



MEMO

PLANNING & COMMUNITY DEVELOPMENT

To: Plan Commission
From: Lily Paul, Associate Planner
Date: April 7, 2022
Re: Park Donations

The Planning Department is hoping to re-write the process for Park Donations. The current application (Exhibit 1) provides the donor the option of estimating the cost for the donations we offer: Bench, Table or Tree. While this gives room for people to choose what they want, it does not keep uniformity for the city. Staff is proposing that a standard bench is available to choose from for those that wish to donate. Below are two options to choose which will become our standard bench. The company we will be going through is called HMF out of Two Rivers, WI. They are an outdoor equipment entity of Formrite. In the year 2022 they are offering free shipping of any product. In the future, it would be possible to pick up items ourselves to potentially save on shipping cost.

Option 1

HMF, Two Rivers, WI
Cambridge Bench – Steel – 6' – powder coated black: \$999



Option 2

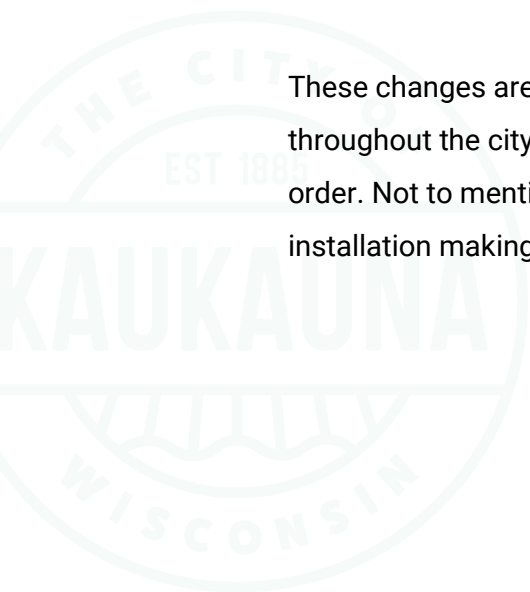
HMF, Two Rivers, WI
Wayside Bench – Steel – 6' – powder coated black: \$889



The donation item itself is not the only thing that needs to be re-done. The Park Donation Policy Guidelines (Exhibit 2) does a great job explaining that once a donation is made, it becomes city property. It also suggests great options for what things can be donated or have been donated in the past. One unclear detail is when someone's donation will be available. Due to this, staff is proposing to implement a deadline for park donations. A deadline in spring would give the planning department enough time to put together an order list. Then materials can be ordered at one time and installation can be completed throughout the summer. It would be ideal if all donation applications be submitted by April 1st, so we can guarantee installation by October 31st of that year. These deadlines will be outlined in an updated Park Donation Policy Guideline as well as the standard bench option that will be decided upon. Deadlines may also be reflected on the application.

The last point to bring up is a minimum donation price for park benches. The standard installation procedure for park benches is to be surface mounted. This type of installation requires roughly a 4 inch thick, 4' x 8' concrete pad to be poured. In the past, the city street department has been eating that cost. Using a rough estimate of concrete cost, we would require \$200 for that part of the donation. Depending which bench is decided as the standard, a donation minimum would be either ~\$1,200 or ~\$1,089

These changes are important to show consistency with park plans and create uniformity throughout the city. This will also help with cost of shipping by creating and submitting one order. Not to mention, this would allow the street department to create a schedule for installation making it more efficient for them.





APPLICATION FOR PARK DONATION

Donor Name:

Phone Number:

Address:

Email Address:

Park for Donation:

Proposed Location:

Type of Donation:

Bench ☐ Table ☐ Tree ☐

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

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 before approval. The approval process will vary given the type of donation that is being proposed.
- Gifts to public spaces which intend to commemorate or memorialize will be considered on an individual basis. Plaque location, size, and style will be reviewed by Planning Staff to ensure that plaques remain consistent with existing memorials.

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. 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.

List of common donations:

Park Amenities

Park benches, 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 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:

- 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.
- 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.
- 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.

OUTDOOR FURNISHINGS

Bike Racks

Outdoor Seating

Outdoor Tables

Trash Receptacles

Branded Products



HMF

A Formrite Company

OUTDOOR SEATING



Available as memorial/tribute bench with space for surface-mounted plaque.

Cambridge Bench

- Powder Coated
- Steel Frame
- 6' Length
- Surface Mounted

Installation Hardware, page 18



Available as memorial/tribute bench with space for surface-mounted plaque.

Hampton Bench

- Powder Coated
- Steel Frame
- 6' Length
- Surface Mounted

Installation Hardware, page 18



Available as memorial/tribute bench with space for surface-mounted plaque.

Wayside Bench

- Powder Coated
- Steel Frame
- 6' Length
- Surface Mounted

Installation Hardware, page 18



Available as memorial/tribute bench with space for surface-mounted plaque.

Georgetown Bench

- Powder Coated
- Steel Frame
- 6' Length
- Surface Mounted

Installation Hardware, page 18



Available as memorial/tribute bench with space for surface-mounted plaque.

