise \$2 million in assets and to give out grants to community organizations. The DCF has raised \$200,000. She requested that the Parks and Recreation Commission consider the Dexter Community Fund's request to donate an item in Mill Creek Park with a plaque. She mentioned that some ideas discussed by the DCM included a tree, a bench, or some other visible item.

**REPORTS AND COMMUNICATION**

**A. CHAIR**

Becky Murillo discussed the Huron Waterloo Pathways Initiative. She commented that the railroad has been seeking access to the Bolin Right-of-Way. They have been in discussion with Washtenaw County Parks, MDOT, and the Road Commission. The Committee discussed the Huron Waterloo Pathways Initiative's opportunity to partner with the railroad to construct a segment of the path.

**B. COMMISSIONERS AND EX-OFFICIO**

Tree Board – None

Ex Officio – None

Art Selection – Justin Breyer reported that City Council approved the purchase of the Dragonfly Sculpture and the installation of the Lion’s Sculpture. He commented that the Lion’s Sculpture would be installed in the next few weeks.

## **C. STAFF REPORT**

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

- The opening of Lion’s Park. The Committee discussed the popularity of this park and future needs.
- Staff met with SmithGroupJJR, King & MacGregor, and the MDEQ regarding the wetland delineation. Justin commented that the City should be receiving MDEQ’s report about the wetland delineation, and SmithGroupJJR’s revised cost proposal. The Committee discussed next steps and how this project relates to the Huron Waterloo Pathways Initiative project.
- Justin stated that staff is planning a Mill Creek Park Work Day on October 8<sup>th</sup>.

## **NEW BUSINESS**

### **A. CONSIDERATION OF: FIRST STREET PARK PLAN**

Sara Pizzo and Yuchen Ding introduced themselves as interns working on the First Street Park Planning project. Sara and Yuchen provided the Parks and Recreation Commission with the feedback that they had received through interviews of community stakeholders – Dexter Ringers, Sheriff’s Department, Paul Evanoff of SmithGroupJJR, and Coy Vaughn. The Committee and the Interns talked about a timetable for the project and the scope of work. The Interns talked about hosting an event to gather feedback from the community. The Committee discussed hosting the event during Apple Daze.

### **B. CONSIDERATION OF: DEXTER COMMUNITY FUND DONATION**

The Committee discussed the proposal from the Dexter Community Fund. The Committee agreed that their consideration of the donation should be put on hold until the Donation Acceptance Policy was complete. The Committee discussed handicap accessibility and the desire for an additional swing bay to hold a wheelchair swing.

### **C. DISCUSSION OF: DONATION AND VOLUNTEER GUIDELINES**

The Committee reviewed the draft Donation Acceptance and Volunteer Policy. The Committee provided feedback to staff, and requested that a clean copy (without track changes) be sent out prior to next meeting for further review.

### **D. DISCUSSION OF: USE OF DONATED FUNDS FOR LIONS PARK**

The Committee discussed options for using potential donated funds from Lowe’s and the AAABOR Realtors 2016 Placemaking Grant. The Committee provided feedback to use the funds from the Placemaking Grant towards an ADA accessible pathway from the parking lot to the playground, and for trees. They also discussed using the Lowe’s grant for benches.

### **E. DISCUSSION OF: PARK SIGNAGE, HOURS OF OPERATION, AND ORDINANCES**

The Committee discussed park hours of operation and signage. The Committee discussed having consistent signage throughout the parks, but needed more information on different sign types. The Committee directed staff to provide quotes for the stone-based kiosk sign in Mill

Creek Park and a sign similar to the one found in Community Park. The Committee also requested that staff receive quotes for: an additional swing bay, a wheelchair swing, and all work related to installation.

#### **F. DISCUSSION OF: MILL CREEK PARK WORK DAY**

Staff reinforced the need for volunteers to assist with the Mill Creek Park Work Day on October 8<sup>th</sup>.

#### **OLD BUSINESS**

##### **A. DISCUSSION OF: PARK MAINTENANCE REQUESTS**

The Commission discussed park maintenance needs, including:

- Someone had put up another tire swing in Community Park.
- The Committee discussed people jumping off of the train trestle into the Creek.

##### **CITIZENS WISHING TO ADDRESS THE COMMISSION**

None

##### **PROPOSED BUSINESS FOR FUTURE MEETINGS**

The Committee discussed their priority for addressing policies:

- 1) Donation Policy
- 2) Volunteer Policy
- 3) Ordinance Review

##### **ADJOURNMENT**

Becky Murillo called the meeting adjourned at 9:21pm.

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](http://www.Dextermi.gov)

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**MEMORANDUM**

TO: Parks and Recreation Commission  
FROM: Justin Breyer, Assistant to the City Manager  
RE: REPORT  
DATE: September 16, 2016

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**Use of Funds for Lion's Park**

An application has been submitted for the AAABoR Realtors grant, with funds to be directed towards the construction of the ADA pathway connecting the playground to the Senior Center parking lot. I do not know when the City will receive notification of the award.

Staff spoke with representatives from Lowe's, and they have agreed to donate two blue benches for First Street Park. Staff's recommendation is to locate them along the side closest to the Senior Center parking lot to provide shade and prevent encroachment on the rest of the site.

**Wetland Delineation**

We have received a letter from the MDEQ confirming that they agree with the wetland delineation created by SmithGroupJJR for Phase II of the Mill Creek Park path. The MDEQ will use this delineation for any permit requests received through September 2019. Due to these findings, the majority of the path will be asphalt with only a small area of boardwalk. Staff has requested an updated cost analysis from SmithGroupJJR for the Phase 2 Trail.

**Pedestrian Counters**

Attached are reports from the pedestrian counter software detailing the amount of usage at each of the counters. On Labor Day, the counter behind the Fire Station counted more than 2,400 people.

**Mill Creek Park Work Day**

As a reminder, there will be 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).

**Wheelchair Swing**

Staff requested a proposal from Sinclair Recreation to add a wheelchair swing to Lion's Park. The quote for all equipment and work from Sinclair Recreation is \$6,693.37. Matt Campanella from Sinclair Recreation indicated that wheelchair swings are not recommended for public playgrounds because they do not comply with the "suspended element impact attenuation test." Basically, this test measures how much harm a swing could do if it hit someone.

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

Thank you.



RICK SNYDER  
GOVERNOR

STATE OF MICHIGAN  
DEPARTMENT OF ENVIRONMENTAL QUALITY  
LANSING



C. HEIDI GREYHER  
DIRECTOR

September 2, 2016

Ms. Courtney Nicholls, City Manager  
City of Dexter  
8123 Main Street  
Dexter, Michigan 48130

Dear Ms. Nicholls:

SUBJECT: Wetland Identification Report  
Wetland Identification Site Name: 81-Mill Creek Park Grand Street-Dexter  
MiWaters Submission Number: 2GV-CSRN-SK4J

The Michigan Department of Environmental Quality (DEQ) conducted a Level 3 Wetland Identification Review of approximately 3.7 acres on property located in Town 02S, Range 05E, Section 06, city of Dexter, Washtenaw County on August 17, 2016. The wetland identification was conducted in accordance with Part 303, Wetlands Protection, of the Natural Resources and Environmental Protection Act, 1994 PA 451, as amended (NREPA), and Rule 4 (1), Wetland Identification and Assessment (R 281.924), of the Administrative Rules for Part 303. This is a report of our findings in response to your Wetland Identification application.

Based on our on-site investigation which included a review of plants, hydrology, and soils, the DEQ confirms the wetland boundary as flagged. The DEQ also reviewed other pertinent information such as aerial imagery, soils survey data, topographic mapping data, surface hydrology data, and sub-surface hydrology data.

Enclosed is a site map of the identified area that was created by combining information from your consultant and the DEQ. This map identifies regulated wetland and non-wetland (upland) within the review area.

Approximately 0.25 acre [all] of the wetland within the review area is regulated by the DEQ because of wetland size and/or proximity to a pond, lake, or stream/drain. For the area identified as regulated wetland on the site map, specifically **wetland unit C**, please be advised that any of the following activities require a permit under Part 303:

- a) Deposit or permit the placing of fill material in a regulated wetland.
- b) Dredge, remove, or permit the removal of soil or minerals from regulated wetland.
- c) Construct, operate, or maintain any use or development in a regulated wetland.
- d) Drain surface water from a regulated wetland.

Ms. Courtney Nicholls, City Manager

Page 2

September 2, 2016

For those areas identified as non-wetland (upland) on the site map, the DEQ lacks jurisdiction under Part 303 for activities occurring in those areas.

