

PARKS MEMORIALS AND DONATIONS POLICY

Purpose: The purpose of this policy is to establish guidelines, standards and procedures for the installation and care of donated park 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, monuments (by exception only), drinking fountains, flags, and other types of park accessories. This policy does not apply to buildings or land. The City desires to encourage donations while at the same time manage aesthetic impacts and mitigate on-going maintenance costs.

The development of public facilities is expected to be the result of careful planning and quality construction. In addition, public facilities are expected to be maintained to a standard acceptable to the community.

Guidelines established by this policy will apply to all donations made after the effective date of this policy. Donations made prior to the adoption of the policy shall be subject to any sections of this policy that may be applicable.

Standards established by this policy will apply to purchased equipment, installation techniques, donation acknowledgements, and long term care of all donations made after the adoption of this policy.

GUIDELINES FOR EXISTING DONATIONS

Definition of an Existing Donation: For the purpose of this policy, existing donations are those donations installed prior to the adoption of this policy.

Appearance and Aesthetics: The City and the community have an interest in ensuring that existing donations remain in the best appearance and aesthetic quality.

Maintenance: Existing donations are to be maintained by the City until removal and/or relocation is necessary (See CONDITIONS Section).

STANDARDS FOR NEW DONATIONS

Definition of New Donation: New donations are those made after the adoption of this policy.

Purchase and Installation: The City staff will be responsible for the purchase and installation of all park elements.

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

Maintenance: Upon donation, park elements and/or their associated donation acknowledgement become City property. Accordingly, the City has the duty to maintain the donation until removal and/or relocation is necessary (See CONDITIONS Section). If information on file continues to be current or is updated by the donor, the donor will be informed and given the opportunity to have input before the removal and/or relocation of donation.

Repair: The community has an interest in ensuring that all park 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 park elements must be of high quality to ensure a long life and be resistant to the elements, wear and tear, and acts of vandalism.

Cost: The City has an interest in ensuring that the donor covers the full cost for purchase and installation. The City also has an interest in ensuring that on-going maintenance costs do not negatively impact the resources available for maintenance of other City park facilities. Consequently, the City may assess, at the time of donation, a charge sufficient to cover anticipated on-going maintenance of donated park elements during their expected life expectancy.

PROCEDURE FOR MAKING A DONATION

The City's Parks and Forestry Director will manage all donations located on City park property, with the assistance of the parks maintenance staff.

Application: The donor must contact the Parks and Forestry Director to determine whether a donation is acceptable based upon criteria contained in this policy. If a donation can be accepted, the donor will complete an application form. Applications are available through the mail or in-person at City Hall. Review and approval must be done by the Parks and Forestry Director and further review and approval may be needed from the Park Board and/or City Council. Once approved, donor will be contacted and payment must be made to the City Clerk-Treasurer prior to purchase or installation of the donated park element.

ACCEPTANCE OF A DONATION

Criteria: To accept a donated park element, the donation must meet certain conditions.

The donations shall:

- 1) Meet a true need of a park or facility.
- 2) Not interfere with the intended current or future use of a park or facility.
- 3) Not require the relocation of other equipment or infrastructure.
- 4) Not be in excess of more than one memorial monument per park.

The City reserves the right to determine whether a park or facility is fully developed and therefore, no donations would be accepted for that park or facility.

PLAQUE/MEMORIAL ACKNOWLEDGEMENTS

Plaque Definition: A flat tablet or metal, plastic, stone or other appropriate material which includes text and/or images commemorating a person or an event and/or providing historical text or information relevant to its location. Such tablet shall be affixed to an object, building or pavement.

Memorial Definition: An object established in memory of a person or event.

Criteria: The City of Lake Mills has specified a range of plaque and memorial categories appropriate to the needs of individuals and organizations. No proposals will be considered that are not within these categories. Applications can only be made under one category.

Categories: Subjects for plaques and memorials will be limited to the following:

- 1) An individual or association that has contributed significantly to the cultural, political or social aspects of Lake Mills' development.
- 2) An individual or association strongly linked to the City of Lake Mills and its history.
- 3) A significant anniversary of an event unique to Lake Mills' history and development.
- 4) Historical or other information relevant to the site/location of the plaque.
- 5) An individual or association that has financially contributed significantly to either the Lake Mills Parks System or the City of Lake Mills.

Plaques and memorials will represent and acknowledge the diverse makeup of our community.

Applicants should nominate a preferred site (general location) for the placement of the plaque or memorial. Only sites that have relevance to the person, group or event being commemorated should be nominated.

