

CITY OF DEXTER
PARKS AND RECREATION COMMISSION REGULAR MEETING
Tuesday, September 15, 2015 @ 7:00 PM
Location: City Offices, 8123 Main Street
PNC Bank, Second Floor – Enter at rear door

A G E N D A

1. **CALL TO ORDER**
2. **ROLL CALL**

Becky Murillo - Chair	Katie Koch
John Coy	Toni Henkemeyer
Julie Knight – Ex Officio	Ellen Han
3. **APPROVAL OF THE MINUTES – August 18, 2015**
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. Staff Report
7. **NEW BUSINESS**
 - A. Consideration of: Appointment of Katie Koch to the Art Selection Committee
 - B. Discussion of: Donation Guidelines and Volunteer Management Plan
8. **OLD BUSINESS**
 - A. Discussion of: Master Plan and Public Survey
 - B. Discussion of: Lion's Park Playground Equipment
 - C. Discussion of: Miscellaneous Updates
 - D. Discussion of: Parks 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

MASTER PLAN GOALS

I. GOAL: (Space/Facilities) Meet present and future community needs for parks, greenways, trails, and recreation.

- A. Objective: Plan and develop a system of parks, greenways, open space, and recreation facilities that provides a minimum of 16 acres per 1,000 Village residents.
 - ✓ Current surplus in mini-parks, neighborhood parks and community parks based on July 2008 SEMCOG population estimates.
- B. Objective: Encourage the preservation of green space and the development of new parks and/or recreation assets when opportunities arise.
- C. Objective: Following removal of the Mill Creek dam, plan and develop a linear park along the Mill Creek.
 - ✓ Dam was removed in June 2008, Mill Creek Park Master Plan adopted by Council January 26, 2009
 - ✓ Various grant application applied for in anticipation of 2010 Phase 1 park construction and development

II. GOAL: (Recreation) Encourage healthy lifestyles for Village residents through recreation.

- A. Objective: Offer Village residents a balanced program of active and passive recreation opportunities.
 - ✓ Working on developing a system of trails, implemented ice rink in 2009
- B. Objective: Offer Village residents multiple opportunities to walk, run, bike, skate, or paddle without leaving their community.
 - ✓ Grant applications for boating, walking and pedestrian connections submitted throughout 2009
 - ✓ Awarded Waterways Infrastructure grant for installation of 3 boat launches

III. GOAL: (Accessibility) Strive to make every Village park and recreation site accessible.

- A. Objective: Design and develop a system of all-season, non-motorized pathways, trails, sidewalks, and bike paths linking Village neighborhoods with both Village and adjacent non-Village parks, greenways, pathways, recreation venues, schools, and commercial retail areas.
 - ✓ Working with County Parks and HCMA on regional trail connection and B2B Initiative
- B. Objective: Ensure that all parks and recreation assets are barrier-free and universally accessible.
 - ✓ Barrier free design was incorporated into Mill Creek Park Plan and DDA is providing funding to facilitate ADA access to Mill Creek Park via Jeffords Street.

IV. GOAL: (Environment) Make nature and healthy ecosystems an important characteristic of our Village.

- A. Objective: In designated Village natural areas, enhance and preserve healthy ecosystems for native plants, fish, and wildlife.
- B. Objective: In Village urban areas, enhance the natural feel of each park.
 - ✓ Mill Creek Park has been planned as a passive park with a natural feel.
- C. Objective: Advocate for the enhancement and preservation of natural features within and surrounding our Village.

V. GOAL: (Management) Use sound planning, financial, and operational management practices.

- A. Objective: Deliver on our stated goals and objectives.
- B. Objective: Ensure that our parks and recreation assets remain available for enjoyment, now and in the future.
- C. Objective: Foster smart and efficient management practices.
- D. Objective: Identify and utilize all available Village and non-Village funding resources to meet our goals.
 - ✓ Numerous funding sources were applied for in 2009.