This Wetland Identification Report is limited to findings pursuant to Part 303 and does not constitute a determination of jurisdiction under other DEQ administered programs. Any land use activities undertaken within the review area may be subject to regulation pursuant to the NREPA under the following programs:

Floodplain Regulatory Authority found in Part 31, Water Resources Protection  
Part 91, Soil Erosion and Sedimentation Control  
Part 301, Inland Lakes and Streams

Please be aware that this wetland identification report does not constitute a determination of the jurisdiction under local ordinances or federal law. The United States Army Corps of Engineers (USACE) retains regulatory authority over certain wetlands pursuant to Section 404 of the Clean Water Act (CWA), and specifically those wetlands associated with traditionally navigable waters of the state. Navigable waters are generally the Great Lakes, their connecting waters, and river systems and lakes connected to these waters. In other areas of the state, the DEQ is responsible for identification of wetland boundaries for purposes of compliance with the CWA under an agreement with the United States Environmental Protection Agency. Your review area does not appear to be within those areas also regulated by the USACE. Additional information may be obtained by contacting the USACE at 313-226-2218.

You may request the DEQ reassess the wetland boundaries and regulatory status of wetlands within any portion of the review area, should you disagree with the findings, within 60 days of the date of this report. A written request to reassess the Wetland Identification review area must be accompanied by supporting evidence with regard to wetland vegetation, soils or hydrology different from, or in addition to, the information relied upon by DEQ staff in preparing this report. The request should be submitted to:

Wetland Identification Program  
Department of Environmental Quality  
Water Resources Division  
P.O. Box 30458  
Lansing, Michigan 48909-7958

The findings contained in this report do not convey, provide, or otherwise imply approval of any governing act, ordinance, or regulation, nor does it waive the obligation to acquire any applicable federal, state, county, or local approvals. This Wetland Identification Report is not a permit for any activity that requires a permit from the DEQ.

Ms. Courtney Nicholls, City Manager  
Page 3  
September 2, 2016

Should you need to apply for a permit for future work within this site, please use the same site name listed within the subject line of this letter when you are listing the site location within the MiWaters online permit application.

The findings contained in this report are binding on the DEQ until September 2, 2019, a period of three years from the date of this Wetland Identification Report unless a reassessment has been conducted. Please contact me at 517-284-5534; gyekisk@michigan.gov; or DEQ, P.O. Box 30458, Lansing, Michigan 48909-7958, if you have any questions regarding this report.

Sincerely,

A handwritten signature in black ink that reads "Keto Gyekis". The signature is fluid and cursive, with the first name "Keto" being more prominent than the last name "Gyekis".

Keto Gyekis  
Wetland Identification Program Coordinator  
Water Resources Division

Enclosures

cc: Washtenaw County Soil Erosion Enforcement Agent (CEA)  
Washtenaw County Public Health Department  
City of Dexter Clerk  
Mr. James Sallee, King & MacGregor Environmental, Inc.  
Ms. Tiffany Myers, DEQ  
Mr. Luke Golden, DEQ



Figure 1.  
Wetland Assessment Location  
DEQ WIP  
81-Mill Creek Park Grand Street  
Dexter



Washtenaw County



Dexter Chelsea



±3.70 ac. WIP Review Area



±0.25 ac. Wetland



**Figure 2. Wetland Detail**  
DEQ WIP File  
81-Mill Creek Park  
Grand Street  
Dexter

Map created: August 2016

This drawing showing those areas containing wetland and not containing wetland is an approximation of the boundaries flagged on-site.

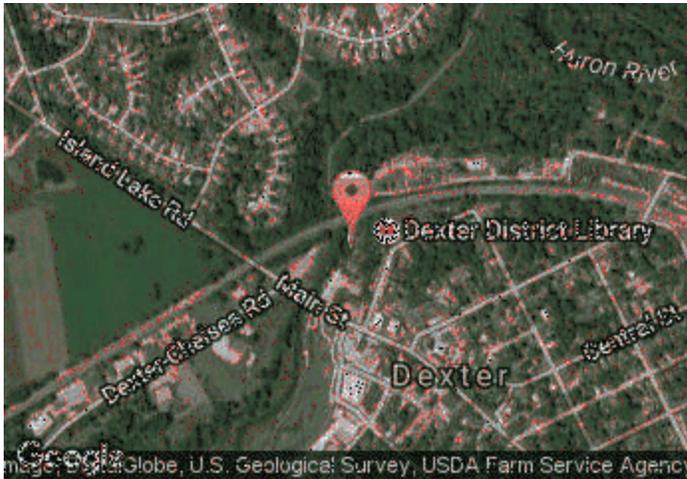
This drawing does not authorize or permit activities requiring a permit in accordance with Part 303 of the Natural Resources and Environmental Protection Act, 1994 PA 451, as amended.

0 100' 200'



# Dexter - Fire Station

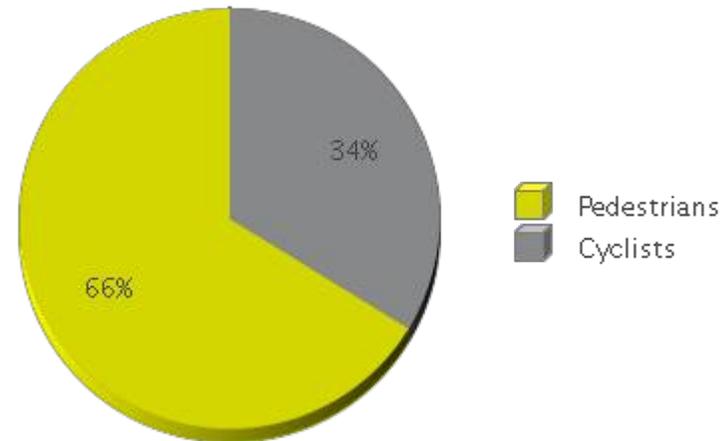
Period Analyzed: Friday August 26, 2016 to Monday September 12, 2016



	Total Traffic for the Analyzed Period	Daily Average	Busiest Day of the Week	Distribution	
				IN	OUT
Pedestrians	13,599	800	Sunday	51	49
Cyclists	6,926	407	Sunday	52	48

IN: North

OUT: South



# Dexter - Fire Station

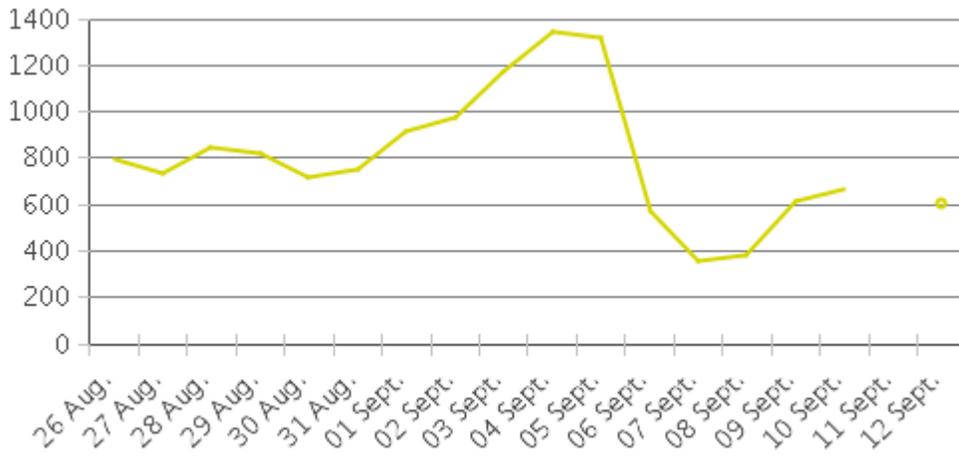
Period Analyzed: Friday August 26, 2016 to Monday September 12, 2016



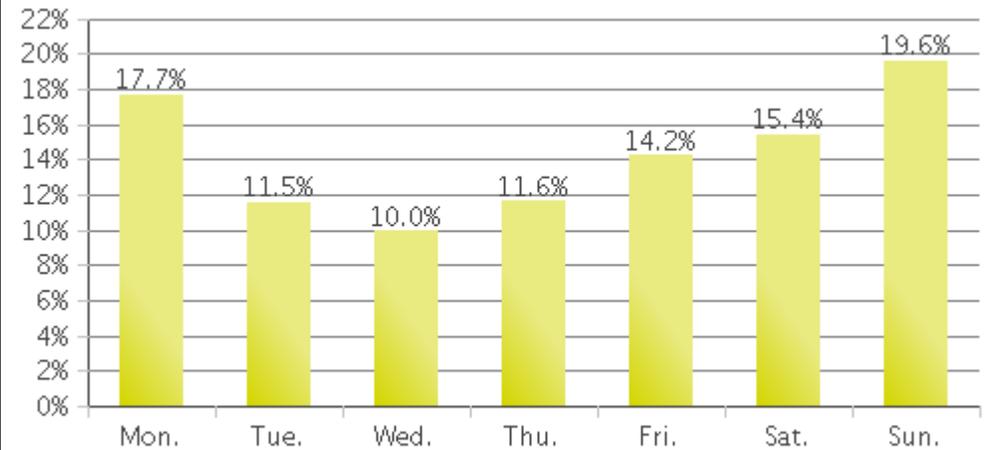
# Dexter - Fire Station (Pedestrians)

