
CITY OF GREEN BAY
PARKS, RECREATION & FORESTRY DEPARTMENT
POLICIES AND PROCEDURES

GENERAL SUBJECT: Facilities

SPECIFIC SUBJECT: Parks Donation and Memorial Policy

AUTHORIZATION/DATE: Park Committee Approved: November 24, 2009

Council Approved: December 1, 2009

LEGAL REFERENCE:

PURPOSE: The purpose of this policy is to establish guidelines, criteria, standards, and procedures for acceptance and care of donated park improvements which may be in the form of cash or physical property. Physical property donations may include, but are not limited to, park benches, trees, picnic tables, public artwork, landscaping, as well as other park amenities. The City of Green Bay seeks to encourage donations from both individuals and groups, either public or private. Guidelines are also needed for sustainable management of site-appropriate amenities, so as not to detract from the visual aesthetics of the surrounding natural environment or place an undue burden on the City of Green Bay.

This policy also seeks to establish guidelines for gifts or donations to the City of Green Bay's park system which may be memorial in nature. The City of Green Bay respects the desires of individuals to commemorate special events or the lives of loved ones; it also recognizes that parks are intended to serve as recreational settings for all community members.

GUIDELINES FOR ACCEPTANCE:

- The City will only accept donations that are consistent with the Green Bay Park, 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 Department and are subject to the laws, policies, and procedures that govern parks will be accepted.
- Only donations in which the donor covers the full cost of the purchase and installation will be accepted.
- Potential donations must be presented to the Director of the Parks, Recreation, and Forestry Department. The matter will then be reviewed by Department staff and presented to the Park Committee with staff approval.
- Gifts to the Park System which intend to commemorate or memorialize will be considered on an individual basis by the Parks, Recreation, and Forestry Director. Plaque location, size, and style will be determined by the Director to ensure that plaques remain consistent with existing memorials.

CRITERIA FOR ACCEPTABLE GIFTS:

Park Amenities

Park benches, picnic tables, drinking fountains, playground components, etc. may be sited in locations approved by the Parks, Recreation, and Forestry Department, and become City property at the time of purchase. Amenities must be of a style and quality (commercial grade) that is consistent in the park system, as determined by the Director of the Parks, Recreation, and Forestry Department.

Trees and Horticultural Plantings

Donations of trees or horticultural plantings must have approval from the City Forester and/or Landscape Architect prior to purchase. Tree type, height, and caliper will be approved by the City Forester prior to planting. Horticultural plantings must have approval from the Design and Development Superintendent, who will determine the appropriate time frame and design of all plantings. 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 horticultural plantings will be administered under the guidance of City personnel to ensure the optimal chance of survival in relation to type of planting.

Buildings and Shelters

Visual aesthetics and the quality of buildings and shelters are of great importance so as not to detract from the character and natural beauty of the park system. Conceptual design and the site plan of all proposed buildings and shelter donations must be preapproved by Parks, Recreation, and Forestry staff prior being given consideration for acceptance. The structure must meet the departmental requirements for foundations, utilities, etc. Also, all buildings and shelters must be designed and constructed in accordance with guidelines, codes, standards, and ordinances established by the City of Green Bay.

Murals/Statues/Monuments

Donated public artwork, such as murals, statues, or monuments may be approved for appropriate sites by the Parks, Recreation, and Forestry Director. Any such artwork may be removed at anytime, as deemed necessary by the Department. Upright monuments or monuments resembling those typically found in cemeteries are discouraged at any City park or facility.

Property

Property donations must follow the procedures established by the City in order to be considered for acceptance. The City must first receive a written offer stating the desire to donate property. The offer will then be referred to the Park Committee for review. The Park Committee will then forward the offer to the City Council for approval. Upon approval for the City Council, the Park Committee will then accept or reject the offer based on a Phase I environmental review conducted by City engineering staff.

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 Parks,

Recreation, and Forestry Department, and will be presented to the Green Bay Park Committee and brought before the City Council for approval.

OPERATION AND MAINTENANCE CONSIDERATIONS:

- An analysis will be conducted of the operation and maintenance impact on the Department budget, in relation to the amount of “manpower” needed and the ability to maintain the donation, prior to acceptance of the donation.
- 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 Park Committee. The installation will be scheduled at a time and date as determined by the Parks Superintendent so as not to unnecessarily interfere with routine park maintenance activities.
- The entire cost of the installation, as well as the cost of city labor will be borne by the donor.
- 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 good repair.

USEFUL LIFE:

- The City will maintain the donation only for the expected/useful life cycle of the donation, as determined by the Director of the Parks, Recreation and Forestry Department. 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 Green Bay 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.