VI. GOAL: (Community) Foster a community-wide sense of pride in and support for our parks and recreation program.

- A. Objective: Promote parks and recreation activities in the community and our broader service area.
- B. Objective: Provide and promote opportunities for individual citizens and community groups to influence the mission, priorities, management, and operations of the parks and recreation program.
 - ✓ Mill Creek Park Master Planning Process and Westside Connector Planning engaged many parties.
- C. Objective: Deliver superior service to citizens and others seeking our help.
- D. Objective: Develop an overall parks and recreation program that makes a positive contribution to the economic sustainability of the Village.
 - ✓ Ice Rink in 2009 helped promote downtown
- E. Objective: Develop and maintain parks and recreation assets that incorporate a high degree of aesthetic appeal.
- F. Objective: Develop and maintain park and recreation assets and recreation programs that meet current industry safety standards and, where standards do not exist, develop and maintain assets and programs with careful consideration for user or participant safety.

**CITY OF DEXTER
PARKS AND RECREATION COMMISSION REGULAR MEETING
MEETING MINUTES
August 18, 2015**

The regular meeting of the City of Dexter Parks and Recreation Commission was called to order at 7:08 pm at the City Offices, 8123 Main Street.

ROLL CALL

Commissioners Present: Becky Murillo, Ellen Han, Toni Henkemeyer, Katie Koch, and John Coy

Commissioners Absent: Julie Knight

Other Present: Justin Breyer, Assistant to the City Manager

APPROVAL OF THE MINUTES

Motion by Coy, Seconded by Han to approve the minutes from July 21, 2015 with the following corrections: noting Julie Knight as absent and Toni Henkemeyer as not absent, and Ellen Han as having seconded the motion to adjourn.

Motion Adopted

APPROVAL OF AGENDA

Motion by Henkemeyer, Seconded by Murillo 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 meeting was quiet. She commented that the most exciting news is that a couple came to the meeting to discuss funding for putting in a new sidewalk from the Cedars to their neighborhood. Huron Waterloo Land Conservancy is on board with trying to help. The project will cost approximately \$30,000 to do the 500 ft stretch. 5-H has approximately \$17,000 in additional funding to allocate.

B. COMMISSIONERS AND EX-OFFICIO

John Coy discussed the Mast Rd. Bridge – Huron River access point. Coy reported that he contacted the property owner across the River, and that the family would be interested in the property becoming a park. The property is 3-acres. However, the first step is to complete the Master Plan.

C. STAFF REPORT

Justin Breyer submits his report per the packet. He gave a brief update on the Michigan Natural Resources Trust Fund Board's visit and the Dexter Art Gardens sculptures.

NEW BUSINESS

A. DISCUSSION OF: BENCH/PICNIC TABLE DEDICATION

The Commission discussed previous requests for bench and picnic table dedications. It was reported that guidelines had been developed and given a great deal of consideration. In addition to the guidelines, the Commission would like to provide a list of locations where benches and/or picnic tables are needed.

B. DISCUSSION OF: MASTER PLAN PUBLIC SURVEY

The Commission provided feedback regarding the Master Plan survey as presented. The Commission discussed setting a goal of 300 people, then advertise to meet that goal. To promote the survey, respondents can be entered to win a gift card. Commissioners offered to approach various businesses to get gift cards. Justin will prepare a donation letter.

OLD BUSINESS

A. CONSIDERATION OF: LION'S PARK PLAYGROUND EQUIPMENT

The Commission commented that they liked the layout of the structure as presented, with one minor change with regard to a climbing apparatus. The Commission discussed the color scheme and had consensus regarding the blue, grey, and black scheme.

Motion Henkemeyer, Seconded by Koch to approve the structure provided by Sinclair Recreation as presented with the following change: modify one climber to the 8' platform; and to approve the blue, grey, and black color scheme with the addition of more light grey.

Ayes: Murillo, Han, Henkemeyer, Koch, and Coy

Nays: None

Motion Adopted

B. DISCUSSION OF: BIRD AND BAT HOUSE LOCATIONS – IAN BELL'S EAGLE SCOUT PROJECT

The Commission discussed the need for an expert opinion in the location of the bird and bat houses. The Commission suggested that staff approach the Washtenaw County Parks and HCMA to look for an expert. The Commission would also like to have a representative when the expert visits, so that they can be a part of the discussion.

