



# MEMO

## PLANNING & COMMUNITY DEVELOPMENT

To: Plan Commission  
From: Lily Paul, Associate Planner  
Date: January 13, 2023  
Re: Donation Application Review

A donation application has been submitted by Angela Martin of San Diego California. Ms. Martin is looking to honor her partner, LTC Eric Van De Hey, United States Army for 35 years of service from 1987 to 2022 with a Red Maple Tree installed within one mile radius of 8 McFarland Place. Please find attached Congressional Record, Legion of Merit certificate, article and pictures that support this donation.

There will be a plaque installed along with the tree inscribed with the text:

*"In Honor Of  
LTC Eric Van De Hey, United States Army  
For 35 years of Service from 1987 to 2022"*

Staff will work with the street department and the donor to pick a specific location within the one mile radius of 8 McFarland Place requested. Please see the attached map for location reference. One option for installation would be on the Nelson Family Heritage Trail as it is within a tenth mile of the address and would receive a lot of foot traffic. Staff will also work with the street department to order the correct tree and gather quotes. The plaque will be a similar style that is installed with the bench standard (please see attached Park Donation Policy Guidelines) but it will either be staked or installed with a stone to be displayed by the tree.

### Staff Recommendation

Staff recommends to approve the tree donation for Angela Martin and LTC Eric Van De Hey.



## PARK DONATION POLICY GUIDELINES

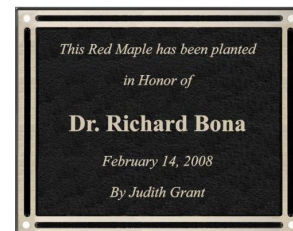
- The City will only accept donations that are consistent with the Kaukauna Recreation and Open Space Plan, or which are consistent with current or future park usage.
- Only those donations which are given with the full understanding that they become the property of the City and are subject to the laws, 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 \$1,200, 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 - \$1,200



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.

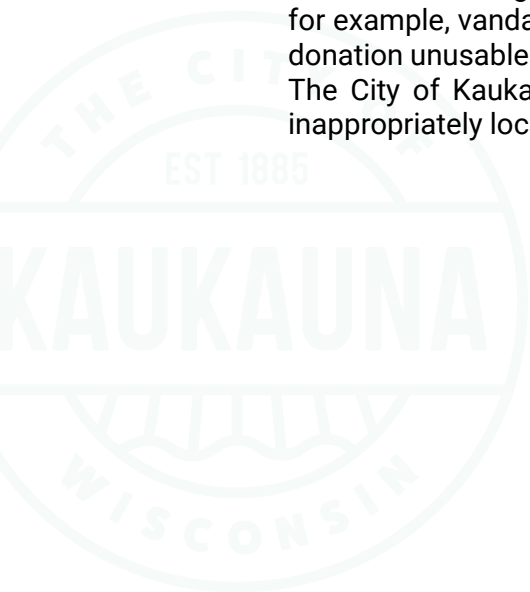
#### OPERATION AND MAINTENANCE CONSIDERATIONS:

- 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: Angela Martin

Phone Number: 989-813-1000

Address: 3807 47th Street, San Diego, CA 92105

Email Address: Angela.Martin.mn@gmail.com

Proposed Location: 1 mile radius of 8 McFarland Place

Type of Donation:

Cambridge Bench ☐

Picnic Table ☐

Tree ☒

Book Exchange ☐

Garbage Receptacle ☐

Other Item (Please Describe)

Red Maple

Inscription Text (If Applicable)

In honor of

LTC Eric Van De Hey, United States Army

For 35 years of service from 1987 to 2022

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

*Angela Martin*





United States  
of America

# Congressional Record

PROCEEDINGS AND DEBATES OF THE 117<sup>th</sup> CONGRESS, SECOND SESSION

WASHINGTON, Wednesday, December 28, 2022

## *House of Representatives*

IN RECOGNITION OF the Career and Service of Retiring Lt. Col.  
Eric Van De Hey.

HON. MIKE GALLAGHER  
OF WISCONSIN  
IN THE HOUSE OF REPRESENTATIVES  
*Wednesday, December 28, 2022*

**Mr. Gallagher.** Madam Speaker, I rise today to honor a lifetime of service to the American people by Lieutenant Colonel Eric Van De Hey.

Lt. Col. Van De Hey is retiring after 35 years of selfless service to the United States. Since enlisting in 1987, he has dedicated his career in the U.S. Army to serving both his fellow soldiers and the United States. First and foremost, he has been a leader to many young soldiers, as he has trained soldiers at all levels of responsibility. He utilized his strong leadership skills while leading tactical platoons, strategic detachments, and serving in federal agencies. During his time in the Army Lt. Col. Van De Hey served valiantly in many conflicts and missions including: Operation Just Cause, Operation Desert Storm, Operation Desert Shield, and Operation Iraqi Freedom. For his service he earned numerous awards and commendations including the Legion of Merit, the Bronze Star, Meritorious Service Medal, the Valorous Unit Citation, the Meritorious Unit Citation, and the Combat Action Badge. His multiple deployments and awards are another clear example of his impressive dedication to serving our country.

