



## STAFF REPORT

DATE: 02/22/2023

### **Motion**

**TO:** Park Commission

**AGENDA ITEM:** Jeff and Kalli Corajod Donation

**SUBMITTED BY:** Adam Swanepoel, Assistant Public Works Director

**REVIEWED BY:** Marty Power, Public Works Director

Kristina Handt, City Administrator

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### **BACKGROUND:**

The city has received a donation of \$1000 from Jeffrey Corajod and Kalli Shades to be used for community improvement to update park equipment.

### **ISSUE BEFORE PARKS COMMISSION:**

Should the Parks Commission accept the donation of \$1,000 from Jeffrey Corajod and Kalli Shades?

### **PROPOSAL DETAILS/ANALYSIS:**

Jeffrey Corajod and Kalli Shades wishes to make a donation of \$1000 to fund upgraded park improvements preferably in Tablyn Park. It is requested the donation would help purchase an item such as a bench, trees, or update the current play structure.

Parks Commissioners should consider the following when accepting donations:

- (1) Is the gift of lasting value to the community?
- (2) Does it create potential liability issues for the City? That is, will people walk on it, sit on it, or under it? Will construction be inspected, is construction up to current standards (ADA accessible, for example?) Are the materials used acceptable for public construction?
- (3) Will some member of the public find the item offensive; can it be construed as having a religious content, or offending members of a protected class?
- (4) What will the potential annual maintenance cost of the gifted object be? Do the costs outweigh the value of the gift?
- (5) Does the gift carry implied duties that the City must perform? What is the cost of performance of such duties? Does the cost exceed the value of the gift?
- (6) If costs, direct or indirect exceed the value of the gift; acceptance of the gift may still be warranted if a public purpose is being served and all understand the costs as well as the value of the gift.
- (7) Also, does the acceptance of the gift imply that the City will replace the gift when worn out, destroyed by vandals, etc? If the gift is found to be no longer of use in the future, may the City at that time, sell, dismantle or convert to another use?
- (8) All agreements, prohibitions, etc, with respect to the gift should be noted in the minutes or Memorandum of Agreement for future reference.

### **FISCAL IMPACT:**

The proposed donation would be placed into the parks general maintenance fund for purchase or use toward park improvements.

With the future upgrades to Tablyn Park currently being considered, staff suggests the purchase of a bench with a placard identifying the donors and year of donation or landscape trees to put throughout the park. Expected cost of a bench ranges from \$300 to \$1000 and placard being about \$250. Trees can range in size and price, if considered, staff suggests purchasing 4-5 mature trees ranging in price of \$200-\$250 apiece.

**OPTIONS:**

- 1) Approve the donation from Jeffrey Corajod and Kalli Shades and recommend putting the donation towards “\_\_\_\_\_” in Tablyn Park.
- 2) Do not accept the donation from the Jeffrey Corajod and Kalli Shades

The Parks Commission should identify any agreements or exclusions related to the recommendation.

**RECOMMENDATION:**

Staff recommends the following motion:

“Move to recommend to the City Council to approve the donation from Jeffrey Corajod and Kelly Shades and purchase a bench and placard not to exceed \$1000 to be placed in Tablyn Park.”

DONATION FORM FOR LAKE ELMO CITY PARKS PUBLIC IMPROVEMENT PROJECTS,  
MEMORIALS, TRIBUTES, WORKS OF ART  
(Including funding proposals for the above purposes)

DONOR INFORMATION

Name: Jeffrey Corajod & Kalli Shades

Address: ████████████████████

Phone: ████████████████

Email: ██████████@██████████

Hereby makes a proposal to fund and/or construct a Public Improvement Project, memorial, tribute, or work of art consisting of:

Donation to upgraded park equipment ie. bench, play structure, garden (tree, plants)

If possible, please include a donation name plaque - "Corajod Family"

The intended purpose of this donation is:  
Community improvement

Proposed location:  
Tablyn Park

Donation subject to the following restriction (if any):

Condition, Conservation and Maintenance Requirements:  
Routine maintenance of play structure, bench, ~~tree~~ tree, etc.

What type of materials will be used in the proposed Project?

*examples*

*Tree  
Bench  
Play equipment*

*- whatever is proposed in Tablyn park plans, money*

What is the intended life span of the Project?

*Can be used for anything deemed appropriate*

*20-100 years*

What short and long-term maintenance may be required and what is the anticipated cost of such maintenance?

*Routine park maintenance*

The City of Lake Elmo will make reasonable efforts to accommodate the intended purpose of the donation but reserves the right to utilize, relocate and/or dispose of any item through donated funds as the City of Lake Elmo may deem fit.

This agreement shall not take effect until the City Council of the City of Lake Elmo has specifically accepted this donation.

Donor:

*Kell Sh [Signature]*

Date:

*12/1/22*

Recommended:

\_\_\_\_\_  
Department Head

\_\_\_\_\_  
Date

Accepted:

\_\_\_\_\_  
City Administrator

\_\_\_\_\_  
Date