



**CITY OF STORM LAKE
DONATION PROGRAM GUIDELINES**

OBJECTIVE:

Donations of every type are offered to the City of Storm Lake for general or specific purposes. The City receives several requests each year from individuals wishing to donate items in honor of an individual. The most popular donation request is a memorial bench with a personalized plaque embedded in the bench back. The City is appreciative to receive such generous donations.

This policy will guide the review and acceptance of such donations, confirm that the City has relevant and adequate resources to manage such donations, and ensure that the City appropriately acknowledges the generosity of the donor. Partnership opportunities for donations for community benefits should respect relevant legislative and policy provisions and occur within an ethical framework that preserves the integrity of municipal decision-making processes.

The purpose of this policy is to establish guidelines that 1) ensure donations occur at arm's length from any City decision making process, 2) provide criteria and process for the acceptance of donations, and 3) give the City the ability to accept donations that meet its needs and capacity to maintain the donation.

This policy relates to voluntary donations to the City for community benefit. The City desires to encourage donations, while at the same time considering fiscal impacts and on-going maintenance and operational costs. While this policy predominantly focuses on material donations, this policy should be considered to have broad applicability for unseen future donations.

The City has 11 playgrounds, 4 bathrooms, 3 ballfields, 2 tennis courts, 1 beach, Chautauqua Shelter, and other open shelters. The City is open to developing recreational areas with basketball courts, pickle ball courts, exercise stations and other options. Providing multiple and varied options for enjoying recreation and the amenities in the community by improving facilities is a desired outcome.

LEVELS OF DONATIONS:

The form includes a place for the donor to indicate what donation amount is desired. Each level of donation has several options from which to choose. The life cycle of a donated asset is considered in determining the value.

\$500 - \$999:

- Concrete benches
- Trash cans
- Golf ball washers w/wastebasket
- Animal waste stations
- Grills

\$1,000 - \$1,499:

- Picnic tables
- Bike racks

\$1,500 - \$1,999:

- Basketball hoops and poles
- Flower beds

\$2,000 - \$2,499:

- Statues/Art work
- Butterfly garden/Flower beds

\$2,500 – above:

- Gazebos
- Docks
- Statues/Art work
- Playground equipment
- Holiday decorations
- Drinking water fountains – dependent on availability of a water line nearby

MEMORIAL TREES:

There are two parks which have plaque board recognition for donors to donate a tree in memory of an individual. However, the City is always interested in placing trees with a donation plaque throughout any of the Parks System.

OTHER OPTIONS:

As an example, the City has fifteen animal waste stations throughout the parks. The City provides the waste bags and maintenance. We are open to other options that fit the donor's wishes as well.

CURRENT INSTALLATIONS:

Below are the current installations of benches and picnic tables in various locations in the City. It is important to consider locations carefully as to not crowd specific locations with installations.

Current Installations		
Location	Benches	Picnic Tables
Awaysis Park	26	5
Chautauqua Park	21	34
Sunrise Park Road	12	0
Circle Park	2	7
Emerald Park	2	1
Frank Starr Park	20	22
Lakeshore Drive	16	0
Oscar Bauman Park	2	0
Radio Park	2	0
Rose Lane Park	1	0
Kiwanis Park	1	0
Scout Park	7	6
Seneca Park	2	2
Sunrise Park	2	0
Sunset Park	18	9
West 9th Park	1	1
Total	135	87

FUTURE INSTALLATIONS - SUGGESTIONS:

Below are suggestions for future installations in a few locations. The City is always open to requests from donors for future enhancements.

Future Installations		
Location	Benches	Picnic Tables
Radio Park	1	1
Rose Lane Park	1	1
Kiwanis Park	1	1
Total	3	3

FUTURE IDEAS:

A Butterfly garden at the end of Geneseo Street in the Sunset Park area would be a nice addition. A lighthouse or other art piece could be located here also.

Strategically located exercise stations along the shared use path are another idea for enhancement to current facilities. Upgrades to play equipment, elderly play areas and other ideas will always be considered.