Approval for a particular site will only be granted if consistent with the City's Master Plan or strategic development framework for that site and the proposed plaque or memorial is relevant to the site. The donor will also take into account the number of existing plaques and memorials, artworks, fountains and other objects in the vicinity of the proposed new plaque or memorial. The City of Lake Mills has final approval of appropriate sites and will determine the exact location of any plaque or memorial.

The plaque or memorial shall be located at the designated site for a period of not less than five (5) years from the time of installation with the following exceptions:

- The area in which the item is sited is to be redeveloped.
- The use of the area in which the item is sited changes significantly in character and the item is not deemed suitable for the site.

- The structure or support on which the item is located is to be removed or permanently altered.

The City does not guarantee the retention of the plaque or memorial after a period of five (5) years.

These types of plaques and memorials must conform to the intent of this section. To prevent obscene or potentially offensive text from being displayed on city property, the City must approve all text for donation acknowledgements/plaque or memorial.

Notification: This criterion is a requirement for both existing (at the expiration of its life-cycle period) and new donations. It shall be the responsibility of the donor to provide the Parks & Forestry Department with a current address for purposes of notification regarding donations. For the purposes of notification, the City will send a letter to the donor, notifying the donor of changes related to the status of the donation, such as a need to remove, relocate or comply with other conditions set forth in this policy.

PARK BENCHES, BICYCLE RACKS, PICNIC TABLES AND PLAYGROUND COMPONENTS

Park benches, bicycle racks, picnic tables and playground components may be sited in locations approved by the Parks & Forestry Director. Items donated must be of a product approved by the Parks & Forestry Director, and these items become City property at the time of acceptance.

TREES AND SHRUBS

Landscaping and plant selection for park facilities is critical due to the environment in Lake Mills. Accordingly, the location, size and species of trees and shrubs donated shall be limited to those predetermined by the Parks & Forestry Director.

MONUMENTS

Upright monuments or monuments resembling those typically found in cemeteries may not be installed at any City park facility. Exceptions to this policy are the Veteran's monuments installed with approval of the City Council, commemorating the history and/or dedication of a veteran monument.

FLAGS

Flags may be sited in locations approved by the Parks & Forestry Director. 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 may be subject to replacement, which is to be paid by the donor at the time when the Parks & Forestry Director determines replacement is needed.

INTERPRETIVE SIGNS

Interpretive signs may be installed at sites that are appropriate for describing the history, geology, environment, 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 designed to meet requirements for access to the disabled. Interpretive signs shall be designed in 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

Donations, other than those expressly listed or contained within this policy may be possible. The City may accept such donations, subject to a review by the Parks & Forestry Director.

BUILDINGS, STRUCTURES AND PUBLIC ART

Donated buildings, structures (including playgrounds) and public art are subject to full review and approval of the Park Board, Plan Commission and City Council and are not considered to be part of this policy.

CONDITIONS

Installation: Installation of donated park elements, including the donor acknowledgement, memorial or plaque, will be completed by City personnel. If City personnel are unable to install the donated park elements, then the City will hire a contractor to perform the installation. The installation will be scheduled at a time and date as determined by the Parks & Forestry Director so as not to unnecessarily interfere with routine park maintenance activities.

Removal and/or Relocation: This section applies to both existing and new donations. The City reserves the right to remove and/or relocate donated park elements and their associated donation acknowledgements/memorial plaques when they interfere with site safety, maintenance or construction activities. In accordance with previously stated procedures in this policy, the City will send a letter to identifiable donor notifying the donor of any action related to the disposition of the donation. In certain situations, such as safety or emergency situations, the notification may be made after the action has been taken. In the event a donation must be permanently removed, the City will seek an alternative location consistent with this policy.

MAINTENANCE AND REPAIR

The long term care and maintenance of donated park elements is important to both the donor and the City. The City has the duty to maintain the donation until removal and/or relocation is necessary. The City reserves the right to remove a donated park element if the maintenance and repair cost become too high.

At the end of the life-cycle term, the donor may choose to extend the life-cycle term by paying the current value of a new donation. The City 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 City has not been able to contact the original donor.

CITY OF LAKE MILLS PARKS
MEMORIALS AND DONATIONS APPLICATION

Donor Information:

Name: _____

Address: _____

City, State, Zip: _____

Phone Home: _____

Work: _____

Cell: _____

Email: _____

Donation Information:

Description: _____

Location: _____

Wording on Memorial Acknowledgement: _____

Cost:

Purchase Price: \$ _____

Installation: \$ _____

On Going Maintenance (If necessary) \$ _____

Total: \$ _____

Life-Cycle Term:

Estimated in Years: _____

Signature:

I have read the Parks Memorials and Donation Policy.

Requested By : _____ Date: _____

City Approval:

Parks & Forestry Director: _____ Date: _____

City Manager: _____ Date: _____

Notes:
