



CITY OF CHARLEVOIX

210 STATE ST. CHARLEVOIX, MICHIGAN 49720

Charlevoix City Manager's Office -- 231-547-3270 mgr@cityofcharlevoix.org

Donation Acceptance Committee Recommendations

Approved by City Council October 19, 2015

(donor wall recommendation removed)

BACKGROUND

The Donation Acceptance Committee was originally formed to come up with a policy that should be followed when an individual or organization would like to donate funding or specific feature, item, building, etc. That policy was adopted in September of 2013 and established the public review process and criteria to evaluate a proposed donation.

The Charlevoix City Council, at its May 18th meeting, reestablished the Donation Acceptance Review Committee with the following directives. The Committee has again graciously donated their time and effort to come up with this recommendation.

1. Work with staff and the general public to determine a predefined list of acceptable projects or programs that we could provide to potential donors. This would be a more proactive approach rather than individuals proposing their own ideas which in some cases may be controversial.
2. Make a recommendation if it is in the public's interest to have "memorials" in parks or other public areas, and/or under what circumstances they should be permitted.
3. Make a recommendation if veteran/military memorials should be considered separately.
4. Determine what forms of public recognition for donations or memorials are appropriate.

REVIEW PROCESS

The Donation Acceptance Committee recommendation will be published on the city website and staff will request an article be done in the Charlevoix Courier. The Planning Commission will review the recommendation and take public comment. The Planning Commission may

recommend changes or amendments to City Council. City Council shall review the recommendation and may make changes as well. City Council may adopt by a resolution.

RECOMMENDATION

1. Work with staff and the general public to determine a predefined list of acceptable projects or programs that we could provide to potential donors. This would be a more proactive approach rather than individuals proposing their own ideas which in some cases may be controversial.

The recommended list is attached to this document, however the Committee recommends that the city not limit innovation and consider donations not included in this list. The Committee recommends that the Council establish a review process to periodically update and evaluate the list to reflect community values, goals and vision.

The Committee feels that a staff person or team of specific staff should be the point of contact between the donor and the City. They should be effective communicators and welcoming to all donors who express interest in helping the city.

2. Make a recommendation if it is in the public's interest to have “memorials” in parks or other public areas, and/or under what circumstances they should be permitted.

The Committee feels that the memorial bench program has been a benefit to the city by providing much needed, high quality, benches in East Park that will last for many years. Having a small memorial plaque on each bench is not considered offensive or out of place in the parks and the program should be allowed to be expanded into other parks. The Committee feels that, at 45 benches, there are plenty of benches in East Park and there should be no more accepted for that location. The Committee felt that Staff should work with the Planning Commission and City Council to map the specific location and number of benches that could be donated and installed to benefit the public. The locations should be where the benches do not interfere with park events or pedestrian travel. They should be oriented to take advantage of views of the water or other park scenery. The number of benches should not be excessive. The same type of bench should be used throughout the park system to remain consistent and to ensure high quality benches that stand up to varying weather.

EXAMPLE OF MEMORIAL BENCH ON NEXT PAGE



In addition to the benches, the Committee feels that tables should also be permitted to be donated and include a small memorial plaque similar to the benches. The Planning Commission and City Council should determine the exact number and location that should be approved.

EXAMPLE OF MEMORIAL TABLE



The Committee recommends that aside from the memorial benches and tables, other memorials should not be allowed in our parks for similar small scale items such as bike racks, picnic tables, etc. The proper placement and number of memorial benches and tables only would not clutter memorials throughout our parks and detract from their intent and purpose.

3. Make a recommendation if veteran/military memorials should be considered separately.

The Committee feels that veteran/military memorial or improvements to existing memorials should be looked at on a case by case basis and approved at the discretion of city council according to the Donation Acceptance Policy.

4. Determine what forms of public recognition for donations or memorials are appropriate.

The Committee feels that depending on the amount or significance of the donation City Council should consider offering certificates of appreciation during a public event or City Council meeting. Thank you letters from the City Manager or Mayor should also be given for all donations. If someone makes a substantial donation for a building or new tennis courts, for example, Council should consider a ground breaking or opening ceremony to thank the donor. The City should publish the list of all donors annually to publically recognize their gift.



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List of Potential Donation Items/Funds

August 21, 2015

- Memorial brick program for East Park.
- Memorial Benches (East Park is no longer available)
- Memorial Tables (City Council reserves the right to determine final location)
- Scholarships to Camp McSauba, tennis or the junior golf program.
- Donations to the Lake To Lake Trail. (Memorials may be allowed by Charlevoix Township) Examples include paving portions of the trail, benches, a drinking fountain, wayfinding signage, maps, etc.
- Bike share Charlevoix program. (Purchase new bikes).
- Shade Tree Commission's Tree Program: Canopy Fund through Community Foundation. Tree Planting within the ROW. Estimated costs are \$400.00 per tree.
- Contribute to the Mt McSauba improvement fund.
- Contribute to Golf Course improvement fund.
- Ferry Beach improvement fund.
- Depot Beach improvement fund.
- General parks improvement fund.
- Irrigation systems installed at Depot and Michigan beach. Estimated costs are around 18k to complete both of them.
- Upgrades to the Michigan Beach access steps along Michigan Avenue.

- Upgrades to play equipment at all of our beaches.
- Purchase of additional, large, fancy trash cans to go along Bridge Street.
- ADA compliant access to Lake Michigan and or other beaches.