Period Analyzed: Friday August 26, 2016 to Monday September 12, 2016

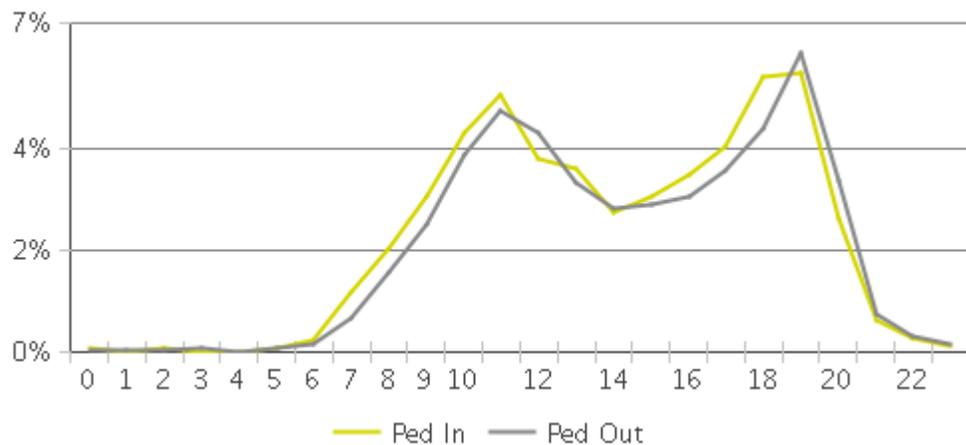
### Daily Data



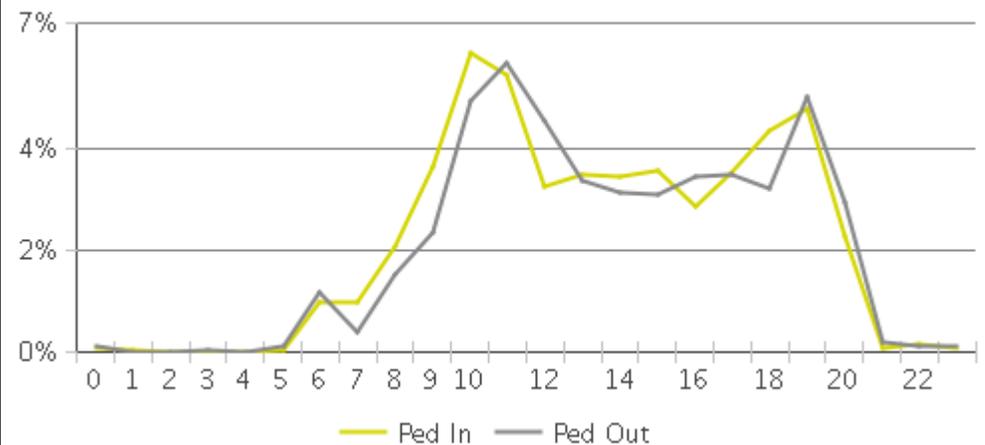
### Weekly Profile



### Hourly Profile during Weekdays



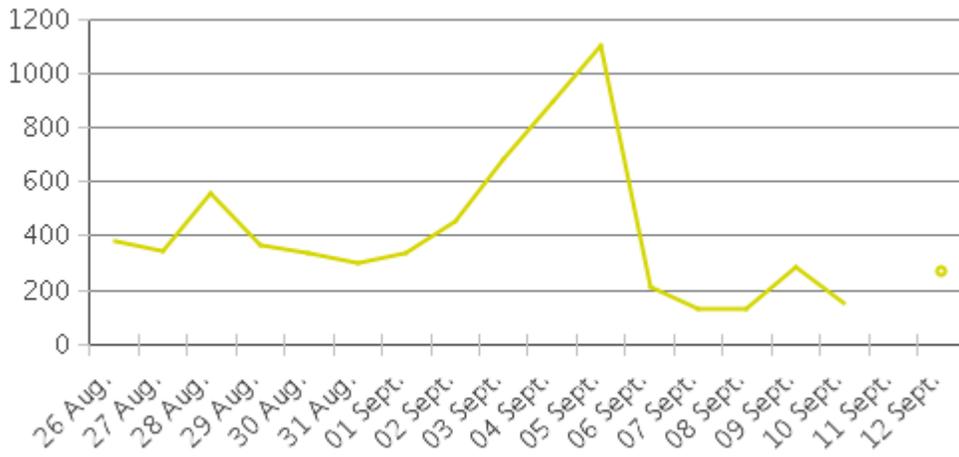
### Hourly Profile during the Weekend



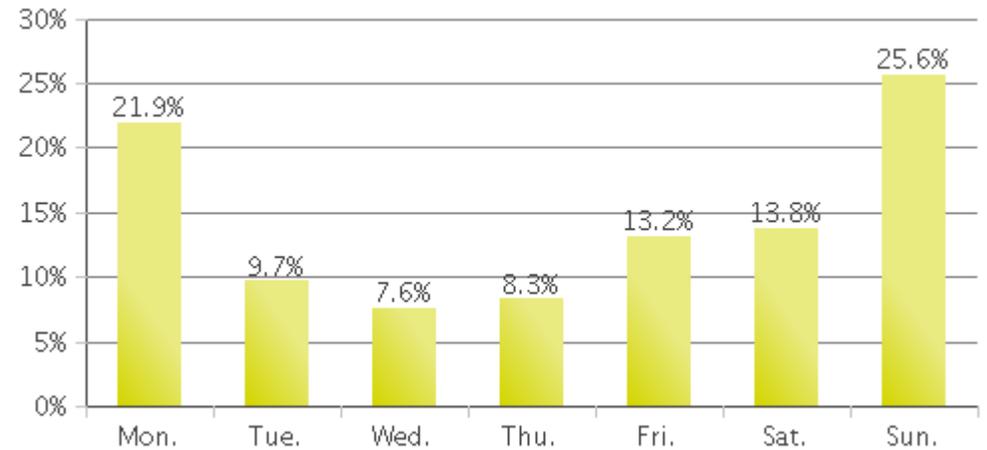
# Dexter - Fire Station (Cyclists)

