



Parks and Recreation Donation Policy

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ElkRiverMN.gov

Park and Recreation Donation Policy

Standards

Purpose:

To establish guidelines, standards, and procedures for the installation and care of park and recreation donations (donations) whether cash or physical property. This relates to but is not limited to:

- Land
- Park benches
- Trees
- Picnic tables
- Plaques
- Bicycle racks
- Monuments/sculptures
- Drinking fountains
- Interpretive Signage
- Flags/flag poles
- Sporting equipment
- Lighting
- Cash
- Program Scholarships

Flowers (annual or perennials), shrubs, and bushes shall not be accepted for donations.

Quality:

The city and the community have an interest in ensuring that donations are high quality as related to style, appearance, durability, and ease of maintenance.

Approval:

All donations, except for tribute benches and memorial trees shall be reviewed and recommended for approval by the Parks and Recreation Commission. All donations, per state statute must be approved by the City Council.

Cost:

The donor shall cover the full cost (vendor price plus 15%) for the purchase and installation of the donation. Installation may include labor costs by park maintenance staff. Any additional costs by the city will be reviewed by the Park and Recreation Commission prior to the City Council action on the proposed donation.

Ownership:

Donations become the property of the City of Elk River.

Installation:

The city will be the responsible party to install or oversee the installation of donations. Park Stewards, if assigned to a park where a donation is requested, may be involved regarding donation location.

Maintenance:

The city will be obligated to maintain the approved donations only for the expected life cycle of the donations, after which time the City may dispose of the donated property. Volunteering for maintenance is encouraged and volunteers may maintain donations but need to be approved through the City Volunteer Program.

Replacement:

The city shall not be responsible for the replacement of any donation if it is stolen, vandalized, damaged, or destroyed, or has exceeded its expected life cycle period.

Donations:

Donations may not be decorated with portraits, ornaments, flags, figurines, or other decorations. Decorations will be removed and disposed of without notice or warning.

Criteria for acceptance**Park Plan:**

Donations must follow the approved park plan. If a plan does not exist, the donor must propose the placement of the donation under the following conditions:

- Provides a legitimate community wide benefit.
- Does not interfere with current or future use of the park facility.
- Does not require the relocation of other equipment or infrastructure to accommodate the donation.

Memorial Tree**Tree Selection:**

Tree species will depend on the park. Staff will assist in identifying a suitable tree for the desired placement area. The size will be based on the city landscaping ordinance. Placement location is at the sole discretion of city staff and is based on park use and maintenance. Preferred tree sizes are 8-12 feet tall and approximately two inches in diameter.

Tree Care:

The city shall be responsible for tree care and will replace damaged/dying donations for five years from the date of planting. Replacement may be deferred to the next growing season (mid-April to early June or the fall) at the city's sole discretion and at not cost to the donor. Trees may be replaced up to two times if stolen or damaged. Tree donation/memorial plaques are not permitted. Donors may receive a medallion and certificate suitable for framing.

Accessory Plantings:

The city will not plant or maintain flowers, bulbs, shrubs, or other accessory plantings (Planting). Plantings must be approved by city staff before setting the Plantings. If not properly maintained, the city shall remove the plantings without notice at its sole discretion.

Tribute Bench

The city has sole discretion regarding placement of new benches. Bench placements shall coincide with master plans or renovation of parks.

There are no current opportunities for tribute benches at River's Edge Commons Park.

Bench Design:

Memorial benches have a standard design (pictured). On occasion, the bench design may differ if it is a newly installed bench as a part of a park redesign or planning project.

Installation Season:

Benches and plaques are installed between April and October, weather permitting.

Bench Terms:

The guaranteed term of a tribute bench is ten years. Bench installation and maintenance will be handled by the Parks and Recreation Department staff. After ten years, the bench will no longer be guaranteed or maintained.

Plaque:

Benches may come include a tribute plaque. Plaque location, size, materials, text, and graphics shall be approved by the Elk River Parks and Recreation Director.

Memorial Statues, Fountains, Plazas, Observation Decks, Gardens, etc.

To the extent that projects of this nature are consistent with the park master planning processes, they may be considered on a case-by-case basis and recommended by the Parks and Recreation Commission. The City Council has final approval. Donors should contact the Parks and Recreation Director to discuss their ideas.

All costs associated with the construction and installation of such materials will be the responsibility of the donor. The expected life cycle of donation shall be mutually agreed upon by the donor and the city in advance of the project.

Tax Deduction

Donations to the city are typically tax deductible. Please consult a tax advisor.

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Adopted by:	On (date)	Item #
City Council	2-1-21	