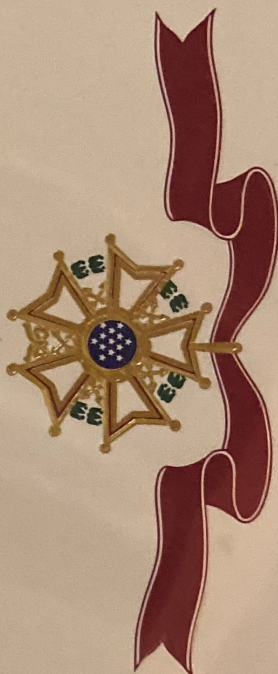
Throughout his career, Lt. Col. Van De Hey has played a significant role in ensuring the safety of our troops while leading our military into the next generation of warfighting. As the Executive Officer in charge of Test Parachutists, he ensured that Army parachutes were safe and reliable for our service members. Lt. Col. Van De Hey was also responsible for overseeing great technological advancements for the military, such as research into self-driving cars and the use of satellite images to monitor humanitarian crises. It is evident through these accolades that Lt.



Col. Van De Hey has committed his career to serving the United States of America and the Army.

As Lt. Col. Van De Hey returns to private life, it is my honor to recognize his years of service in the United States military. I invite all members of this body to join me in congratulating Lt. Col. Eric Van De Hey and his family on his retirement. Our nation is safer because of Lt. Col. Van De Hey's unwavering service and commitment to his country.





# THE UNITED STATES OF AMERICA

TO ALL WHO SHALL SEE THESE PRESENTS, GREETING: THIS IS TO CERTIFY THAT THE PRESIDENT OF THE UNITED STATES OF AMERICA AUTHORIZED BY ACT OF CONGRESS, 20 JULY 1942 HAS AWARDED

TO

THE LEGION OF MERIT  
LIEUTENANT COLONEL ERIC J. VAN DE HEY  
UNITED STATES ARMY

FOR exceptionally meritorious service over a 35-year career while serving in positions of increased responsibility, culminating as the National Geospatial-Intelligence Agency's Program Manager for an ACAT I equivalent program for the Office of the Director of National Intelligence designated as Special Interest Acquisition program. His compassionate leadership, unwavering commitment, and selfless service resulted in effective program management support to the National System for Geospatial Intelligence. Whether leading Soldiers during time of conflict or managing multi-million-dollar projects, his significant contributions improved the quality of support to Soldiers, Sailors, Airmen and Marines worldwide. His meritorious performance will have a far-reaching impact on future Service Members and their families for years to come. Lieutenant Colonel Van De Hey's devotion to duty are in keeping with the finest traditions of military service and reflect great credit upon him, the National Geospatial-Intelligence Agency, and the United States Army.

BY ORDER OF THE SECRETARY OF THE ARMY

THIS 1ST DAY OF SEPTEMBER 2022

Permanent Order 244-0006, 1 September 2022  
United States Army Human Resources Command  
Fort Knox, Kentucky 40122-5408



THE ADJUTANT GENERAL





Lieutenant Colonel Eric Van De Hey distinguished himself to the Nation through meritorious service in the Army from 1987 to 2022. Throughout his 35 years of service, he trained and mentored Soldiers through increasing levels of responsibility. He led in tactical platoons, strategic detachments, and federal agencies. During this time, he served in many key leader positions. As an Executive Officer in charge of Test Parachutists, he was responsible for making sure Army parachutes were reliable and safe. As a Program Manager for Robotics, he directed the design of next generation self-driving vehicles. He also served as a Science and Technology Chief where he aligned a multi-billion-dollar research budget to technology development for the years 2030-2050. He concluded his career as a Senior Program Manager at the National Geospatial-Intelligence Agency where he oversaw the delivery of satellite images highlighting humanitarian crises.

Lieutenant Colonel Van De Hey served in Operation Just Cause, Desert Storm, Desert Shield, and Operation Iraqi Freedom. He is a graduate of Survival, Evasion, Resistance & Escape School, Air-Assault School, Parachute Rigger School and the Basic Space Cadre Course. He is DAWIA III, Lean Six Sigma and Project Management Professional certified. He is also a Master Rated Jumpmaster. His awards include the Legion of Merit, the Bronze Star, Meritorious Service Medal, the Valorous Unit Citation, the Meritorious Unit Citation, and the Combat Action Badge.

Eric has two daughters, Elaina and Marley Van De Hey, and resides in San Diego California with his partner, Angela Martin, also a veteran.