Period Analyzed: Friday August 26, 2016 to Monday September 12, 2016

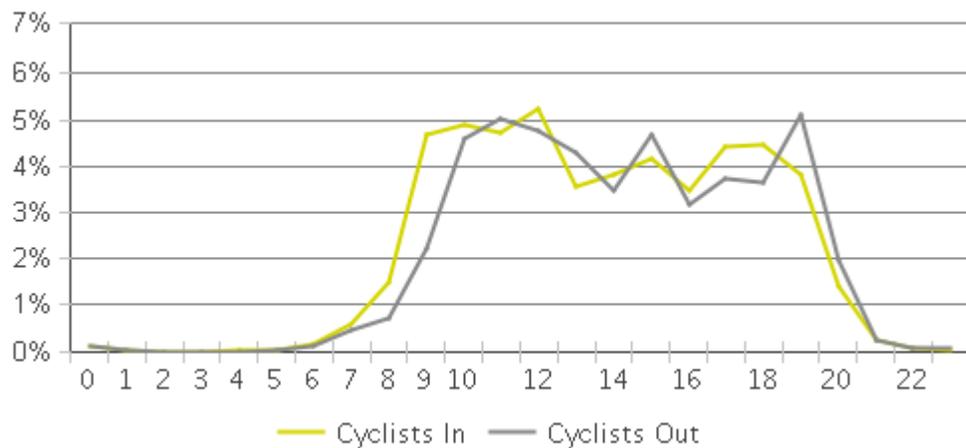
### Daily Data



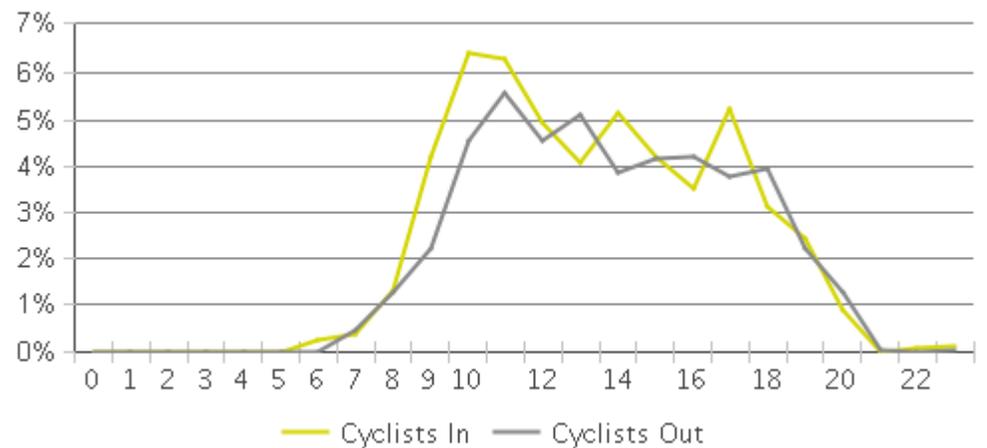
### Weekly Profile



### Hourly Profile during Weekdays

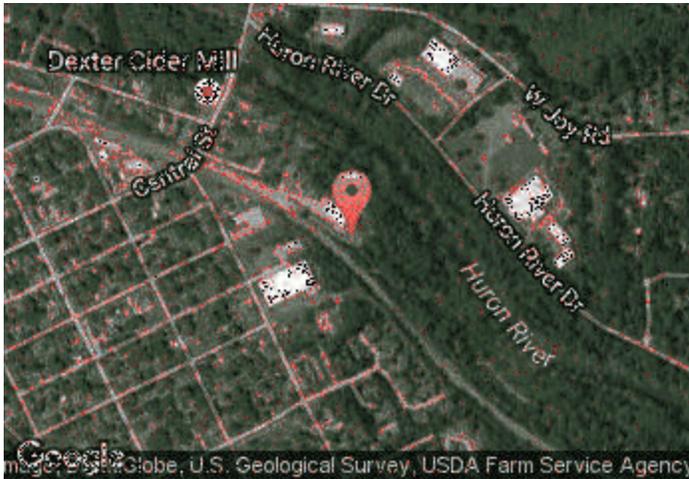


### Hourly Profile during the Weekend



# Dexter - DPW

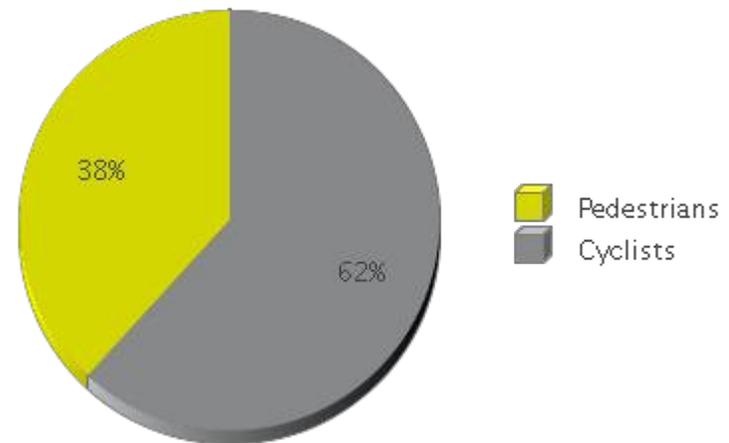
Period Analyzed: Friday August 26, 2016 to Sunday September 11, 2016



	Total Traffic for the Analyzed Period	Daily Average	Busiest Day of the Week	Distribution	
				IN	OUT
Pedestrians	1,010	59	Sunday	52	48
Cyclists	1,633	96	Sunday	58	42

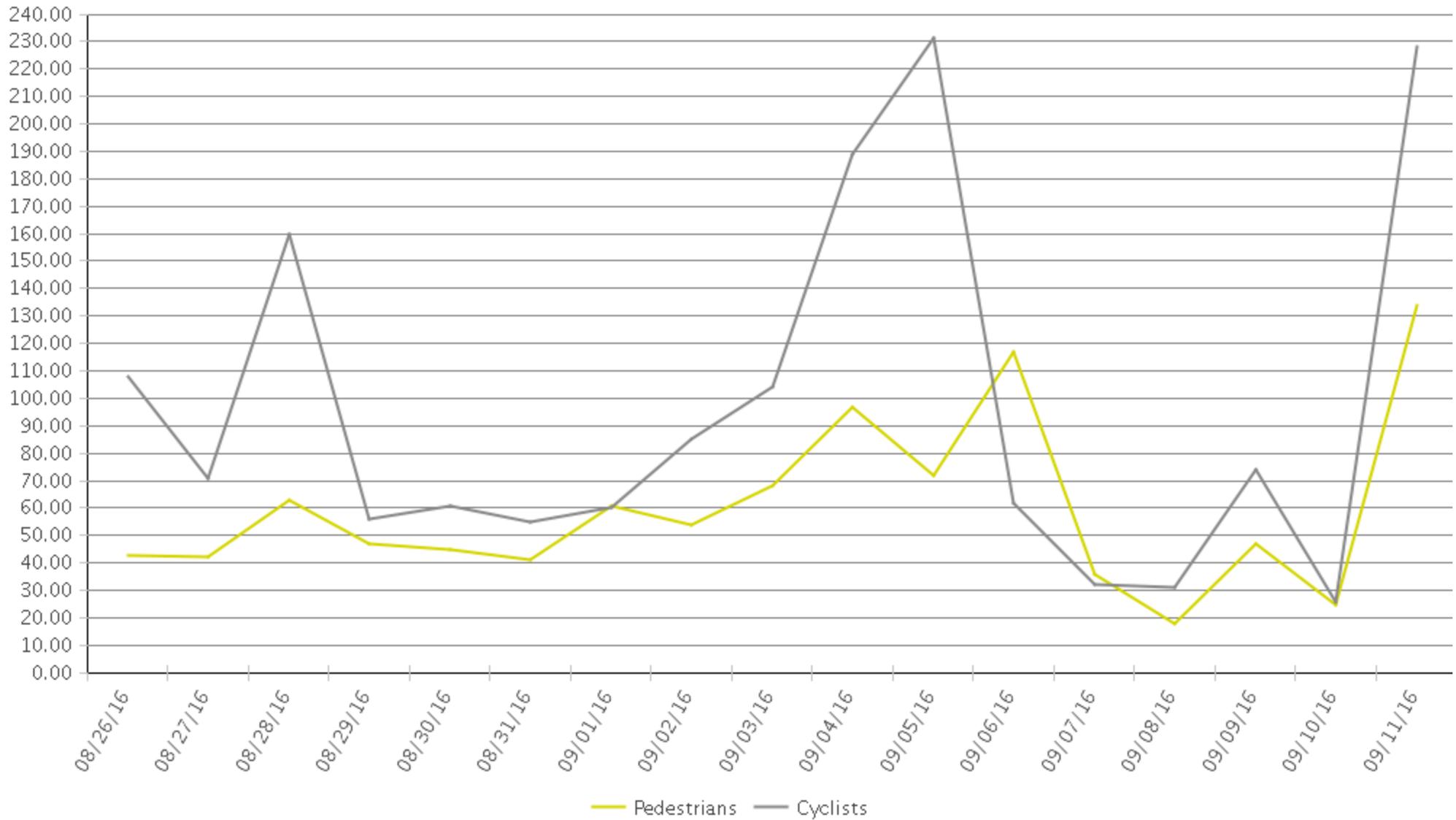
IN: East

OUT: West



# Dexter - DPW

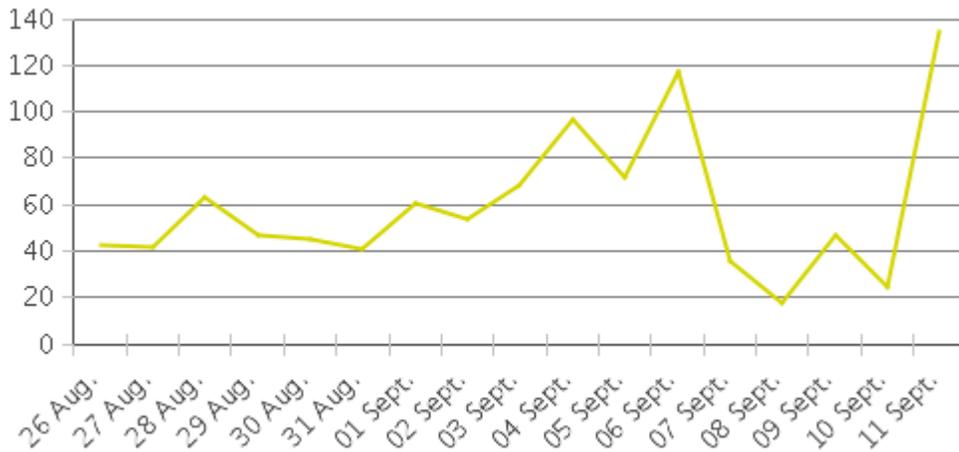
Period Analyzed: Friday August 26, 2016 to Sunday September 11, 2016