CITIZENS WISHING TO ADDRESS THE COMMISSION

None

ADJOURNMENT

Motion by Murillo, Seconded by Koch to adjourn at 9:05 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: September 10, 2015

Michigan Natural Resources Trust Fund Board Visit

The Michigan Natural Resources Trust Fund Board visit was a huge success. Approximately 50 people from all over the State, representing the organization came to Dexter to tour Mill Creek Park and the Border-to-Border Trail. In addition to serving on the MNRTF Board, many of the visitors also represented other Michigan organizations related to natural resources and land conservation. The Dairy Queen provided treats for the Trust Fund Board as they walked the trail towards the West Ridge Connector.

Keep Michigan Beautiful

Mill Creek Park has been awarded the 2015 President's Award from Keep Michigan Beautiful. A plaque will be presented as part of their Awards Luncheon on October 16 in Frankenmuth. If anyone is interested in attending, please let me know.

Eagle Scout Project

Toni and Justin met with Ian Bell and Mark Irish from the Metroparks on Thursday, August 27th to discuss the types and locations of bird/bat houses. Mr. Irish suggested that Mr. Bell build two prothonatory warbler houses on the boardwalk side of the creek and a few simple duck houses on the opposite side of the creek. Apparently prothonatory warblers are highly coveted in the bird-watching community, and there are currently a few in the Metroparks. Also, there is significantly less maintenance on warbler houses than with other types of birds (such as blue jays). Mr. Irish gave Mr. Bell some tips on how to space the duck boxes.

Mr. Irish recommended that Mr. Bell use the information provided by the Organization for Bat Conservation out of Bloomfield Hills. We also agreed that the bat houses would go on the southwest side of the creek (same side as the duck boxes, in the treeline closest to the American Legion). Mark also mentioned that the bat boxes that the Metroparks have are sparsely used - they do not get hundreds of bats roosting in them, and that is typical of this area.

Lion's Park Playground Equipment Update

Matt Campanella from Sinclair Recreation has recommended that we purchase the playground equipment before November 30th, at which point prices for the equipment will increase. Before signing the quote and committing to the purchase, a few things will need to take place:

- 1) The City Attorney reviews the easement agreement with the School District.
- 2) The School Board approves the easement.
- 3) Council votes on the easement and the purchase of the playground equipment.

Art Selection Committee

The Dexter Lions have submitted concept drawings for a sculpture that they are looking to commission. Per the e-mail discussion, Katie Koch has volunteered to fill the Parks and Recreation Commission's vacant seat on the Committee. Not hearing any objections, staff has included a recommendation to City Council for her appointment to the Committee for the September 14th meeting, but the Parks and Recreation Commission should still pass a resolution for her nomination. The concept art has been included in this packet for your review.

Master Plan Survey

The 5-Year Parks and Recreation Master Plan survey is now open to the public. An advertisement for the survey and a link to access it will be sent out with the next City E-mail Update. At that time I will also post an advertisement on social media and relevant media outlets.

The survey may be taken online at <https://surveymonkey.com/r/DexterMPSurvey>. It is also available upon request in hard-copy format at the City office.

As of September 11th, we have received a \$25 gift card from Hackney Hardware. The Committee may wish to consider getting another gift card or two. I will provide a donation letter in this packet.

Donation Guidelines and Volunteer Management Plan

As per our discussion at the August meeting, I was able to find the Donation Guidelines and Volunteer Management Plan that was developed in 2013. Staff requests direction on how the Parks and Recreation Commission would like to proceed with this document and the information contained in it.

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

Thank you.