Tuscon Bench

- Powder Coated
- Steel Frame
- 6' Length
- Surface Mounted

Installation Hardware, page 18



Expanded Metal Bench available with/without Back

- Powder Coated/Plastisol Coated
- Steel Frame
- 6' Length
- In Ground, Surface Mounted or Freestanding

Installation Hardware, page 18

Powder Coat Finish Colors



Black



Blue



Red



Charcoal



Green



Textured Tan



Yellow



2022 Spring Pricing Sheet

Bike Racks	Tube OD	Mounting Option	Capacity	Product SKU	Price
Single Loop Bike Rack	2.375"	Surface Mounted*	2 Bike	1283	\$ 199.00
	2.375"	In-Ground Mounted	2 Bike	1284	\$ 149.00
"A" Bike Rack	1.9"	Surface Mounted*	2 Bike	1341	\$ 169.00
	2.375"	Surface Mounted*	2 Bike	1343	\$ 199.00
Triangle Bike Rack	1.9"	Surface Mounted*	2 Bike	1301	\$ 209.00
	2.375"	Surface Mounted*	2 Bike	1302	\$ 249.00
Extended Loop Bike Rack	1.9"	Surface Mounted*	2 Bike	1261	\$ 179.00
	1.9"	In-Ground Mounted	2 Bike	1262	\$ 149.00
	2.375"	Surface Mounted*	2 Bike	1263	\$ 219.00
	2.375"	In-Ground Mounted	2 Bike	1264	\$ 189.00
Stepped Bike Rack	1.9"	Surface Mounted*	2 Bike	1381	\$ 169.00
	2.375"	Surface Mounted*	2 Bike	1382	\$ 229.00
Rounded "R" Bike Rack	1.9"	Surface Mounted*	2 Bike	1421	\$ 169.00
	1.9"	In-Ground Mounted	2 Bike	1422	\$ 149.00
	2.375"	Surface Mounted*	2 Bike	1423	\$ 219.00
	2.375"	In-Ground Mounted	2 Bike	1424	\$ 189.00
"R" Bike Rack	1.9"	Surface Mounted*	2 Bike	1401	\$ 159.00
	2.375"	Surface Mounted*	2 Bike	1403	\$ 189.00
Slanted Bike Rack	1.9"	Surface Mounted*	2 Bike	1361	\$ 199.00
	1.9"	In-Ground Mounted	2 Bike	1362	\$ 169.00
	2.375"	Surface Mounted*	2 Bike	1363	\$ 249.00
	2.375"	In-Ground Mounted	2 Bike	1364	\$ 209.00
Long Bike Rack	1.9"	Surface Mounted*	2 Bike	1321	\$ 229.00
	1.9"	In-Ground Mounted	2 Bike	1322	\$ 199.00
	2.375"	Surface Mounted*	2 Bike	1323	\$ 279.00
	2.375"	In-Ground Mounted	2 Bike	1324	\$ 249.00
Drinking Glass Bike Rack	1.9"	Surface Mounted*	2 Bike	1481	\$ 229.00
	1.9"	In-Ground Mounted	2 Bike	1482	\$ 219.00
	2.375"	Surface Mounted*	2 Bike	1483	\$ 249.00
	2.375"	In-Ground Mounted	2 Bike	1484	\$ 239.00

Benches	Mounting Option	Product SKU	Price
Cambridge Bench	Surface Mounted/Freestanding	3210	\$999.00
Cambridge Bench w/Mem. Plaque*	Surface Mounted/Freestanding	3211	\$999.00
Hampton Bench	Surface Mounted/Freestanding	3270	\$1,190.00
Hampton Bench w/ Mem. Plaque*	Surface Mounted/Freestanding	3271	\$1,190.00
Wayside Bench	Surface Mounted/Freestanding	3230	\$889.00
Wayside Bench w/ Mem. Plaque*	Surface Mounted/Freestanding	3231	\$889.00
Georgetown Bench	Surface Mounted/Freestanding	3250	\$929.00
Georgetown Bench w/ Mem. Plaque*	Surface Mounted/Freestanding	3251	\$929.00
Tucson Bench	Surface Mounted/Freestanding	3290	\$949.00
Tucson Bench w/ Mem. Plaque*	Surface Mounted/Freestanding	3291	\$949.00
Expanded Metal Bench with Back	Freestanding	3008	\$499.00
	Surface Mounted	3003	\$499.00
	In-Ground Mounted	3004	\$499.00
Expanded Metal Bench without Back	Freestanding	3028	\$289.00
	Surface Mounted	3023	\$289.00
	In-Ground Mounted	3024	\$289.00

*Plaque provided for additional \$150

Outdoor Tables	Product SKU	Price
Wood Outdoor Table	2081	\$765.00
Square Outdoor Table	2021	\$895.00
Circle Outdoor Table	2096	\$865.00
Rectangular Outdoor Table	2001	\$809.00