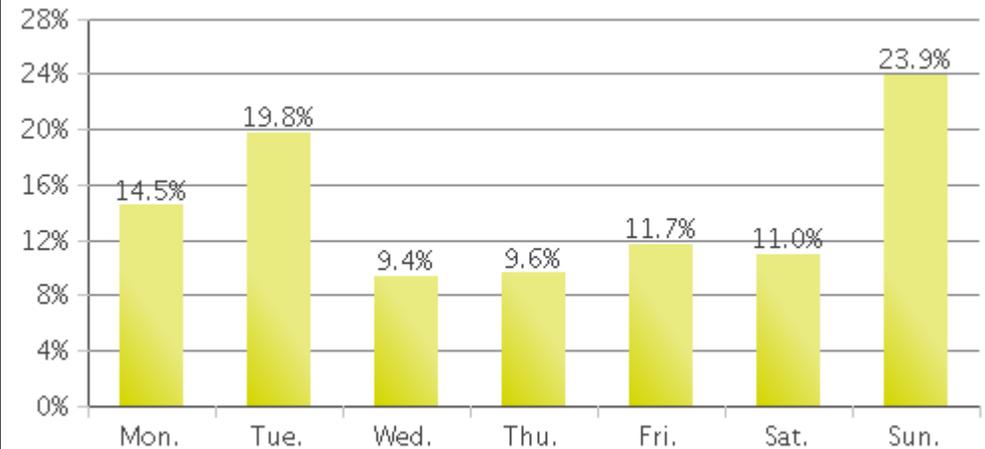
# Dexter - DPW (Pedestrians)

Period Analyzed: Friday August 26, 2016 to Sunday September 11, 2016

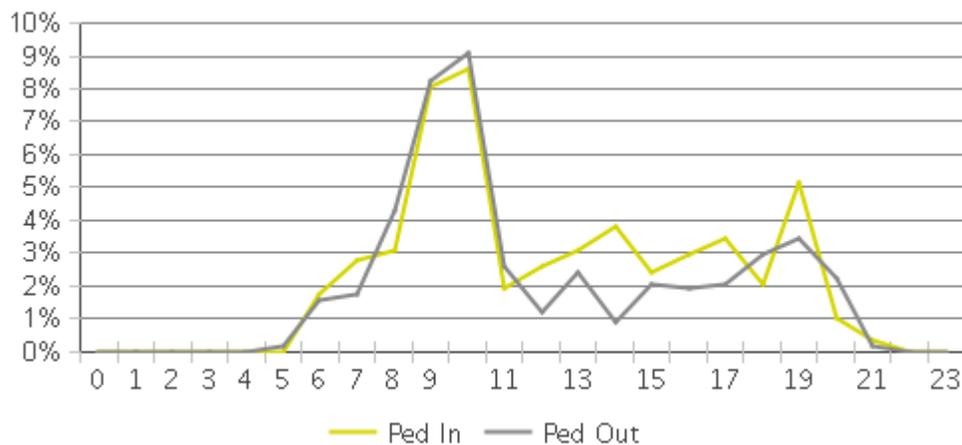
### Daily Data



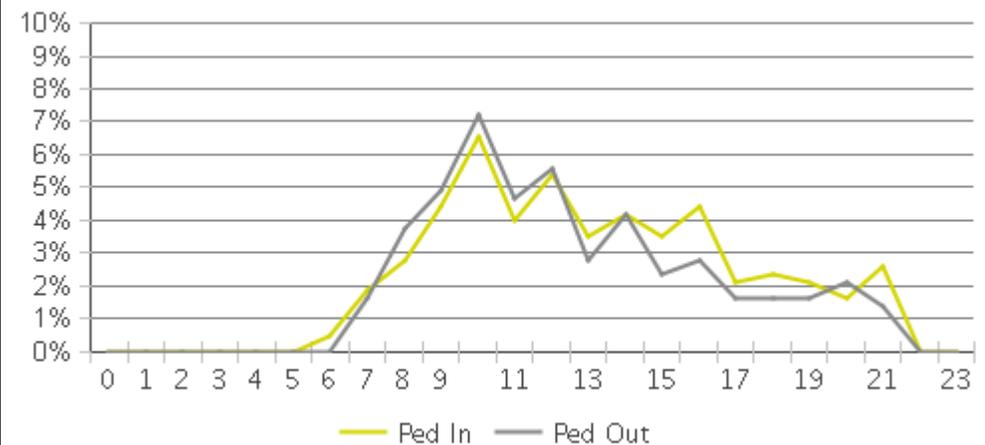
### Weekly Profile



### Hourly Profile during Weekdays



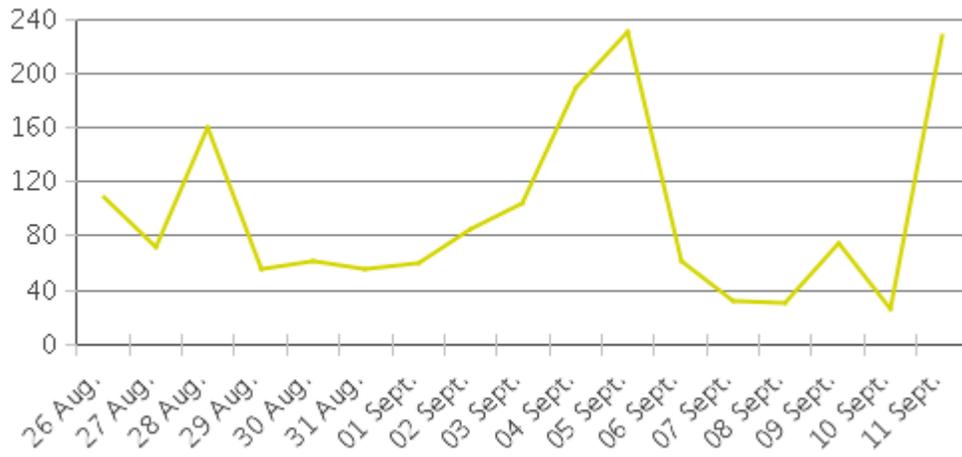
### Hourly Profile during the Weekend



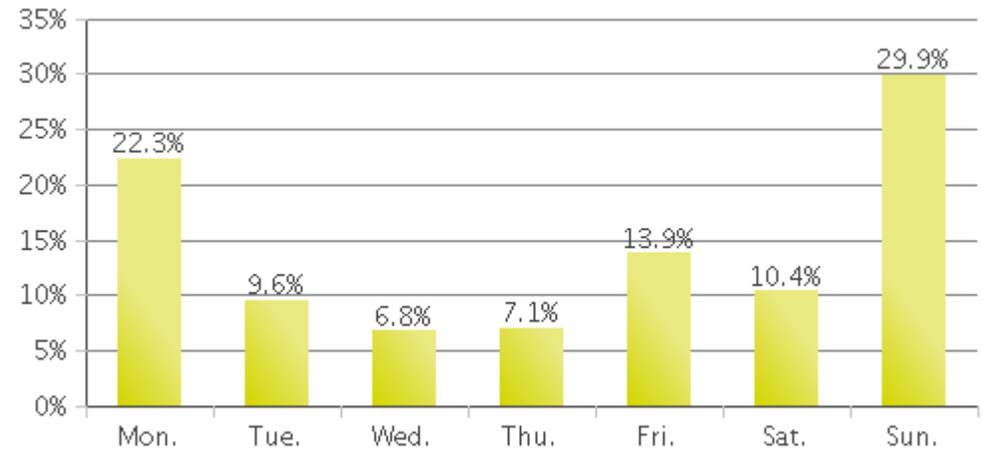
# Dexter - DPW (Cyclists)

