

11.18 **Grand Haven Charter Township Donation Policy**

11.18(a) Purpose

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

This policy is also designed to provide guidelines for individuals or groups should they desire to decorate, landscape or adorn a donation, such as a tree, bench, or picnic table on Township owned property.

11.18(b) Standards for Donations

Appearance and Aesthetics

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

Maintenance

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

Repair

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

Cost

The Township has an interest in ensuring that the donor covers the full-cost for the purchase, installation, and maintenance during the expected life cycle of donated park elements.

The Township also has an interest in ensuring that on-going maintenance costs do not negatively impact the resources available for maintenance of other Township facilities. Consequently, the Township will assess, at the time of purchase, a charge sufficient to cover anticipated on-going maintenance of donated elements during their expected life expectancy.

Procedure for Making a Donation

11.18(c) Approval

The Township Superintendent will approve or deny all donation requests. The Department of Public Services will manage all donations located on Township property.

11.18(d) Application

Potential donors or a donor's representative will complete an application form (see attached). Applications are available at the Township offices. Completed applications will be made to the Township Superintendent for review and processing.

Prior to preparing an application, the donor may contact the Township Superintendent to discuss a proposed donation. An informal screening may assist the potential donor in determining if a gift will meet the criteria contained in this policy.

11.18(e) Criteria for Acceptance

Plan

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

Donation Acknowledgements/Memorial Plaques

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

Benches, bicycle racks, picnic tables and drinking fountains

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

Street, park, or pathway benches will be 8-foot in length; recycled plastic slats; ductile iron frame, surface attached to concrete pad (i.e., 12' x 6')

Trees

Landscaping and plant selection for facilities is vital for the Township of Grand Haven. Accordingly, the size and species of tree(s) donated shall be limited to those determined by the

Township. Trees will only be accepted for areas that have active irrigation systems in place or if 20-gallon, slow release watering bags can be used for root establishment.

Monuments

Upright monuments must be approved by the Township Board prior to their installation in any Township facility or on any Township property.

Flags

Flags may be sited in locations approved by the Department of Public Services. Flags deteriorate quickly when exposed to the elements and the size of a flag is determined by the type, size and configuration of the pole on which it is to be mounted. Consequently, donated flags must be of a size and quality suitable for the site and the environment in which it is to be located. Flags will be subject to replacement, paid for by the donor at the time when Township staff determines replacement is needed.

Interpretative signs

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

Other donations

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

Buildings, structures, and public art

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

11.18(f) Conditions

Installation

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

Removal and/or Relocation

The Township reserves the right to remove and/or relocate donated elements and their associated donation acknowledgements/memorial plaques. The Township will make reasonable efforts to determine the origin of the donation and will attempt to contact donors prior to restoring, removing or relocated donated elements.

Maintenance and Repair

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

End of Life Cycle

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

It is in the Township's interest to exclude certain donations from this policy. Donations with short life spans are to be replaced and paid for by the donor at the time when the Department of Public Services determines replacement is needed.

This policy shall not apply to land or building donations.

11.18(g) Application Form

The application form shall be substantially similar to the following:



DONATION APPLICATION

Name: _____

Mailing Address: _____

Telephone No.: (_____) _____ Cell No.: (_____) _____

Email Address: _____

Acknowledgement and Signature

By signing this application, I confirm that I have read the Township 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 Charter Township of Grand Haven.

The Township truly appreciates the generosity of donors who wish to make ours a finer community for all. Without exception, the Township 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.

Name: _____ Date of Submittal: _____

Item(s) Desired to be Considered for Donation

- | | |
|--|---|
| <input type="checkbox"/> Bench(s) (cost + \$500) | <input type="checkbox"/> Tree(s) (cost + \$300) |
| <input type="checkbox"/> Trash/Recycling Bins (cost + \$500) | <input type="checkbox"/> Picnic Table(s) (cost + \$500) |
| <input type="checkbox"/> Art (Cost + To Be Determined) | <input type="checkbox"/> Other (cost + To Be Determined) ⁱ |

Donor Plaque – Message and Name(s) to Appear (Cost + \$75)

Location(s) Desired to be Considered for Proposed Donation

- Hofma Park
- Pottawattomie Park
- Bignell Park
- Administrative Building Complex
- Pathway Location _____
- Hofma Preserve
- Mercury Park
- Public Service Facility _____
- Fire/Rescue Station

ⁱ "Other" includes bike racks, water fountains, public art, structures (including playground equipment), signs or any other donation not specifically listed.