

**Special Properties Committee Meeting**  
**Monday, May 2, 2022, 3:15 p.m. Village Hall**

**Members Present:** Chairman Canton, Council Member Cavanagh, Mayor Koons, Fiscal Officer Romanowski, Street Commissioner Alder

Canton called the meeting to order and read the roll. Canton stated that the Fiscal Officer requested the development of a policy for the park. The Fiscal Officer explained that the Village currently takes donations from individuals for very specific things, and it is necessary to be able to track these monies. Donations have been accepted for trees and benches in the park, but the costs of these items have not been reviewed since the practice began. For example, the purchase of the benches includes a surcharge, the freight, and plaque, which is currently over \$1,000 per bench. The requested donation is \$750. In 2019, the trees cost \$225 - \$230, which may also have increased. The Village asks for a \$600 donation for the tree, plaque, and stake.

Canton stated that according to the Street Commissioner, there are 20 benches in the park and there is room for one more bench around the playground. Would this be all the benches the Village would want in the park? The Fiscal Officer said this was discussed in the Budget Work Session in the fall, and at that time, the Park Committee Chair, Councilman Galicki, said the Park Committee identified a composite bench but the Street Commissioner wanted a different type. Subsequently, Council committed to doing the Park Master Plan, but the plan did not identify the best placement for the benches as anticipated.

The Fiscal Officer suggested that a decision be reached by the Committee and/or Council as to the location and quantity of benches the Village should sell. Then when an inquiry is made, there would be a list that contained bench availability and location. For example, the Fiscal Officer explained that a resident contacted the Village and wanted to donate a bench, but she did not know if the Village was still selling benches. Canton asked if he should go back to the Park Committee and ask their preference on bench quantity and/or bench replacement. The Fiscal Officer referenced a policy the Street Commissioner had acquired from another municipality that addressed the duration and replacement of donated benches. She stated according to the Street Commissioner, some communities offer a time limit to a bench donation, perhaps a 10-year donation time limit and then perhaps the plaques go in a memorial area, or something along those lines. In the instance where a bench needs to be replaced, Canton suggested the Village approach the original donor about replacing it. Another option would be to find a location in the park to place the plaques from former benches and trees.

The Street Commissioner wanted to replace all the benches over the next few years. As the Village sells them, the donations would reimburse the Village and the donor would get a plaque put on the bench. The benches the Village is currently purchasing from American Athletix will last 30-50 years. The planks on the benches will last 15 years and can be replaced. The committee agreed that uniformity of the benches would be best.

The Mayor did not think anyone had called for a bench in a couple of years. Eight benches were sold for around the playground. The Fiscal Officer explained that prior to the playground being built, the Village did not solicit for bench sales. The first ones donated were from Boy Scouts

projects and they were untreated pine that did not last long. The Village felt that it needed to replace them. Donations end up costing the Village down the line. The Mayor asked what the Village paid for the benches two years ago, and the Fiscal Officer was unsure. The costs then probably did not include the surcharge or elevated freight charges. The Mayor said when the Village began selling benches, between the cost of the bench and the plaque, it was costing about \$800 and people were paying \$750. The Mayor reiterated that no one had called to buy a bench since the Village sold the eight around the playground. The Fiscal Officer noted that there was someone who emailed in March asking about a bench. This prompted the present discussion.

Canton inquired about the bench that would go on the prepared slab, and the Fiscal Officer explained the bench was just ordered and would be for Sally Butz Voss. Canton verified that plaque had been ordered and the Fiscal Officer clarified that according to the Street Commissioner, the Village already had it.

Canton asked if the Fiscal Officer needed a process that began with a phone call or email to Village Hall. The Fiscal Officer explained that part of her request was to identify who would start the process. If she received a request, where would she go? Would she go to the Park Committee or to Council? Canton said not to worry about how many benches or trees right now, just the process. Canton asked about the current practice, and the Fiscal Officer answered that she refers the request to the Park Committee. The Street Commissioner offered that more benches are not needed, but rather the replacement of the existing ones. He explained that the replacement benches are 8-foot benches and some of the existing ones are between 5 and 6 feet.

The disposition of plaques was discussed, and it was proposed that the original donors be contacted to see if they want the plaque or wished to have it mounted on something.

Cavanagh asked about the time limit of the donated bench, and the Street Commissioner said the benches would last a lifetime.

Canton said he will discuss with the committee the benches and trees and determine whether there are already enough or whether more were wanted. Cavanagh stated that benches were needed halfway up the grade to the island of trees. The Street Commissioner explained that there was one bench at the island of trees and four benches at the top of the hill. She would look at the park for placement. Canton asked if there were benches on the East Washington side of the park, and the Street Commissioner explained there was one by the parking lot and one by the Tea House.

Canton would request a meeting on May 16<sup>th</sup> of the Parks Committee to share these topics.

The Mayor said that right now, the Village has purchased eight benches and two more are coming. Judy Harvey and Cindy Nairn bought their own benches for the Butterfly Garden. The Mayor said the Village sold seven trees and they are around the playground. There was a recent inquiry by a resident (Kwasny) about purchasing a tree, which the Mayor said could go between the benches in the Butterfly Garden. The Mayor also made a suggestion to the Park Committee about buying a tree for Greg Pike, who was on the Park Committee for nine years. Canton clarified that the Mayor was asking the members of the Park Committee chip in to buy it, and the

Mayor said he thought the Village should. The Fiscal Officer explained that the HR Committee was currently discussing this gift policy which is where this topic would be handled.

The Mayor reiterated that the Village bought seven trees and eight benches and then sales dried up. Then two more benches were purchased by the Village. Eventually, there will be 10 benches and 7 trees. Originally, he wanted to have 14 trees around the playground. He suggested advertising tree donation in the next newsletter. The Fiscal Officer suggested first determining the policy. Canton said when he meets with the committee, he will ask how many trees should be available for purchase.

The Fiscal Officer suggested that when Canton speaks to the Parks Committee, he should find out if there are enough benches, or whether more should be sold. Cavanagh suggested advertising for bench sales in the newsletter and then keeping a list of who wants to buy benches. The Fiscal Officer asked if the donation would be forever, or would it have a time limit? Cavanagh answered, forever. Canton added that if a bench needed to be replaced, the Village would contact the donor with the option of paying to replace it or giving them back their plaque. A third option would be to find a place in the park to put the plaques.

Canton said the next Special Parks Committee meeting would be Monday, May 16<sup>th</sup>, at 7:00 p.m. in Village Hall.

The Street Commissioner suggested putting the plaques on the rafters in the pavilion.

The Fiscal Officer thought that possibly Canton sharing her questions with the Park Committee would be the first step. The Mayor thought things would dry up as far as benches and trees. The Mayor provided the example of selling bricks as memorials in the Scattering Garden of the Cemetery, but only three or four were sold.

Canton adjourned the meeting at 3:45 p.m.

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Gerald Canton, Chairman

**PROPERTY COMMITTEE MEETING**  
**Monday, May 2, 2022 – 3:15 @ Village Hall**

**FO MEETING FOLLOW UP INFO**

**BENCHES 2022:**

Bench Cost per bench	\$575
Surcharge	125
Freight	165
Plaque	<u>155</u>
Total	<b>\$1,020 per bench</b>

**TREES 2022:**

Tree cost	\$225 - \$230 (2019 cost)
Plaque	260
Stake	<u>122</u>
Total	<b>\$607 per tree</b>

**BENCHES 2019-2020:**

Bench Cost per bench	\$476
Surcharge	0
Freight	61* (approx.)
Plaque	<u>155</u>
Total	<b>\$692 per bench</b>

**TREES 2019-2020**

Tree cost	\$225 - \$230 (in 2019)
Plaque	225
Stake	<u>106</u>
Total	<b>\$556 per tree</b>

\*In 2019 the Village purchased 7 benches along with the two large pavilion trash cans with lids and the total freight was \$550. Allocated an approximate freight cost per item in bench cost above.

- Donation per bench **\$750**
- Donation per tree **\$600**
- How many benches is the Village “selling”?
- Can we find more reasonably priced vendors for the benches, trees, plaques?
- How often should the pricing be reviewed so donations cover the costs?
- Where is the location of benches and / or trees?
  - Who decides the location, Street Commissioner, Park Committee, Officials?
- What is the process for buying / donating for a bench or tree?
  - Who takes the order, who does the purchasing, etc.?
- What happens when a donated bench or tree gets damaged or dies?
  - Does the Village replace it with its own funds?
  - Is the item removed and disposed of?
  - Is the donor notified for their input if they want the plaque?
- If a donated item gets damaged or dies, what happens with the plaque?
  - Do we install it in ground there?
  - Do we put in a memorial park garden or wall and put all the plaques there?
- Is a donation for a specific number of years and then someone else can put their name on it?