ROBERT L. BARNUM

ROBERT BARNUM
RL BARNUM STUDIOS

"THE SOUND OF THE"
WIND

FIGURES: LIFESIZE

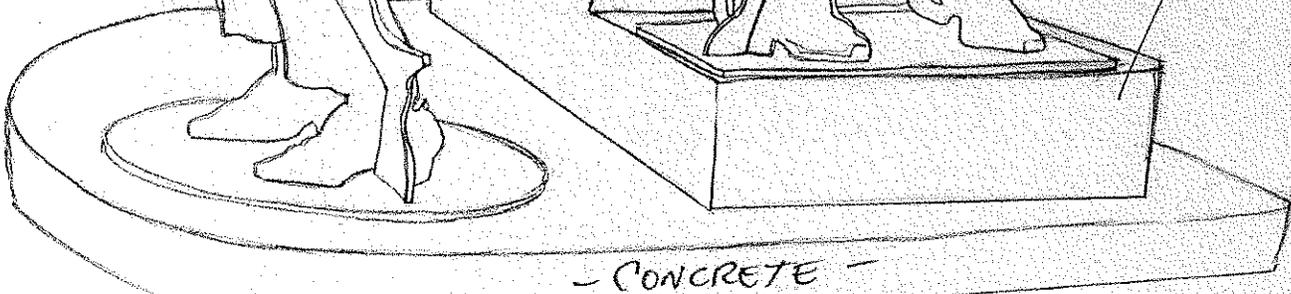


3/8" 6000 SERIES
- ALUMINUM



3/8"
6000 SERIES
ALUMINUM

3/8"
PAINTED
STEEL



- CONCRETE -

September 10, 2015

Dear Dexter Business Owner,

The City of Dexter provides a variety of parks and recreation services to Dexter residents. In order to provide the best possible parks and recreation services to our residents, the City is currently undergoing a planning process that will establish a 5-Year Parks and Recreation Master Plan. This Plan sets forth the vision, goals, property acquisition and a Capital Improvements Plan (CIP) for the next five (5) year period and maps the course for the Parks and Recreation Commission's activities.

Communities plan for a number of reasons. First and foremost, the planning process offers communities an opportunity to analyze its services and discover opportunities for growth and improvement. Regular goal-setting and service prioritization can aid municipalities in maintaining the levels of service expected by that community's residents.

The Parks and Recreation Commission is seeking help in gathering public feedback for the Parks and Recreation Master Plan. We have created a survey, which will serve as one of the primary sources of public input into the plan. The survey may be taken online at <https://surveymonkey.com/r/DexterMPSurvey>. It is also available upon request in hard-copy format at the City office. Unfortunately, it is often difficult to gather an adequate number of responses from public surveys, and it is for this reason that we are requesting a small donation of a \$25 or \$50 gift card to encourage participation in the survey.

On behalf of the Parks and Recreation Commission, we appreciate any consideration that you may give to donating.

Sincerely,

Justin Breyer
Assistant to the City Manager
Dexter, MI 48130



8140 Main Street

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(734) 426-8303

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www.dextermi.gov

DONATION GUIDELINES AND VOLUNTEER MANAGEMENT PLAN

INTRODUCTION

Purpose and Intent of the Plan
Goals
Mission Statement

CHAPTER 1

DONATIONS

Commemorative Tree Program
Gifts for Parks Program
Special Projects
Public Art Donations
Cash Donations
Advance Gifts and Bequests
Tax Benefits of Donations
Donation Process

CHAPTER 2

POSITION DESCRIPTION AND RECRUITMENT

Asset Mapping
Defining Volunteer Roles
Volunteer Recruitment and Recruitment Tools

CHAPTER 3

HIRING AND TRAINING

Volunteer Application
Orientation and Training
Personal Protective Equipment and Hazard Assessment
Risk Management Waiver/Release
Website Presence

CHAPTER 4

MANAGEMENT AND RETENTION

Communication
Volunteer Retention and Appreciation

INTRODUCTION

Purpose and Intent

Pursuant to the Village of Dexter Parks and Recreation Ordinance, the Parks and Recreation Commission is responsible for preparing, updating and maintaining the Parks and Recreation Facilities Master Plan, advising and assisting the Village Council on matters pertaining to the Village's parks, specifically regarding contributions, donations and grants related to parks and recreation and advising the Village Council on the use, development, operation and vision for parks.

Creation of a plan and policy document is a key component of advising the Village Council on matters such as contributions, donations and volunteers. The Parks and Recreation Commission has therefore created the Donation Guidelines and Volunteer Management Plan as the guiding document for policies and procedures related to parks and recreation within the Village of Dexter.

The goal of the guidelines and plan is to:

- ❖ Manage the acceptance of donations
- ❖ Publicize and maximize donation opportunities
- ❖ Protect the Village and volunteers and reduce liability
- ❖ Train and Manage volunteers
- ❖ Provide for recruitment, retention and recognition of volunteers

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

The future growth and success of the organization relies upon the kindness of contributors and the effectiveness and coordination of volunteers.

Mission

The Village of Dexter parks **could not be maintained, improved or exist** without the generosity of those who take pride in their community and who are committed to community stewardship.

The Donation Guidelines have been developed to acquaint citizens, friends and environmental stewards of Dexter with various projects, equipment, facilities, and plantings for which the Village has an established need and how they can contribute or assist in meeting those needs. The guidelines will also assist the Village in publicizing the opportunities available for donation and recognition within the Village's parks.

The Volunteer Management Plan incorporates a holistic approach to the volunteer experience. The recruitment, training, and recognition of volunteers is key to creation and maintenance of first class facilities and provides for community stewardship opportunities and creates a sense of ownership and pride within the community. This plan provides the framework for maximizing the volunteer experience, effectiveness, and enhancement of volunteer recruitment and management while protecting Village assets and liability.

Chapter 1 DONATIONS

Your Generosity is What Makes Dexter and Our Parks Memorable

The Village of Dexter offers several opportunities for contributing to the beautification and enhancement of the parks and helps ensure that the park resources are preserved and enjoyed. All park donation programs are **tax deductible**.

Commemorative Tree Program

Commemorative Tree Program – Two (2) 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 such as the birth of a child, graduations, wedding, anniversary, or some special event or achievement.

1. **Recognition Tree** – For a donation of \$200 a donor may select a tree from the Village’s select tree list, help select the planting site (based on need), and take part in a tree 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.
2. **Landscape Planting Fund** – 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 Village of Dexter **priority list**. The donor will receive a special certificate, or a plaque (donations over \$1,000), and the donation will be recorded in the **“Special Projects”** section of the “Parks Donation Recognition” log.

Gifts for Parks Program

The “Gifts for Parks” program assists in the development of quality facilities, programs, and resources throughout the park system. It allows individuals or groups to donate a variety of items including money, equipment, materials or time. 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), and the donation will be recorded in the “Gifts for Parks” section of the “Parks Donation Recognition” log. For example, you may direct your donation to be used to purchase land, develop sites, hire program staff (performers, naturalists, etc.) or manage projects at any park. Possible donations and costs may include:

- Park Benches - \$1,000-\$1,500
- Bicycle Racks - \$300-\$700
- Cooking Grills - \$150-\$400
- Picnic Tables - \$400-\$800
- Picnic or other Shelter - \$10,000 and up
- Drinking Fountains - \$1,200-\$1,800
- Performers - \$500-\$1,000
- Gardens - \$500-\$1,000
- Public Art - \$5,000 and up
- Ice Rink - \$250 and up
- Park Naming - \$25,000 and up

To make a donation through this program, please contact the Village of Dexter Community Development Office at (734) 426-8303 or fill out the **Donation Intention Form**.

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 Village. In collaboration with the Arts, Heritage and Culture Commission and the Art Selection Committee donations of public art may be placed within Village parks. Approval of a donation is required by the Art Selection Committee and Parks and Recreation Commission. The donor will receive a special certificate, or a plaque (donations over \$5,000), and the donation will be recorded in the “Art in the Park” section of the “Parks Donation Recognition” log.

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 Village parks and recreation. **The Village of Dexter is a government entity and therefore all donations are tax deductible.** Below is a list of options for consideration:

Gifts of Securities	By donating appreciated assets, you will receive two tax-smart benefits: <ul style="list-style-type: none"> - 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	<ul style="list-style-type: none"> - 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 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	<ul style="list-style-type: none"> - A conveyance in fee simple title, which means that all rights to the land are given to the Village 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.

**Subject to change based on tax laws; confirmation of current tax laws required with individuals CPA/Accountant*

Tax Benefits

The Village of Dexter is a governmental entity and therefore all donations are tax deductible. Receipts for all donations will be provided upon request.

Donation Process

A gift to the Village of Dexter will assist in the enhancement of Village parks and experience of the visitor. The Village takes pride in maintaining and improving parks and any level of donation, time, effort or gift is appreciated.

1. Fill out Donation Intention Form
2. Select type of donation
3. Enter amount of donation
4. Enter donation honoree or commemoration
5. Submit Form to Village Offices
6. Receive receipt for donation
7. Schedule donation installation or other details
8. Receive thank you, certificate and Parks Donation Recognition log information.