Period Analyzed: Friday August 26, 2016 to Sunday September 11, 2016

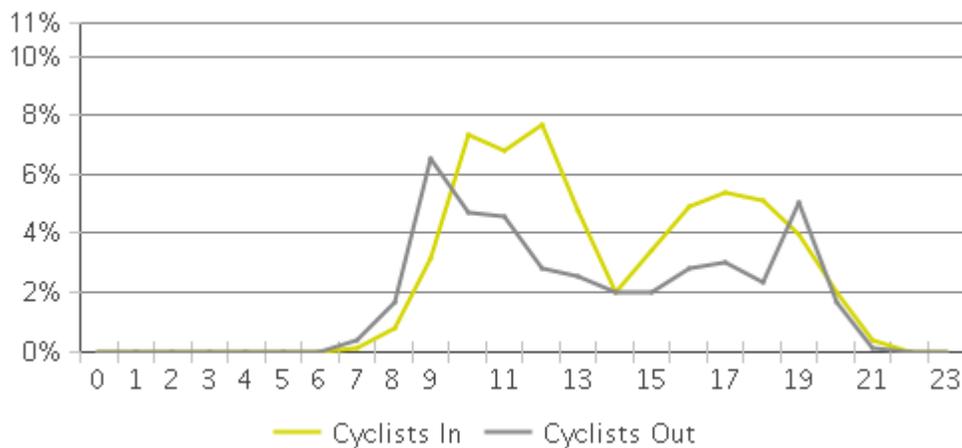
### Daily Data



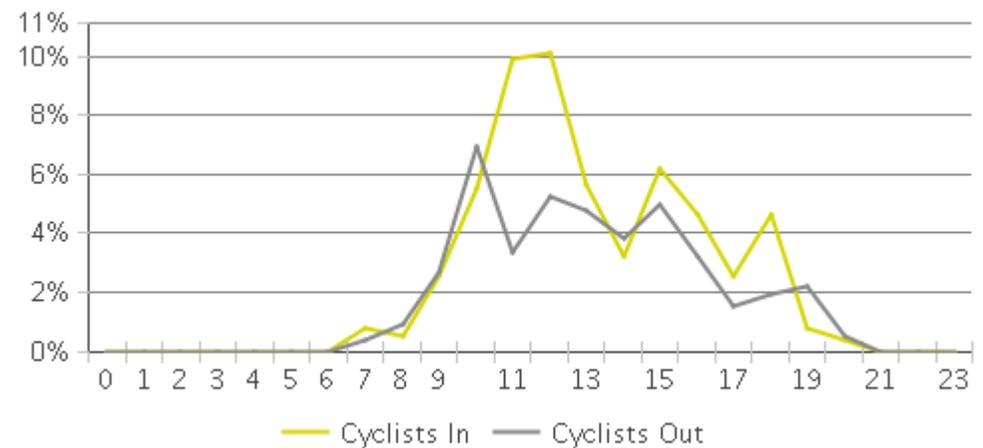
### Weekly Profile



### Hourly Profile during Weekdays



### Hourly Profile during the Weekend





Justin Breyer <[jbreyer@dextermi.gov](mailto:jbreyer@dextermi.gov)>

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## RE: Wheelchair Swing

1 message

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**Matt Campanella** <[matt@sinclair-rec.com](mailto:matt@sinclair-rec.com)>  
To: Justin Breyer <[jbreyer@dextermi.gov](mailto:jbreyer@dextermi.gov)>

Tue, Sep 6, 2016 at 9:38 AM

Justin,

I have attached the proposal for the wheelchair swing.

In regards to compliance: It does not comply with the suspended element impact attenuation test.

Matt Campanella

Sales Associate

Sinclair Recreation, LLC

[248-343-0361](tel:248-343-0361)

[matt@sinclair-rec.com](mailto:matt@sinclair-rec.com)

**From:** Justin Breyer [<mailto:jbreyer@dextermi.gov>]

**Sent:** Monday, August 29, 2016 4:53 PM

**To:** Matt Campanella

**Subject:** Re: Wheelchair Swing

Hi Matt,

Thank you for the warning. Go ahead and provide the quote so that I may provide all of the information to our Parks and Recreation Commission. Do you have more information on the safety guidelines that wheelchair swings do not comply with?

Thank you,

Justin Breyer

Assistant to the City Manager

8140 Main St.

Dexter, MI 48130

Office: (734)426-8303

Direct: (734) 580-2234

On Mon, Aug 29, 2016 at 7:56 AM, Matt Campanella <[matt@sinclair-rec.com](mailto:matt@sinclair-rec.com)> wrote:

Justin,

Thanks for the request. I can provide the proposal but want you to understand that wheelchair swings are not appropriate for public playground spaces as they do not comply with playground safety guidelines. I wanted to make you aware so you do not get in a situation where the wheelchair swing causes more harm than good.

Matt Campanella

Sales Associate

Sinclair Recreation, LLC

248-343-0361

[matt@sinclair-rec.com](mailto:matt@sinclair-rec.com)

**From:** Justin Breyer [mailto:[jbreyer@dextermi.gov](mailto:jbreyer@dextermi.gov)]

**Sent:** Friday, August 26, 2016 2:27 PM

**To:** Matt Campanella

**Subject:** Wheelchair Swing

Hi Matt,

The Parks and Recreation Commission has asked me to get a quote to add-on to the playground that we just built. They are interested in knowing the costs associated with installing an additional swing bay with a wheelchair swing. The cost would need to be all-inclusive - extra border timbers, additional mulch, installation, ect.

Thank you,

Justin Breyer

Assistant to the City Manager

8140 Main St.

Dexter, MI 48130

Office: (734)426-8303

Direct: (734) 580-2234

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2 attachments



**SportsPlay 381-404H.jpg**  
71K



**Dexer Pricing.pdf**  
28K



**GameTime c/o Sinclair Recreation**  
**PO Box 1409**  
**Holland, MI 49422-1409**  
**Ph: 800-444-4954**  
**Fax: 616-392-8634**

**QUOTE**  
**#66667**

09/01/2016

**City of Dexter - ADA Swing Platform Quote**

City of Dexter  
 Attn: Accounts Payable  
 8140 Main Street  
 Dexter, MI 48130  
 Phone: 734-426-8303  
 Fax: 734-426-5614

Project #: P56242  
 Ship To Zip: 48130

Quantity	Part #	Description	Unit Price	Amount
1	381-404H	Sportsplay - ADA Swing Platform with Frame	\$1,926.00	\$1,926.00
640	GTIMPX	GT-Impax - Sf 12" Engineered Wood Fiber	\$1.45	\$928.00
1	161291	Game Time - Geo-Textile 1125 Sq Ft Roll	\$298.00	\$298.00
1	RDU	Game Time - Playcurbs to Border Area (25) 4860 -- 12"Playcurb Pkg (1) 4858 -- Access Playcurb-w/Adap	\$1,734.00	\$1,734.00
1	INSTALL	Installation - Installation of Sportsplay Swing, EWF, Felt, and Curbs	\$1,282.00	\$1,282.00
			<b>SubTotal:</b>	\$6,168.00
			<b>Discount:</b>	(\$96.30)
			<b>Freight:</b>	\$621.67
			<b>Total Amount:</b>	<b>\$6,693.37</b>

THIS QUOTATION IS SUBJECT TO POLICES IN THE CURRENT GAMETIME PARK AND PLAYGROUND CATALOG AND THE FOLLOWING TERMS AND CONDITIONS. OUR QUOTATION IS BASED ON SHIPMENT OF ALL ITEMS AT ONE TIME TO A SINGLE DESTINATION, UNLESS NOTED, AND CHANGES ARE SUBJECT TO PRICE ADJUSTMENT. PURCHASES IN EXCESS OF \$1,000.00 TO BE SUPPORTED BY YOUR WRITTEN PURCHASE ORDER MADE OUT TO GAMETIME, C/O SINCLAIR RECREATION.

Pricing: f.o.b. factory, firm for 30 days from date of quotation.

Sales Tax will be added at time of invoicing unless a tax exempt certificate is provided at the time of order entry.

Payment terms: Net 30 days for tax supported governmental agencies. A 1.5% per month finance charge will be imposed on all past due accounts. Equipment shall be invoiced separately from other services and shall be payable in advance of those services and project completion. Retainage not accepted.

Shipment: Order shall ship within 30-45 days after GameTime's receipt and acceptance of your purchase order, color selections, approved submittals, and receipt of deposit, if required.

Installation: Shall be by a Certified GameTime Installer. Customer shall be responsible for scheduling coordination and site preparation. Site should be level and permit installation equipment access. Purchaser shall be responsible for unknown conditions such as buried utilities, tree stumps, bedrock or any concealed materials or conditions that may result in additional labor or material costs. Payment terms for installation is Net 10 Days.

Exclusions: Unless specifically included, this quotation excludes all site work and landscaping; removal of existing equipment; acceptance of equipment and off-loading; storage of goods prior to installation; equipment assembly and installation; safety surfacing; borders and drainage provisions.



