

**DONATION REVIEW COMMITTEE  
MEETING  
APRIL 26, 2018**

**MEMBERS PRESENT:** Donna Peterman, Chairman  
Robert Burns, Bradford Gamblin,  
Theresa Murtha, Janet Watermeier

**OTHERS PRESENT:** Mitchell Austin, Urban Design Planner

**CALL TO ORDER/ANNOUNCEMENTS**

- A. Roll Call
- 1. Election of Vice Chair
  - Recording Secretary Welch opened the floor for nominations for Vice Chair.
  - Mr. Gamblin NOMINATED Mr. Burns.
  - Recording Secretary Welch called for any other nominations, announcing Mr. Burns was appointed Vice Chair by acclamation.
- B. Next Scheduled Meeting
- 1. July 26, 2018

**CITIZENS' COMMENTS ON AGENDA ITEMS ONLY**

- There were none.

**NEW BUSINESS**

- A. Donation Proposal - Framed Aerial Map
  - Mr. Mitchell Austin, Urban Design Planner, announced Banks Engineering had offered to donate an updated aerial map of the City, reviewing the history of the proposed donation. He explained staff created the donation proposal, as delineated in the agenda materials, to alleviate any burden to Banks Engineering as their offer predated the City's Non-Monetary Donation Policy (NMDP). He then displayed images of the previous and updated aerial maps, as delineated in the agenda materials, pointing out the updated map more accurately depicted the City through the inclusion of the City limits and major roadways. He explained the frame constituted the donation's value of less than \$750. He stated the updated map included all required components for installation and would require no maintenance beyond dusting. He noted Banks Engineering intended the updated aerial map to replace their previously donated map in the City Hall Annex's Conference Room, opining the map had proved useful during meetings.
  - Ms. Peterman pointed out future City Annex refurbishments would require discussion of the materials displayed there.
  - Ms. Watermeier confirmed the map was useful to the Urban Design Division

- Ms. Watermeier MOVED, Mr. Gamblin SECONDED to recommend acceptance of the donation as a replacement for the current aerial map.
- Mr. Burns concurred future use of the space was important during consideration of donations, arguing for language which allowed for future relocation of the map. He then spoke in favor of language which granted the City the image's intellectual property rights.
- Ms. Murtha explained a Donor's Agreement signed by both parties addressed these issues in addition to intellectual property rights, inquiring if the City had a Donor's Agreement.
- Mr. Austin responded while the City's NMDP addressed issues of relocation and disposition, staff had not been directed to draft a Donor's Agreement. He spoke in favor of modifying a sample Donor's Agreement.
- Ms. Watermeier suggested the Committee review same.
- Mr. Gamblin then inquired as to the previous aerial map's historical value.
- Ms. Watermeier suggested historical organizations would be interested in its preservation.
- Ms. Peterman asserted the City did not derive value from maintaining an archive of printed aerial maps.
- Mr. Austin clarified the City maintained digital aerial map records; therefore, the printed copy had no value.
- Ms. Watermeier opined the aerial map was beautifully framed, advocating for nonprofit organizations to be allowed to apply for same.
- Ms. Murtha pointed out a Donor's Agreement would outline the process for bequeathing donations to nonprofit organizations.
- Mr. Austin remarked the Committee's detailed discussion was the reason staff selected this donation as a test case.
- Ms. Peterman clarified this donation predated the NMDP; therefore, many of the issues being discussed would be addressed for future donations. She concluded the discussion had been productive.
- Mr. Gamblin questioned if the Committee would review real estate donations.
- Ms. Murtha recalled the City received land donations in the past.
- Ms. Peterman responded affirmatively.
- Mr. Austin clarified all donations required a recommendation from the Committee; however, City Council was the final authority.
- Ms. Murtha then inquired as to who provided the updated map's appraisal.

- Mr. Austin replied staff had provided same as Banks Engineering's offer predated the City's NMDP. He specified staff would not provide appraisals in the future, but rather donors would furnish same.
- Ms. Peterman recalled earlier discussion of the donation's location, inquiring if placement in the Conference Room was required.
- Mr. Austin replied in the negative, noting staff did not accept the donation contingent upon conditions.
- Mr. Burns CALLED the QUESTION.
- MOTION CARRIED UNANIMOUSLY.

**STAFF COMMENTS**

- Mr. Austin inquired if members could provide a sample Donor's Agreement.
- Ms. Murtha responded she would provide same.
- Ms. Peterman requested clarification of the Committee's responsibilities with regard to the Sunshine Law.
- Mr. Austin reviewed the Sunshine Law's implications for Board members.

**COMMITTEE/BOARD COMMENTS**

- Mr. Burns inquired as to the status of a lawsuit brought by the Trabue family against the City regarding parkland donated to the City.
- Mr. Austin confirmed the lawsuit was still active, providing a brief review of same.
- Mr. Burns advocated the lawsuit was a perfect example of the need for a Donor's Agreement.
- Ms. Murtha commented the original agreement with the Trabue family specified the donated land would revert to the family if the City renamed itself from Trabue, suggesting much had happened since the agreement's inception which negated it.
- Ms. Peterman recalled the City recently removed "Trabue Woods" from a section of the City.

**ADJOURNMENT**

- Meeting Adjourned: 10:34 a.m.

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Donna Peterman, Chairman

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Sara Welch, Recording Secretary