CHAPTER 2 VOLUNTEERS

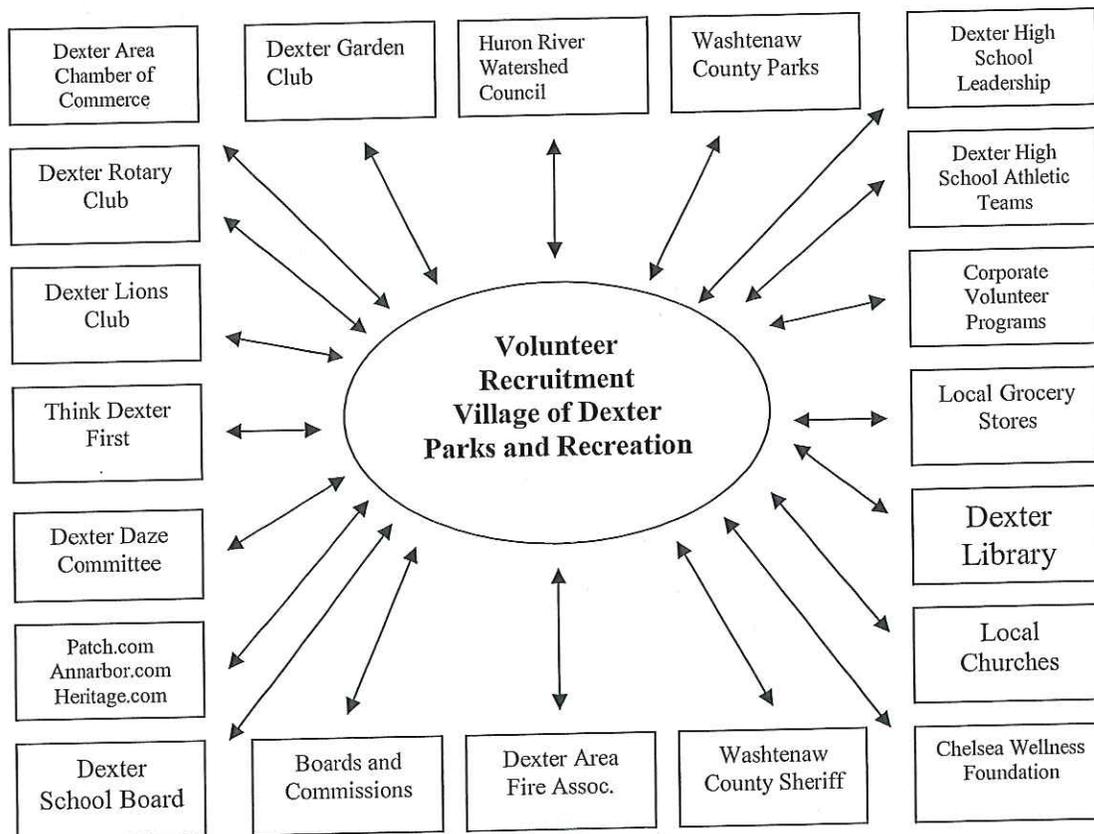
This chapter provides information designed to guide and enhance identification of volunteers, projects, volunteer roles, recruitment strategies, training and retention and volunteer management. It contains tools, ideas, and strategies to use in the recruitment, management and recognition of volunteers.

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.

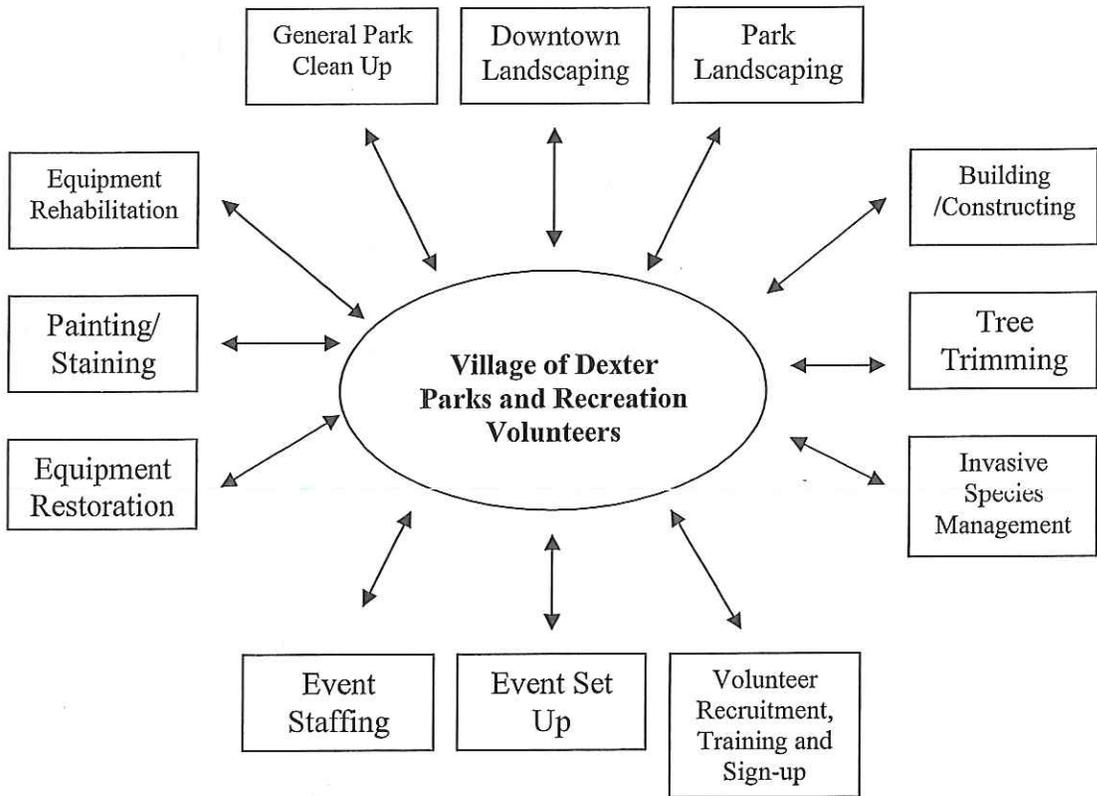
Identifying Potential Volunteers

Asset mapping for volunteer recruitment helps identify possible partnerships for recruitment that exist in the community and develop a message that describes your project, the need for volunteers and the mutual support that can be provided to each partner.

Village of Dexter
Volunteer Asset Map (add "Friends of the specific parks"?)



**Village of Dexter
Project Asset Map**



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 us always a need for volunteers:

PROJECT	DUTIES
Mill Creek Park	<ul style="list-style-type: none"> - Invasive Species Removal - Annual planting - Landscaping bed weeding - Mulch Spreading - Litter Removal
Warrior Creek Park	<ul style="list-style-type: none"> - Invasive Species Removal - Annual planting - Landscaping bed weeding - Mulch spreading - Litter Removal
Monument Park	<ul style="list-style-type: none"> - Landscaping bed weeding - Annual planting - Mulch spreading - Litter Removal - Bench Staining
Community Park	<ul style="list-style-type: none"> - Landscaping bed weeding - Annual planting - Litter Removal - Mulch spreading
Peace Park	<ul style="list-style-type: none"> - Landscaping bed weeding - Annual planting - Litter Removal - Mulch spreading
Lions Park	<ul style="list-style-type: none"> - Landscaping bed weeding - Annual planting - Litter Removal - Mulch spreading
First Street (Horseshoe) Park	<ul style="list-style-type: none"> - Litter Removal - Sand installation

Volunteer Recruitment

The Importance of Volunteers

It is the Village'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 Village of Dexter 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 Village who meet 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, Email Update)?
7. Who should be involved in signing them up? (Online Sign Up and Opportunity Request/ Training/Release/Waiver Forms/Background Checks)

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 an individual with specific skills 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 use when current or past volunteers recruit other volunteers. Development promotional materials that help current volunteers recruit a friend or family member. Supply them with position descriptions and applications to make it easy.



SAMPLE TOOLS FOR RECRUITMENT

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

CHAPTER 3

HIRING, ORIENTATION AND TRAINING VOLUNTEERS

The following information is needed in order to develop a quality volunteer network with the tools necessary to keep volunteers interested, active and safe.

Volunteer Application

Black's Law Dictionary defines a volunteer as "a person who gives his service without any express or implied promise of remuneration." Volunteerism is the involvement of volunteer labor, especially in community services. Volunteers who want to serve the Village should first submit an application (background checks)?????. The application collects information on the interested candidate and provides a uniform method of gathering information. The application includes contact information and a place to provide the applicant's areas of interest, skills and references, if applicable. The application also provides emergency contact information.