Asset	Location	Useful Life	Donation	Total Asset Value
Play Equipment	Various	15 years		
Dog Park	TBD	20 years		
Bench	Various	7 years		
Dog Waste Stations	Various around Parks	7 years		
Dredge Spoils Site Amenities	Dredge Site development	TBD		
Pickle Ball Courts	Chautauqua Park	15 years		\$70,000
Trash Cans	Various Locations	5 years		
Golf Ball Washers	Golf Course	7 years		
Bicycle Racks	Various Locations	10 years		
Grills	Parks/Campground	5 years		
Fire Rings	Campground	5 years		
Picnic tables	Various Locations	10 years		
Basketball courts	Various Locations	10 Years		
Flower beds	Various Locations	1 year		
Gazebos	Various Locations	15 Years		
Docks	Various Locations	10 Years		
Public Art	Various Locations	TBD		
Holiday Decorations	Various Locations	10 Years		
Butterfly Gardens	Various Locations	Yearly		
Elderly play areas	TBD	TBD		
Golf Course Clubhouse	Golf Course	25 Years		\$1M
Recreation Center	Recreation Site	40 Years		\$50M

INSTALLATION OF DONATED ITEMS:

The City will assemble and install the donated item, if applicable. Incidental expenses will be considered an in-kind match to the donation and will be covered at the City's expense. The City will order the donation item and plaque following payment of the agreed amount by the donor. If the donated item is not on the list the donor will need to submit a picture and written request to have it placed.

Installation of the donation will take place in the spring of year. After installation, a picture of the donation and the memorial plaque will be taken. A GPS location will be completed with this information placed in the City's GIS system.

Every attempt will be made to honor the wishes of the donor to place the item in the location they have chosen.

MAINTENANCE:

Maintenance for donated improvements is at the expense of the City unless other arrangements or agreements have been made. Maintenance will continue through the anticipated life of the asset.

INQUIRIES:

When an inquiry is received regarding a donation, information should be gathered on a form provided by the City to the donor. This information should then be forwarded to the Program Coordinator for review. City staff will then review the request and within 10 business days notify the individuals of the outcome.

The City will make every effort to grant the request of where to place the donated item, however current items in the location will be considered when making the decision.



DONATION AGREEMENT

Date: _____

Donation location preference: _____

Item donated: _____

To honor the memory of a loved one or organization, _____ requests permission to place a donation on City property. By this agreement between the City of Storm Lake and _____, the Donor Sponsor, the right to place the donation on city property is granted as described below:

- Donation will be maintained under and in accordance with the City of Storm Lake’s Donation Program conditions attached to this agreement and incorporated herein by reference.
- The Donor Sponsor shall abide by all regulations relating to the maintenance, safety, and all other conditions as required by the City regulations for the Donation Program.
- The Donor Sponsor agrees to allow the City to remove/relocate the donated item if it impedes any future public improvements the City does in the area.
- Every effort will be made on the City’s part to grant the approval of the location for the donation. However, if the location is not suitable for whatever reasons the Donor Sponsor agrees to the let the City place it in a different location.
- The Donor Sponsor will, at all times, assume all risk relating to, and indemnify, defend and hold harmless City of Storm Lake, its Council, agents, employees and representatives against any and all claims, lawsuits, losses, damages, responsibility, liability, attorney’s fees, costs and expenses arising from, allegedly arising from or related to, the exercise or attempted exercise by the Donor Sponsor, its employees, agents, contractors and representatives, of the Donor Sponsor’s obligations, rights and privileges in this agreement. This paragraph shall survive termination of this agent.
- The Donor Sponsor agrees that City of Storm Lake may terminate this agreement at any time the Donor Sponsor does not comply with the conditions in this agreement or at any time the City determines the donation is unsafe or causes a conflict with public improvements. The City of Storm Lake reserves the right to revise or discontinue this program at any time.

Signature of Donor Date

Contact Name Email Address Phone

Sign Inscription:

