



## PARK DONATION POLICY GUIDELINES

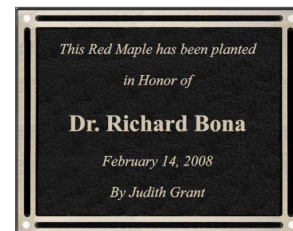
- The City will only accept donations that are consistent with the Kaukauna Recreation and Open Space Plan, or which are consistent with current or future park usage.
- Only those donations which are given with the full understanding that they become the property of the City and are subject to the laws, policies, and procedures that govern parks will be accepted.
- Potential donations must be reviewed by the Plan Commission before approval. The approval process will vary given the type of donation that is being proposed.
- The average cost for a bench donation is \$1,500, including plaque, inscription, and installation. The City will be responsible for the installation of each bench. However, all costs related to bench fabrication, installation and inscription/plaque shall be the responsibility of the donor.

### CRITERIA FOR ACCEPTABLE GIFTS:

All parties interested in donating to a Public Park must submit a formal application. This application will include the type of donation, the concept design, the location, and estimated cost of materials and installation for items other than benches. Submitted Applications will then be reviewed by the Planning Department and forwarded to any other departments that are deemed necessary for approval. After initial review, the offer will be subject to final approval from the Plan Commission.

### BENCH STYLES AND COSTS:

Cambridge Bench - \$1,500



6" x 8" Cast Aluminum Plaque mounted to the concrete, in front of the bench.

## LIST OF OTHER COMMON DONATIONS:

### PARK AMENITIES

Dog Waste Stations, garbage receptacles, picnic tables, drinking fountains, playground components, etc. may be placed in approved locations, and become City property at the time of purchase. Amenities must be of a design and build quality that is consistent in the park system.

### TREES/VEGETATION

Donations of trees or other vegetation must have approval prior to purchase. Tree type, height, and caliper will be reviewed as criteria in the approval process prior to planting. All planting locations will be approved by department staff prior to their installation with consideration to long-term maintenance, current practices, and park usage plans in order to determine if proper care of the planting can be provided. Planting and maintenance of trees and plantings will be administered under the guidance of City personnel to ensure the optimal chance of survival in relation to type of planting.

### BUILDINGS/SHELTERS

A formal application including dimensions, conceptual design, and the site plan of all proposed buildings and shelter donations must be preapproved by Planning Department staff prior to being given consideration for acceptance. The structure must meet the departmental requirements for foundations, utilities, etc. Also, all structures must be designed and constructed in accordance with guidelines, codes, standards, and ordinances established by the City of Kaukauna.

### MURALS/STATUES/MONUMENTS

Donated public artwork, such as murals, statues, or sculptures may be approved for appropriate sites by the Planning Department. Any such artwork may be removed at any time, as deemed necessary by the Department. Upright monuments or monuments resembling those typically found in cemeteries are discouraged at any City park or facility.

### BOOK EXCHANGES

Donations of Book exchanges will only be accepted in the form of approved models from the non-profit organization LittleFreeLibrary.org. The City must first receive a donation request with the proposed style, location, and design if the donating party is choosing to decorate the structure themselves. The offer will then be referred to the Planning Department for approval, and the Streets and Public Works Department for installation review.

### OTHER DONATIONS

There may be other possible donations, such as cash, signage, flags, etc. Any donation request not specified within this policy may be presented to the Planning Department, and will be presented to the Plan Commission for approval. Any banner or signage donations must meet our minimum standards available on request.

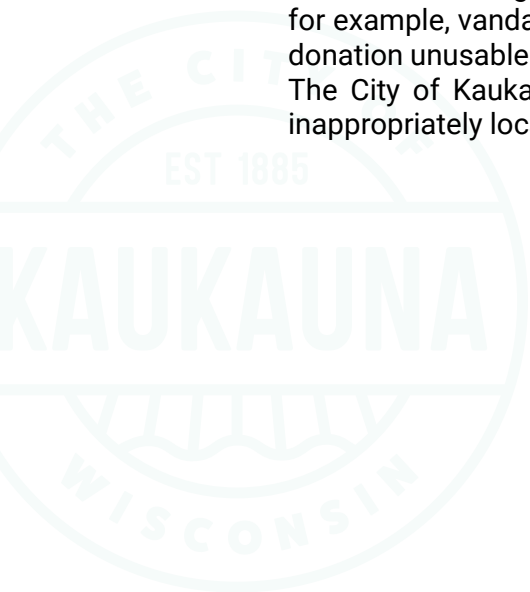
#### OPERATION AND MAINTENANCE CONSIDERATIONS:

- All donation applications must be submitted by March 1 to guarantee installation that same year.
- Any donation applications received after March 1, the City will make every effort to install gifts in a timely manner. However, due to lead times for ordering materials, staff availability, and planting season limitations, the City cannot guarantee installing gifts by a required date.
- Donation payment for benches, or other items that City personnel orders from a vendor must be paid in full before the order is placed.
- An analysis will be conducted of the operation and maintenance impact on the Department budget, in relation to the scope and hours of labor needed as well as the ability to maintain the donation, prior to any donation being accepted.
- Donations will be installed according to current city codes and standards, and all applicable permits must be obtained prior to installation.
- Gifts to the Department are to be installed by City personnel, unless otherwise approved by the Planning Department. The installation will be scheduled at a time and date as determined by the Planning Director so as not to unnecessarily interfere with routine park maintenance activities.
- Items which have been gifted to the Department are to be maintained by City personnel, unless otherwise approved, to ensure that all park elements remain in operating condition. Any item entered into a maintenance agreement with non-City personnel can be removed by the City if maintenance fails to uphold City standards of appeal.

#### USEFUL LIFE:

The City will maintain the donation only for the expected/useful life cycle of the donation, as determined during the application process. Any maintenance demands deemed excessive, for example, vandalism or anything considered beyond normal maintenance, may render the donation unusable or unacceptable, at which point it may be removed without notification.

The City of Kaukauna reserves the right to remove and/or relocate donations which are inappropriately located, no longer useful, or serve no continued value to the park system.





## APPLICATION FOR PARK DONATION

Donor Name:

Phone Number:

Address:

Email Address:

Proposed Location:

Type of Donation:

Cambridge Bench

Picnic Table

Tree

Book Exchange

Garbage Receptacle

Other Item (Please Describe)

Inscription Text (If Applicable)

Please attach any necessary photos or documents with this form

Park Donations to the City of Kaukauna are considered outright and unrestricted donations. The City of Kaukauna does not guarantee the permanency of the accepted donation. If a memorial must be relocated, Department staff will attempt to notify the donor in writing at the address shown on this form. Donations may be tax deductible (please consult an accountant). The donor declares to have read the Parks Donation Policy and Guidelines. The donor understands and agrees with the conditions set forth in this policy and agrees to any conditions required by City staff or elected officials.

By signing below, I acknowledge that I have read and understand the Parks Donation Policy and Guidelines