Orientation and Training

A complete training orientation is essential to a successful volunteer program. Volunteers should be provided with an orientation to the program and project before they begin volunteering. 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. A dress code, conduct, performance expectations, zero tolerance policies and emergency guidelines should be part of training. 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 Guidelines (create)

Personal Protective Equipment Safety Guidelines

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

1. Head Protection – helmet necessary?
 - a. Bump contact
 - b. Overhead or side falling objects
 - c. Electrical contact
 - d. Hair entanglement
2. Eye and Face Protection – Face shields, goggles, spectacles
 - a. Frontal and side impact
 - b. Electric Tools
3. Arm and Hand Protection – Gloves, hand pads, wristlets
 - a. Skin absorption
 - b. Skin abrasions
4. Foot and Leg Protection – Safety shoes, Leggings, Foot guards
 - a. Falling, rolling objects
 - b. Slippery surfaces
 - c. Hot surfaces
 - d. Electrical contact
5. Body Protection – Vests, Jackets, Aprons, Overalls
 - a. Chemical contact
 - b. Burns or Extreme Cold
 - c. Lacerations
6. Fall Protection – Safety belts, harnesses, lifelines and lanyards
 - a. Any work over 25 feet
7. Heat and Sun – sunscreen, hats, light colored clothing, sunglasses
 - a. Water on hand for dehydration
 - b. Ventilation
 - c. Work times of day
 - d. Sunscreen on hand

CHAPTER 4

VOLUNTEER MANAGEMENT AND RETENTION

This chapter 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
<ul style="list-style-type: none">• Kiosks• Newsletter to announce events, opportunities and provide recognition• Village Email Update, Facebook and website• Volunteer email list serve• Volunteer Feedback Forms

Retention and Appreciation

 Sample Ways to Show Appreciation
<ul style="list-style-type: none">• Verbally thank in person, be specific about contribution• Thank volunteers frequently and sincerely in newsletter, media, Email Update, Facebook, website• Write personal thank you's• 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 (all village boards and commissions• 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

APPENDICES



VILLAGE OF DEXTER

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

VOLUNTEER APPLICATION

NAME _____

ADDRESS _____ CITY _____ ZIP _____

PHONE _____ CELL _____

EMAIL _____

EMERGENCY CONTACT _____ PHONE _____

PAST VOLUNTEER EXPERIENCE _____

VOLUNTEER TYPE Individual Group Non-Profit Other _____

CURRENT EMPLOYER (if applicable) _____

INTERESTS/SKILLS _____

PHYSICAL LIMITATIONS _____

AVAILABILITY _____

INTEREST IN SHORT TERM OR LONG TERM OPPORTUNTIES _____

WAIVER RELEASE

By signing below I hereby waive and release the Village of Dexter together with all of its agents, directors, employees, contractors, and volunteers from any liability in the event I should be injured while volunteering for the Village of Dexter. I agree to wear all required personal protective gear as discussed in the general rules and guidelines required of volunteers.

I further agree to conform to the Village of Dexter's policies on conduct and zero tolerance requirements, as well as only complete work that is within the scope of the volunteer project assigned.

Signature

Date

Print Name

VOLUNTEER GENERAL RULES AND GUIDELINES

- ✓ Volunteers must act within the scope of his or her responsibilities.
- ✓ Volunteers shall be appropriately licensed, certified or authorized to act or use equipment.
- ✓ Volunteers must not act to harm themselves or others willfully, criminally or with reckless misconduct, gross negligence or conscious, flagrant in difference.
- ✓ Volunteers are not to operate machinery without express consent of the Village of Dexter, including motor vehicles. All vehicles used on behalf of the Village must have confirmation of adequate insurance coverage and valid operator's license.
- ✓ Volunteers must wear all protective gear required by Village staff or the volunteer coordinator to reduce potential for injury.
- ✓ Despite the Volunteers Protection Act, many volunteers remain liable for some actions. The law only protects volunteers serving certain nonprofits and governmental entities. The Volunteer Protection Act does not prevent an organization from bringing an action against a volunteer.
- ✓ Volunteers must provide an accurate Volunteer Application.
- ✓ Volunteers should have fun and be safe!
- ✓ The Village sincerely thanks anyone and everyone for their commitment to community engagement and community stewardship.

Thank you.