

Memorial Donation Policy

1. Purpose

To establish guidelines for the consistent decision-making process related to the acceptance, placement and long-term maintenance of public requests for memorial donations in city-owned facilities, parks, and natural areas.

2. Background

Memorial gifts have been a welcome and thoughtful addition to the City of Fountain City's parks for many years. Historically, the City has accepted these donations without a formal written policy however guidelines are 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.

3. Approval Criteria

The placement of enhancements in the park system must be compatible with the existing comprehensive park system plan, individual park plans, and/or capital improvement program (CIP) requirements of the City of Fountain City with the final decision as to location and donation type to be determined by the Parks and Recreation Committee.

Memorials shall not detract from or overpower the scenic or architectural values of the existing environment. Memorial donations, which are large in scale, may be considered on a case-by-case basis, as they relate to park planning processes and the CIP process.

Non-designated monetary memorial donations will be used to meet current needs of the City.

4. Process

1. The donor reads this policy and then submits a completed Memorial Donation Agreement Form. Agreements are available in either hard copy form or online.
2. Parks and Recreation Department will review and determine the appropriateness of the proposal as measured by approval criteria. Department staff will notify the donor of the review decision and identify any final conditions of approval.
3. Payment in full will be made to the "City of Fountain City" for park furniture donations or to directly to the nursery for tree donations. Reference the donation-specific instructions below for further information.
4. Plaques are an additional cost. Plaques are to be ordered and paid for by the donor. Plaques may be ordered through "La Boutique". Address is 178 Johnson St., Winona, MN 55987. Phone number is (507) 452-6531. Email address is laboutique@hbi.com. Plaque size options are 10" x 3" or 12" x 6". Plaques must be bronze and should follow specifications prescribed by the City.
5. Once installed, a thank you letter will be issued to the donor that states the donation value and general purpose.



City of Fountain City
42 North Main Street
Fountain City, WI 54629
Phone: (608) 687-7481
info@fountaincitywisconsin.com

Donation-Specific Instructions

1. Tree

Once the exact location has been determined and approved by the Parks and Recreation Committee, the purchaser will be instructed to pick out and pay for the tree(s) at a local nursery and notify the City Clerk when the purchase is complete. Public Works staff will pick up and install the tree in the agreed upon location. There are no additional fees for tree installation.

Recommended trees are: Flowering Crab, Ginkgo, Japanese Lilac, Kentucky Coffee, Locust, and Service Berry. Trees cost approximately \$300-\$500 depending on the species.

Memorial plaques may be purchased separately and will be installed at no additional fee in a manner that does not harm or interfere with the growth of the tree.

2. Park Furniture

Park furniture will be constructed of materials that meet the design and maintenance requirements of the Parks and Recreation Department. Park furniture donations are preferred to be purchased from the [Anova Furnishings](#) Rendezvous Collection in the color black. Requests for park furniture donations not from the Rendezvous Collection may be considered on a case-by-case basis by the Park-Rec Committee.

Benches typically cost approximately \$1,300.00; the buyer pays the exact cost of the bench as charged to the City. A concrete pad is required for park furniture. If the donation is replacing a piece that already has a concrete pad then there will be no additional fee. If the donation requires a new pad to be installed, a fee of \$200 will be added to the invoice. Other types of park furniture costs will vary. This is given as an example only.

Memorial plaques may be purchased separately and will be installed at no additional fee to the front center of the concrete pad or directly on the park furniture.

Once the application is approved including donation location, furniture type, and cost, payment in full must be made to, "City of Fountain City." The City will place the park furniture order once payment in full is received.

3. Additional Information

The City does not guarantee permanency of the memorial. If a memorial must be relocated, staff will attempt to notify the donor, in writing, at the address shown on the completed Memorial Donation Agreement Form. If the donation is at the end of its life expectancy, the family will be given the first option to repurchase and replace.

The City shall be responsible for the installation and protection of the work, within reason. Once installed, the memorial becomes City property. The City cannot commit to coordinate the installation with personal ceremonies.

The City is not responsible to replace damaged, stolen, or vandalized donations or memorials.

Donation requests not covered by the categories above will be considered on a case-by-case basis by the Park-Rec Committee.



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MEMORIAL DONATION AGREEMENT FORM		
Name	Address	
City	State	Zip
Phone	Email	
Donor Organization (if applicable)		
DONATION INFORMATION		
Specify what you are interested in donating:		
Specify the desired location of the donation:		
If this donation is being made "In Memory Of" or "In Honor Of" someone, please indicate the designation:		
Any additional comments regarding the donation?		
ADDITIONAL INFORMATION		
<p>Memorial gifts to The City of Fountain City are considered outright and unrestricted donations. The City of Fountain City does not guarantee permanency of the accepted donation. If a memorial must be relocated, City 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 Memorial Donation Policy. The donor understands and agrees with the conditions set forth in this policy and agrees to pay the City any donation funds within one month of notification of Memorial Agreement approval.</p> <p>Please sign below to indicate that you have read and understand the donation policy.</p>		
Applicant's Signature	Date	

Return completed form to City Hall:
42 North Main Street, Fountain City, WI 54629
Or via email to info@fountaincitywisconsin.com