

**GUIDELINES FOR DONATIONS
CITY OF RIVER FALLS
PARKS AND RECREATION DEPARTMENT**

The following guidelines are the procedures that the City Parks and Recreation Department has adopted in order to give clear directions and assistance when making a donation to the City Parks.

1. Donor makes contact with City.
2. Donor is referred to the Parks Department and or Community Development Department.
3. A meeting with staff is scheduled to discuss the Donor's proposal and how the best use of the Donor's resources may be matched to the needs of the Parks and Recreation Department.
4. In cases where the Donor has a specific proposal or idea in mind, staff reserves the right to ask for scaled plans and drawings to enable staff to judge its merit for further consideration.
5. Proposals acceptable to staff will be forwarded to the Park and Recreation Board for consideration. The following materials shall be included in the report sent to the Board.
 1. A letter from the Donor stating reasons for the donation and special circumstances, which need to be considered. An example would be the use of a specific type of plant material or landscape fixture. If a specific location for the donation is desired then the location shall be identified with reasons for choosing that location.
 2. Scaled plans and elevations. This will be mandatory for any type of landscape fixture or landscape plan, which involves the donation of more than one plant, i.e., tree or shrub.
 3. An implementation plan outlining who will do the work and when. This may include the use of City forces when appropriate.
 4. A report by staff on the appropriateness of the proposed donation with a recommendation on whether to accept or reject donation.
6. Park Board accepts/denies or sends proposal back to staff with specific reasons for further clarification.

In addition to these guidelines the City maintains specific standards for landscape materials. Hard landscape items such as park dedication signs, park benches, play equipment, sculpture, water features and so forth would be judged individually through the submission of scaled plans and elevations

as required by the guidelines. Other specific standards include the following.

1. Dedication plaques for hard landscape items where appropriate shall be flat and not exceed 5"x 5". Plaques shall be attached in a manner that will minimize maintenance and the potential for vandalism.
2. Trees shall be at a minimum 2 to 2 1/2 inch diameter balled and burlapped. Selection of species shall be in consultation with the City Forester.
3. Shrubs shall be at a minimum 36 inches balled and burlapped. Selection of Species shall be in consultation with the City Forester.

The Parks and Recreation Department looks forward to your ideas and hope to make this process run smoothly to both your benefit and the City.