GameTime c/o Sinclair Recreation  
PO Box 1409  
Holland, MI 49422-1409  
Ph: 800-444-4954  
Fax: 616-392-8634

QUOTE  
#66667

09/01/2016

### City of Dexter - ADA Swing Platform Quote

**Acceptance of quotation:**

Proposed By Sarah Sahtoe: \_\_\_\_\_

Accepted By (printed): \_\_\_\_\_

Signature: \_\_\_\_\_

Title: \_\_\_\_\_

Facsimilie: \_\_\_\_\_

P.O. No: \_\_\_\_\_

Date: \_\_\_\_\_

Phone: \_\_\_\_\_

Purchase Amount: **\$6,693.37**

**Order Information:**

Bill To: \_\_\_\_\_

Contact: \_\_\_\_\_

Address: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Tel: \_\_\_\_\_

Ship To: \_\_\_\_\_

Contact: \_\_\_\_\_

Address: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Tel: \_\_\_\_\_

SALES TAX EXEMPTION CERTIFICATE #: \_\_\_\_\_ (PLEASE PROVIDE A COPY OF CERTIFICATE)





## OFFICE OF THE CITY MANAGER

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

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### Memorandum

**To:** Parks and Recreation Commission

**From:** Justin Breyer, Assistant to the City Manager

**Re:** Discussion of: First Street Park Project

**Date:** September 13, 2016

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The First Street Park project interns, Yuchen and Sara are interested in hosting a public meeting/open house at First Street Park to facilitate public input. The interns are looking at Sunday, October 9<sup>th</sup> to host this meeting. In addition, the interns and staff are planning on setting-up a booth at Apple Daze on Saturday, October 1<sup>st</sup> to promote the public event. If there are any members of the Parks and Recreation Commission that would like to provide support for either of these two dates, please let me know. Staff and the interns have also discussed using an online survey to collect feedback related to the Park.

## Memorandum

**To:** Parks and Recreation Commission

**From:** Justin Breyer, Assistant to the City Manager

**Re:** Discussion of: Lion's Park Bench

**Date:** September 13, 2016

---

City Council provided direction to proceed with the Dexter Lion's sculpture. The location that has been staked for the sculpture's installation will require moving one of the existing park benches. The Parks and Recreation Commission should discuss to what location this bench should be moved.

I have also spoken with Kurt Augustine, and he informed me that we have two additional benches with minor flaws currently sitting at the Department of Public Works. These benches are each 6 feet long. Staff would like to get these benches installed.





## OFFICE OF THE CITY MANAGER

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

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### Memorandum

**To:** Parks and Recreation Commission

**From:** Justin Breyer, Assistant to the City Manager

**Re:** Discussion of: Park Signage

**Date:** September 13, 2016

---

Based on the conversation held at the last meeting regarding signage, staff looked into the price that was paid for each type of sign discussed. For the sign at Community Park, the City paid \$2,105 to EnviroSigns for design, delivery, and installation. Meanwhile, the City paid \$10,950 to Johnson Sign Co. for the stone-based kiosk style sign in Mill Creek Park North.



2240 Lansing Ave. • Jackson, MI 49202  
 (517) 784-3720 • (800) 617-3720 • Fax (517) 784-1556  
 www.johnsonsign.com  
 "Building 1st Impressions That Last"

# Invoice

Date	Invoice #
7/17/2013	18865

Bill To
Village of Dexter 8140 Main St. Dexter, MI 48130-1092

Ship To
Village of Dexter 8140 Main St. Dexter, MI 48130-1092

P.O. Number	Terms	Rep	Order Date	Job #
	Due on receipt	JR	06-17-13	13-VIL-0617-1-JR-CFO

Quantity	Description	Price Each	Amount
	Fabricated & Installed (1) D/F Non-Illuminated 36" x 24" Kiosk Sign on 21 1/8" x 27" Stone Base & (1) 4 Sided Non-Illuminated 36" x 24" Kiosk Sign on 21 7/8" x 27" Stone Base per: Allison Bishop.		
	Sign	7,850.00	7,850.00
	Install	3,100.00	3,100.00
		# 4850 paid	
		# 6100 balance	
	FY 12-13 10,751.000 901.000 AB		

We accept Visa & Mastercard.  
 1.5% service charge will be added to past due accounts.

**Total** ~~\$10,950.00~~

# Estimate

**EnviroSigns**  
2417 CLEVELAND AVE NW  
CANTON, OH 44709  
ph. 888-492-5377  
fax 330-456-6999  
email: bob@envirosigns.com

Estimate: 01 888672

Printed 3/22/2007 11:49:23AM

Description: **Single Sided Enviropoly Sign**

Prepared For: Allison Bishop  
Company: Village of Dexter

ph: (734) 424-3720  
fax: (734) 262-9071  
email: abishop@villageofdexter.org

Allison,;

Thank you for considering Akers Envirosigns for your sign needs. The quotation we discussed is attached below.

Any changes made during the course of this estimate could change the original estimated price. These changes can be made as needed by the customer or Akers Envirosigns. The customer will receive a requote at that time if the cost of the estimate changes.

Estimates are subject to change 60 days after they are given.

DEPOSIT: Please include a deposit of 1/3 the total cost along with the approved estimate. The job cannot be entered in the production schedule until we receive the deposit.

We do accept government purchase orders.

Balance is due upon receipt of the merchandise.

If you have any questions, please don't hesitate to call.

If you wish to proceed with this as an order fax a signed approval of estimate to 330-499-1995. Work will proceed upon receipt of deposit.

Thank you

Bob Blick

Product	Font	Qty	Sides	Height	Width	Unit Cost	Item Total
1 Enviropoly		1	1	80	48	\$1,352.00	\$1,352.00
<b>Color:</b>	GRN/BG/GRN						
<b>Description:</b>	2-color plastic material - Very Durable - Recyclable - When combined with our 100% recycled posts, will meet most recycled material grant requirements.						
<b>Text:</b>	routed logo see customer approved sketch						
2 Design Services		1	1	2.5	1	\$188.00	\$188.00
<b>Color:</b>							
<b>Description:</b>	Taking the existing logo - turning it into vector files so that it is routable.						
<b>Text:</b>							
3 5X5 Green Enviroposts		2	1	10	1	\$140.00	\$280.00
<b>Color:</b>	Green						
<b>Description:</b>							
<b>Text:</b>							

No proof needed: (initial/date) \_\_\_\_\_ / \_\_\_\_\_

# Estimate

**EnviroSigns**  
2417 CLEVELAND AVE NW  
CANTON, OH 44709  
ph. 888-492-5377  
fax 330-456-6999  
email: bob@envirosigns.com

Estimate: 01 888672

Printed 3/22/2007 11:49:23AM

Product	Font	Qty	Sides	Height	Width	Unit Cost	Item Total
4 Routing & Drilling Posts		2	1	1	1	\$25.00	\$50.00

**Color:**

**Description:** Routing & Drilling Posts and Drilling sign for easy customer install

**Text:**

5 SHIPPING CHARGE		1	1	1	1	\$235.00	\$235.00
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**Color:**

**Description:** Shipping costs are estimated and include crating/packaging charges if applicable.

**Text:**

Notes:

Line Item Total:	\$2,105.00
Tax Exempt Amt:	\$2,105.00
Subtotal:	\$2,105.00
Taxes:	\$0.00
Total:	\$2,105.00

Company: Village of Dexter  
8140 Main St  
Dexter, MI 48130

Received/Accepted By: \_\_\_\_\_ / /

No proof needed: (initial/date) \_\_\_\_\_ / \_\_\_\_\_

## Memorandum

**To:** Parks and Recreation Commission

**From:** Justin Breyer, Assistant to the City Manager

**Re:** Consideration of: Donation Guidelines

**Date:** September 13, 2016

---

As discussed at the August meeting, staff sent out a clean copy of the Donation Guidelines. I have cleared all track changes and made the Volunteer Guidelines a separate document.

The Parks and Recreation Commission may wish to review the plaque guidelines more closely before making a recommendation to City Council. 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:

"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."

Some things to consider:

- To be consistent in forming this document as a policy, should we remove the "Benefits of Giving" information, which is more marketing-oriented?
- Moving "All donations are tax deductible" from Introduction to end of donations process.
- Should consider developing a list of pre-approved "needs."

# City of Dexter

## Donation Acceptance Policy

Adopted: XXXXXXXXXX

### **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 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 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.

### **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.

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?

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.

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**

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.

2. Submit Form to the City Office (8123 Main St., 2<sup>nd</sup> 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 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

### **Commemorative Tree Program**

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.”

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. Plantings will only take place in the spring, and donation applications for this purpose are due by February 15<sup>th</sup>.

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:

### **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 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 Tax

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

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.



## OFFICE OF THE CITY MANAGER

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

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### Memorandum

**To:** Parks and Recreation Commission

**From:** Justin Breyer, Assistant to the City Manager

**Re:** Discussion of: MDNR Passport Recreation Grant

**Date:** August 18, 2016

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At previous meetings, the Parks and Recreation Commission discussed applying for a Michigan Department of Natural Resources Passport Recreation Grant to assist with ADA upgrades to existing parks. If the Commission wishes to apply for the next round of that grant, then the application is due by April 1, 2017. The maximum grant amount is \$45,000, with a required 25% match (\$11,250). Grant funds may be used for improvements to existing parks.

The Department of Natural Resources (DNR) will not receive final information on the amount available for grants until early November, when final sales data is compiled at the end of the fiscal year. In 2015, the program had about \$1 million available for grants.

