



City of LaCrosse
Parks, Recreation & Forestry

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PARK DONATION PROGRAM

I. **PURPOSE:** The City of La Crosse Parks, Recreation, and Forestry Department receives numerous inquiries from individuals and organizations with regards to donations to the City's park system. The intent of the Donation Program is to provide a flexible and responsive means for donors to contribute. In addition, the program establishes policies and procedures for accepting donations for the benefit of the City's park system.

II. DEFINITIONS:

- A. City: La Crosse, Wisconsin
- B. Department: The City of La Crosse Parks, Recreation, and Forestry Department
- C. Director: The City of La Crosse Parks, Recreation, and Forestry Department Director or Department Designee
- D. Donation: A gift of funds, physical object(s), or structure(s)
- E. Park(s): Any city-owned park, facility/building, natural area, trail, and open space managed for recreational use and/or resource protection.

III. POLICY:

- A. The Department shall be responsible for administering the Park Donation Program; including establishing a review process for approving donations. The Department may coordinate with other City departments where needed, or designate other departments to oversee certain aspects of the program.
- B. The City and Department encourages donations of land, facilities, equipment, landscape material and funds to support the Parks, Recreation, and Forestry service to the City. Donations will be accepted from public and private sources for the purpose of enhancing City parks and programs.
- C. Donations will be considered for all Parks with the exception of those where human activity is discouraged to protect habitat and sensitive lands.
- D. All costs associated with the Donation Request such as, but not limited to delivery, installation, and on-going maintenance cost will be covered by the donor. The City on a case by case basis, may establish an administrative fee of no greater than 15% of the value of the donation to coordinate the project.
- E. *Approval Criteria:* Proposed donations may be incorporated into the landscape and facilities of Parks according to the following criteria:

General Criteria:

- 1) Donations must be consistent with the mission, policies, and goals of the Department, and not be limited to any special restrictions, impose budgetary obligations or increased maintenance responsibilities.
- 2) Donations must be compatible with and meet a specific Park facility need to be identified in the approved Park master plan.
- 3) In areas not covered by master plans, compatibility with existing facilities and local conditions shall be considered as long as the donations meet a specific Park need.
- 4) Age, life expectancy, and anticipated general condition of the donation.
- 5) Anticipated maintenance requirements of the donation over the course of its useful life.
- 6) Not all Parks have needs for a particular amenity, and the Department may recommend alternative locations or donations with the donor.

Specific Criteria:

- 1) Cash Donations: Unspecified cash donations may be used to build, repair, or upgrade any new or existing Park facility at the City's discretion.
- 2) Site Furnishings: The City has established general aesthetic standards for furnishing in Parks. Donations of furnishings should maintain this aesthetic standard. This will include the following new items, and this list may be added to or amended by the Director as necessary: Bench, Bike Rack, Drinking Fountain, Equipment, Fountain, Memorial Plaque, Picnic Table, Planter, Trail Marker Sign
- 3) Other: Structures and other furnishings outside the pre-approved list will be reviewed on a case by case basis.
- 4) Artwork & Sculptures: Donations of art, or cash donations designated to purchase or commission art must be pre-approved by the City's Arts Commission and the Board of Park Commissioners. The location for the Art Donation will be determined and/or approved by the Department.

Maintenance, Damage & Term of Donation:

- 1) The Department can offer no guarantee or obligation, legal or otherwise to maintain or replace Donations that are vandalized, lost, stolen, or otherwise damaged or destroyed.
- 2) Maintenance of donated items may occur as follows: The City, in conjunction with the Donor, will attempt to repair damaged donations as outlined in the maintenance plan that accompanied the donation and was adopted as terms for approving the donation. However, the City is not responsible for replacing items, due to excessive damage or loss. The City will attempt to contact the donor using the information on file to inform them of such a loss. The donor may replace the item(s) at their own expense.

- 3) Donors shall be aware that staff is unable to carry out higher levels of care such as, but not limited to, cleaning sanding, polishing, oiling, or other treatments that address normal age and use.
- 4) The Department reserves the right to remove or relocate a Donation when reasonably required as a result of necessary park operations.
- 5) The term of the Donation will be for the life of the asset. For example, if a donated park bench is destroyed or deteriorates then it may be removed.
- 6) If a donor cannot be reached the Department shall retain the Donation and/or Recognition Materials for a period of one (1) year to be claimed by the donor. Unclaimed items may be recycled or discarded after one (1) year.
- 7) If the donation is deemed a hazard to public health it will be removed promptly
- 8) Written request for removal from the donor

IV. PROCEDURE.

- A. The donor shall submit a completed Park Donation Request Form with photo or rendering to the Department, see attached.
- B. After receipt of the Park Donation Request Form, Department staff will contact the donor, review the Park Donation Request Form and determine the appropriateness of the Request as measured in the Approval Criteria listed above. If a Request does not meet the Approval Criteria the donor will be notified.
- C. If a Request does meet the Approval Criteria the donor shall meet with Department staff. The purpose of the meeting is for open discussion regarding the request including the terms for delivery, installation, maintenance, funding, etc.
- D. Donations meeting the Approval Criteria will be handled administratively by the Department unless the value of the Donation is greater than ten thousand dollars (\$10,000), in which case the Request will be presented to the City of La Crosse Board of Park Commissioners for approval.
- E. All land and/or property donations will be submitted through the Department to be presented to the City of La Crosse Board of Park Commissioners for approval, and to the Common Council for final approval.
- F. Appropriate approval of the Donation must be obtained before installation may begin.
- G. Once installed, the donation becomes property of the City for the life expectancy of the donation or as outlined in the Maintenance Plan.

PARK DONATION REQUEST FORM

(Attach additional pages as necessary)

Donor Name or Organization: ORA Trails Date: 04/25/2023

Address: 125 7th St. N City, State, Zip: La Crosse, WI 54601

Telephone: 608-313-5016 E-mail: jillian@oratrails.org

Donation item: (please check appropriate boxes)

Bench Bike Rack Drinking Fountain Equipment Fountain Memorial Plaque Picnic Table Planter/Landscaping Trail Trail Marker Sign Sculpture

Other, please explain: _____

Proposed Location: Connecting with Bud Hendrickson Paved Trail

Photo or Rendering Attached: Yes ___ No ___ Estimated Value: \$10,000

Description of Request: ORA Trails would like to hire Great Lakes Trail Builders to lead a community build on June 3rd for the construction and revitalization of a natural surface trail loop off the paved Bud Hendrickson Trail. A small boardwalk will span the designated wetland area and will avoid private property.

Delivery & Installation Plan: The paid contractor will lead and supervise volunteers to re-grade, clear brush, move and shape dirt and re-surface a natural surface trail. Pre-work will be done by contractor, including removing large thatches of brush that volunteers can't complete by hand. Any machine operation will be done by professionals.

Maintenance Plan: ORA will coordinate volunteers to help with the upkeep of this trail, similar to other trails, within our MOU with the City of La Crosse. ORA may ask the City for assistance in certain areas when necessary.

Cost Summary: ORA will pay the builder to complete the work, up to the amount of \$10,000