## GRANT SCHEDULE FOR 2016

<b>February 2016</b>	Application Period starts in MiRecGrants.
<b>March 2016</b>	Recreation plans and plan amendments must be submitted electronically to Grants Management by this date.
<b>April 1, 2016</b>	Application due date. Application period closes in MiRecGrants.
<b>April 2016</b>	Applicants will receive notifications with questions for explanation, clarification, and/or supplementation of information provided in the application.
<b>May – July 2016</b>	Grants Management staff conducts review of all applications and conduct site visits.
<b>August 2016</b>	Supplemental scores go out to grantees.
<b>September – October 2016</b>	Grants Management staff review supplemental materials and complete final score evaluations.
<b>November 2016</b>	Recreation Passport Grant recommended projects are submitted to the DNR Director for final recommendation.
<b>Early 2017</b>	Project Agreements are issued.

**The minimum grant amount is \$7,500 and the maximum grant amount is \$45,000.**

# CHAPTER 1

## ELIGIBILITY AND REQUIREMENTS

In this chapter applicant eligibility for the Recreation Passport Grant Program is described, as well as program requirements and other issues you should consider when deciding whether to submit an application. More details on the information and documentation you should submit as part of your MiRecGrants application online package can be found in Chapter 2. For more detailed information about completing a development project, review the Development Project Procedures booklet on the Grants Managements website, [www.michigan.gov/dnr-grants](http://www.michigan.gov/dnr-grants).

### WHAT IS THE RECREATION PASSPORT GRANT PROGRAM?

PA 32 of 2010 created the Local Public Recreation Facilities Fund to be used for the development of public recreation facilities for local units of government. Money for this fund is derived from the sale of the Recreation Passport which replaces the resident Motor Vehicle Permit (MVP) — or window sticker — for state park entrance. The passport will be required for entry to state parks, recreation areas and boating access sites. The first \$12,730,000.00 will be distributed to replace lost revenue from the elimination of the motor vehicle permit and boating access site permits, as well as to pay for administration by the Secretary of State. Ten percent of remaining revenue will be used to fund the Recreation Passport local grant program.

The grant program may only be used for local development projects. The program is focused on renovating and improving existing parks, but the development of new parks is eligible.

### MINIMUM AND MAXIMUM GRANT AMOUNTS

Minimum Grant Request: \$7,500

Maximum Grant Request: \$45,000

### ESTABLISHING ELIGIBILITY

In order to be eligible for a Recreation Passport grant, the grantee must be:

- A local unit of government, including cities, villages, townships, and counties, or any combination thereof, in which an authority is legally established to provide public recreation, such as:
  - Regional recreation authorities formed under the Recreational Authorities Act, 2000, PA 321, or trailway commissions formed under Part 721, Michigan Trailways Act, 1994 PA 451, as amended.
  - Huron-Clinton Metropolitan Authority.

School districts are eligible to apply if they meet the requirements given in the *“Guidelines for the Development of Community Recreation and Natural Resource Conservation Plans”* (IC1924).

### LONG-TERM GRANT OBLIGATIONS AND PROJECT COMPLETION

Receiving Recreation Passport assistance commits the grantee to certain long-term responsibilities. These commitments include:

- Funded projects must post a grant funding sign on the project site in a prominent location for the life of the facilities. Signs will be provided by the Recreation Passport program.
- An entrance sign identifying the site as a public outdoor recreation site open to all users must be prominently displayed.
- The recreation site must be open to all users – resident and non-resident. If a fee is charged, the non-resident fee shall be no greater than twice the resident fee.

**Compliance with Program Requirements:** Applicants will be evaluated based on their compliance with Recreation Passport, Michigan Natural Resources Trust Fund, Land and Water Conservation Fund, Recreation Bond Fund and Clean Michigan Initiative grant requirements.

A known, unresolved, conversion of land encumbered by any of these grant programs will result in points being deducted. If you have any unresolved conversions, contact the Grants Management Section.

Other potential compliance items that are evaluated include items such as program recognition signs and complying with Department procedures while completed grant assisted projects.

## PROJECT COMPLETION

Receiving Recreation Passport assistance requires the project to be completed in a timely manner.

- The grantee must begin the project within one year of the date the project agreement is issued and be completed within three years or the grant will be subject to forfeiture.
- The grantee may apply for a single extension of no more than one year. The application must be made no later than 30 days prior to the expiration of the initial term allowed for project completion. The application must include justification for the delay in completion.

## ELIGIBLE COSTS

**This is a reimbursement program.** All grants are paid as reimbursement for actual expenses (i.e. the community pays for the work and is then reimbursed at the percent (listed in the grant agreement) of the cost up to the grant amount). Only those costs directly associated with the construction of the project will be reimbursed, including engineering costs and the costs associated with obtaining permits. Overhead, maintenance, administration, and cost overruns are not eligible for assistance.

Estimate your project cost as accurately as possible in your application. The grant award you receive will be based on the information included in the application and cannot be increased. You will be responsible for all cost overruns and any additional costs needed to complete the project.

Grantees should anticipate submitting multiple partial requests for reimbursement as the project progresses. The final 10 percent of the grant amount will be withheld pending a final project inspection and audit of the grant file. In cases where a community submits only one request (a "first and final"), the DNR may withhold 20 percent of the grant amount, which will be released following a successful final inspection and audit.

The grant will be paid through reimbursements for expenses.

- Expenses incurred prior to the execution of the project agreement will not be eligible for reimbursement.
- Reimbursement will occur through request, with adequate documentation of expenses including all applicable copies of invoices, checks, payment sheets, change orders, documentation of force account labor and equipment, and documentation of donated labor and/or materials.
  - Donated professional services may be valued at the normal rate charged by the professional.
  - Donated volunteer labor will be valued at minimum wage.
- Ten percent of the grant will be withheld until final completion of the project.
- No further reimbursements will be made for canceled projects or projects that have not been completed within the required timeframe.
- The DNR reserves the right to seek the return to the Local Parks and Recreation Facilities Fund of reimbursements made for projects that have not been completed within the required timeframe or for projects that have been canceled.

## PROJECT ELIGIBILITY

Eligible projects will have the primary purpose of providing public recreation opportunities or facilities and infrastructure to support public recreation activity. In addition, projects must fulfill the following

requirements in order to be eligible:

- Current approved annual capital improvement plan (CIP) – plan must include the proposed project. Please provide meeting minutes of when the CIP was approved by the highest governing body. If your community does not have a CIP, you must have a current approved recreation plan on file with the DNR.
- The applicant must own, have a perpetual easement, or lease the project site.
  - For leased sites: 20-year minimum if no structure; 40 years if structure involved. Any exception must be approved by DNR.
  - Leased sites with a term of less than 20 years beyond the application date are not eligible to receive grant assistance unless the lessor is a government entity and agrees to assume all grant obligations in the event that the lessor takes control of the project site.
  - Sites with lease agreements that allow for early termination of the agreement without cause are not eligible.
  - Applicants with a project on leased land or facilities must provide the lease agreement in the application for DNR review.
- Unimpeded access to the project site must be secured through ownership or an easement of term no less than the length of time that control of the project site is secured.
- The grantee must, at a minimum, design and maintain the facilities subject to the application in compliance with the Americans with Disabilities Act of 1990, as amended. Facilities that are designed for universal accessibility are strongly encouraged.
- Ineligible projects include:
  - Facilities and/or stadiums utilized primarily for the viewing of professional or semi-professional art, athletics, or intercollegiate or interscholastic sports. Facilities that are used for viewing of professional or semi-professional art, athletics, or intercollegiate or interscholastic sports, but whose primary purpose is the active recreational use by the general public for at least 75% of normal operation hours, are allowed.
  - Routine maintenance projects – these funds cannot be used to supplement the operational budget for maintenance of local parks and recreation departments.
  - Routine operational expenses.

## APPLICATION REQUIREMENTS

All applicants must complete their application in DNR Grants Management's online application system, MiRecGrants, at <https://secure1.state.mi.us/MIRGS/Login2.aspx?APP THEME=MIDNR>. Paper applications will not be accepted and will be considered ineligible. The eligible entity must register an account in MiRecGrants before they can start an application. Once an applicant is registered a Training Manual is available under the "My Training Materials" tab.

Applications must fulfill the following requirements:

- The grantee must fund at least 25 percent of the total project cost. Acceptable forms of funding include:
  - Cash outlay.
  - Credit for locally assumed costs directly related to the construction of the proposed project, including charges for local government-owned equipment and labor performed by the applicant's employees if the applicant specifies the nature and value of the items or services (In-kind/ Force Account).
  - Donations of goods and services from other organizations if the applicant specifies the nature and value of the items or services.
  - Cash donations from non-governmental entities.